

## 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 May 26, 2020.

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

**Commissioners present:** Larry Trout, Therlyn Cook, Donnie Click, John Kelley, and 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 Bookkeeper Mark Miller of Municipal Accounts & Consulting, LP, Ricardo Martinez of Martinez Architects and Michael Others of McCall Gibson Swedlund Barfoot, PLLC.

**Commissioners not present:** none

**Public attendees:** none

- The Board convened and the meeting was called to order by Commissioner Trout at 12:30 PM.
- The Board conducted roll call with a quorum present. The Board of Commissioners attended the meeting in person, and some consultants appeared 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 April 14, 2020 regular meeting. Motion by Commissioner Miller and second by Commissioner Kelley to approve the minutes as presented by Counsel. **After discussion the motion was approved 5 to 0.**
- The Board then addressed item 4 of the agenda: financial report, investments, and bills. Mark Miller presented a report on the financial status of the District for review and action, and he provided a verbal summary of the monthly report and bills for payment. Mr. Miller noted a current balance of \$9.795 million and payment to TDEM in the amount of \$39,812. Mr. Miller stated that sales tax is down 5% as compared to the same month in 2019. However, the year to date total remains higher than that of 2019. Mr. Miller added that the HEB located outside the District was taking funds from the Kroger in District. Motion by Commissioner Click and second by Commissioner Miller to accept the report and approve the investments and bills as presented, including the additional checks page added. **After discussion the motion was approved 5 to 0.**
- The Board continued to item 5, District 2019 Audit. Michael Others presented the draft 2019 Audit. Mr. Others reported a clean opinion letter then highlighted Page 10 stating the funds on hand look good going into fiscal year 2020. Mr. Others assured the Board that the audit would be finalized prior to the June 1<sup>st</sup> deadline. The Board held a brief discussion on the need to renew the two-year audit contract though Mr. Others was unsure of the fees for the upcoming year. Motion was made by Mr. Miller second by Mr. Click to approve the Audit and representation letter pending any minor changes from partner review. **After discussion the motion was approved 5 to 0.**
- The Board took no action on item 6, amendments/revisions to District budget(s) though there was discussion regarding architect fees for the total project.
- Board next addressed item 7, 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. Ricardo Martinez reviewed the Station 122 monthly progress report noting construction had not yet commenced. He reviewed the format of the monthly reports. Mr. Martinez stated that a preconstruction meeting had been held on May 19<sup>th</sup> to prepare to mobilize to start construction the project. Chief Johnson reported that the issue with

Suddenlink Cable seems to have been resolved. Mr. Miller inquired if Chief Johnson was referring to cameras on the construction site. Chief Johnson explained that the cameras would be handled

- The Board next addressed agenda item 8 regarding agreements with Montgomery County Hospital District. Chief Johnson stated that the lease agreement had been approved by the District and that MCHD was currently working on it today.
- The Board then addressed item 9 of the agenda, disposition of surplus and/or salvage property. Chief Johnson relayed that a tanker had been acquired which would need to be sold. The 1998 S&S tanker and the 2001 Pierce Engine would also be placed for sale. Motion was made by Mr. Click second by Mr. Miller to declare the tanker and engine as surplus and to sell rather than donate to ESD or VFD. **After discussion the motion was approved 5 to 0.**
- The Board discussed item 10 of the agenda, acquisition of capital equipment and vehicles and financing for same. A Motion was made by Mr. Click second by Mr. Kelley to purchase lifts from [REDACTED] Distributors for \$63,598.42 through BuyBoard pricing. **After discussion the motion was approved 5 to 0.**

Chief Johnson stated he was getting quotes for exterior security cameras for Station 121 due to the recent theft of a flatbed trailer. The Board discussed if it would be better to engage the services of a contractor or if the District should install the cameras. A Motion was made by Mr. Cook second by Mr. Kelley to authorize Chief Johnson to have cameras installed at a price not to exceed \$20,000. **After discussion the motion was approved 5 to 0.**

- The Board took no action on agenda item 11 regarding real estate matters.
- The Board addressed item 12 of the agenda, to receive a report from the Fire Department. Chief Johnson reported that his staff along with MCHD provided COVID-19 testing for over 100 individuals in nursing homes and will be administering tests at another nursing home later in the week. TIFMAS development for COVID-19 testing including ordering of the tests and PPE. Chief Vaden and other ESD chiefs were helping with the coordination of the testing. Reimbursement for these expenses will be sought from the State. Chief Johnson reported the call volume to still be down. He provided a summary on one shift which recently experienced multiple difficult calls during one shift. Chief Johnson noted the good cooperation with MCHD, dispatch protocols, and recent TIFMAS deployment.
- The Board next addressed item 13 of the agenda, matters related to COVID-19. Chief Johnson stated that onsite vendors were required to wear masks. Chief Johnson shared that he is reviewing COVID-19 procedures with Kingwood College as it will be resuming its fire academy onsite.
- The Board took no action on agenda item 14, records management issues.
- The Board did not exercise the option of Closed Session under items 15, 16, and 17, consultation with legal counsel, real estate or personnel.
- The Board then addressed item 18, personnel matters. No action taken.
- There being no further business to come before the Board at this time, Mr. Miller made a Motion second by Mr. Click to adjourn the meeting at 1:26 P.M. The motion was approved 5 to 0.