

1. Establish quorum and call to order: President D. McJunkin established a quorum and called the meeting to order at 8:05am. Other commissioners present were: B. Warren, K. Stacy, E. Krenek and T. Kuykendall. District employees in attendance were: Brandi Crone, Business Manager; Karol Bone, Administrative Assistant; Chief Herc Meier; Assistant Chief Wade Goates and Battalion Chief Tom Hughes. Consultants in attendance were: Kaye Townley of Municipal Accounts and Consulting ("MAC"), District Bookkeeper; and Regina Adams of Radcliffe Bobbitt Adams Polley PLLC ("RBAP"), District general counsel.
2. Public Comment: none
3. Review and approve minutes from the November 19, 2019 meeting: Commissioner Stacy motioned to approve the minutes from the November 19 meeting as presented; Commissioner Kuykendall seconded the motion; all voted AYE, motion passed.
4. District Real Estate and Construction Matters:
 - a. Status of EOC and Fire Training Facility design and construction: Ms. Crone reported that Brookstone received bids from vendors for the project and they are working on the GMP. Ms. Crone added that the plans will be resubmitted to TXDot and then Fort Bend County ("FBC") Engineering for approval and a meeting will be scheduled with Brookstone and BRW in January to review the project.
 - b. Review options for disposition of District property: Ms. Crone reported she has not received any feedback from the Board on the feasibility report that was provided by BRW for the proposed Fulshear Station location.
 - c. Review future station locations: This item was tabled to executive session.
 - d. Status of site acquisition for future Station 4 site: This item was tabled to executive session.
5. Bookkeeper's Report, including authorize payment of bills: Ms. Townley presented the Bookkeeper's Report and Fiscal Year Ending December 31, 2019 budget (the "Budget"). Ms. Crone discussed several Budget items and explained that some expenses had been reclassified to the correct Budget line item. Ms. Crone reported she had discussed proposed Budget amendments with Ms. Townley, Ms. Ridley, District auditor, and Ms. Adams and all agreed there should be no expense budget amendments because any items of concern can be explained but do not have to be adjusted. Commissioner Warren added that selectively adjusting items is never recommended. Ms. Crone then presented the list of bills and stated that a late addition to the bills was made to include the 2019 tax collection invoice from the FBC Tax Assessor Collector. Commissioner Stacy motioned to accept the bookkeeper's report and authorize payment of bills as presented; Commissioner Kuykendall seconded the motion; all voted AYE, motion passed.

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7. Review and authorize acquisition of Draeger Training System pursuant to Texas Health and Safety Code, subsection 775.084(i)(2): Chief Meier presented information and cost for the 40' containerized Class B Fire Training system and noted the total cost for this setup is \$310,600. Chief Meier then explained the layout of the system and where it would be placed. Chief Meier added additional containers could be added at a later time.

6. Authorize membership in OMNIA Partners; a cooperative purchasing organization: Assistant Chief Goates asked whether purchases from co-ops would meet State bidding laws. Chief Goates explained that a system such as the one discussed in item #7 would be difficult to obtain bids for as there are no comps available since the Draeger system is a Class B which is propane and has safety features that others do not have. Ms. Adams responded that since there are no comps available then purchasing from a co-operative purchasing group, such as OMNIA Partners, should meet the State bidding exceptions for purchase of the system. Commissioner Warren motioned to authorize membership in OMNIA Partners; Commissioner Stacy seconded the motion; all voted AYE, motion passed.
7. Review and authorize acquisition of Draeger Training System pursuant to Texas Health and Safety Code, subsection 775.084(i)(2): Commissioner Warren motioned to approve the purchase of the 40' Draeger system as presented; Commissioner Krenek seconded the motion; all voted AYE, motion passed.
8. Review and authorize acquisition of Training Tower from Affordable Training Tower system: Chief Meier presented the information and quote from Affordable Training Towers for a training tower system with a total cost is \$89,090. Chief Meier explained this is a four-story tower that can be moved to a different location in the future but will be initially setup on the 2 acre property off Wallis Street next to Station 1. Chief Meier added that upgrades to fencing and security of the 2 acre property would be necessary. Chief Meier noted that Affordable Training Towers is a sole source vendor so to meet the State bidding requirements, they would need to provide a letter stating such or the District could utilize Buy Board. Commissioner Krenek motioned to authorize the purchase, as presented; Commissioner Kuykendall seconded the motion; all voted AYE, motion passed.
9. Amend Fiscal Year Ending (“FYE”) December 31, 2019 Budget, if necessary: no action necessary.
10. District Administration Report: Ms. Crone reported there are five (5) applicants for the fire fighter position that were invited to participate in the group assessment that will take place on December 18. Ms. Crone noted that individual interviews will not take place until after the new year. Ms. Crone reported on her conversation with Mark Smith of RBAP regarding his conversations with Mr. Terry Gieck during which Mr. Smith reiterated that the District would not be taking any action on his request. Ms. Crone added that Commissioner McJunkin continues to work on the District’s website and will work with Henry Ngo, the IT Consultant, when necessary. President McJunkin let the Board know that the website hosting is now under the control of the ESD and Mr. Ngo will provide oversight. Ms. Adams provided information on website requirements from SB 2 that must be added by January 1, 2020. Commissioner Warren thanked President McJunkin for the time he has spent working on the website. Ms. Crone concluded by stating that the Department would be participating in the Fulshear Police Department’s “Christmas with a Cop” on Thursday, December 19.
11. Fire Chief Run Report: Chief Meier reported there was a total of 228 calls for the month of November with a YTD total of 2259. Chief Meier pointed out the new map in the conference room that indicates the District’s coverage area.
12. Thank you to Commissioner Brent Warren: President McJunkin began by stating this may be Commissioner Warren’s last meeting and the Board wanted to thank him for his years of service. President McJunkin acknowledged Commissioner Warren as an anchor point that

brought institutional knowledge to the board and he appreciated his dedication as he did so much behind the scenes work for the Department and Board without asking for anything in return. Commissioner Warren commented that over the years the Board had done some really good things, and looked to the future for planning and building. Commissioner Warren thanked Chief Meier, Ms. Crone and Chief Goates for all their work. Commissioner Warren added it is an honor and a privilege to serve the community and Board. Chief Meier asked Commissioner Warren if he would consider continuing to assist in the construction of the new EOC; after some discussion it was noted that Commissioner Warren, Chief Meier and Ms. Crone will discuss at a later time. The Commissioners were in favor of Commissioner Warren continuing to work on the project as he has been involved since the beginning of the project. President McJunkin stated a luncheon for Commissioner Warren would be forthcoming after the new year.

13. Adjourn to Executive Session to discuss matters concerning pending or contemplated litigation, consultation with attorney, real property, or personnel, as authorized pursuant to Texas Government Code, Section 551.070, et.seq: The Board adjourned to executive session at 9:26am and reconvened to general session at 9:47am. Commissioner Krenek motioned to accept the letter of intent to purchase the Lakes of Bella Terra property at \$12/per sq.ft. for a total of \$1,045,440 upon review of same by legal counsel; Commissioner Warren seconded the motion; all voted AYE, motion passed.

14. Adjourn: Commissioner Kuykendall motioned to adjourn the meeting; Commissioner Warren seconded the motion; all voted AYE, motion passed. The meeting was adjourned at 9:50am.

Passed and approved this 21st day of January, 2020.



Tommy Kuykendall
Secretary, Board of Commissioners