**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 23, 2018.

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

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

**Also attending:** District Fire Chief Carter Johnson, Assistant Chief Cleave Pamphile, District Administrative Assistant, Jessica Black, District legal counsel John Peeler of Coveler & Peeler, PC, and District book keeper Katherine Turner of Municipal Accounts and Consulting.

**Commissioners not present:** none

**Public attendees:** none

* The Board convened and the meeting was called to order by Mr. Trout at 12:30 PM.
* The Board conducted roll call with a quorum present, pledge of allegiance, and opening prayer.
* The Board addressed the reappointment of commissioners for the 01/01/18 – 12/31/19 term. District Counsel administered the Oath of Office to Commissioners Click, Cook and Miller.
* The Board then elected Board officers for the 2018 term. Motion by Mr. Kelley and second by Mr. Click to keep the officers in place from 2017: President, Larry Trout; Vice-President, Therlyn Cook; Secretary, David Miller; Treasurer, John Kelley; and Assistant Treasurer, Donnie Click. **After discussion the motion was approved 5 to 0.**
* The Board opened the floor for public comment under item 4 of the agenda though none was offered.
* The Board then addressed item 5 of the agenda, minutes of prior meetings. Counsel presented the minutes for the December 19, 2017 regular meeting. Motion by Mr. Kelley and second by Mr. Miller to approve all minutes as presented. **After discussion the motion was approved 5 to 0.**
* The Board then addressed item 6 of the agenda: financial report, investments, and bills. Katherine Turner presented a report on the financial status of the District for review and action, and provided a verbal summary of the monthly report and bills for payment. Ms. Turner informed the Board that the next three retirement account payments will come from Mass Mutual forfeiture account based on non-vested employee terminations. The account balance is approximately $26,000. Motion was made by Mr. Cook and seconded by Mr. Miller to approve the report and to approve payment of bills as presented. **After discussion the motion was approved 5 to 0.**
* The Board continued to item 7 of the agenda, engagement of Auditor to prepare the District 2017 Audit, acknowledging the multi-year engagement with McCall Gibson Swedlund Barfoot PLLC.
* The Board then addressed item 8, retain District counsel. Motion was made by Mr. Miller and second by Mr. Cook to renew the services of Coveler & Peeler, P.C. **After discussion the motion was approved 5 to 0.**
* The Board tabled item 9, retain District bookkeeper, as a new engagement letter will be presented at the February meeting.
* The Board then addressed item 10, District 2018 Investment Policy. Motion was made by Mr. Miller and second by Mr. Kelley to approve the Policy as presented by counsel and to name Katherine Turner and mark Burton of Municipal Accounts & Consulting as the investment officers.**After discussion the motion was approved 5 to 0.**
* The Board continued to item 11, amendments to District budgets. No amendments were deemed necessary at this time.
* The Board then addressed item 12, to review, discuss and take action on items related to construction, improvements, repairs, renovations and equipment purchases for District Facilities, including architectural or other professional services. Chief Johnson provided an update on Station 121 renovation: final drawings expected this week; new drawings were needed due to actual building not matching the blueprints from initial construction (architect required the builder do confirming measurements which revealed this issue); steel should be in next month; civil engineer stopped two concrete pours due to weather issues which were performed after weather delay; new parking pad is for cars and not fire trucks; old foundation rebar seems to be too shallow; new pours seem good; may be some minor cost issues with the new drawings. Chief Johnson reported that he had met with County engineers on Porter’s road construction issues and Station 122 driveways. No action taken.
* TheBoard then addressed item 13 of the agenda, disposition of surplus and/or salvage property. Chief Johnson reported the need to sell utility (U-121) due to high mileage and bad transmission. Motion was made by Mr. Click and second by Mr. Cook to approve sale of the U-121. **After discussion the motion was approved 5 to 0.**
* The Board then addressed item 10 of the agenda, acquisition of capital equipment and vehicles and financing for same. Chief Johnson reported the following: utility vehicle has 154,000 miles, a bad transmission and needs to be replaced. Motion was made by Mr. Click and second by Mr. Cook to approve the purchase of a 2018 Chevy 1500 4x4 truck through H-GAC or BuyBoard not to exceed $51,500.00. **After discussion the motion was approved 5 to 0.**

Chief Johnson then presented preliminary information on a potential new tanker to be ordered later in the year for an estimated cost of $600,000 for 3,000 gallon tank. The current tankers are older, ranging 14 – 19 years, and having higher maintenance costs than desired. Chief Johnson will obtain more information from the manufacturer and ISO consultant. No action taken.

* The Board then addressed agenda item 15 regarding real estate matters. Chief Johnson reported that exploring areas where new stations might be needed but nothing currently planned. The location will be determined by development of the area and where response times may be slower than elsewhere in the District. No action taken.
* The Board then addressed item 16 of the agenda, to receive a report from the Fire Department. In addition to presentation of graphs indicating calls by type and station, Chief Johnson reported the following: aid recently provided to Huffman and Caney Creek simultaneously; worked with local CID during freeze to help on area broken pipes that caused loss of pressure. No action taken.
* TheBoard entered Closed Session at 1:24 p.m. to review personnel and sales tax matters under Government Code § 551.074 and Tax Code § 323.3022 and reconvened in Open Session at 1:39 p.m. under item 17.
* The Board took no action on agenda item 18 regarding personnel matters.
* The Board then addressed agenda item 19, the Interlocal Agreement with MCHD for lease of space in Station 121. District Counsel reported the request from MCHD to revise the section dealing with the refund of construction contribution payment made by MCHD to ESD 6 in the case of ESD 6 terminating the agreement. Motion was made by Mr. Miller and second by Mr. Click to approve the revised contract with MCHD. **After discussion the motion was approved 5 to 0.**
* There being no further business to come before the Board at this time, the meeting was adjourned at 1:52 PM.