

1. Establish quorum and call to order: President D. McJunkin established a quorum and called the meeting to order at 8:01am. Other Commissioners present were: B. Warren, K. Stacy, T. Kuykendall and E. Krenek. District resident present was Mr. Terry Geick and Mrs. Harriet Geick. District employees in attendance were: Brandi Crone, Business Manager; Karol Bone, Administrative Assistant; Chief Herc Meier; and Assistant Chief Wade Goates. Consultants in attendance were: Kaye Townley and Carol Morrison both with Municipal Accounts and Consulting (“MAC”), District bookkeeper; and Mark Smith with Radcliffe Bobbitt Adams Polley PLLC (“RBAP”), District general counsel.
2. Public Comment: Mr. Geick addressed the Board and presented each Commissioner with a copy of another letter related to his continued request to be de-annexed from the District.
3. Review and approve minutes from the September 17, 2019 meeting and the October 1, 2019 meeting: Commissioner Kuykendall motioned to approve the minutes from the September 17, 2019 meeting; Commissioner Krenek seconded the motion; all voted AYE, motion passed. Commissioner Kuykendall motioned to approve the minutes from the October 1, 2019 meeting; Commissioner Warren seconded the motion; all voted AYE, motion passed.
4. Review and approve amended August 20, 2019 minutes: Ms. Crone explained the corrections made to item #4e. Commissioner Krenek motioned to approve the amended minutes, as presented; Commissioner Warren seconded the motion; all voted AYE, motion passed.
5. District Real Estate and Construction Matters:
 - a. Status of EOC and Fire Training Facility design and construction: Ms. Crone began by stating she had emailed the Commissioners a link to the design drawings that have been submitted to the Fort Bend County (the “County”) Fire Marshall. Ms. Crone added that any changes should be noted and submitted within a week and would then be provided to Ms. Lisa Andel with BRW Architects (“BRW”). Ms. Crone also stated that signage would be installed on the property just before groundbreaking and District administration would request approval before it is installed.
 - b. Review options for disposition of District property on FM 1093: Ms. Crone reported that District administration is reviewing the Master Plan that BRW previously created. Ms. Crone added that the final design needs to be added to the Master Plan and then revisions made to the design of the training field area. Ms. Crone added that the District is anticipating utilizing approximately 20 acres of the site.
 - c. Review future station locations: Chief Meier showed on the District’s map the previous potential station site off FM 1093 near the Westpark Tollway and stated the developers have since suggested another potential station site. Chief Meier also stated an area on FM 359 North near VanBrooke could potentially also serve as a future station location to cover the North side of the District.

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7. Update from Commissioner Kuykendall on meeting with County Commissioner Andy Meyers: Commissioner Kuykendall reported that he had met with Commissioner Meyers and Robert Pechukas. Commissioner Kuykendall noted that he provided them with a handout, gave them an update on station progress and discussed the future development in the Lakes of Bella Terra subdivision, which is a RYKO development. Commissioner Kuykendall provided Ms. Crone with contact information for RYKO. Mr. Kuykendall said this was their initial meeting and the hope is to meet once a month or every couple of months, as needed, as this meeting is showing Commissioner Meyers how the District is planning ahead.

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- d. Status of acquisition for future Station #4 site: Chief Meier reported that Mr. Bamford with Cross Creek Ranch said Cross Creek Ranch would convey the future station site to the District as soon as possible. Chief Meier provided a document that explained the potential needs and funding for the temporary/modular buildings. Ms. Crone explained that she and Chief Meier had toured the modular setup that Harris County ESD 48 utilizes and how the process works. Ms. Crone also stated she had spoken with the City of Fulshear regarding permits. Mr. Smith, suggested authorizing the Business Manager and Fire Chief to obtain proposals for the services that are necessary to proceed with the temporary setup. Commissioner Kuykendall motioned to authorize Ms. Crone and Chief Meier to secure the necessary RFQ's according to Chapter 775, Health and Safety Code, Texas Government Code and Texas Local Government Code; Commissioner Krenek seconded the motion; all voted AYE, motion passed.
 - e. Status of design to replace Station 1 and new Station 4: Ms. Crone reported that she and Chief Meier met with BRW regarding designs for the 5th Street property and the property on FM 359 North, and that BRW will provide a site analysis for each location. Ms. Crone also stated they discussed the matter with a City of Fulshear representative regarding the future road expansions that would affect both properties.
 - f. Review and approve Addendum G 802 – Amendment 2 with BRW for EOC/Fire Station & Training Facility located at 33301 FM 1093: Ms. Crone explained there was no official signature on the document regarding the detention area revisions. Commissioner Krenek motioned to authorize the formal signature of Addendum G 802 to BRW; Commissioner Stacy seconded the motion; all voted AYE, motion passed.
6. Bookkeeper's Report, including authorize payment of bills: Ms. Townley began by introducing Ms. Morrison to the Commissioners and stated that Ms. Morrison does a lot of the District's work and might possibly attend future Board meetings. Ms. Townley then reviewed the Bookkeeper's Report and asked for any questions. Commissioner Warren asked if the Balance Sheet could follow the P&L Statement and Ms. Townley agreed to move the Balance Sheet on the next monthly report. Ms. Townley also reported that the CDARS account at New First National was renewed for a 26 week term and that interest rates have fallen. There were no further questions. Commissioner Warren motioned to approve the Bookkeeper's Report as presented; Commissioner Kuykendall seconded the

