

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 Station #121, 2350 Loop 494, Porter, Texas 77365 on September 27, 2022 at 12:00 P.M.

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: Chief Carter Johnson, Assistant Chief Charles Martin, District Office Manager Jessica Black, District Legal Counsel Krystine Ramon of Coveler & Peeler, PC, 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 Cook at 12:21 p.m.
- The Board conducted roll call with a quorum present.
- The Board opened the floor for public comment. T.J. Davidson introduced himself to the Board and stated if the Board needs any assistance, he is wanting to get more involved with the community.
- The Board next addressed item 3 of the agenda, to approve minutes of prior meetings. The minutes were reviewed for the August 23, 2022, special meeting to adopt the 2022 tax rate and the August 23, 2022, general meeting. Motion by Commissioner Kelley and second by Commissioner Trout 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: to act on financial reports, 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 reported: Operating fund of \$1,537,380.83; Sales Tax Fund of \$6,464,725.68 with a grand total of \$8,002,106.51; tax collection cleared for sales tax in August was \$21,027.80 with total receipts of \$186,378.95; balance for cash flow payroll account as of 09/27/2022 was \$206,758.84; and collection of 2021 taxes was at 98.16%. Motion by Commissioner Trout and second by Commissioner Click to accept the report and approve the investments and bills as presented. **After discussion the motion was approved 4 to 0.**
- The Board next addressed took agenda item 5, to act on amendments/revisions to District budget(s). No action taken.
- The Board next addressed item 6 of the agenda, to review the 2023 budget. Chief Johnson presented to the Board the need for new firefighters. Chief Johnson reported that for more than seven (7) months the Department has been unable to fill three (3) firefighter positions. Chief Johnson presented a proposal to the board that includes paying firefighters while attending school. Classes at LoneStar College average around ten (10) thousand dollars, which would be deducted from their annual salary. Chief Johnson expressed the need for firefighters and believes this may help increase recruiting as a person would be getting paid while attending school. The firefighters would also be conducting training under the Department in addition to staff duties. After discussion, motion by Commissioner Click and seconded by Commissioner Kelley to approve the salary of three new firefighters while attending school. **After discussion the motion was approved 4 to 0.**
- The Board then addressed agenda item 7, to act on engaging auditor to perform District FY 2022 Audit. Joseph Ellis of McCall Gibson presented an engagement letter to the Board for the 2022/2023 Audit will cost between thirteen (13) thousand and fourteen (14) thousand dollars. Commissioner Miller asked if the Department could go out for an RFP. Legal Counsel informed the Board that the Board could go out for an RFP, however, with the year coming to an end, it may be difficult to meet all

required deadlines. Motion by Commissioner Trout and seconded by Commissioner Kelley to approve hiring McCall Gibson for thirteen (13) to fourteen (14) thousand dollars to perform the 2022-2023 Audit for the Department. **After discussion the motion was approved 4 to 0.**

- The Board next addressed agenda item 8, to review, discuss and act on RFP for bookkeeping services. Chief Johnson presented the RFP that went out for bookkeeping services which used a scoring matrix of 35% estimated annual cost to the District, 25% bookkeeping education and experience of staff who will be assigned to the District, 25% proposer's experience in government bookkeeping/account and 15% references. Chief Johnson reported that four (4) bids came back from Argueta C.P.A, Municipal Accounts, Clarity Consulting and R.I.T. Financial. Based on the matrix scoring, Clarity Consulting ranked the highest. Chief Johnson reported that if a new bookkeeper is selected, there may be a few months of overlapping, in which the District would be paying for two bookkeeping services. Motion by Commissioner Trout and seconded by Commissioner Kelley to approve hiring Clarity Consulting as the Department's new bookkeeper based on the RFP's matrix scoring. **After discussion the motion was approved 4 to 0.**
- The Board then addressed agenda item 9, 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. Chief Johnson reported a waterflow issue at Station 122. No action was taken.
- The Board next addressed item 10 to review and act on disposition of surplus and/or salvage property. Motion by Commissioner Trout and second by Commissioner Kelley to approve the disposition of a Chevrolet 2012 Tahoe to be auctioned. **After discussion the motion was approved 4 to 0.**
- The Board next addressed item 11 of the agenda, acquisition and financing of capital equipment and vehicles. No action taken.
- The Board then addressed item 12, of the agenda, regarding real estate matters. Chief Johnson presented possible locations for new stations within the District. After discussion, the Board decided to hold a special meeting workshop on October 18, 2022 at 10:00 A.M. to evaluate all properties. A motion by Commissioner Click and seconded by Commissioner Trout to approve buying 7.9 acres of land off Ford Rd for \$1.1 million dollars and up to \$1.4 million dollars. **After discussion the motion was approved 4 to 0.**
- The Board addressed item 13 of the agenda, to receive a report from the Fire Department. Chief Johnson presented a report noting the following: call volume for the month of September was up from August; incident reports for the month of September totaled 507 with 37 different incident types. No action taken.
- The Board next addressed item 14 of the agenda, matters related to COVID-19. No action taken.
- The Board next addressed agenda item 15, records management issues. No action taken.
- The Board did not exercise the option to enter Closed Session under item 16, to consult with legal counsel.
- The Board did not exercise the option to enter Closed Session under item 17 to deliberate regarding real estate matters.
- The Board did not exercise the option to enter Closed Session under item 18 discussion of personnel matters.
- The Board next addressed agenda item 19, personnel matters. No action taken.
- There being no further business to come before the Board at this time, the meeting was adjourned at 2:18 p.m.