

Meeting Minutes -Montgomery County Emergency Services District No. 6

The Montgomery County Emergency Services District No. 6 Board of Commissioners held its regular meeting at the Porter Fire Station #122, 20515 FM 1314 Porter, Texas 77365 on May 25, 2021.

The meeting was called to order by David Miller, District Board President.

Commissioners present: David Miller, Therlyn Cook, Larry Trout, John Kelley and Donnie Click.

Also attending: District Fire Chief Carter Johnson, Assistant Chief Charles Martin, District Office Manager Jessica Black, District Legal Counsel John Peeler of Coveler & Peeler, PC, District Bookkeeper Katherine Turner of Municipal Accounts & Consulting, LP., and Peter Foniciello of Martinez Architects. Scott Clinch, a member of the public, was also in attendance.

Commissioners not present: none

Public attendees: none

- The Board convened and the meeting was called to order by Commissioner Miller at 12:40 PM.
- The Board conducted roll call with a quorum present. The Board of Commissioners attended the meeting in person, and consultants appeared either in person or via teleconference.
- The Board opened the floor for public comment. Scott Clinch works with several area departments selling equipment and expressed his interest in the District and its activities.
- The Board then addressed item 3 of the agenda, minutes of prior meetings. The minutes were reviewed for the April 27, 2021 regular meeting. Motion by Commissioner Trout and second by Commissioner Cook to approve the minutes as presented by Counsel. **After discussion the motion was approved 5 to 0.**
- The Board then addressed item 4 of the agenda: financial report, investments, and bills. Katherine Turner of Municipal Accounts and Consulting presented a report on the financial status of the District for review and action, and she provided a verbal summary of the monthly report, as well as year to date report, and bills for payment. Ms. Turner summarized construction costs, tax reports from Montgomery County noting 95.93% of property taxes had been collected. Ms. Turner relayed that the sales tax in 2021 has increased sharply compared to that in 2020. Motion by Commissioner Trout and second by Commissioner Click to accept the report and approve the investments and bills as presented. **After discussion the motion was approved 5 to 0.**
- The Board then addressed agenda item 5, amendments/revisions to District budget(s). No action taken.
- The Board took no action on agenda item 6, amend budget regarding surplus funds and station construction.
- The Board next addressed agenda item 7, District employee retirement accounts, including changing management company. Chief Johnson stated that the retirement account “froze” this week due to the move to Lincoln Financial. Chief Johnson share that he met with representatives from a local Lincoln Financial office. No action taken.
- The Board then addressed agenda item 8, to review and act on items related to construction, improvements, repairs, renovations, and equipment purchases for District facilities, including selection/engagement of contractor(s), architectural, testing or other services. Chief Johnson reviewed information on the energy study with Entergy for Station 121 and 124. The study indicated a potential savings of approximately \$4,000 per year to change lighting to energy star lights which would then allow for an incentive payment. Commissioner Miller asked what the cost of replacing the lights as suggested. Motion by Commissioner Trout with second by Commissioner Click to approve up to \$12,000 to complete the light replacement for Stations 121 and 124 as presented by Chief Johnson. **Motion was approved by a vote of 5 to 0.**

Regarding the new station 122 that is nearing completion Chief Johnson reported: there are supply chain issues on the bay doors; the second week of June move-in was now in question; generator has shipped; station alerting system still in progress. Peter Foniciello of Martinez Architects also provided a summary of the progress noting many items having been completed. The Board noted that Draw Request # 12, in the amount of \$321,481.45 was approved with payment of the District bills, above. Chief Johnson addressed the Station 121 flagpole project with the commemorative design stating the cost would run approximately \$20,000. Chief Johnson will provide solid numbers at the June meeting.

- The Board took no action on agenda item 9, disposition of surplus and/or salvage property.
- The Board next addressed item 10 of the agenda, acquisition and financing of capital equipment and vehicles. Chief Johnson stated that they were looking for a forklift, perhaps a federal surplus or used from a private source, to be used in moving palletized supplies. Chief Johnson estimates the cost for such a forklift to range from \$10,000 - \$12,000. No action taken.
- The Board held on agenda item 11 regarding real estate matters until after Closed Session.
- The Board addressed item 12 of the agenda, to receive a report from the Fire Department. Chief Johnson presented a report noting the following: booster truck involved in a wreck on Sorters Road; awaiting DPS report regarding same; Asset History on repairs, maintenance of vehicles; incident/run summary by type; repairs difficult due to part shortages; new hire orientation conducted the previous week; wrapping up TIFMAS COVID vaccine mission.
- The Board took no action on item 13, matters related to first responder status and activities with Montgomery County Hospital.
- The Board next addressed item 14 of the agenda, matters related to COVID-19. A brief discussion was held on the possibility of pursuing federal funds. No action taken.
- The Board then addressed agenda item 15, records management issues. Chief Johnson stated that documents had been updated with TSLAC and were now proceeding with sorting the documents for disposition. No action taken.
- The Board took no action on item 16, the District's ISO/PPC rating.
- The Board entered Closed Session under item 17, to consult with legal counsel, at 1:17 PM and returned to Open Session at 1:36 PM
- The Board entered Closed Session under item 18, deliberation of real estate matters, at 1:17 PM and returned to Open Session at 1:36 PM.
- The Board entered Closed Session under item 19, discussion of personnel matters, at 1:17 PM and returned to Open Session at 1:36 PM.
- The Board returned to agenda item 11, real estate matters. Commissioner Trout made a motion and second by Commissioner Click to accept the County's offer on the Ford Road property acquisition. **After discussion the motion was approved 5 to 0.**
- The Board next addressed personnel matters. No action taken.
- There being no further business to come before the Board at this time, the meeting adjourned at 1:42 PM.