

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

AUGUST 16, 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, August 16, 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, except Commissioners Kuykendall and Krenek, thus constituting a quorum. The following District employees were in attendance: Fire Chief Herc Meier; Assistant Chief Wade Goates; and Ms. Karol Bone, Administrative Assistant. Also in attendance were District consultants: Ms. Regina D. Adams, attorney, 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; Mr. Ricardo Martinez (via teleconference) of Martinez Architects ("Martinez") and Mr. Sebastian Garcia (via teleconference) of Brookstone Construction ("Brookstone").

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 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 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 or authorize the item(s) on the Consent Agenda, as follows:

1. Minutes from the July 19, 2022, July 26, 2022 and July 28, 2022 Board meetings;
and
2. Purchase orders.

BOOKKEEPER'S REPORT

Commissioner Stacy inquired with MAC regarding the capital project funds breakdown and requested to meet with MAC and Ms. Brandi Crone, the District's Chief Operating Officer, to work on paring down the report to include the most pertinent information. Commissioner Stacy then inquired with Ms. Adams regarding RBAP's July invoice and the expenses for the employee policy review meetings and requested Ms. Adams include "lunch meeting" in the time entries for same. 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 approve the Bookkeeper's Report.

2022 AD VALOREM TAX RATE

REVIEW 2022 CERTIFIED TAXABLE VALUES

Mr. Blich next reviewed with the Board the 2022 Tax Rate Calculation Worksheet. Mr. Blich reported the District's 2022 certified taxable value is \$12,722,939,970.00, which is an approximate \$2.5 billion increase from the 2021 tax year.

DISCUSS PROPOSED 2022 TAX RATE AND HEAR FINANCIAL ADVISOR'S RECOMMENDATION

Mr. Blich indicated that the Fort Bend County (the "County") Tax Assessor-Collector utilized a 100.26% collection rate to perform the tax rate calculations. Mr. Blich recommended the District propose a \$0.096958 per \$100 assessed valuation tax rate, which is the de minimis rate, for 2022, allocating \$0.013738 for debt service and \$0.083220 for operations and maintenance. A discussion ensued regarding the proposed tax rate and the procedural/election matters surrounding de minimis tax rates.

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 propose a total tax rate of \$0.096958 per \$100 assessed valuation, consisting of \$0.013738 for debt service and \$0.083220 for operations and maintenance.

SCHEDULE PUBLIC HEARING DATE AND AUTHORIZE PUBLICATION OF NOTICE REGARDING SAME

A discussion ensued regarding setting the public hearing for and authorizing publication of the proposed 2022 tax rate.

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 set the public hearing regarding the 2022 tax rate for September 20, 2022 at 8:00 a.m. at the District's Central Station, 33301 F.M. 1093, Fulshear, Texas 77441 and authorize publication of the proposed 2022 tax rate in the *Fort Bend Herald*.

REVIEW DRAFT BUDGET FOR FYE DECEMBER 31, 2023 (THE "2023 BUDGET")

The Board then reviewed the draft 2023 Budget. Commissioner Pechukas inquired with Chief Meier regarding the land acquisition expense line item. A discussion ensued regarding the reserve fund breakdown. Ms. Adams noted that the Board is statutorily required to approve the 2023 Budget prior to adopting its 2022 tax rate.

MEMORANDUM OF UNDERSTANDING WITH PINK HEALS FULSHEAR

Ms. Adams stated that Pink Heals Fulshear retracted its request to utilize District property to store its vehicles so no further discussion or action was necessary on this matter.

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, noting the status of the shop drawings for the cap stone and repairs to the folding doors. In response to a question from Commissioner McJunkin, Chief Meier stated that a final cleaning was being performed prior to administrative staff moving into Central Station later in the month.

Chief Meier reminded the Board that it accepted the proposal for the audio/visual ("AV") wall from Datavox in the amount of \$218,825.95, subject to enhancing the screen an additional six feet (6') for an amount not to exceed an additional \$50,000.00. Chief Meier informed the Board that the larger screen size would exceed the authorized amount by approximately \$32,000.00 for a total cost of \$299,920.54. A discussion ensued regarding the District's budget for same. 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 accept the amended proposal for the AV wall from Datavox in the amount of \$299,920.54.

A discussion ensued regarding confirmation of the grand opening of Central Station on October 8, 2022 at 10:00 a.m.

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

Mr. Martinez stated that the District was awaiting re-approval of expired permits from the County. Mr. Martinez also noted that advertisement for subcontractor bids to establish the Gross Maximum Price was ongoing and bids for same would be opened August 30, 2022.

JORDAN RANCH STATION DESIGN

Mr. Martinez stated that Martinez continued to work on design of the Jordan Ranch Station.

FULSHEAR STATION DESIGN

Chief Meier reviewed with the Board the proposed conceptual layout of the Fulshear Station. A discussion ensued regarding the redevelopment of historic downtown Fulshear.

STRATEGIC PLAN UPDATE

Chief Meier reported that he and Ms. Crone met with Emergency Services Consulting International ("ESCI") regarding the District's strategic plan update. Chief Meier noted ESCI would be contacting Commissioners to schedule individual Zoom meetings to further discuss strategic planning.

FEE SCHEDULE FOR STANDBY REQUESTS

Chief Meier stated that the District has received fire suppression standby requests for large events which would require additional District staffing and support and recommended the Board consider developing a fee schedule to charge for such services. Commissioner Stacy noted that she believed community engagement was important and would not want to charge for certain public events. Commissioner Pechukas agreed and stated that he would like the Board to further review this matter and set parameters on the type of events for which the District would charge. The Commissioners tabled this matter until the September 20th Board meeting.

DISTRICT ADMINISTRATIVE REPORT

Chief Meier reported that the District office would be closed on September 5th in observance of Labor Day. Chief Meier also reported that two (2) full-time firefighters would be starting with the District and that open enrollment for benefits was completed.

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 and Ms. Adams exited the meeting at 9:14 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 9:14 a.m. The persons present in the Executive Session at various times were Commissioners McJunkin, Stacy and Pechukas; Chief Meier; and Ms. Adams.

RECONVENE IN OPEN SESSION

All meeting attendees still present re-entered the meeting at 9:32 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 Stacy, after full discussion and the question being put to the Board, the Board voted unanimously to maintain the pay schedule approved by the Board on May 26, 2022 for then-current employees and authorize a \$22 per hour starting pay rate for firefighter staff hired hereinafter with a six percent (6%) increase in the hourly pay rate after one (1) year of employment with the District.

FIRE CHIEF RUN REPORT

Chief Meier reported that there were 370 calls in the prior month.

DISTRICT ADMINISTRATIVE REPORT (CONT.)

Commissioner Stacy requested all meeting documents be uploaded to Dropbox by the Friday prior to the Board meeting so the Board may have ample time to review the documents.

There being no further business to come before the Board, the Board meeting was adjourned at 9:38 a.m.

PASSED, APPROVED, AND ADOPTED this 20th day of September, 2022.

(DISTRICT SEAL)



Asst. Secretary, Board of Commissioners

