

1. Establish quorum and call to order: President D. McJunkin established a quorum and called the meeting to order at 8:01 a.m. Other Commissioners present were: K. Stacy, E. Krenek, T Kuykendall and R. Pechukas. District employees in attendance were: Brandi Crone, Chief Operating Officer; Chief Herc Meier; and Assistant Chief Wade Goates. District consultants in attendance were: Regina Adams, attorney, of Radcliffe Bobbitt Adams Polley PLLC (“RBAP”), District general counsel; Ricardo Martinez of Martinez Architects (“Martinez”); Brad Dill of BD Realty Advisors, LLC (“BD Realty”); Chuck Mathis of Brookstone Construction (“Brookstone”); and Dan Menendez, P.E. of Huitt-Zollars, Inc. (“Huitt-Zollars”), District engineering consultant. District consultants in attendance via teleconference were: Sholeh Abedinzadeh, attorney, and Hannah Slaven, paralegal, of RBAP, District general counsel; Carol Morrison of Municipal Accounts & Consulting (“MAC”), District bookkeeper; and Lisa Anel of BRW Architects (“BRW”).
2. Public Comment: None.
3. Consent agenda:
 - a. Minutes from the April 20, 2021 meeting.
 - b. Bookkeeper’s Report, including authorize payment of bills.
 - c. Amended and Restated Order Establishing A Records Management Program and Designating a Records Management Officer.

Commissioner Kuykendall motioned to approve the consent agenda, as presented; Commissioner Pechukas seconded the motion; all voted AYE, motion passed.

4. District Real Estate, Design and Construction Matters:
 - a. Status of Central Station and Fire Training Facility construction: Mr. Mathis stated that the construction of the Central Station is proceeding quickly, noting that the dry roofing has been installed, and drywall is going up on interior walls in locations where there is no risk of being wet in open spaces. Mr. Mathis added that the electrical room is being built out and the electrician is building the service panels and overhead electrical and the mechanical, and plumbing are being run in the apparatus bay. Mr. Mathis also stated that all bi-fold doors have been delivered to the site and are being installed. Regarding site work, Mr. Mathis reported that the majority of the sidewalks are in place, the bulk water storage tanks are on-site and being installed and the pump panel package is now in place. Ms. Anel provided an update on the driveway design revisions and stated that all information was submitted to the Texas Department of Transportation (“TxDOT”) and Fort Bend County (“FBC”) digitally by the project’s civil engineer the week prior. Ms. Anel stated that FBC requested to review the drainage plan again since the design changed. Commissioner Kuykendall gave an update on his meeting with TxDOT. Commissioner McJunkin inquired if Brookstone was proceeding with the parking lot as designed, to which Mr. Mathis replied that Brookstone has constructed everything except the area located directly in front of the

apparatus bay and the area with design revisions to the west of the parking lot.

- i. Pay applications, change orders and allowance transfers: Commissioner Krenek motioned to approve Pay Application No. 21801-12, as presented; Commissioner Pechukas seconded the motion; all voted AYE, motion passed.
 - ii. Bids for purchase and removal of house located on Central Station site and Bill of Sale for same: Commissioners McJunkin stated that no offers were received by the District to purchase the house, and it is his suggestion to continue with the District's efforts to sell the house until at least the next Board meeting. Commissioner Krenek motioned to extend the offer and advertisement for the sale of the house with the bids to be reviewed by the Board at the July 2021 Board meeting; Commissioner Kuykendall seconded the motion; all voted AYE, motion passed.
- b. Development of Jordan Ranch site:
- i. Amendment No. 1 (the "Amendment") to Architectural Services Agreement (the "Agreement") with Martinez: Mr. Martinez stated that Martinez submitted the Amendment which includes a quote from the project engineers to plat the site, as required. Mr. Martinez noted that the expense for the preparation of the plat is a pass-through expense. Mr. Martinez explained to the Board that platting is a lengthy process, which will likely take approximately 4 to 6 months to complete, so he recommended beginning the process soon. Commissioner Stacy asked for clarification on the engineering services quote and Mr. Martinez further explained the surveying and platting process. Commissioner Stacy inquired who requires the plat and Mr. Martinez replied that it was FBC, noting that he will confirm that with the engineer. A discussion ensued regarding whether Huitt-Zollars could complete the plat, but Commissioner McJunkin recommended keeping Huitt-Zollars' work separate as they are the District's engineering consultant and not the project engineer. After discussion and clarification on the Amendment to the Agreement and the platting services engagement letter from S&G Engineering, Commissioner Pechukas moved to approve the Amendment, as presented; Commissioner Kuykendall seconded the motion; all voted AYE, motion passed. Ms. Adams noted that RBAP has provided comments with verbiage revisions to the Amendment to Martinez but that such revisions would not change the approval made pursuant to the motion and vote.
 - ii. Temporary building site: Chief Meier stated that with the opening of the Heritage Parkway and the installation of the temporary building at the Cross Creek Ranch ("CCR") property, the Department's response time to Jordan Ranch will be reduced to approximately five (5)-minutes. It was noted that the Heritage Parkway is estimated to open in June, weather permitting. The Commisisoners then discussed

moving forward with the permanent station construction instead of placing a temporary building on the Jordan Ranch site.

