

## 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 October 27, 2020.

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

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

**Also attending:** District Fire Chief Carter Johnson, District Administrative Assistant Jessica Black, District Legal Counsel John Peeler of Coveler & Peeler, PC (remotely), District Bookkeeper Maria Felder of Municipal Accounts & Consulting, LP., Ricardo Martinez of Martinez Architects (remotely), Joseph Ellis and Michael Others of McCall Gibson Swedlund Barfoot PLLC (remotely).

**Commissioners not present:** none

**Public attendees:** none

- The Board convened and the meeting was called to order by Commissioner Miller at 12:27 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 though none was offered.
- The Board then addressed item 3 of the agenda, minutes of prior meetings. The minutes were reviewed for the September 29, 2020 regular meeting. Motion by Commissioner Kelley and second by Commissioner Trout 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. Maria Felder 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 and bills for payment. A fee of \$54 on the grant account was questioned by the Board. Chief Johnson explained that the account cannot be closed yet. Ms. Felder continued her review of the financial report stating 98.12% of the property tax for the 2019 levy had been collected. She also sought clarification from the Board regarding which account should be accessed to pay HdL Sales Tax Consultants. Motion by Commissioner Trout and second by Commissioner Click 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 5 to 0.**
- The Board then addressed agenda item 5, amendments/revisions to District budget(s). No action taken.
- The Board next addressed item 6 of the agenda, engagement of an Auditor to prepare the District's Fiscal Year 2020 Audit. Joseph Ellis presented the McCall Gibson Swedlund Barfoot PLLC engagement letter. Counsel requested Mr. Ellis provide Form 1295 for acknowledgement. Motion by Commissioner Click and second by Commissioner Kelley to engage the services of McCall Gibson Swedlund Barfoot PLLC to prepare the District's Fiscal Year 2020 Audit. **After discussion the motion was approved 5 to 0.**
- The Board next addressed agenda item 7, 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 reported on the Station 122 progress: no pay application would be received this month; the retaining wall was near completion; and that he and Chief Johnson were working on the notice to lien with nothing unusual to report regarding same. Chief Johnson added that the biggest problem currently is the frequent rain.
- The Board took no action on item 8 of the agenda, disposition of surplus and/or salvage property.

- The Board next addressed item 9 of the agenda, acquisition and financing of capital equipment and vehicles. No action taken.
- The Board held on agenda item 10 regarding real estate matters to be addressed after Closed Session.
- The Board addressed item 11 of the agenda, to receive a report from the Fire Department. Chief Johnson stated that a request for reimbursement from the County for COVID-related issues was being prepared.
- The Board then addressed item 12, matters related to first responder status and activities with Montgomery County Hospital. Chief Johnson reported that Montgomery County Hospital District has asked for an update to procedures for the District performing paid standby and/or first aid services under its authorization as a first responder organization under MCHD's EMS license. Chief Johnson reported that he has approved the new protocol.
- The Board next addressed item 13 of the agenda, matters related to COVID-19. Chief Johnson shared that a request is being prepared for submission to the County for reimbursement of COVID-related issues.
- The Board then addressed agenda item 14, records management issues. Motion by Commissioner Trout and second by Commissioner Kelley to approve the update of the Records Management Officer and Records Liaison Officer designation and records program naming the current Secretary as Records Management Officer and Fire Chief as Records Liaison officer. **After discussion the motion approved 5 to 0.**
- The Board entered Closed Session under items 15, 16 and 17, consultation with legal counsel for real estate or personnel matters at 1:07 p.m. and returned to Open Session at 1:38 p.m.
- The Board took no action on item 18, personnel matters.
- There being no further business to come before the Board at this time, Commissioner Click made a Motion seconded by Commissioner Kelley to adjourn the meeting at 1:39 P.M. **After discussion the motion was approved 4 to 0.**