motion; all voted AYE, motion passed. Commissioner Warren then motioned to approve payment of the list of bills as presented; Commissioner Krenek seconded the motion; all voted AYE, motion passed.

8. Review and approve agreement between the District and Dr. J. Kerns to serve as Medical Director for the District: Ms. Crone reported that RBAP had been working on the agreement with Dr. Kerns and that both parties have reviewed and made minor changes before presenting to the Board. Chief Meier explained that Dr. Kerns will be able to provide training within the Department and some examples of the training are the ability to administer glucose and oxygen if the Department is first on scene and the action is necessary. Commissioner Stacy asked if he would also be working with other ESDs. Mr. Smith responded that some medical directors do work with multiple agencies but they are limited as to how many they can have under their direction. Commissioner Krenek motioned to approve the agreement for medical director as presented; Commissioner Stacy seconded the motion; all voted AYE, motion passed.
9. Review and approve District employee travel, meals, purchasing and credit card policies: This item was postponed to the next Board meeting.
10. Review and adopt Resolution Authorizing District Business Manager to Declare as and Dispose of Surplus Property on the District's Behalf: Ms. Crone stated this resolution is intended to allow for the disposal of gear and old, worn equipment that may have reached life expectancy according to TCFP, as well as other surplus items the District no longer has a need for. Commissioner McJunkin asked if there would be a paper trail of what is disposed of and if a limit would be placed on the value of the items disposed and Ms. Crone replied affirmatively and that the District's process would follow all required procedures and laws. Commissioner Krenek stated the Board does not need to micro-manage this task. No action was taken.
11. Appoint Commissioners to District Real Estate Committee: There was a brief discussion and the Board agreed there was no action necessary at this time.
12. District Administration Report: Ms. Crone reported that Ms. Regina Adams of RBAP would provide names of potential financial advisors for the District to contact and potentially engage. Commissioner Krenek stated he would like to see some information as to how SB2 could affect the District. Ms. Crone then reported on the following items: (1) a letter had been sent to the three (3) cities located within the District and all are in agreement to work with the District; (2) she is working with Ms. Adams, Commissioner McJunkin and Ms. Townley on information for the website; (3) the Department Movie Night is on Friday, October 18 and she provided information on the event; (4) she reported she had spoken with Mr. Simon Van Dyke regarding the emergency call at Crossfit Fulshear whereby he asked if the District would participate in his story as a first responder agency who were present at the call to assist EMS; (5) she is willing to work and accommodate changes to the website and have postings and/or press releases on the website. Commissioner McJunkin added that he is not trying to create a website job but

that the District will control the website and will work with Henry Ngo, the Districts IT consultant, and Mr. Ngo will maintain oversight of the website; (6) Commissioner Stacy asked when the Commissioners would receive the new computers. Ms. Crone explained the delay and that online training will still be available; and (7) Ms. Crone reported that the Life Scan exams will begin on October 28 with x-rays and physicals on November 5,6,7. Ms. Crone noted that the District has five (5) new hires starting on November 4 and postings for full time and part-time firefighters and captains will be on the TCFP website within the next week.

13. Fire Chief Run Report: Chief Meier reported there was a total of 226 calls during the month of September.
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 adjourned to executive session at 9:55am and reconvened to general session at 10:15am. Commissioner Krenek motioned to authorize RBAP to send a letter to Mr. and Mrs. Geick regarding their attempts to be removed from the District; Commissioner Kuykendall seconded the motion; all voted AYE, motion passed.
15. Adjourn: Commissioner Warren motioned to adjourn the meeting; Commissioner Kuykendall seconded the motion; all voted AYE, motion passed. The meeting was adjourned at 10:15am.

Passed and approved this 19th day of November, 2019.

Kim Stacy

K. Stacy
Secretary, Board of Commissioners

