

## 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 November 16, 2021.

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

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

**Also attending:** District Fire Chief Carter Johnson, Assistant Chief Charles Martin, Battalion Chief Stephen Sever, District Office Manager Jessica Black, District Legal Counsel Nicole Pierce of Coveler & Peeler, PC, and District Bookkeeper Maria Felder of Municipal Accounts & Consulting, LP.

**Commissioners not present:** Donnie Click

**Public attendees:** Adolph Grove

- The Board convened and the meeting was called to order by Commissioner Miller at 12:22 p.m.
- The Board conducted roll call with a quorum present.
- The Board opened the floor for public comment. Mr. Grove asked if the Board would discuss his termination with the fire department and consider making it a resignation instead of a formal termination.
- The Board then addressed item 3 of the agenda, minutes of prior meetings. The minutes were reviewed for the October 26, 2021 regular meeting. Motion by Commissioner Trout and second by Commissioner Cook 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 that Check numbers 8367 – 8379 were not on the report presented though would be on the next financial report. She also reported that the last check to Collier was presented in the amount of \$13,800. She reported that October property tax collections were in the amount of \$67,091.84 and she summarized the tax reports from Montgomery County, noting 1.72% of property taxes had been collected on the 2021 tax levy. Ms. Felder also reported on the sales tax collections for the month in the amount of \$411,280.02. 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 then addressed agenda item 6, 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 reported the work done at the new station in relation to the water retention issues. Chief Johnson reported that the Department's Station 122 which was designed by Ricardo Martinez received a 2021 notable design award by Firehouse Magazine. Chief Johnson also reported that they were having some cooling issues at the new maintenance building, but that Ricardo Martinez is correcting the issue at his own expense. There were no new items for consideration by the Board.
- The Board then addressed agenda item 7, disposition of surplus and/or salvage property. No new items were presented for consideration.
- The Board next addressed item 8 of the agenda, acquisition and financing of capital equipment and vehicles. Chief Johnson reported that he was working on the specifications for the new pumper truck, and he hoped to have that ready for the Board's December meeting. No action taken.

- The Board then addressed item 9 regarding real estate matters. No action required at this time. The Board will review the bids received for selling Old Station 2 at their special meeting following Thanksgiving.
- The Board addressed item 10 of the agenda, to receive a report from the Fire Department. Chief Johnson presented a report noting the following: five (5) firefighters openings; RFQs for new pumper; reported on two (2) automatic alarm fires that turned into working fires but the sprinkler system put the fires out with smoke damage only; reported on a domestic dispute call that the Department responded to; reported on the train/18 wheeler accident call responded by the Department; reported on call to East Montgomery County to assist with house fire; hosting TIFMAS class; participation in the coordinated terrorist attack class with NASA; update on fleet repairs and vehicles out of service; and requested need for second mechanic (approved in budget). The Board discussed the need to add a second mechanic. Chief Johnson stated that the second mechanic had been included in the Department's budget and approved by the Board. Motion by Commissioner Trout and second by Commissioner Cook to approve getting a second mechanic under the Department's approved budget. **After discussion the motion was approved 3 to 1.** Commissioner Miller
- The Board next addressed item 11 of the agenda, matters related to COVID-19. Chief Johnson reported that they are still seeing COVID #s going up/down and that the Department has no employees out with COVID at this time.
- The Board then addressed agenda item 12, records management issues. Ms. Pierce presented twenty-four (24) Records Disposition Logs (prepared by Tiffany Davidson – dated September 30, 2019, October 14, 2019, October 15, 2019, November 1, 2021, November 2, 2021, November 3, 2021, November 4, 2021; prepared by Jessica Black dated 2019 and January 30, 2020; prepared by John Peeler dated January 16, 2019; and prepared by Carter Johnson dated 2019) of records that have been reviewed per the District's Records Management Policy and related records schedules. The logs have been reviewed by the Board President and Board Secretary. Motion by Commissioner Trout and second by Commissioner Kelley to approve the twenty-four (24) Records Disposition Logs and request for the respective documents to be shredded following the meeting. **After discussion the motion was approved 4 to 0.**
- The Board entered Closed Session under item 13, to consult with legal counsel, item 14, deliberation of real estate matters and item 15, discussion of personnel matters at 1:11 p.m. and returned to Open Session at 1:18 p.m.
- The Board next addressed agenda item 16, personnel matters. No action taken.
- There being no further business to come before the Board at this time, the meeting was adjourned at 1:19 p.m.