

## **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 19, 2021.

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

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

**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 (remotely), Ricardo Martinez of Martinez Architects, and District Bookkeeper Maria Felder of Municipal Accounts & Consulting, LP.

**Commissioners not present:** Therlyn Cook

**Public attendees:** none

- The Board convened and the meeting was called to order by Commissioner Miller at 1:05 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 December 21, 2020 regular meeting. Motion by Commissioner Trout and second by Commissioner Kelley to approve the minutes as presented by Counsel. **After discussion the motion was approved 4 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. Ms. Felder stated that the old Amegy account would be closed. Chief Johnson questioned moving the District's primary operating account from Amegy Bank to BBVA or if there was interest to investigate same based on fees and ease of communications with the bankers. Motion by Commissioner Click and second by Commissioner Kelley to accept the report and approve the investments and bills as presented. **After discussion the motion was approved 4 to 0.**
- The Board then addressed agenda item 5, amendments/revisions to District budget(s). No action taken.
- The Board next addressed agenda item 6, District employee retirement accounts, including changing management company. Chief Johnson presented documentation to change the employee retirement accounts from Mass. Mutual's successor to Lincoln Financial at no cost to the District. Counsel reported that he anticipated no issues on the District's behalf if the move if approved. Motion by Commissioner Trout and second by Commissioner Click to move the employee retirement accounts to Lincoln Financial. **After discussion the motion was approved 4 to 0.**
- The Board then 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 and Chief Johnson provided an update on current construction: a framing issue was identified then repaired per architect instructions; interior nearing completion; concrete floor issue – proposed product is superior to original plan which requires attention to issues of maintaining the floor; \$2.3 million left on the project which is approximately mid-way to end. Pay Application #8 to Collier was previously approved with agenda item 4 with payment of bills. Motion by Commissioner Trout and second by Commissioner Click to approve the proposed floor product to rectify the color issue. **After discussion the motion was approved 4 to 0.**
- The Board took no action on agenda item 8, disposition of surplus and/or salvage property.

- The Board next addressed item 9 of the agenda, acquisition and financing of capital equipment and vehicles. Chief Johnson stated the booster truck bids were due that day, based on the Request for Proposal distributed. He expressed his belief that the District would come in under the previously approved not to exceed amount. No action taken.
- The Board addressed agenda item 10 regarding real estate matters. Chief Johnson reported that T-Mobile was in need of a utility easement for power on antenna. Motion by Commissioner Click and second by Commissioner Kelly to approve the utility easement as requested by T-Mobile. **After discussion the motion was approved by a vote of 4 to 0.**  
Chief Johnson then shared that the 20-year sign lease with Home Depot had expired and Home Depot was reviewing it. Motion by Commissioner Click and second by Commissioner Trout to approve the renewal of the Home Depot sign lease under the same terms. **After discussion the motion was approved 4 to 0.**
- The Board addressed item 11 of the agenda, to receive a report from the Fire Department. Chief Johnson's report included a 2020 vs 2019 summary comparison, 4070 vs 4497 runs. Chief Johnson also provided the following updates: recent promotions; looking at additional staffing needs; training ongoing at closed nursing home; expecting ILA from County to staff emergency situations for the County.
- The Board then addressed item 12, matters related to first responder status and activities with Montgomery County Hospital. Chief Johnson stated that the Department had manned the EMCID holiday event for two weeks, as allowed by Montgomery County Hospital District protocols for EMS/first responders. No action taken.
- The Board next addressed item 13 of the agenda, matters related to COVID-19. Chief Johnson reported four employees were out due to COVID-19 exposure.
- The Board then addressed agenda item 14, records management issues. Chief Johnson relayed the continued efforts toward this matter.
- The Board entered Closed Session under items 15 and 16, consultation with legal counsel for real estate matters, at 1:51 p.m. and returned to Open Session at 2:57 p.m.
- The Board did not exercise the option to enter Closed Session under item 17, deliberation of personnel matters.
- The Board took no action on item 18, personnel matters.
- The Board previously addressed item 19, interlocal agreement with Lone Star College for facilities use.
- The Board next addressed District procedures for posting or filing meeting notices as required by the Open Meetings Act. The Board and Chief Johnson agreed that the meeting notices should continue to be filed with the Montgomery County Clerk in the usual manner in order to provide additional notice to the public, though the Board acknowledged counsel's advice that county filing is no longer required as long as the notice is posted on the District website and locally at the administrative office. No changes at this time.
- There being no further business to come before the Board at this time, the meeting adjourned at 2:57 P.M.