

1. Establish quorum and call to order: President D. McJunkin established a quorum and called the meeting to order at 8:00am. Other Commissioners present were: K. Stacy, E. Krenek and R. Pechukas. Commissioner Kuykendall was absent. 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 of Municipal Accounts and Consulting (“MAC”), District Bookkeeper; Regina Adams of Radcliffe Bobbitt Adams Polley, LLC (“RBAP”), District general counsel and Natalie Ridley of Breedlove & Assoc., District auditor.
2. Public Comment: None.
3. Oath of Office for Battalion Chiefs and Firefighters: Commissioner Pechukas issued the Oath of Office to Firefighters Butler and Purvis, Captain Bradley and Battalion Chiefs Budnik and Harmon.
4. Consent Agenda:
 - a. Commissioner Stacy motioned to approve the minutes from the May 19, 2020 Board meeting as presented; Commissioner Pechukas seconded the motion; all voted AYE, motion passed.
 - b. Commissioner Pechukas motioned to approve the Bookkeeper’s Report and authorize the payment of bills as presented; Commissioner Krenek seconded the motion; all voted AYE, motion passed.
5. Fiscal Year Ended December 31, 2019 Audit (the “Audit”): Ms. Ridley presented the Audit and stated that she has issued a clean report. Ms. Ridley reviewed several noted items and some discussion followed. Commissioner Krenek motioned to accept the Audit, as presented; Commissioner Pechukas seconded the motion; all vote AYE, motion passed.
6. District Real Estate, Design and Construction Matters:
 - a. Status of EOC and Fire Training Facility construction/site: Commissioner Pechukas reported that he, Chief Meier and Ms. Crone had a discussion regarding the culverts from the station driveway onto Ashe Road. He added there is also the possibility of converting a portion of Ashe Road to a concrete surface. Commissioner Pechukas added that if the Board would like he can discuss with Commissioner Meyers the acceleration/deceleration lanes on FM 1093 but added that, if modifications benefit a specific entity, then the entity usually pays for such modifications.
 - i. Pay applications and change orders: Ms. Crone explained the pay application for \$172,000 was for work that has been completed and such request for payment was reviewed at the first project meeting. Commissioner Pechukas motioned to approve the pay application, as presented; Commissioner Krenek seconded the motion; all voted AYE, motion passed. Ms. Crone noted that the change order is for a deductive amount due to the lower cost of the septic system installation than the contract allowance. Ms. Crone added that the balance will be moved to the contingency fund for the project. Commissioner Stacy motioned to approve

the change order and authorize moving the balance to the contingency fund; Commissioner Krenek seconded the motion; all voted AYE, motion passed.

- ii. Termite treatment at house: Ms. Crone reported that during the first construction meeting it was discovered that the existing house on the property had termites. The treatment proposal was presented and Chief Meier's recommended having the termite treatment performed and then reassess the property. Commissioner Krenek motioned to accept the proposal, subject to attorney review; Commissioner Pechukas seconded the motion; all voted AYE, motion passed.

6b. Future station locations: Held until executive session.

6c. Site acquisition for future Station 4 site:

- i. Title policy for Unrestricted Reserve C, 2.766 acres, Creek Trace at Cross Creek Ranch, Section 6: Ms. Adams recommended, upon her review of the Cross Creek Ranch Covenants and Restrictions, obtaining a title policy to confirm no additional encumbrances on the property. Commissioner Krenek asked if the property is being donated to the District and the response was affirmative. Commissioner Krenek motioned to authorize obtain a title policy; Commissioner Stacy seconded the motion; all voted AYE, motion passed. Ms. Adams asked if there was a preferred title company to utilize and President McJunkin recommended she and Ms. Crone make such decision.
- ii. Supplemental Amendment to the Declaration of Covenants, Conditions and Restrictions for Cross Creek Ranch Commercial Property: tabled to executive session.

6d. Installation of the Draeger Training System ("System") and Affordable Training Tower:

Chief Meier stated he met with Draeger at the proposed site, and after seeing the location in person, Draeger determined the concrete foundation was not necessary for the temporary location for the System. Chief Meier stated that the District could pour a 60x60 non-engineered foundation and save half the cost for the training tower. Ms. Crone added the District would likely have to pay some costs for preliminary work performed before terminating the engineering engagement.

- i. Crane proposal for setting System in place: Chief Meier reported the estimated delivery date is June 23 and a crane is needed to off-load the System and set it in place. Commissioner Pechukas motioned to accept the crane proposal, as presented; Commissioner Stacy seconded the motion; all voted AYE, motion passed.

