

1. Establish quorum and call to order: Vice President E. Krenek established a quorum and called the meeting to order at 8:04am. Other Commissioners present were: K. Stacy, T. Kuykendall and R. Pechukas. Commissioner D. McJunkin joined the meeting at 8:22am. District employees in attendance were: Brandi Crone, Business Manager; Karol Bone, Administrative Assistant; Chief Herc Meier and Assistant Chief Wade Goates. District consultants in attendance were: Russ Cosbey with Huitt-Zollars, District engineering consultant. District Consultants in attendance via teleconference were: Greg Wine with Huitt-Zollars, Regina Adams of Radcliffe Bobbitt Adams Polley, PLLC (“RBAP”), District general counsel; Kaye Townley with Municipal Accounts & Consulting (“MAC”), District bookkeeper. Also in attendance via teleconference were: Lisa Anel with BRW Architects and Ricardo Martinez with Martinez Architects (“Martinez”).
2. Public Comment: none
3. Oath of Office for Firefighters: Commissioner Kuykendall issued the Oath of Office to Firefighters Cappi, Cole, Gillespie, Hua, Norgaard and Stephens.
4. Consent Agenda:
 - a. Minutes from the September 4, 2020 special meeting and September 15, 2020 meeting
 - b. Bookkeeper’s Report, including authorize payment of bills
 - c. Investment Policy Annual Review

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

5. District Real Estate, Design and Construction Matters:
 - a. Status of Central Station and Fire Training Facility construction/site: Chief Meier began by stating that the Training Tower has been installed and the firefighters are excited about the new training opportunities it will offer. Chief Meier added that construction is progressing at the central station. Ms. Anel added that the pier subcontractor is averaging 7 piers per day and is on schedule. Ms. Crone mentioned that 4 piers hit hard material during drilling. Ms. Anel explained that the engineer reviewed the depths and determined that they were good. Ms. Crone reported that the Huitt-Zollars consulting agreement is not on the agenda, but would be on the November agenda unless the Board would prefer to call a special meeting. The Board opted to place the item on the November agenda.
 - i. Pay applications and change orders: Ms. Crone stated that Pay Application 5 from Brookstone has been presented for payment, and asked if anyone had questions. Commissioner Kuykendall motioned to approve the pay application, as presented; Commissioner Pechukas seconded the motion; all vote AYE, motion passed.
 - ii. Letter to TxDOT regarding construction of acceleration/deceleration lane on FM 1093: Commissioners Kuykendall and Krenek stated that they worked together on the letter to TxDOT, which has been presented to the Board for review, requesting consideration for the construction of an eastbound acceleration/deceleration lane on FM 1093. After some discussion and revision, Commissioner Pechukas motioned to approve the letter with one revision removing the advanced funding agreement sentence; Commissioner Kuykendall seconded the motion; all voted AYE, motion passed.

- iii. Ashe Road improvements in conjunction with Fort Bend County Engineering: Commissioner Pechukas proposed, on behalf of Fort Bend County, a 50/50 cost sharing agreement for such project between the District and Fort Bend County. Commissioner Stacy asked if there was anything in writing regarding the proposed agreement and if there are any cost estimates for the proposed project and Commissioner Pechukas responded there are not yet. Commissioner Pechukas stated he would review the matter with Commissioner Meyers and ask for an interlocal agreement and drawings for the November Board meeting.
 - b. Due diligence for acquisition of Jordan Ranch property: Ms. Adams reported that the appraisal is underway and should be ready for the November Board meeting. Ms. Adams stated that the covenant supplement and other transfer documents would be similar to those for the Cross Creek Ranch property.
 - c. Development of future Cross Creek Ranch station site:
 - i. Title policy for Unrestricted Reserve C, 2.766 acres, Creek Trace at Cross Creek Ranch, Section 6: Ms. Adams commented that because the property was transferred without the District’s knowledge and therefore the title policy thereafter, such facts are holding up the finalization of the title policy. Ms. Adams stated that some Johnson Development liens have had to be partially released as well. Ms. Adams stated that she hopes to have it by the November meeting.
 - ii. Temporary station procurement: Ms. Crone stated she has been working with Martinez regarding the consulting agreement being presented for approval, which would allow Martinez to coordinate the Phase 1 design (the temporary station) with Boxx Modular, thus eliminating any delays with the construction. Ms. Crone stated that Cross Creek Ranch is planning a press release regarding the donation of property for the fire station and has requested a rendering of the proposed building if one is available at press time. Ms. Crone presented an updated Phase 1 design and rendering depicting how the temporary station and permanent station will coordinate during all phases of construction. Commissioner Krenek motioned to approve the Phase 1 Design and Construction Administration Services Agreement with Martinez; Commissioner Stacy seconded the motion; all vote AYE, motion passed.
 - iii. Authorize signatory for documents relating to design elements of Cross Creek Ranch station: Ms. Crone stated that she has discussed with Mr. Martinez the submission of architectural design to Cross Creek Ranch and he requested Board authorization of a District representative as signatory on same instead of awaiting Board approval at monthly meetings. Commissioner Pechukas motioned to authorize President McJunkin, Ms. Crone and Chief Meier to execute support documents related to the design elements of the Cross Creek Ranch station; Commissioner Stacy seconded the motion; all voted AYE, motion passed.
6. Contract renewal for Medical Director: Chief Meier stated he had visited with Dr. Kerns regarding his current medical director contract and asked if he would like to continue with serving the District and Dr. Kerns responded affirmatively. Commissioner Krenek motioned to renew the contract, as presented; Commissioner Stacy seconded the motion; all vote AYE, motion passed.
7. Engage Breedlove & Co., P.C. to prepare Fiscal Year Ending December 31, 2020 Audit: Ms. Crone reviewed the engagement letter and noted that, as usual, the estimated cost to prepare the audit is between \$14,000-\$15,000. Commissioner Kuykendall motioned to approve the engagement

