

**MINUTES OF MEETING OF THE
BOARD OF COMMISSIONERS**

FEBRUARY 15, 2022

THE STATE OF TEXAS §
COUNTY OF FORT BEND §
FORT BEND COUNTY EMERGENCY SERVICES DISTRICT NO. 4 §

The Board of Commissioners (the "Board" or the "Commissioners") of Fort Bend County Emergency Services District No. 4 (the "District") met in regular session, open to the public, at 30626 Fifth Street, Fulshear, Texas 77441, the regular meeting place of the District, on Tuesday, February 15, 2022, at 8:00 a.m.; whereupon, the roll was called of the members of the Board, to-wit:

Daniel McJunkin	President
Ed Krenek	Vice President
Tommy Kuykendall	Secretary
Kim Stacy	Treasurer
Robert Pechukas	Assistant Secretary/Treasurer

All members of the Board were present, thus constituting a quorum. The following District employees were in attendance: Fire Chief Herc Meier; Ms. Brandi Crone, Chief Operations Officer ("COO"); Assistant Chief Wade Goates; and Ms. Karol Bone, Administrative Assistant. Also in attendance were: Ms. Regina D. Adams and Ms. Sholeh Abedinzadeh (via teleconference), of Radcliffe Bobbitt Adams Polley PLLC (the "Attorney" or "RBAP"), attorney for the District; Ms. Kaye Townley (via teleconference) and Ms. Carol Morrison (via teleconference) of Municipal Accounts & Consulting, L.P. ("MAC"), bookkeeper for the District; Mr. Bill Blich (via teleconference) of Blich Associates, Inc. ("Blich"), financial advisor for the District; Ms. Lisa Andel (via teleconference) of BRW Architects ("BRW"); Mr. Ricardo Martinez of Martinez Architects ("Martinez"); Messrs. Chuck Mathes and Jordan Attar (via teleconference) of Brookstone Construction ("Brookstone"); Mr. Brad Dill of BD Realty Advisors ("BD Realty"); and Mr. Chad Nesvadba, P.E. (via teleconference) of Huitt-Zollars, Inc. ("Huitt-Zollars" or "Engineer").

WHEREUPON, the meeting was called to order at 8:00 a.m. and evidence was presented that public notice of the meeting had been given in compliance with the law. The posted notices of the meeting are attached hereto.

PUBLIC COMMENT

There were no public comments.

APPROVE CONSENT AGENDA

The Board reviewed the items reflected on the Consent Agenda. Commissioner McJunkin explained that this portion of the agenda deals with routine matters of the Board, and that no separate discussion of such items would occur unless a Commissioner or a member of the public

requested the Resolution Authorizing Petition to Challenge Appraisal Records (the "Appraisal Resolution") be removed from the consent agenda.

Upon motion by Commissioner Pechukas, seconded by Commissioner Stacy, after full discussion and the question being put to the Board, the Board voted unanimously to approve the item(s) on the Consent Agenda, as follows:

1. Minutes from the January 5, 2022 and January 25, 2022 meetings and minutes from January 18, 2022 meeting, as revised;
2. Bookkeeper's Report, including authorize payment of bills; and
3. Adopt Order Authorizing Additional 20% Penalty on Delinquent 2021 Tax Accounts.

ADOPT THE APPRAISAL RESOLUTION

Ms. Adams then reviewed the Appraisal Resolution with the Board. Ms. Adams explained that such resolution will allow Ms. Carmen P. Turner, the Fort Bend County Tax Assessor-Collector, to represent the District in challenging certain categories of appraisal records to Fort Bend Central Appraisal District. Upon motion by Commissioner Pechukas, seconded by Commissioner Krenek, and after full discussion and the question being put to the Board, the Board voted unanimously to adopt the Appraisal Resolution.

LONG TERM CAPITAL/BUDGET PLANNING AND PROJECTIONS

Mr. Blich reviewed with the Board the preliminary tax rate study related to 2022 Capital Improvements. Mr. Blich further reviewed tax revenue growth over the prior ten (10) years.