- c. Development of CCR Station site:
 - i. Site development design: Mr. Martinez commented that Martinez met with the CCR Architectural Control Committee ("ACC") on May 4, 2021 and that Martinez had subsequently resubmitted plans to the City of Fulshear based on comments received from the ACC. Mr. Martinez stated that Martinez has advertised for bids for Phase One of construction and are anticipating bids by Thursday. Mr. Martinez stated that Martinez is approximately fifty percent (50%) complete with design of the permanent CCR Station. After discussion, the Commissioners decided to hold a special meeting via videoconference on Wednesday, May 26, 2021 at 8:00 a.m. to review and accept the Phase One construction bids.
 - d. Future station locations: The Commissioners noted they would like to discuss this item in Executive Session.
5. Attendance at SAFE-D Fall Event – September 16-18, 2021, Fort Worth Convention Center: Ms. Crone reviewed the dates of the Fall Event with the Board, noting this would serve in the place of the Annual Conference for 2021. Commissioner Stacy requested to travel to the Fall Event a day early to tour the Tarrant County Swift Water Facility and Safety Town in Frisco. After some discussion it was noted that Commissioners McJunkin and Stacy will travel on September 15th and the remaining Commissioners would arrive at the Fall Event on September 16, 2021.
6. Battalion Chief of Administration job description: Chief Meier requested to add an additional Battalion Chief position to the District's Organizational Chart, which would be an exempt 40-hour week position to assist District administration and also respond to emergency calls. The Board discussed the differences between this position and the Assistant Chief position that is being added. It was noted that this position would provide relief to the current Battalion Chiefs should one be out sick or on vacation. Commissioner McJunkin inquired whether this position was included in the District's budget, and Chief Meier responded that there is a budget allotment for this position. Commissioner Kuykendall moved to authorize the creation of the Battalion Chief of Administration position; seconded by Commissioner Stacy; all voted AYE, motion passed.

Board moved to agenda item #14

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 551.071, et seq.: The Board convened in executive session at 9:14am to discuss real property matters and reconvened into open session at 10:07am.

Commissioner Pechukas motioned to authorize Mr. Dill to negotiate with the landowner for Property No. 1, as discussed in executive session; Commissioner Kuykendall seconded the motion; all voted AYE, motion passed.

Commissioner Krenek motioned to authorize action to be taken on Property No. 2, as discussed in executive session; Commissioner Pechukas seconded the motion; all voted AYE, motion passed.

7. 87th Legislative Session Update: Ms. Adams updated the Board on the 87th Legislative Session, highlighting pending and passed bills that pertain to emergency services districts ("ESDs").
8. FBC American Rescue Plan Act of 2021 ("ARPA"): Commissioner Pechukas updated the Board on ARPA and how FBC is looking to allocate the funds FBC receives. Commissioner Pechukas stated that, in his capacity as an FBC employee, he is working with FBC Precinct No. 3 Commissioner Andy Meyers to ensure that ESDs are included to receive ARPA funds. Commissioner Pechukas suggested that, if the District receives funds, a portion of the money be distributed to first responders as additional compensation for their work during the COVID-19 pandemic and noted that any funds remaining can be used towards reimbursement for the District's COVID expenses.
9. Lease Agreement between the District and Fulshear Volunteer Fire Department for Fulshear Station property: This item was tabled for consideration at a future Board meeting.
10. Request extension from FBC Commissioners Court for submission of Fiscal Year Ended ("FYE") December 31, 2020 Audit: Ms. Crone reported that Breedlove & Co., PC ("Breedlove"), auditor for the District, is working to complete the District's FYE December 31, 2020 audit and has requested an extension for same until the June 2021 Board meeting due to an unforeseen event within their firm where clients have had to be redistributed. Ms. Crone stated that, upon Board approval, RBAP would send the extension request letter to the FBC Commissioners Court. Commissioner Kuykendall moved to request the extension to FBC Commissioners Court; seconded by Commissioner Stacy; all voted AYE, motion passed.
11. District Administration Report: Ms. Crone reported on the hiring process for firefighters, noting there are now 4 full-time and 1 part-time firefighters that started on Monday, May 17. Ms. Crone noted that there are 2 interviews scheduled for another full-time firefighter position. Ms. Crone stated that the job postings are still up on the Texas Commission on Fire Protection ("TCFP") website and the District's website, and she would continue with the testing process monthly. Ms. Crone noted that the Central Station "Beam Signing" event would take place later in the week.
12. Fire Chief Run Report: Chief Meier reviewed his monthly report with the Board. Commissioner Kuykendall mentioned that Chief Meier was the guest speaker at the first meeting of the Texian Exchange Club ("Texian"). Chief Meier also noted he will

have his first “Coffee with the Chief” event on Friday, May 21, 2021, in Cinco Ranch West, as part of Texian’s Food Truck Friday series. Commissioner Pechukas noted he would set up and attend the event with Chief Meier as well.

13. Business Manager evaluation: The Board determined that it would discuss this item in executive session.
14. 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 551.071, et seq.: The Board convened in executive session at 10:25am to discuss personnel matters and reconvened to general session at 10:53am. No action taken after the Executive Session.
15. Adjourn: Commissioner Kuykendall motioned to adjourn the meeting; Commissioner Stacy seconded the motion; all voted AYE, motion passed. The meeting was adjourned at 10:53am.

Passed and approved this the 15th day of June, 2021.



T. Kuykendall
Secretary, Board of Commissioners

