**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 April 24, 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, District auditor Mike Others of McCall Gibson Swedlund Barfoot, PLLC, 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 12:25 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 March 27, 2018 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 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. Motion was made by Mr. Click 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 then addressed item 5 of the agenda, retaining Municipal Accounts and Consulting, L.P. as District bookkeeper. Katherine Turner presented a new contract. The main change in the contract is the increase in the set monthly fee, the first since 2013. Motion was made by Mr. Kelley and second by Mr. Click to approve the new bookkeeping contract. **After discussion the motion was approved 5 to 0.**
* The Board continued to item 6, District 2017 Audit. Motion was made by Mr. Miller second by Mr. Click to approve the Audit and representation letter as received. **After discussion the motion was approved 5 to 0.**
* Without objection the Board then addressed item 8, 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: gave Frost the green light to resume construction; Frost hit the water line that day; surveyors and Richard Ghanem reported to him that the metal framework would fit the piers and foundation, survey indicated same; Chief Johnson moved back to Station 121 to observe Frost more regularly; metal building expected to be included on next draw. No action taken.
* TheBoard then addressed item 9 of the agenda, disposition of surplus and/or salvage property. No action taken.
* The Board then addressed item 10 of the agenda, acquisition of capital equipment and vehicles and financing for same. Chief Johnson reported the need for enclosed trailers to house the boats and equipment. A Motion was made by Mr. Miller second by Mr. Click to approve purchase of the trailers from Big Tex at $6,815, and AmeriTex at $5,600 as presented by Chief Johnson. **After discussion the motion was approved 5 to 0.**
* The Board then addressed agenda item 11 regarding real estate matters. No action taken.
* The Board then addressed item 12 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: looking at health insurance in an effort to find better rates; they sent crews on a TIFMAS deployment recently but declined another to Panhandle; Chief to attend a station design conference in Fort Worth in the near future; regional wildfire training attended by Chief gaining information on large fires that don’t receive state for FEMA reimbursement; reviewed the 12-hour rule on billing mutual aid calls for FEMA reimbursement; possible costs associated with calling in out-of-county assets such as airplanes and helicopters; Chief Johnson scheduled to meet with Senator Creighton regarding “tax reform”. John Peeler suggested he and Chief Johnson find a date in late May in which both could meet with MCHD to discuss the District covering EMS calls. No action taken.
* TheBoard then entered Closed Session at 1:05 p.m. and returned to Open Session at 1:10 p.m.
* Without objection, the Board then addressed agenda item 7, amendments/revisions to District budget(s). Chief Johnson requested that the budget be revised to reflect $50,000 higher revenue from sales tax then moving the funds to increase payroll. The payroll increase would then allow to convert the part-time Lieutenant position to full-time. Motion was made by Mr. Click second by Mr. Miller to revise the budget as requested. **After discussion the motion was approved 5 to 0.**
* The Board then addressed agenda item 16 regarding personnel matters. PT Lieutenant converted to FT Lieutenant, previously addressed with budget revisions. No action taken.
* There being no further business to come before the Board at this time, the meeting was adjourned at 1:15 PM.