ADOPT RESOLUTION CONCERNING EXEMPTIONS FROM TAXATION FOR 2022 TAX YEAR

The Board next considered approval of tax exemptions for the 2022 tax year, including homestead exemptions for those property owners who are 65 years of age and older or disabled. Mr. Blich reviewed the impacts of a 10% and 20% general homestead exemption noting tax rates would have to be set above the constitutional maximum \$0.10 tax rate. Mr. Blich also noted that increasing the over 65 years and disabled homestead exemption would also require an increase to the tax rate. Commissioner Kuykendall expressed his appreciation for the projections and stated he believed the District needs to balance its needs against lowering the impact to taxpayers. Upon motion by Commissioner Krenek, seconded by Commissioner Stacy, after full discussion and the question being put to the Board, the Board voted unanimously to retain the same exemptions for 2022 as were approved in 2021, and adopt the Resolution Concerning Exemptions from Taxation for 2022 Tax Year.

Mr. Blich exited the meeting at this time.

DISTRICT REAL ESTATE, DESIGN AND CONSTRUCTION MATTERS:

CENTRAL STATION AND FIRE TRAINING FACILITY CONSTRUCTION

Mr. Mathes provided an update regarding the construction of the Central Station. Mr. Mathes reported that the District passed the Fort Bend County (the "County") Fire Marshal's inspection of the hood vent and elevators. Mr. Mathes went on to update the Board on the grease trap inspection requested by the County Environmental Health Department. Mr. Mathes further reported that Brookstone is scheduling a walk through for February 23rd to review the punch list items. Commissioner Kuykendall requested a copy of said punch list. Mr. Mathes also noted that the garage doors will be resurfaced to remove surface rust caused by manufacturer defects. Commissioner McJunkin suggested the Commissioners tour Central Station on their own and send any notes or questions to Ms. Crone.

Mr. Mathes then presented Brookstone's Pay Application ("PA") No. 21 in the amount of \$177,219.56. Upon motion by Commissioner Krenek, seconded by Commissioner Kuykendall, after full discussion and the question being put to the Board, the Board voted unanimously to approve PA No. 21 in the amount of \$177,219.56.

Ms. Adams informed the Board that she received correspondence from Ms. Molly Ladner regarding the purchase of the surplus house on the Central Station property. A discussion ensued regarding Ms. Ladner potentially purchasing the house. Upon motion by Commissioner Krenek, seconded by Commissioner Kuykendall, after full discussion and the question being put to the Board, the Board voted unanimously to allow Ms. Ladner 14, but up to 30, days to pay her initial offer amount for and remove the house on the Central Station property and authorize RBAP to correspond with Ms. Ladner and her counsel regarding same.

Commissioner Krenek exited the meeting at this time.

Ms. Crone reviewed with the Board the furniture/fixtures/equipment budget for the Central Station.

CROSS CREEK RANCH ("CCR") STATION DESIGN AND CONSTRUCTION INCLUDING PAY APPLICATIONS, CHANGE ORDERS AND ALLOWANCE TRANSFERS

Mr. Martinez went on to report on the status of the permanent CCR Station construction. Mr. Martinez provided an update regarding the review of the Construction Manager at Risk ("CMAR") agreement with Brookstone. Mr. Martinez also reported that he anticipates submitting the Gross Maximum Price ("GMP") amendment to the Board in April. Upon motion by Commissioner Kuykendall, seconded by Commissioner Pechukas, after full discussion and the question being put to the Board, the Board authorized Brookstone to begin GMP solicitation for subcontractors.

JORDAN RANCH STATION DESIGN

Mr. Martinez next reviewed the status of design of the Jordan Ranch Station. Upon motion by Commissioner Pechukas, seconded by Commissioner Kuykendall, after full discussion and the question being put to the Board, the Board voted unanimously to authorize publication of a request

for qualifications for CMAR for the Jordan Ranch Station.

FULSHEAR STATION DESIGN

Ms. Crone reported that Chief Meier, Chief Goates and she met with PGAL regarding preliminary programming for the new Fulshear Station pre-design.

FUTURE STATION LOCATIONS, RELATED FEASIBILITY ASSESSMENTS AND OTHER DUE DILIGENCE MATTERS

CONVENE IN EXECUTIVE SESSION

Commissioner McJunkin then stated that the Board would enter into Executive Session to discuss real estate matters.

