

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 June 27, 2019.

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

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

Also attending: District Fire Chief Carter Johnson, Assistant Chief Cleave Pamphil, District Administrative Assistant Jessica Black, District legal counsel John Peeler of Coveler & Peeler, PC, and District bookkeeper Mark Miller of Municipal Accounts & Consulting, LP.

Commissioners not present: none

Public attendees: none

- The Board convened and the meeting was called to order by Mr. Trout at 12:35 PM.
- The Board conducted roll call with a quorum present, pledge of allegiance, and opening prayer.
- The Board opened the floor for public comment under item 2 of the agenda though none was offered.
- The Board then addressed item 3 of the agenda, minutes of prior meetings. Counsel presented the minutes for the May 28, 2019 regular meeting. Motion by Mr. Kelley and second by Mr. Miller to approve minutes as presented. **After discussion the motion was approved 5 to 0.**
- The Board then addressed item 4 of the agenda: financial report, investments, and bills. Mark Miller presented a report on the financial status of the District for review and action, and he provided a verbal summary of the monthly report and bills for payment. Motion by Mr. Click and second by Mr. Miller to accept the report and approve the investments and bills as presented. **After discussion the motion was approved 5 to 0.**
- The Board next addressed item 5, the District's 2019 Investment Policy. Motion by Mr. Kelley and second by Mr. Click to approve the 2019 Investment Policy. **After discussion the motion was approved 5 to 0.**
- The Board then addressed item 6, amendments/revisions to District budget(s). No action taken.
- The Board next addressed item 7, 2019 Tax Rate. Motion was made by Mr. Miller and seconded by Mr. Click to authorize the Tax Assessor to calculate rates and to prepare the required newspaper notices for the 2019 Tax Rate adoption. After discussion the motion was approved 5 to 0. The Board instructed legal counsel and book keepers to assist the Tax Office in any way necessary.
- Motion was made by Mr. Miller and second by Mr. Kelley to propose the following dates for the 2019 Tax Rate adoption: 08/07/18 at noon to propose the 2019 Tax Rate; 08/20/19 at noon to hold the first Public Hearing; 08/27/19 at noon to hold the second Public Hearing and regular August meeting; and 09/10/19 at noon to take final action to adopt the 2019 Tax Rate. **After discussion the motion was approved 5 to 0**
- The Board continued to item 8, 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. John Peeler expressed the need to hold a special meeting with Ricardo Martinez to discuss anticipated costs of Station 122 development. A brief discussion was held regarding the financing of the construction. Chief Johnson asked to change to Construction Manager At Risk with expected budget of \$3.5 million for the station for an approximated total of \$4.3 million including the Montgomery County Hospital District "module". Motion was made by Mr. Kelley and second by Mr. Click to approve the change in delivery method to Construction Manager At Risk with the expected \$4.3 million total budget. **After discussion the motion was approved 5 to 0.** Chief Johnson continued with an update on Station 124 remodel stating the sprinkler system would cost \$49,575 and the remodel of the living quarters would cost \$21,030 – each as separate projects with separate contractors. Motion by Mr. Kelley and second by Mr. Cook to approve sprinkler system not to exceed \$50,000. **After discussion the motion was approved 5 to 0.** Motion by Mr. Click and

second by Mr. Miller to approve the remodel of the living quarters not to exceed \$25,000. **After discussion the motion was approved 5 to 0.**

- The Board next addressed item 9 of the agenda, disposition of surplus and/or salvage property. Chief Johnson stated the cataloging of the old equipment was ongoing. No action taken.
- The Board then addressed item 10 of the agenda, acquisition of capital equipment and vehicles and financing for same. Chief Johnson reported that Rosenbauer is expected in late August.
- The Board took no action on agenda item 11 regarding real estate matters.
- The Board then addressed item 12 of the agenda, to receive a report from the Fire Department. Chief Johnson provided a presentation of graphs indicating calls by type and station. Chief Johnson reported the following: the Department has a tremendous amount of training going on; sent personnel to TIFMAS meeting and has more details on changes to its operations; Chief Johnson is now co-coordinator for this region (consisting of 14 counties); recent SHRM conference and training; recently inspected new apartments and assisted living center for fire pre-planning. No action taken.
- The Board next addressed agenda item 13, agreements with neighboring jurisdictions regarding the provision of emergency services. Chief Johnson presented Automatic Aid Agreement with City of Houston noting that Adam Tabak worked with him on this. Chief Johnson is finalizing the detailed map exhibits A and B detailing the mutual aid areas so that the contract can be approved soon.
- The Board then addressed item 14 of the agenda, municipal annexations. Chief Johnson provided an update on the new legislation regarding annexations.
- The Board continued to agenda item 15, communications or dispatching. Chief Johnson voiced his continued work on the questionnaire from the tower lease company.
- The Board next addressed item 16, records management issues. Chief Johnson reported the slow, but continued work on the document cataloging.
- The Board did not meet in Closed Session under items 17, 18 or 19.
- The Board took no action on item 20, personnel matters.
- There being no further business to come before the Board at this time, the meeting adjourned at 1:47 PM.