**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 #121, 2350 Loop 494, Porter, Texas 77365 on May 28, 2024 at 12:00 P.M.

The meeting was called to order by President David Miller.

**Commissioners present**: David Miller, T.J. Davidson, Caleb Smith, Donnie Click and Terry Barnhill.

**Also attending:** Chief Carter Johnson, Assistant Chief Charles Martin, District Office Manager Jessica Black, Eric Gonzalez of Clarity Consulting Corporation, and District Legal Counsel Krystine Ramon of Coveler & Peeler, P.C.

**Commissioners not present:** None

**Public attendees:** Larry Trout

* The Board convened and the meeting was called to order by President Miller at 12:15 P.M.
* The Board conducted roll call with a quorum present.
* The Board opened the floor for public comment. Mike Johnson a representative from DACO presented that he was present to answer any questions regarding the company filing for Chapter 11. Mr. Johnson presented to the Board that delivery of the Rosenbauer truck ordered by the District should still be completed and if the District would like to add a performance bond to their contract DACO would allow for this. District Legal Counsel Krystine Ramon asked DACO to please include such language.
* The Board then addressed item 3 of the agenda, to receive the District’s 2023 Audit Report from McCall Gibson Swedlund Barfoot, PLLC, and to discuss and take action related to the same. Joseph Ellis presented his report from McCall Gibson Swedlund Barfoot, PLLC. Mr. Ellis stated that the opinion was a clean opinion, which was the same as the previous year. Mr. Ellis went over the summary of the District’s status, the District’s fund balance, lease receivable, mutual aid reimbursements, income statements and supplementary information. Motion by Commissioner Click and second by Commissioner Davidson to approve the District’s 2023 Audit Report as presented. **After discussion the motion was approved 5 to 0.** For more detailed information concerning the District’s 2023 Audit, see the 2023 Audit on file with the District.
* The Board next addressed item 4 of the agenda, to approve minutes of prior meetings. Motion by Commissioner Davidson and second by Commissioner Click to approve the meeting minutes for April 23, 2024. **After discussion the motion was approved 5 to 0.**
* The Board then addressed item 5 of the agenda: to act on financial reports, investments, and bills. Eric Gonzalez from Clarity Consulting presented to the Board the District’s financial statement. Mr. Gonzalez presented to the Board the District Cash and Investment Report, Pledged Securities Report, First Financial Checking Account Cash Flow Report, First Financial Payroll Account Cash Flow Report, First Financial State Reimbursement Account Cash Flow Report, First Financial CPR PayPal Account Cash Flow Report, Profit and Loss Budget Performance, Montgomery County Monthly Tax Collection Report, Montgomery County Tax Office Deposit Distribution Report, Montgomery County Tax Office Receivables Report, First Financial Sales Tax Account Cash Flow Report, Sales Tax Allocation Report and Sales Tax Revenue Graph. Motion by Commissioner Davidson and second by Commissioner Click to accept the financial report as presented and pay bills. **After discussion the motion was approved 5 to 0.** For more detailed information concerning the District’s financial condition, see the financial reports on file with the District.
* The Board then addressed item 6 of the agenda to designate the Montgomery County Tax Assessor-Collector’s Office to prepare the District’s No New Revenue Tax Rate and related tax rate calculations for 2024. Legal Counsel Krystine Ramon presented to the Board that each year the District needs to establish a property tax rate. The District does not have to use the County to prepare the tax rates, however it is recommended that the District use the County to prepare the tax rates. Ms. Ramon presented that a certified tax assessor must be used to calculate the property tax rates. Ms. Ramon presented a resolution, if the Board wants to continue to use the County to prepare their tax rates. Motion was made by Commissioner Davidson and second by Commissioner Smith to approve the resolution designating the Montgomery County Tax Assessor to prepare the District’s 2024 tax rates. **After discussion the motion was approved 5 to 0.**
* The Board next addressed item 7 of the agenda, to act on amendments/revisions to District current year budget(s). No action was taken.
