

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 September 29, 2020.

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

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

Also attending: District Fire Chief Carter Johnson, Assistant Chief Charlie Martin, District Administrative Assistant Jessica Black, District Legal Counsel John Peeler of Coveler & Peeler, PC, District Bookkeeper Kaye Townley of Municipal Accounts & Consulting, LP., Ricardo Martinez of Martinez Architects

Commissioners not present: Donnie Click

Public attendees: none

- The Board convened and the meeting was called to order by Commissioner Trout at 12:30 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 then elected Board officers. Motion by Commissioner Trout and second by Commissioner Cook to nominate David Miller as President. **After discussion the motion was approved 4 to 0.** Commissioner Miller then made a Motion and second by Commissioner Kelley to nominate Larry Trout as Secretary. **After discussion the motion was approved 4 to 0.** The remaining officers will be kept in place: Vice-President, Therlyn Cook; Treasurer, John Kelley; and Assistant Treasurer, Donnie Click.
- The Board opened the floor for public comment though none was offered.
- The Board then addressed item 4 of the agenda, minutes of prior meetings. The minutes were reviewed for the August 24, 2020 regular meeting. Motion by Commissioner Miller and second by Commissioner Trout to approve the minutes as presented by Counsel. **After discussion the motion was approved 3 to 0** as Commissioner Cook had momentarily stepped away from the meeting.
- The Board then addressed item 5 of the agenda: financial report, investments, and bills. Kaye Townley 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. Ms. Townley reported no activity in the old Amegy or CPR accounts; checks not listed on the report included payment for workers' compensation coverage and for a plumbing matter. Ms. Townley noted the sales tax had increased sharply compared to that reported in September 2019. Motion by Commissioner Trout and second by Commissioner Cook to accept the report and approve the investments and bills as presented, including any additional bills presented at the meeting. **After discussion the motion was approved 4 to 0.**
- The Board next addressed item 6 of the agenda, engagement of an Auditor to prepare the District's Fiscal Year 2020 Audit. Counsel will review the contract to determine if a multi-year contract had been executed previously.
- The Board then addressed agenda item 7, amendments/revisions to District budget(s). No action taken.
- The Board next 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. Ricardo Martinez provided a review of progress/updates for Station 122. He relayed that though there had been delays due to bad weather, he was hopeful that the schedule can get back on track. Mr. Martinez added that the foundation for the retaining wall was recently poured.

- The Board then addressed item 9 of the agenda, disposition of surplus and/or salvage property. Chief Johnson stated that the surplus tanker had been sold to a department in Georgia through an online auction process, but that the engine had not sold, though an offer in the amount of only \$25,000 had been received. Therefore, Chief Johnson felt it would be best to keep the engine for training purposes.
- The Board next addressed item 10 of the agenda, acquisition and financing of capital equipment and vehicles. Chief Johnson reported none this month though stated data on the new budget and year were to be provided at the November meeting.
- The Board then addressed agenda item 11 regarding real estate matters. Chief Johnson stated that an appraisal was being sought for Station 122 Porter Lane.
- The Board addressed item 12 of the agenda, to receive a report from the Fire Department. Chief Johnson reported on the following: bay exhaust system is installed to help with lowering cancer incidences at Stations 121 and 124; the installation was funded mostly through grant(s); incident report provided by type; no activity for recent hurricanes; short discussion on hurricane preparation; crews still in California; promotion test recently held; some training cancelled for COVID but other training ongoing; Jessica Black found plans to save money on health insurance and workers' compensation.
- The Board next addressed item 13 of the agenda, matters related to COVID-19. Chief Johnson shared that all personnel currently healthy and all those deployed to California were being tested.
- The Board then addressed agenda item 14, records management issues. Chief Johnson reported his continued efforts on the records management issue and expectations to diminish the backlog soon.
- The Board did not exercise the option of Closed Session under items 15, 16 and 17, consultation with legal counsel for real estate or personnel matters.
- The Board took no action on item 18, personnel matters.
- There being no further business to come before the Board at this time, Commissioner Cook made a Motion seconded by Commissioner Kelley to adjourn the meeting at 1:02 P.M. **After discussion the motion was approved 4 to 0.**