

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 June 22, 2021.

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

Commissioners present: David Miller, Therlyn Cook, Larry Trout, 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, District Bookkeeper Maria Felder of Municipal Accounts & Consulting, LP., and Justin Meyers of Martinez Architects.

Commissioners not present: Donnie Click

Public attendees: none

- The Board convened and the meeting was called to order by Commissioner Miller at 12:07 PM.
- The Board conducted roll call with a quorum present. The Board of Commissioners attended the meeting in person, and consultants appeared either in person or via teleconference.
- 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 May 25, 2021 regular meeting. Motion by Commissioner Cook and second by Commissioner Trout to approve the minutes as presented by Counsel. **After discussion the motion was approved 4 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 payment to Colliers for draw #13 in the amount of \$393,556 and payment to MCAD for the quarterly assessment in the amount of \$6,825. Ms. Felder relayed that they would be “sweeping” funds from the old Amegy and CPR accounts to GOF checking account. She summarized construction costs and tax reports from Montgomery County, noting 96.51% of property taxes had been collected. Ms. Felder also presented the quarterly investment report. Motion by Commissioner Kelley and second by Commissioner Trout to accept the report and approve the investments and bills as presented. **After discussion the motion was approved 4 to 0.**
- The Board then addressed agenda item 5, amendments/revisions to District budget(s). No action taken.
- The Board took no action on agenda item 6, amend the current year budget.
- The Board next addressed agenda item 7, District employee retirement accounts, including changing management company. Chief Johnson relayed that Ms. Black had completed the project and done an outstanding job. No action taken.
- The Board next addressed item 8 of the agenda, 2022 budget and 2021 tax rate adoption planning. Counsel requested the District authorize Tammy McRae to prepare the calculations and designate himself and Chief Johnson to complete the tax rate setting calendar and unencumbered fund balance sheets requested by the Tax Office. Chief Johnson relayed that the draft budget would be presented at the July meeting. Chief Johnson also shared his expectation that two (2) committee meetings would be scheduled. Chief Johnson explained the committee will consist of Commissioner Miller, Commissioner Kelley and himself. Motion by Commissioner Trout and second by Commissioner Cook to (1) name Montgomery County Tax Assessor-Collector Tammy McRae to prepare calculations and (2) authorize Chief Johnson and Counsel provide calendar and unencumbered fund balance to Tammy McRae. **After discussion the motion was approved by a vote of 4 to 0.**

- The Board then addressed agenda item 9, 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 shared that move-in was scheduled for the second week of July though some punch list items were still in progress. Justin Meyers of Martinez Architects noted that, including pay application #13, previously approved, approximately \$384,000 remains on the project. Chief Johnson explained the presence of erosion issues with the detention pond, as well as other areas, due to the excessive rain. Chief Johnson added that the generator was being moved from the old station to the maintenance facility at the new Station 122. No action taken.
- The Board then addressed item 10, disposition of surplus and/or salvage property. Chief Johnson requested the old shipping/storage container be salvaged for scrap metal recycling due to damage that made it useless for its original function. Motion by Commissioner Trout with second by Commissioner Kelley approve the salvage for recycling of the old container as requested. **Motion was approved by a vote of 4 to 0.**
- The Board next addressed item 11 of the agenda, acquisition and financing of capital equipment and vehicles. Chief Johnson stated that he would be meeting the following Wednesday with the vendor regarding preconstruction of the booster. No action taken.
- The Board then addressed item 12 regarding real estate matters. Counsel stated the need to fix a date on the Resolution prior to execution. Motion by Commissioner Trout with second by Commissioner Kelley to approve the Resolution to sell a portion of the Ford Road property per the County's offer due to the taking for road expansion. **Motion was approved by a vote of 4 to 0.** Chief Johnson questioned whether the District should sell the double-wide trailer from old Station 122 to Harris County ESD No. 46. The Board agreed to keep the trailer at old Station 122 as part of the eventual sale of the respective property.
- The Board addressed item 13 of the agenda, to receive a report from the Fire Department. Chief Johnson began with a follow-up on the LED lighting project stating that the project will cost \$25,000 rather than the original estimated cost of \$12,000. Chief Johnson requested the \$25,000 proposal from Brothers Lighting be accepted, but the Board asked for additional proposals for the project. Chief Johnson then presented a report noting the following: incident/run summary by type; internal ISO review in progress; scheduling "tabletop" exercise with Royal Purple Oil to plan a major incident scenario; recently several lightning caused structure fire; two firefighters exposed to chlorine gas with no side effects; TIFMAS COVID project done; training updates; trucks in wrecks; looking into cameras for trucks.
- The Board took no action on item 14 of the agenda, matters related to COVID-19.
- The Board then addressed agenda item 15, records management issues. No action taken.
- The Board took no action on item 16, the District's ISO/PPC rating.
- The Board did not exercise the option of Closed Session under item 17, to consult with legal counsel.
- The Board did not exercise the option of Closed Session under item 18, deliberation of real estate matters.
- The Board did not exercise the option of Closed Session under item 19, discussion of personnel matters.
- The Board next addressed personnel matters. No action taken.
- There being no further business to come before the Board at this time, the meeting adjourned at 1:42 PM.