

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 Department Station 121 on January 23, 2019.

The meeting was called to order by Larry Trout, District Board President.

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

Also attending: District Fire Chief Carter Johnson, District Administrative Assistant Jessica Black, District legal counsel John Peeler of Coveler & Peeler, PC, and District book keeper Katherine Turner of Municipal Accounts & Consulting, LP. Ricardo Martinez and Justin Myers of Martinez Architects were, also, in attendance.

Commissioners not present: n/a

Public attendees: none

- The Board convened and the meeting was called to order by Mr. Trout at 12:25 PM.
- The Board conducted roll call with a quorum present, pledge of allegiance, and opening prayer.
- The Board took no action on agenda item 2 as appointment of commissioners by Commissioners Court for the 01/01/19 – 12/31/20 term had not been conducted.
- The Board tabled agenda item 3 to be addressed upon appointment of commissioners by Commissioners Court.
- The Board opened the floor for public comment under item 4 of the agenda though none was offered.
- The Board then addressed item 5 of the agenda, minutes of prior meetings. Counsel presented the minutes for the December 18, 2018 regular meeting. Motion by Mr. Miller and second by Mr. Click to approve minutes as presented. **After discussion the motion was approved 5 to 0.**
- The Board then addressed item 6 of the agenda: financial report, investments, and bills. Katherine Turner presented a report on the financial status of the District for review and action, and she provided a verbal summary of the monthly report and bills for payment. Motion by Mr. Miller and second by Mr. Kelley to accept the report and approve the investments and bills as presented. **After discussion the motion was approved 4 to 0** with Mr. Click abstaining due to payment to Click Tire.
- The Board took no action on item 7, engagement of Auditor to prepare District 2018 Audit, as the engagement of McCall Gibson Swedlund Barfoot PLLC was previously approved at the District's meeting held September 25, 2018.
- Board took no action on item 8, amendments/revisions to District budget(s).
- The Board continued to item 9, to review, discuss and take action on items related to construction, improvements, repairs, renovations and equipment purchases for District Facilities, including architectural or other professional services. Chief Johnson provided the following updates: Station 121 – addition is 99% done, minor punch-list remains (final payment will be held pending completion), currently installing security on lobby side of building; Station 122 – Chief Johnson introduced Ricardo Martinez and Justin Myers of Martinez Architects, as the designers of Station 122, questioned whether to add a display bay for the classic truck and if a large meeting room was needed, still ironing out, MCHD potentially participating, need Geotech so mowing of the lot is necessary, AIA contract has been received and executed.
- The Board next addressed item 10 of the agenda, disposition of surplus and/or salvage property. Chief Johnson reported that some meeting room chairs are too worn, old and broken to be used or sold as salvage and would be disposed of as garbage. No action taken.
- The Board then addressed item 11 of the agenda, acquisition of capital equipment and vehicles and financing for same. Chief Johnson anticipated September delivery of a new truck stating no present need to examine financing at this time. No action taken.
- The Board took no action on agenda item 12 regarding real estate matters.

- The Board then addressed item 13 of the agenda, to receive a report from the Fire Department. Chief Johnson provided a year to year summary of total runs from 2006 – 2019 year to date. In addition to presentation of graphs indicating calls by type and station, Chief Johnson reported that the Department recently completed a new round of physicals and a couple employees were flagged for some health issues including a heart condition; presented information on obtaining ballistic vests for the firefighters as set forth in the City of Houston contract, getting five sets for a total cost of \$5,000, previously noted in the 2019 budget. No action taken.
- The Board next addressed agenda item 14, agreements with neighboring jurisdictions regarding the provision of emergency services. John Peeler reported his continued efforts on the contract. No action taken.
- The Board then addressed item 15 of the agenda, municipal annexations. No action taken.
- The Board took no action on agenda item 16, communication tower contract(s). Chief Johnson and Mr. Peeler stated that T-Mobile was working to lease the tower and add equipment though additional input was needed prior to approval.
- The Board next addressed item 17, records management issues. Motion was made by Mr. Miller to appoint the District Secretary as the Records Custodian, the Fire Chief as the Records Management Officer, and the District Administrative Assistant as Records Liaison and to utilize the most recent schedules from the Archives commission. Mr. Kelley seconded the Motion. **After discussion the motion was approved 5 to 0.**
- The Board did not need to enter Closed Session.
- The Board took no action on agenda item 21, personnel matters.
- There being no further business to come before the Board at this time, the meeting adjourned at 1:23 PM. activity