**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 December 18, 2018.

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

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

**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 & Consulting, LP.

**Commissioners not present:** n/a

**Public attendees:** none

* The Board convened and the meeting was called to order by Mr. Trout at 12:42 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 November 27, 2018 regular meeting. Motion by Mr. Click and second by Mr. Miller to approve minutes as presented. **After discussion the motion was approved 5 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 noted that the majority of property taxes would be received during December and January. She briefly discussed the anticipated increase in sales and ad valorem taxes. Motion by Mr. Click and second by Mr. Miller to accept the report and approve the investments and bills as presented. **After discussion the motion was approved 5 to 0.**
* The Board took no action on item 5, amendments/revisions to District budget(s).
* The Board continued to item 6, 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 the following updates: Station 121 – Frost still working on completion of punch list; Fire Marshal passed the stove fire suppression system; Frost and some sub-contractors disagreeing over paint costs; Station 122 – Committee ranked Martinez Architects as best for design and construction management and now negotiating contract with them; working with Montgomery County Hospital District on the possibility of participating in the construction of a new station. Motion was made by Mr. Miller and seconded by Mr. Click to engage the services of Martinez Architects pending final AIA Contract. **After discussion the motion was approved 5 to 0.**
* TheBoard next addressed item 7 of the agenda, disposition of surplus and/or salvage property. Chief Johnson explained that, nearing construction completion, surplus items are being cataloged for removal from the station. He reported that old training manuals were offered to Helping Hands though were declined. Chief Johnson will seek smaller VFD’s to donate the manuals and place surplus equipment for sale with Rene Bates or comparable online auction site per Health and Safety Code requirements. Motion was made by Mr. Kelley and seconded by Mr. Miller to donate/auction the surplus items as presented. **After discussion the motion was approved 5 to 0.**
* The Board then addressed item 8 of the agenda, acquisition of capital equipment and vehicles and financing for same. Chief Johnson reported that production of the tanker is slated for March/April per Rosenbauer, and a pre-pay discount on the chassis may be an option for discussion. No action taken.
* The Board then addressed agenda item 9 regarding real estate matters. Chief Johnson stated that he was still looking in the West Lake Houston Parkway area, following scheduled on development. No action taken.
* The Board then addressed item 10 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 that the Department would soon be hosting a sawing instruction at Station 122. No action taken.
* The Board next addressed agenda item 11, agreements with neighboring jurisdictions regarding the provision of emergency services. Chief Johnson reported that the City contact was still interested in a mutual aid agreement between the District and City of Houston. Mr. Peeler added that the contract was still being drafted. No action taken.
* The Board then addressed item 12 of the agenda, municipal annexations. No action taken.
* The Board took no action on agenda item 13, communication tower contract(s). Chief Johnson stated that the T-Mobile contract had been received including a request for a pad site in front of the District’s tower. Mr. Peeler will work with T-Mobile on necessary revisions.
* 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 1:38 PM. activity