**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 September 25, 2018.

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

**Commissioners present**: Donnie Click, John Kelley, David Miller

**Also attending:** District Fire Chief Carter Johnson, 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:** Larry Trout, Therlyn Cook

**Public attendees:** none

* The Board convened and the meeting was called to order by Mr. Miller at 12:06 PM.
* The Board conducted roll call with a quorum present, pledge of allegiance, and opening prayer.
* The Board opened the floor for public comment under item 2 of the agenda though none was offered.
* The Board then addressed item 3 of the agenda, minutes of prior meetings. Counsel presented the minutes for the August 28, 2018 regular meeting and Public Hearing. Motion by Mr. Kelley and second by Mr. Click to approve all minutes as presented. **After discussion the motion was approved 3 to 0.**
* The Board then addressed item 4 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 she provided a verbal summary of the monthly report and bills for payment. Ms. Turner reported that sales tax was 18.2% higher for FYE 09/39/18 than that in 09/30/17. Motion was made by Mr. Kelley and seconded by Mr. Click to approve the report and to approve payment of bills as presented. **After discussion the motion was approved 3 to 0.**
* The Board then addressed the engagement of an auditor to prepare the District 2018 annual report. Motion was made by Mr. Click and seconded by Mr. Miller to approve McCall Gibson Swedlund Barfoot LLC to prepare the District 2018 and 2019 audit(s). **After discussion the motion was approved 3 to 0.**
* The Board took no action on item 6, amendments/revisions to District budget(s).
* The Board continued to item 7, 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 stating move-in date is scheduled for October 13th though does not seem likely; may postpone grand opening; progress just not as fast as hoped; roof leaking due to edge flashing not yet received; flashing expected this week; recommends payment of draw request presented with agenda item 4, bill pay. Draw #11 was previously approved under item 4, payment of bills. No action taken.
* TheBoard next addressed item 8 of the agenda, disposition of surplus and/or salvage property. Chief Johnson stated that miscellaneous items being stored at Station 123 were being placing on Rene Banks website for prescribed period of time. Unanimous approval was given on the disposition of the material.
* The Board then addressed item 9 of the agenda, acquisition of capital equipment and vehicles and financing for same. No action taken.
* The Board then addressed agenda item 10 regarding real estate matters. No action taken.
* The Board then addressed item 11 of the agenda, to receive a report from the Fire Department. Chief Johnson then presented the following information on recent department activities: working on all end of fiscal year paperwork; recently tested for promotions in several areas; working with management consultant on motivating employees; training officers on policies and procedures, where to locate required forms, instructions on completion of same; met with TAMU Forest Service; meeting with City of Houston on possible automatic aid; nine firefighters and officers participated in September 11th stair climb at San Antonio Tower of Americas. No action taken.
* The Board next addressed agenda item 12, legislative services under legal services representation. Mr. Peeler explained the legislative priorities and plans, requesting the District budget $15,000 pending final count of participating districts. Motion was made by Mr. Kelley and seconded by Mr. Click to approve the budgeting of $15,000 toward legislative services to be provided by Coveler & Peeler, PC under the existing legal services engagement. **After discussion the motion was approved 3 to 0.**
* The Board took no action on agenda item 13, communication tower contract(s).
* TheBoard did not need to enter Closed Session.
* The Board took no action on agenda item 17, personnel matters.
* There being no further business to come before the Board at this time, the meeting adjourned at 12:53 PM.