All meeting attendees, with the exception of all members of the Board present, Chief Meier, Ms. Crone, Chief Goates, Ms. Bone, Mr. Nesvadba, Mr. Dill, Ms. Adams, and Ms. Abedinzadeh exited the meeting at 9:23 a.m.

Pursuant to the provisions of the Texas Open Meetings Act, Chapter 551, Texas Government Code, as amended, specifically Section 551.072, regarding real estate matters, Commissioner McJunkin convened the Board into Executive Session at 9:23 a.m. The persons present in the Executive Session at various times were Commissioners McJunkin, Stacy, Kuykendall and Pechukas, Chief Meier, Ms. Crone, Chief Goates, Ms. Bone, Mr. Nesvadba, Mr. Dill, Ms. Adams, and Ms. Abedinzadeh.

RECONVENE IN OPEN SESSION

All meeting attendees still present re-entered the meeting at 9:50 a.m. and Commissioner McJunkin reconvened the meeting in open session, at which time the Board took the following action:

Upon motion by Commissioner Pechukas, seconded by Commissioner Kuykendall, after full discussion and the question being put to the Board, the Board authorized Mr. Dill to submit a counteroffer to the seller of the real property, as discussed in Executive Session.

Mr. Dill exited the meeting at this time.

DESIGNATE PROCUREMENT OFFICER

Ms. Crone requested the Board appoint her as the District's Procurement Officer. Upon motion by Commissioner Pechukas, seconded by Commissioner Stacy, after full discussion and the question being put to the Board, the Board voted unanimously to appoint Ms. Crone as the Procurement Officer for purchases related to Central Station between \$0.00 and \$49,999.00. Commissioner Kuykendall requested the Board receive regularly spreadsheets of the applicable purchases made.

HGAC BUY BOARD PURCHASING COOPERATIVE PROGRAM

Ms. Crone presented to the Board the HGAC Buy Board Purchasing Cooperative Program documentation. Upon motion by Commissioner Pechukas, seconded by Commissioner Stacy, after full discussion and the question being put to the Board, the Board voted unanimously to join the HGAC Buy Board Purchasing Cooperative Program.

CHOICE PARTNERS NATIONAL COOPERATIVE

Ms. Crone presented to the Board the Choice Partners National Cooperative documentation. Upon motion by Commissioner Kuykendall, seconded by Commissioner Stacy, after full discussion and the question being put to the Board, the Board voted unanimously to join the Choice Partners National Cooperative.

ADT FIRE ALARM MONITORING AT STATION 3

Chief Meier presented to the Board the cellular alarm monitoring services available through ADT. Chief Meier also reported that cellular alarm monitoring is more cost effective than landlines. Upon motion by Commissioner Pechukas, seconded by Commissioner Stacy, after full discussion and the question being put to the Board, the Board voted unanimously to authorize cellular alarm monitoring through ADT for Station No. 3.

JOHNSON CONTROLS ("JCI") FIRE ALARM MONITORING AT CENTRAL STATION AND CCR STATION

Chief Meier next presented a cellular monitoring service proposal from JCI for Central Station and CCR Station. Upon motion by Commissioner Stacy, seconded by Commissioner Pechukas, after full discussion and the question being put to the Board, the Board voted unanimously to authorize execution of the Monitoring Service Agreement for cellular alarm monitoring through JCI for Central Station and CCR Station.

ON-DUTY HEALTH – ANNUAL EMPLOYEE PHYSICAL ASSESSMENTS

Ms. Crone reviewed with the Board a proposal for annual employee physical assessments from On-Duty Health. Upon motion by Commissioner Kuykendall, seconded by Commissioner Pechukas, after full discussion and the question being put to the Board, the Board voted unanimously to accept and authorize execution of the agreement for annual employee physical assessments from On-Duty Health and Addendum to same.