7. Additional temporary office space: Commissioner Pechukas stated there is a need for additional office and storage space for the District staff. Ms. Crone and Commissioner Kuykendall explained that they received proposals from Fulshear Business Park for rental of available space therein. Commissioner Pechukas motioned to have Ms. Crone and Commissioner Kuykendall find a location to lease for no more than \$30,000/year. Ms. Crone explained the need for additional space and the goals for adding District administration personnel who would be utilizing such space. Commissioner McJunkin asked whether the District's house on FM 1093 would be a possibility to serve as office space and Chief Meier responded that the District would probably need have a structural assessment performed on the house first. Commissioner Stacy stated her

concern is the cost of repairs to the house, the time frame for receiving a permit from the City of Fulshear and the cost of build-out at the Fulshear Business Park and believes the location by the Post Office might be better. Commissioner Krenek stated he thinks the District should move forward with obtaining the costs of both locations. Commissioner Pechukas amended his motion to approve up to \$30,000/year plus the costs associated with build-out and technology installation; Commissioner Krenek seconded the motion; all voted AYE, motion passed.

8. Strategic Plan Update: Commissioner Pechukas motioned to appoint a committee of Ms. Crone, Chief Meier and Asst. Chief Goates to 1) update the current strategic plan, 2) present it at the August Board meeting; and 3) adopt a policy to update such plan annually; Commissioner Stacy seconded the motion; all vote AYE, motion passed.
9. HR Software Acquisition: Ms. Crone stated she has been in discussion regarding this acquisition for a while and that she along with several of the Chiefs, have taken part in software demonstrations from four different companies. Ms. Crone recommended NeoGov based upon the program's performance and recommendations from other users. Ms. Crone reported the cost for all modules is \$26,609 annually. Commissioner Stacy asked what the negatives are to the program and Ms. Crone responded initial data entry. Ms. Crone added that Ms. Adams would review the agreement before the District makes the purchase. Commissioner Krenek motioned to proceed with the purchase of NeoGov with the full HR platform, subject to review of the agreement by counsel; Commissioner Stacy seconded the motion; all voted AYE, motion passed.
10. District Administration Report: Ms. Crone began by thanking everyone for participating in the groundbreaking ceremony on June 9th. Ms. Crone added that the District's Facebook account is now live and there are several options for social media policies in the Dropbox for the Board's review. Ms. Crone added that the policies were curated by Ms. Adams and they range from a basic policy to more detailed/in-depth policies. President McJunkin added that posts have to be visible for 30 days before being deleted and recommended having them reviewed by legal counsel first. Ms. Crone reminded the Board of the architect interviews on Thursday, June 18 and asked that if anyone has questions to please provide them to her by the next day. Ms. Crone also reminded everyone to submit their Cyber Security Training and SAFE-D attendance certifications to District administration.
11. Fire Chief Run Report: Chief Meier reported there was a total of 239 calls in the month of May. Commissioner Pechukas asked what the protocol is after responding to a COVID-19 call. Chief Meier responded that the fire department stays on the sidelines if COVID-19 is known to be present on a call and will assist EMS with the call as needed. Chief Meier added that PPE gear is worn, consistent with guidelines for same, and that decontamination is performed upon return to the station. Commissioner Stacy asked if there are items for use at future stations that may be purchased now, such as new apparatus, etc. Chief Meier responded affirmatively and said he could share such information at the July Board meeting. Commissioners Stacy and Pechukas agreed that would be very helpful.

12. 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 9:53am and reconvened to general session at 10:21am. Commissioner Krenek motioned to approve the Supplemental Amendment to the Declaration of Covenants of Cross Creek Ranch for Station 4, subject to items discussed for review by Ms. Adams and also subject to the title commitment; Commissioner Pechukas seconded the motion; all voted AYE, motion passed.

Commissioner Krenek motioned to amend the prior approval for land acquisition on the north side of the District from 4 to 4.5 acres and for the real estate committee to proceed with negotiation for same; Commissioner Stacy seconded the motion; all voted AYE, motion passed.

Commissioner Krenek motioned to appoint a real estate committee of Commissioner Pechukas and Stacy to continue working on north side property in conjunction with administrative staff; after a brief discussion, Commissioner Krenek amended his motion to include both the north side and east side property acquisitions; Commissioner Pechukas seconded the amended motion; all voted AYE, motion passed.

13. Adjourn: Commissioner Pechukas motioned to adjourn the meeting; Commissioner Krenek seconded the motion; all voted AYE, motion passed. The meeting was adjourned at 10:24am.

Passed and approved this 21 day of July, 2020.



T. Kuykendall
Secretary, Board of Commissioners

