**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 November 19, 2019.

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

**Commissioners present**: Larry Trout, Therlyn Cook, John Kelley, and David Miller.

**Also attending:** District Fire Chief Carter Johnson, Assistant Chief Cleave Pamphill, District Legal Counsel John Peeler of Coveler & Peeler, PC, and District Bookkeeper Mark Miller of Municipal Accounts & Consulting, LP.

**Commissioners not present:** Donnie Click

**Public attendees:** none

* The Board convened and the meeting was called to order by Mr. Trout at 1:25 PM.
* The Board conducted roll call with a quorum present.
* 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. The minutes were reviewed for the October 22, 2019 regular meeting. Chief Johnson noted that a reference to “Verizon” should be “T-Mobile.” Motion by Mr. Miller and second by Mr. Kelley to approve minutes with the noted correction. **After discussion the motion was approved 4 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. Motion by Mr. Kelley and second by Mr. Miller to accept the report and approve the investments and bills as presented, including authorization of a wire payment to Trustmark Bank for an early loan payoff. **After discussion the motion was approved 4 to 0.**
* The Board then addressed item 5, action to revise the 2019 Investment Policy. Counsel reported that the currently named Investment Officers are Mark Burton and Katherine Turner of Municipal Accounts & Consulting, LP, but that Katherine Turner has stepped down as a manager of that firm, thereby stepping down as investment officer for any clients. He reported that Municipal Accounts has asked that Ghia Lewis be appointed to replace Ms. Turner. After review, motion by Commissioner Miller and second by Commissioner Kelly to name Mark Burton and Ghia Lewis as the District Investment Officers, effective today. **After discussion the motion was approved by a vote of 4 to 0.**
* The Board took no action on item 6, amendments/revisions to District budget(s).
* The 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. Chief Johnson provided an update on Station 122 development: Martinez Architects are 60% complete on the station design plans nad have submitted them to Collier Construction for coordination on planning with sub-contractors; 100% completion is expected after Christmas; he is reviewing with Martinez possibly adding additional foundation for a future service facility; they are still aiming for a $3,000,000 budget but will not know until the Guaranteed Maximum Price is prepared after the holidays.
* TheBoard then addressed item 8 of the agenda, disposition of surplus and/or salvage property. Chief Johnson asked to list old Tanker 122 (1999 model) with Brindlee Mountain to act as broker to solicit bids, with an expected sale price of approximately $50,000. After discussion motion by Commissioner Kelley to list T-122 with Brindlee Mountain to secure bids for sale and second by Commissioner Miller. After discussion the motion was approved by a vote of 4 to 0.
* The Board then addressed item 9 of the agenda, acquisition of capital equipment and vehicles and financing for same. Chief Johnson reported: the new truck is on the way to Fort Worth from Minnesota and expected here after Thanksgiving; he is looking at the possible purchase of a passenger van for approximately $30,000 to use for non-emergency transport of personnel, such as to training events.
* The Board took no action on agenda item 10 regarding real estate matters. Chief Johnson reported that while he is not looking at the acquisition of additional property at this time, he and his staff are reviewing available plans for expansion of major roadways in the District.
* The Board then addressed item 11 of the agenda, to receive a report from the Fire Department. Chief Johnson explained the run reports provided in the packet along with the following updates: the Department staff did a great job hosting the recent Safety-Fest which was well attended by the community; staff is participating in wild land paramedic training in Santo, Texas; he reminded the Board of the upcoming SAFE-D conference in Galveston February 20 – 22, 2020; the annual awards banquet will take place on December 7th; the Department will be hosting active shooter training with Lonestar College.
* The Board next addressed item 12, agreements with neighboring jurisdictions regarding the provision of emergency services. Chief Johnson reported that the City of Houston has not responded about the automatic aid agreement; the Department recently took a regular mutual aid call from the City but was “disregarded” en route.
* The Board then addressed item 13, communications or dispatching. Chief Johnson stated that T-Mobile has not yet indicated when they would start construction at the tower.
* The Board took no action on agenda item 14, records management issues. Chief Johnson provided an update that staff has organized most of the documents so that disposition logs can be generated and the documents can be shredded soon.
* TheBoard did not meet in Closed Session under items 15, 16, or 17.
* The Board took no action on item 18, personnel matters.
* There being no further business to come before the Board at this time, the meeting adjourned at 2:03 PM.