

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

JULY 28, 2022

**THE STATE OF TEXAS
COUNTY OF FORT BEND**

FORT BEND COUNTY EMERGENCY SERVICES DISTRICT NO. 4

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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 Thursday, July 28, 2022, at 6:00 p.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, except Commissioner Pechukas, thus constituting a quorum. The following District employees were in attendance: Fire Chief Herc Meier; Assistant Chief Wade Goates; Ms. Brandi Crone, Chief Operations Officer ("COO"); and Ms. Karol Bone, Administrative Assistant. Also in attendance were District consultants: Ms. Regina D. Adams and Ms. Sholeh Abedinzadeh (via teleconference), attorneys, and Ms. Raechel Rodriguez (via teleconference), legal assistant, of Radcliffe Bobbitt Adams Polley PLLC (the "Attorney" or "RBAP"), attorney for the District; Ms. Carol Morrison (via teleconference) of Municipal Accounts & Consulting, L.P. ("MAC"), bookkeeper for the District; and Mr. Sebastian Garcia (via teleconference) of Brookstone Construction ("Brookstone").

WHEREUPON, the meeting was called to order at 6:00 p.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 was no public comment.

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 requests that an item be moved to the regular portion of the agenda. Commissioner Stacy requested the Bookkeeper's Report and the Facility Use Agreement with Pink Heals be removed from the Consent Agenda.

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

1. Minutes from the June 23, 2022 Board meeting;
2. Acknowledge receipt of 10 and 20-year write off of delinquent ad valorem taxes; and
3. Purchase orders.

BOOKKEEPER'S REPORT

The Board reviewed the Bookkeeper's Report. In response to a question from Commissioner Stacy, Ms. Morrison stated that the balance sheet was updated per the Fiscal Year Ended December 31, 2021 Audit Report. Commissioner Stacy also inquired about capital project fund balances and reserves and requested a breakdown of the proposed uses for the remaining reserve funds related to the Central Station project. Upon motion by Commissioner Stacy, seconded by Commissioner Kuykendall, after full discussion and the question being put to the Board, the Board voted unanimously to approve the Bookkeeper's Report, subject to the revisions discussed.

APPROVE FACILITY USE AGREEMENT WITH PINK HEALS-FULSHEAR

Commissioner Stacy requested this item be tabled until the Board has received and reviewed organizational documents for Pink Heals-Fulshear to confirm its non-profit status, as well as insurance policy information. Commissioner Krenek added that he would prefer an indemnification clause be added to the Facility Use Agreement, as well as have the District be named as an insured under Pink Heals-Fulshear's insurance policy. Commissioner McJunkin recommended adding a limit of two (2) fire-related vehicles to the Facility Use Agreement.

DISTRICT REAL ESTATE, DESIGN AND CONSTRUCTION MATTERS:

CENTRAL STATION AND FIRE TRAINING FACILITY CONSTRUCTION

Mr. Garcia provided an update regarding the construction of Central Station. Mr. Garcia reviewed the status of various construction closeout items, including the replacement of bullet-proof glass, completion of a bench, and anticipated delivery of hinges to repair doors. A discussion then ensued regarding the installation of the two (2) remaining bollards. Mr. Garcia informed the Board that Brookstone was still awaiting additional information to determine what the cost of installing the bollards would have been if they had been installed timely before taking any further action.

Ms. Crone reported that the filing system and administration desks were installed and that additional work on the built-ins would be done the following week along with the installation of the televisions. Ms. Crone also noted that the District would be purging records per the District's Records Retention Policy.

A discussion ensued regarding potentially holding a grand opening of Central Station on the first (1st) or second (2nd) weekend in October. It was the consensus of the Board to have the grand opening on October 8, 2022 at 10:00 a.m.

CCR STATION DESIGN AND CONSTRUCTION INCLUDING PAY APPLICATIONS, CHANGE ORDERS AND ALLOWANCE TRANSFERS

Mr. Garcia stated that Brookstone was awaiting receipt of an addendum from Martinez Architects for the design of the CCR Station. Mr. Garcia also noted that advertisement for subcontractor bids to establish the Gross Maximum Price would take place prior to the August Board meeting. In response to a question from Chief Meier, Mr. Garcia welcomed District representatives to be present during the bid opening.

JORDAN RANCH STATION DESIGN

Chief Meier requested this item be discussed during Executive Session.

FULSHEAR STATION DESIGN

Chief Meier reported on the District's meeting with PGAL, the architect for the Fulshear Station, stating that the initial conceptual drawings were still being prepared.

REVIEW COPIER LEASE PROPOSALS FOR CENTRAL STATION ADMINISTRATION

Ms. Crone and Ms. Bone presented to the Board six (6) proposals for leasing various copiers and recommended the New Canon imageRUNNER Advance DX-C5840i ("C5840i") with internal stapler for the cost of \$241.00 per month for a 48-month lease. A discussion ensued regarding the various options and the District's needs. 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 accept the proposal for the C5840i at \$241.00 per month for a 48-month lease.

AUTHORIZE TERMINATION OF TOSHIBA LEASE AGREEMENT

Ms. Crone requested the Board authorize termination of the lease agreement for copiers with Toshiba. Upon motion by Commissioner Krennek, seconded by Commissioner Stacy, after full discussion and the question being put to the Board, the Board voted unanimously to authorize termination of the Toshiba lease agreement.

CENTRAL STATION TRAINING ROOM AUDIO/VISUAL("A/V") PROPOSAL

Chief Meier reviewed with the Board a proposal for A/V services from Datavox in the amount of \$218,825.98. A discussion ensued regarding the various features included with the A/V services provided by Datavox. An extensive discussion ensued in which Chief Meier addressed various questions from the Board. Upon motion by Commissioner Krennek, seconded by Commissioner Kuykendall, after full discussion and the question being put to the Board, the Board voted unanimously to accept the proposal for A/V services from Datavox in the amount of

\$218,825.95, subject to enhancing the size of the screen by an additional six feet (6') for an amount not to exceed an additional \$50,000.00.

STRATEGIC PLAN UPDATE

Ms. Crone provided an update on the District's strategic plan noting there was a new managing director at the strategic planning consulting firm. Ms. Crone noted that the District was awaiting dates to potentially hold a strategic planning workshop.

DISTRICT ADMINISTRATIVE REPORT

Ms. Crone reported that the District extended two (2) offers for full-time Firefighter positions and that additional interviews would be held in the near future. Ms. Crone requested the Board provide clarification at the August Board meeting on the salary increases approved at the May 26th Board meeting.

FIRE CHIEF RUN REPORT

Chief Meier reported that there were 300 calls in the prior month.

DISTRICT REAL ESTATE, DESIGN AND CONSTRUCTION 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, and Ms. Adams exited the meeting at 8:06 p.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 8:09 p.m. The persons present in the Executive Session at various times were Commissioners McJunkin, Krenek, Stacy and Kuykendall; Ms. Crone; Chief Meier; and Ms. Adams.

RECONVENE IN OPEN SESSION

All meeting attendees still present re-entered the meeting at 8:19 p.m. and Commissioner McJunkin reconvened the meeting in open session, at which time the Board took the following action:

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 authorize Chief Meier and Ms. Crone to further pursue the real estate matters related to Jordan Ranch as discussed during Executive Session.

There being no further business to come before the Board the Board meeting was adjourned at 8:20 p.m.

PASSED, APPROVED, AND ADOPTED this 16th day of August, 2022.



(DISTRICT SEAL)

Asst. Secretary, Board of Commissioners

