**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 July 28, 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, District Administrative Assistant Jessica Black, District Legal Counsel John Peeler of Coveler & Peeler, PC, District Bookkeeper Kaye Townley of Municipal Accounts & Consulting, LP., Justin Myers of Martinez Architects

**Commissioners not present:** none

**Public attendees:** none

* The Board convened and the meeting was called to order by Commissioner Cook at 12:37 PM.
* The Board conducted roll call with a quorum present. The Board of Commissioners attended the meeting in person, and consultants appeared either in person or 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 June 23, 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. Kaye Townley 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. Townley noted an additional $78,014.06 in checks not included on this report though to be reflected on the next financial report. She stated that the sales tax reported for July 2020 exceeded that of July 2019. Commissioner Miller requested clarification on funds sent to the retirement accounts to which Ms. Townley was unsure of the reasoning for eight separate wires during the course of one month. She will look into the matter. Motion by Commissioner Miller and second by Commissioner Click to accept the report and approve the investments and bills as presented, including any additional bills presented at the meeting. **After discussion the motion was approved 5 to 0.**

**Ms. Townley exited the meeting at this time, 12:47 p.m.**

* The Board then addressed agenda item 5, amendments/revisions to District budget(s). No action taken.
* The Board next addressed item 6 of the agenda, 2021 budget and 2020 tax rate adoption planning. Chief Johnson stated that he was still awaiting the certified numbers from the County tax and appraisal office though his first draft included $500,000 as new property tax revenue. No action taken.
* The Board next addressed agenda 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 reported on the exhaust system bids explaining that the total project cost to be $83,368.00. The District would be responsible for approximately $16,000 of this amount with FEMA covering the remaining fees. Justin Myers reported that Colliers had started working on the project which was going well so far. Mr. Myers relayed that Colliers was coordinating with Porter SUD and working with Entergy. Chief Johnson reported the following: a problem on the three-phase power had to be worked out with Entergy; some minor rain delays; retention pond in progress; happy with Collier; no draw request this month; Board saw the computer presentation of the facility. Commissioner Cook expressed his concern that the maintenance building needing separate electric meter. Mr. Meyers reviewed the issue and the design changed slightly with the generator. Chief Johnson explained there was a plumbing issue which was corrected on the Staton 121 add-on. He reported that there was a slight dispute with Frost Contractors on the cost of the repairs. This resulted in consultation with counsel regarding a potential breach of contract claim though currently not pursuing a claim based on the low cost of repair. Chief Johnson also shared that the security cameras had been installed at Station 121.
* TheBoard then addressed item 8 of the agenda, disposition of surplus and/or salvage property. Chief Johnson stated that the old E-121 and old tanker, previously declared as surplus, need to be sold. Chief Johnson recommended a minimum bid for $35,000 for each. He will be responsible for the sale.
* The Board next addressed item 9 of the agenda, acquisition of capital equipment and vehicles and financing for same. Chief Johnson explained that Station 121 was in need of a large fan in the bay and a quote had been provided by Big Ass Fans for a 24’ fan in the amount of approximately $14,000.
* The Board took no action on agenda item 10 regarding real estate matters.
* The Board addressed item 11 of the agenda, to receive a report from the Fire Department. Chief Johnson shared that in-home deaths had increased due to fears of going to the hospital during COVID. Montgomery County Hospital District has produced a public relation campaign to encourage people not to delay medical care. Medical runs have increased for the last month. Chief Johnson provided an update on training, recent TIFMAS deployments and Ms. Black’s handling of the stats reimbursements. Chief Johnson added that the Department is working on workers’ comp insurance as COVID and cancer are causing spikes in the rates.
* The Board next addressed item 12 of the agenda, matters related to COVID-19. Chief Johnson stated that the stations were being cleaned during every shift; several firefighters had been exposed to COVID 19 though confirmed cases resulted; face-covering protocols in place with social distancing; review on procedures for two-week isolating vs. testing; minor expenses for PPE and chemicals; OEM assisting on supplies such as hand sanitizer. No action taken.
* The Board then addressed agenda item 13, records management issues. Chief Johnson informed the Board that records were still being sorted though at a slower rate due to time utilized to draft the budget, social distancing, etc.
* The Board did not exercise the option of Closed Session under items 14, 15 and 16, consultation with legal counsel for real estate or personnel matters.
* The Board then addressed item 17, personnel matters. Chief Johnson announced that a new assistant chief would be starting in the near future.
* There being no further business to come before the Board at this time, Commissioner Miller made Motion seconded by Commissioner Kelley to adjourn the meeting at 1:24 P.M. **After discussion the motion was approved 5 to 0.**