PARADIGM SIGNAL PREEMPTION PROPOSAL

Chief Meier presented to the Board a quote from Paradigm Traffic Systems ("Paradigm") for signal preemption devices and stated the District may need up to six (6) devices. In response to a question from Commissioner Stacy, Chief Meier stated there was no discount for purchasing such devices in the quantity the District needs. Upon motion by Commissioner Pechukas, seconded by Commissioner Stacy, after full discussion and the question being put to the Board, the Board voted unanimously to approve the purchase of the signal preemption devices from Paradigm, subject to receipt and approval of the agreement by RBAP.

BREATHING AIR COMPRESSOR OPTIONS

Chief Meier presented and reviewed with the Board a quote from Allied Breathing Air, LLC ("Allied") for the purchase of breathing air compressors for Station No. 3. Chief Meier noted that the pricing expires at the end of February. Upon motion by Commissioner Kuykendall, seconded by Commissioner Pechukas, after full discussion and the question being put to the Board, the Board authorized the purchase of breathing air compressors from Allied to be funded from the District's reserve account.

PURCHASE OF COMMAND STAFF VEHICLE(S)

Chief Meier presented to and reviewed with the Board a quote from Caldwell Country Chevrolet ("Caldwell") for the purchase of two (2) 2022 Chevrolet Tahoes with pricing through the HGAC Buy Board purchasing cooperative. A discussion ensued regarding declaring two (2) other vehicles currently owned by the District as surplus. Upon motion by Commissioner Pechukas, seconded by Commissioner Kuykendall, after full discussion and the question being put to the Board, the Board voted unanimously to: 1) authorize the purchase of two (2) 2022 Chevrolet Tahoes from Caldwell with pricing through HGAC Buy Board; 2) authorize designating one (1) currently owned vehicle as a reserve; and 3) authorize the COO to donate the remaining vehicle to another fire department in need.

MONTHLY MEETING DAY AND TIME

It was the consensus of the Board to table this matter until the March Board meeting.

DISTRICT ADMINISTRATIVE REPORT

Ms. Crone presented to and reviewed with the Board the District Administrative Report. Ms. Crone stated that District staff is currently working providing necessary information to the auditor for the audit preparation. Ms. Crone updated the Board on the status of recruitment and hiring of District staff. Ms. Crone also stated that The Pink Heals National Tour, a volunteer program, requested a letter of support from the District.

FIRE CHIEF RUN REPORT

Chief Meier reported that there were 301 calls in the prior month. Chief Meier provided the Board an update on general personnel matters and staffing challenges. Chief Meier reported that District Firefighters are being rotated to various stations. Chief Meier further updated the Board on his and Ms. Crone's meeting with Datavox.

CENTRAL STATION AND FIRE TRAINING FACILITY CONSTRUCTION (CONT.)

Mr. Mathes presented to the Board an Allowance Transfer ("AT") authorization related to Change Order No. 28 crediting the District \$7,272.00 for removing the furnishing and installation of the television brackets. Upon motion by Commissioner Kuykendall, seconded by Commissioner Pechukas, after full discussion and the question being put to the Board, the Board

voted unanimously to authorize the AT in the amount of \$7,272.00 to be applied to the District's expenditure allowance.

Ms. Morrison and Mr. Nesvadba exited the meeting at this time.

PERSONNEL MATTERS

CONVENE IN EXECUTIVE SESSION

Commissioner McJunkin then stated that the Board would enter into Executive Session to discuss personnel matters.

All meeting attendees, with the exception of all members of the Board present, Chief Meier, Ms. Crone and Ms. Adams exited the meeting at 11:03 a.m.

Pursuant to the provisions of the Texas Open Meetings Act, Chapter 551, Texas Government Code, as amended, specifically Section 551.074, regarding personnel matters, Commissioner McJunkin convened the Board into Executive Session at 11:03 a.m. The persons present in the Executive Session at various times were Commissioners McJunkin, Stacy, Kuykendall and Pechukas, Chief Meier, Ms. Crone and Ms. Adams.

RECONVENE IN OPEN SESSION

All meeting attendees still present re-entered the meeting at 12:26 p.m. and Commissioner McJunkin reconvened the meeting in open session, at which time the Board took no further action.

There being no further business to come before the Board the Board meeting was adjourned at 12:26 p.m.

PASSED, APPROVED, AND ADOPTED this 15th day of March, 2022.

(DISTRICT SEAL)


Secretary, Board of Commissioners

