

## 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 #122, 20515 FM 1314 Porter, Texas 77365 on October 26, 2021.

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

**Commissioners present:** David Miller, Therlyn Cook, and John Kelley.

**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, and District Bookkeeper Maria Felder of Municipal Accounts & Consulting, LP.

**Commissioners not present:** Donnie Click, Larry Trout

**Public attendees:** none

- The Board convened and the meeting was called to order by Commissioner Miller at 12:37 PM.
- The Board conducted roll call with a quorum present.
- 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 September 28, 2021 regular meeting. Motion by Commissioner Kelley and second by Commissioner Cook to approve the minutes as presented by Counsel. **After discussion the motion was approved 3 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 noted the purchase of new CD's and that Check numbers 8312 – 8330 were not on the report presented though would be on the next financial report. She summarized tax reports from Montgomery County, noting 98.17% of property taxes had been collected on the 2020 tax levy. Ms. Felder discussed the unexpected funds on hand due to the delay on receipt of the new fire trucks among other factors. Ms. Felder also relayed how the sales tax increased every month year to date compared to that of 2020. Motion by Commissioner Cook and second by Commissioner Kelley to accept the report and approve the investments and bills as presented. **After discussion the motion was approved 3 to 0.**  
Motion by Commissioner Kelley and second by Commissioner Cook to approve the Resolution Regarding 2021 Review of the Adopted Investment Policy, noting no changes from the 2020 Policy adoption, and corresponding Broker List. **After discussion the motion was approved 3 to 0.**
- The Board then addressed agenda item 5, amendments/revisions to District budget(s). No action taken.
- The Board then addressed agenda item 6, 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 the work done at the new station in relation to the water retention issues. Chief Johnson stated that he is still reviewing the air conditioning/climate control issues, especially the humidity level in the shop with Colliers' assistance. Chief Johnson noted that the generator had been moved from the old station though not installed yet as it was undergoing maintenance. No action taken.
- The Board took no action on item 7 of the agenda regarding information technology matters.
- The Board then addressed agenda item 8, disposition of surplus and/or salvage property. No new items were presented for consideration.

- The Board next addressed item 9 of the agenda, acquisition and financing of capital equipment and vehicles. Chief Johnson reported that he was looking at pricing for a new engine and the possibility of downsizing the fleet by not replacing an older tanker. No action taken.
- The Board then addressed item 10 regarding real estate matters. Chief Johnson stated that they are looking at some areas for potential acquisition. He also noted that EMCID had requested permission to use Old Station 2 for storage purposes from October 26 – November 30<sup>th</sup>. Motion by Commissioner Kelley and second by Commissioner Cook to authorize the use of Old Station 2 by EMCID as presented. **After discussion the motion was approved 3 to 0.**  
Chief Johnson then discussed the designation of Old Station 2 for sale via sealed bid for which he and Counsel would prepare the notification for same. Motion by Commissioner Kelley and second by Commissioner Cook to designate Old Station 2 as surplus and to approve selling it via the sealed bid process including listing a minimum price and the understanding the facility would be sold as-is with no repairs by seller. **After discussion the motion was approved 3 to 0.** Counsel and Chief will arrange for the notice to be posted in the local newspaper.
- The Board addressed item 11 of the agenda, to receive a report from the Fire Department. Chief Johnson presented a report noting the following: 19<sup>th</sup> Gary Staley golf tournament held recently; working on pre-plans with local businesses; Fire Prevention Month activities ongoing; working on automatic aid policy with City of Houston and anticipate its launch in January; radio issues; suggested ESD put up a tower to become a system owner; Incident Management Teams being reorganized by State; Community Outreach activities ongoing; grant applications files; access to purchase small trucks and big trucks very delayed lately; incident summary provided; ESD 7 asked for vehicle repair work we can't do right now due to our own fleet work taking precedence; we need second mechanic soon; new firefighter hire testing in progress; boat training recently. No action taken.
- The Board next addressed item 12 of the agenda, matters related to COVID-19. Chief Johnson relayed all COVID-19 indicators improving in the County and the ESD.
- The Board then addressed agenda item 13, records management issues. No action taken.
- The Board entered Closed Session under item 14, to consult with legal counsel, item 15, deliberation of real estate matters and item 16, discussion of personnel matters at 1:07 p.m. and returned to Open Session at 1:26 p.m.
- The Board next addressed personnel matters. No action taken.
- There being no further business to come before the Board at this time, the meeting was adjourned at 1:30 PM.