**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 April 14, 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, and District Bookkeeper Mark Miller of Municipal Accounts & Consulting, LP.

**Commissioners not present:** none

**Public attendees:** none

* The Board convened and the meeting was called to order by Commissioner Trout at 12:23 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 March 24, 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 made note that the interest on the money market account had dropped to 0.5% due to the current economic issues. Chief Johnson reported that the Department hosted a regional training and the fees collected were placed in the “CPR account” to remain separate from tax funds. Chief Johnson explained that the costs will be reimbursed from the “CPR account”. Mr. Miller also noted that the April 2020 sales tax was down compared to that in 2019. Motion by Commissioner Click and second by Commissioner Kelley 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 took no action on item 5, amendments/revisions to District budget(s) though there was discussion regarding architect fees for the total project.
* Board next addressed 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 that a revised Guaranteed Maximum Price (“GMP”) letter had been received reflecting the addition of new driveways, coming in at a cost of $4,772,803. A discussion on the new driveway costs and ESD revenue projections was then held. The Board generally agreed that with funds on hand and budgeted it would be a better value to the taxpayers to not incur the costs and interest of a construction loan, even in light of COVID-19 effects on the economy. Motion by Commissioner Miller and second by Commissioner Click to approve the GMP revision. **After discussion the motion was approved 5 to 0.**

In addition, Commissioner Miller made a Motion to move forward with the project with the District paying for the construction with funds on hand rather than through construction financing/loans. Commissioner Click seconded the Motion. **After discussion the motion was approved 5 to 0.**

* The Board next addressed agenda item 7 regarding agreements with Montgomery County Hospital District. Counsel provided an update on minor revisions to the Interlocal Agreement (“ILA”). Chief Johnson stated that he had spoken to MCHD Chief Operating Officer Melissa Miller and received assurance that the funds had been budgeted and will not be delayed due to COVID-19. The Board held a discussion on the monthly rent with the conclusion that Chief Johnson may approve any necessary revisions regarding monthly rent payments by MCHD to finalize the ILA as long as the amount does not fall below the current monthly rent paid by MCHD for space at Station 121. Motion by Commissioner Kelley and second by Commissioner Miller to approve the Interlocal Agreement with MCHD as discussed. **After discussion the motion was approved 5 to 0.**
* TheBoard then addressed item 8 of the agenda, disposition of surplus and/or salvage property. Chief Johnson stated that the organization of items was not a priority at this time though it is still in progress.
* The Board discussed item 9 of the agenda, acquisition of capital equipment and vehicles and financing for same.Chief Johnson relayed the possible need to purchase a new or demo set of lifts to work on the fire trucks. The Board chose not to move forward on this item as outfitting of the mechanic/shop materials was still in progress. No action taken.
* The Board next addressed agenda item 10 regarding real estate matters. Chief Johnson reported that Porter SUD is paying for the installation of equipment/improvements at the Sorters Road Station with bond funds. He added that Porter SUD did not want to move the District’s sign though he believed it would be best to relocate the sign. No action taken.
* The Board addressed items 11 and 12 of the agenda in conjunction, to receive a report from the Fire Department and matters related to COVID-19. Chief Johnson reported that the call volume was sharply down due to new protocols on respiratory calls and sheltering in place; we believe we’ve had no exposures to COVID-19 by our staff; one firefighter came back from Louisiana therefore quarantined for fourteen days; supplied run reports. Chief Johnson discussed the work performed by the in-house mechanic including a summary of the work, turnaround time, and costs with turnaround time proving to be a huge improvement for the Department. Discussion continued on the time and money saved by having an in-house mechanic to address major repairs and preventative maintenance.

Chief Johnson talked about disinfecting the station by “fogging” it with chemicals for a much lower cost than that of a private contractor. However, a private contractor does perform weekly disinfecting of the trucks. Chief Johnson also addressed post-call procedures.

Chief Johnson continued his report with the following: most off-site training had been canceled for the time being; following State’s plans on reopening business; maintenance truck has been ordered; RV has been set up at Station 4 in case we need to quarantine staff; cut down public relation events; catching up with administrative work; PPE levels good for 30-60 days and still finding new sources.

* The Board took no action on agenda item 13, records management issues.
* The Board did not exercise the option of Closed Session under items 14, 15, and 16, consultation with legal counsel, real estate or personnel.
* The Board then addressed item 17, personnel matters. Chief Johnson reported that one individual, previously working with ESD 6 and ESD 7, had left the Department to work solely with ESD 7.
* There being no further business to come before the Board at this time, the meeting adjourned at 1:15 PM.