letter, as presented; Commissioner Pechukas seconded the motion; all voted AYE, motion passed.

8. Resolution Declaring Property as Surplus and Authorizing Disposition of Same for SCBAs: It was noted that no action was necessary because the authority has already been granted to Ms. Crone.
9. SCBA acquisition: Chief Meier began by stating that Self Contained Breathing Apparatus (“SCBA”) are assigned to an apparatus and are used by whoever is on the apparatus; however, each firefighter is assigned his own facemask. Chief Meier noted that the proposal from Casco is for 30 packs with an additional 15 facemasks. Chief Meier added that he will be requesting more packs in the future with the addition of new apparatus and stations. Ms. Crone stated that funds for this purchase would come from the prior year fund balance. Commissioner Pechukas added that Fort Bend County might be willing to donate \$60,000 from the County Assistance District (“CAD”) funds. Commissioner Kuykendall motioned to accept the Casco proposal and authorize the purchase of the SCBAs for \$288,131.00, with the qualification that the District request to Commissioner Meyers for any reimbursements available through the CAD; Commissioner Stacy seconded the motion; four (4) Commissioners voted AYE, with Commissioner Pechukas abstaining, the motion passed.
10. Traffic preemption controller device procurement and potential cost sharing with Fort Bend County of same: no action
11. Creation of District/FSFD logo: Ms. Crone stated she is in the process of receiving samples and will have them by the November meeting.
12. District Administration Report: Ms. Crone reported she is currently reviewing the telephone and security/camera system options for Central Station and Station 1. Ms. Crone added that the District is moving forward with hiring two new firefighters and will be posting soon for another round of applicants. Ms. Crone reported that the Department has participated in several Fire Protection Week events, which have gone very well. Ms. Crone noted that the events have taken place outdoors and the firefighters have worn face shields so that the children could see their faces. Chief Meier added that in the future, he would like to create a specialized PR team to focus on these type of events.
13. Fire Chief Run Report: Chief Meier reported there was a total of 212 calls for the month of September. Chief Meier informed the Board that the District received a disinfecting device from Aeroclave for use on all District apparatus. Chief Meier also reported that the Department just completed and passed a TCFP inspection. Chief Meier stated he intends to replace some of the command vehicles soon and recommended the District consider purchasing at least one, possibly two, new apparatus for the Central Station. Chief Meier added that prices have been lowered and each one could cost around \$700,000 without equipment. Commissioner Krenek asked if there are payment plans and Chief responded that there are financing options and he would determine what options are available. Chief Meier informed the Commissioners of some changes within the Fort Bend County dispatch/communications center. Chief Meier added that Community Fire Department may be creating a new communications center at Bellaire and Peek Roads. Chief asked the Commissioners if the District would be interested in participating and they responded affirmatively. Commissioner Stacy asked if Chief Meier could provide more information for discussion at the November meeting.

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.: none.
15. Adjourn: Commissioner Pechukas motioned to adjourn the meeting; Commissioner Stacy seconded the motion; all voted AYE, motion passed. The meeting was adjourned at 9:14am.

Passed and approved this the 17th day of November, 2020.

Thomas C. Kuykendall Jr.

T. Kuykendall
Secretary, Board of Commissioner

