**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 June 26, 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 12:29 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 May 22, 2018 regular meeting. Motion by Mr. Miller and second by Mr. Kelley to approve all 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 advised that the Trustmark truck payment was due on 07/24/18, notated in the financial report. Ms. Turner continued to share that CDs and pools rates were up to approximately 2% and her office would be reviewing federal investment options for presentation at a later date. She reported that information on Texas CLASS as an option for investing funds would be made available at the August meeting, too. Motion was made by Mr. Click and seconded by Mr. Miller to approve the report and to approve payment of bills, including the 07/24/18 Trustmark payment, as presented. **After discussion the motion was approved 5 to 0.**
* The Board then addressed item 5 of the agenda, amendments/revisions to District budget(s). No action taken.
* The Board then addressed item 6, 2018 Tax Rate. Motion was made by Mr. Miller and seconded by Mr. Kelley to authorize the Tax Assessor to calculate rates and to prepare the required newspaper notices and to propose the following dates for the 2018 Tax Rate adoption: 08/07/18 at noon to propose the 2018 Tax Rate; 08/21/18 at noon. to hold the first Public Hearing; 08/28/18 at noon to hold the second Public Hearing and regular August meeting; and 09/04/18 at noon to take final action to adopt the 2018 Tax Rate. **After discussion the motion was approved 4 to 0** as Mr. Click had stepped out of the meeting momentarily.
* 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 stated the RFQ would soon be ready for solicitation of architects for Station 122. Motion was made by Mr. Miller and seconded by Mr. Kelley to release the RFQ for publication. **After discussion the motion was approved 5 to 0.**

Chief Johnson then provided an update on Station 121 renovation: 2 skylights had been received; regarding height differential, Forge Engineering reviewed and recommended installation of a cap to seal the ridgeline to prevent leakage; unsatisfied with the attention to detail by the design team as Chief Pamphile has caught some issues they missed; possible need to move an interior wall; significant progress overall; need to look at furniture/fixtures of which Chief Johnson presented estimates of $110,516.29 broken down by room. Motion was made by Mr. Miller and seconded by Mr. Click to approve the purchase of furnishings as noted on spreadsheet. **After discussion the motion was approved 5 to 0.**

* TheBoard then addressed item 8 of the agenda, disposition of surplus and/or salvage property. Chief Johnson stated that he was working on a list of old radios to auction on-line.  No action taken.
* The Board then addressed item 9 of the agenda, acquisition of capital equipment and vehicles and financing for same. Chief Johnson provided information about a 3,000-gallon Ferrara tanker for approximately $651k noting discussions with Rosenbauer. Chief Johnson requests that the Board approve an HGAC purchase with financing to be one year in arrears on payment. Motion was made by Mr. Miller and seconded by Mr. Click to approve $652k for purchase of a tanker as presented. . **After discussion the motion was approved 5 to 0.**
* The Board then addressed agenda item 10 regarding real estate matters. Chief Johnson stated the need to have an architect review the District’s large parcel of land to determine how much is needed for new Station 122, then consider selling the remnant thereafter. Chief Johnson added that real estate in other areas was also being considered for possible additional stations which included review of roads which may be unusable by fire trucks based on heavy traffic several times a day. 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: graphs indicating calls by type and station; letter received from Department of Public Safety regarding Harvey reimbursements totaling $63,900.65, applauding Jessica Black for processing of the paperwork for same; firefighters deployed in North Texas four times recently; reviewing the procedures in which TIFMAS deployments are handled during a catastrophe; TIFMAS reimbursements model has changed to “portal to portal” rather than hours on fires; number of runs slightly down compared to last year; working out policies on overtime pay for public relation events outside of the District’s immediate territory; reviewing Signorreli’s fireworks program which could have stuff landing within the District boundaries and whether charges could/should be applied regarding same. No action taken.
* TheBoard did not need to enter Closed Session.
* The Board next addressed agenda item 14, personnel matters. Chief Johnson stated that several firefighters and officers had been “lost” due to taking jobs with ESD 7. Chief Johnson reported that he would be meeting with Chief Rinewalt in the near future in an effort to avoid potential future complications with ESD 7. Chief Johnson is in the process of reviewing issues with ride-up pay for District employees and how this may be implemented within the Department under FLSA or other requirements. No action taken.
* There being no further business to come before the Board at this time, the meeting was adjourned at 1:45 PM.