* TheBoard then addressed agenda item 8, 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. District legal counsel Krystine Ramon presented to the Board that the firm on behalf of the District went out for an RFP for a construction loan of $7,170,000 with a seven (7) year term and the ability to pre-pay after five (5) years, or a ten (10) year term and the ability to pre-pay after six (6) years. Ms. Ramon presented that eleven (11) RFPs were sent out and that the firm received five (5) proposals back from Leasing 2, Community Leasing Partners, First Financial Bank, Republic First National and Trustmark Bank. Ms. Ramon presented the five (5) proposals and their terms. Ms. Ramon stated that based on the Texas Health and Safety Code, the District would need to accept the lowest bid proposal. Based on the proposals Ms. Ramon stated that First Financial Bank was the lowest proposal at seven (7) years with a semi-annual payment. Motion was made by Commissioner Barnhill and second by Commissioner Click to approve the loan proposal of First Financial Bank for seven (7) years with semi-annual payments. **After discussion the motion was approved 4 to 0 with President Miller abstaining.** The Board discussed options of expanding into the Valley Ranch District. The topic was tabled until further information could be assessed.
* The Board next addressed item 9, to review, discuss and take action regarding the removal of the historic building on the property of fire station 121. Chief Johnson presented to the Board that the Historic Committee stated they did not have money to move the building. Chief Johnson spoke with Commissioner Gray’s office and their office stated the County did not have land to house the building. The Board asked if legal could write a letter to the correct authority to begin the process of demolishing the house. No action was taken.
* The Board then addressed item 10, to review and act on disposition of surplus and/or salvage property. No action was taken.
* The Board next addressed item 11 of the agenda, acquisition and financing of capital equipment and vehicles. Chief Johnson informed the Board he went out for bids for a rescue truck replacement. Chief Johnson informed the Board that he received three (3) bids back from DACO, SMEG and MFAS. Chief Johnson informed the Board that per the Texas Health and Safety Code, the Board would need to go with the lowest bid, unless they had a good reason. Chief stated he spoke with legal counsel’s office regarding DACO and their Chapter 11 filing and that legal stated their was no objection on proceeding with DACO if the Board chooses. The current rescue truck is fifteen (15) years old. Motion by Commissioner Smith and second by Commissioner Davidson to approve the bid with DACO for a Rosenbauer rescue truck. **After discussion the motion was approved 5 to 0.**
* The Board then addressed item 12 of the agenda, regarding real estate matters. No action taken.
* The Board addressed item 13 of the agenda, to receive a report from the Fire Department. Chief Johnson presented that the East Command Post was set up at Porter. The District assisted with mutual aid for a house collapsing on a person in Magnolia. Crews were deployed by TIFMAS for the wind event in Houston. Crews were also deployed in West Texas by TIFMAS. The graduation academy for new hires was held and a total of nine (9) new cadets graduated. Chief Johnson presented to the Board for the month of April the District had five hundred and eighty (580) incidents. There were twenty-nine (29) fires, three hundred and forty-four (344) EMS calls, and nine (9) stage medical assists. No action was taken.
* The Board then addressed agenda item 14, to review discuss and take action regarding the Gulf Coast State Planning Regional Mutual Aid Agreement. Chief Johnson presented the mutual aid agreement with Gulf Coast. Chief Johnson went over TIFMAS and said this agreement would help Baytown and that Baytown would pay the District and then Baytown would get assistance from the State. Legal Counsel Krystine Ramon stated that she reviewed the contract and that there were no concerning legal issues. Motion was made by Commissioner Barnhill and second by Commissioner Davidson to approve the agreement with Gulf Coast State Planning Regional Mutual Aid Agreement. **After discussion the motion was approved 5 to 0.**
* The Board next addressed agenda item 15, records management issues. Chief Johnson presented to the Board that on May 6, 2024, John Peeler from Coveler & Peeler along with employees of the District had fifty (50) boxes of past documents that needed to be shredded. Mr. Peeler reviewed the record retention log and approved the destruction of such records as they complied with the Texas State Library Archive Commission retention schedule. No action was taken.
* The Board chose not to enter closed session under items 16 through 18.
* The Board next addressed agenda item 19, personnel matters. No action was taken.
* There being no further business to come before the Board at this time, Commissioner Click made a motion seconded by Commissioner Davidson to adjourn the meeting. The motion was approved 5-0. Themeeting was adjournedat 2:10 pm.