**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 27, 2018.

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

**Commissioners present**: Larry Trout, Therlyn Cook, David Miller, Donnie Click (late arrival)

**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, and District book keeper Mark Miller of Municipal Accounts.

**Commissioners not present:** John Kelley

**Public attendees:** none

* The Board convened and the meeting was called to order by Mr. Trout at 12:15 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 October 23, 2018 regular meeting. Motion by Mr. Miller and second by Mr. Cook to approve all minutes as presented. **After discussion the motion was approved 3 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 was made by Mr. Cook and seconded by Mr. Miller to approve the report and to approve payment of bills as presented. **After discussion the motion was approved 3 to 0.**
* The Board took no action on item 5, amendments/revisions to District budget(s).

**Donnie Click joined the meeting at this time.**

* The Board continued to item 6, 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 the following updates: Station 121 – crew quarters are now occupied, still working on punch list and other warranty-type issues, sorting out which items are contractor vs. architect responsibility, looking at new tile on administrative side of building and possibly some safety items, requesting approval for Merlo Marble Tile to install tile Department purchases for approximately $17,000; Station 122 – Currently reviewing architect qualifications. Motion was made by Mr. Click and seconded by Mr. Cook to approve the purchase of tile in the approximate amount of $17,000. **After discussion the motion was approved 4 to 0.**

Chief Johnson continued that the addition of a lobby to the front of the administration side of the building was being considered. Handy Home Repair would construct the addition for, up to, $36,000. A second motion was made by Mr. Click and seconded by Mr. Cook to approve the lobby/safety security addition not to exceed $36,000. **After discussion the motion was approved 4 to 0.**

* TheBoard next addressed item 7 of the agenda, disposition of surplus and/or salvage property. Chief Johnson stated that an old vehicle had been sold on Rene Bates for approximately $9,000 as well as other random items. Chief Johnson explained that the current reserve tanker (Pierce 2001 truck) is having maintenance issues, parts for the vehicle are no longer available and the reserve tanker is no longer supported by Pierce. Chief Johnson plans to move the T-121 to reserve once received at which time the current reserve tanker may be sold. No action taken.
* The Board then addressed item 8 of the agenda, acquisition of capital equipment and vehicles and financing for same. No action taken.
* The Board then addressed agenda item 9 regarding real estate matters. No action taken.
* The Board then addressed item 10 of the agenda, to receive a report from the Fire Department. Chief Johnson then presented the following information on recent department activities: crew, including Chief Johnson, went to California to aid with the fires leaving Chief Pamphile and Ms. Black to handle matters during his absence; overview on his recent Chamber of Commerce presentation on the operation of firefighting today. No action taken.

**David Miller exited the meeting at this time.**

* The Board next addressed agenda item 11, agreements with neighboring jurisdictions regarding the provision of emergency services. Mr. Peeler reported that he was working on a mutual aid agreement with the City of Houston similar to the one Harris County ESD No. 10 is drafting with the City of Houston. Knox Box ILA with ESD 7. Authorize Chief Johnson to sign the agreement on behalf of the District once finalized.
* The Board then addressed item 12 of the agenda, municipal annexations. No action taken.
* The Board took no action on agenda item 13, communication tower contract(s). Chief Johnson stated that T-Mobile may lease space on the District’s tower.
* TheBoard did not need to enter Closed Session.
* The Board next addressed agenda item 17, personnel matters. Chief Johnson notified the Board of a probationary firefighter’s resignation.
* There being no further business to come before the Board at this time, the meeting adjourned at 1:30 PM. activity