

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 April 27, 2021.

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

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

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, Ricardo Martinez of Martinez Architects, District Bookkeeper Katherine Turner of Municipal Accounts & Consulting, LP, and auditor Michael Others of McCall Gibson Swedlund Barfoot

Commissioners not present: John Kelley

Public attendees: none

- The Board convened and the meeting was called to order by Commissioner Miller at 12:40 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 March 23, 2021 regular meeting. Motion by Commissioner Trout and second by Commissioner Cook 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. Katherine Turner 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. Turner stated that 95.06% of property taxes had been collected. Motion by Commissioner Click and second by Commissioner Trout 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 item 5, the District 2020 Audit. Michael Others presented the draft 2020 Audit. Motion was made by Commissioner Click second by Commissioner Trout to approve the Audit as presented and submitting to the County upon receipt of the printed final report. **After discussion the motion was approved 4 to 0.**
- The Board then addressed agenda item 6, amendments/revisions to District budget(s). No action taken.
- The Board next addressed agenda item 7, District employee retirement accounts, including changing management company. No action taken.
- The Board then 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 presented the following: Draw Request #11 for Station 122 in the amount of \$397,631.53, previously approved with payment of the District bills; the remaining balance of the project to be \$1,098,802; punch list expected soon; retainage noted; update on construction progress; delay on delivery of bay doors; substantial completion expected in May. No action taken.
- The Board took no action on agenda item 9, disposition of surplus and/or salvage property.
- The Board next addressed item 10 of the agenda, acquisition and financing of capital equipment and vehicles. No action taken.
- The Board addressed agenda item 11 regarding real estate matters. (1) Commissioner Trout made a motion and second by Commissioner Cook to approve the sign easement agreement noting the exhibits

from the 2000 versions and need to get new survey. **After discussion the motion was approved 4 to 0;** (2) Chief Johnson provided an update on the Ford Road property stating the seller had never executed the contract as he decided not to sell the property. The Board noted the need to negotiate the price due to the seller's decision to sell frontage to the County. Commissioner Miller expressed his concern that the District was slow to get the seller under contract. The Board agreed this was a complex deal; (3) Chief Johnson shared that he had been unable to reach the Kingwood Corporation regarding the Kings Meadow property; (4) Regarding the East Knox area property, Chief Johnson stated that he'd approached another owner of a desired location. Land values in the area will need to be researched to determine the value of the 3.2-acre plat to be followed by necessary site planning.; and (5) the Food Truck Court has requested a drainage easement on the District's Sorter's Road property; Chief Johnson expressed the need for additional information as he is concerned that the culvert might not survive widening of the road.

- The Board addressed item 12 of the agenda, to receive a report from the Fire Department. Chief Johnson presented a report by call type noting the following: provided assistance, alongside several Fire Departments, on a large fire in ESD 8; response chart by type of call presented; continued efforts with State on COVID vaccinations; pre-event surveys underway with local businesses; NIMS classes scheduled; new-hire orientation in progress over spring/summer; discussing fire academy classes with Lone Star College; Department mechanic recently provided assistance to neighboring departments; search for Quartermaster position ongoing; ladder testing recently completed; and looking into energy efficiency matters.
- The Board then addressed item 13, matters related to first responder status and activities with Montgomery County Hospital. Chief Johnson noted that MCHD no longer required the need to obtain permission prior to holding community events to be replaced by a notification requirement. Chief Johnson, as with prior amendments, will approve this as an operational matter. No action taken.
- The Board next addressed item 14 of the agenda, matters related to COVID-19. No action taken.
- The Board took no action on agenda item 15, records management issues.
- The Board then discussed the District's ISO/PPC rating. Chief Johnson expressed the need to engage the same consultant, National Fire Services, whose office is based in Georgia. A fee of \$12,000, plus expenses, would be incurred. A discussion ensued regarding the actual need to concentrate on ISO/PPC issues. No action taken.
- The Board did not exercise the option to enter Closed Session under item 17, to consult with legal counsel.
- The Board did not exercise the option to enter Closed Session under item 18, deliberation of real estate matters.
- The Board did not exercise the option to enter Closed Session under item 19, discussion of personnel matters.
- The Board took no action on item 19, personnel matters.
- The Board next addressed personnel matters. No action taken.
- There being no further business to come before the Board at this time, Commissioner Click made a motion and second by Commissioner Trout to adjourn the meeting at 1:45 P.M. **After discussion the motion was approved 4 to 0.**