

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

OCTOBER 18, 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 33301 F.M. 1093, Fulshear, Texas 77441, the regular meeting place of the District, on Tuesday, October 18, 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 Office; Assistant Chief Wade Goates; and Ms. Karol Bone, Administrative Assistant. Also in attendance were: 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; Mr. Bill Blich (via teleconference) of Blich Associates, financial advisor for the District; Ms. Carol Morrison (via teleconference) of Municipal Accounts & Consulting, L.P. ("MAC"), bookkeeper for the District; and Mr. Ricardo Martinez of Martinez Architects ("Martinez").

WHEREUPON, the meeting was called to order at 8:01 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.

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

1. Minutes from the September 20, 2022 Board meeting;
2. Bookkeeper's Report, including authorize payment of bills; and
3. Purchase orders.

DISTRICT REAL ESTATE, DESIGN AND CONSTRUCTION MATTERS:

CENTRAL STATION AND FIRE TRAINING FACILITY CONSTRUCTION

Ms. Crone stated there were no Pay Applications to consider at this time. Chief Meier noted that the District should receive a Pay Application by the end of the month.

It was noted that additional electric circuits need to be installed in the Central Station.

Ms. Adams entered the meeting at this time.

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

The Board then discussed potential construction delivery methods for the CCR Station, specifically the competitive sealed proposal method and the Board reviewed the station sizing and storage needs. Chief Meier reminded the Commissioners regarding fire station classification types and location radius. 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 authorize publication of requests for competitive sealed proposals for the CCR Station construction.

JORDAN RANCH STATION DESIGN

There was no update at this time.

FULSHEAR STATION DESIGN

Ms. Crone updated the Board on discussions with PGAL, the architect for the Fulshear Station, to review the design process. Ms. Crone asked the Board to consider how it wants to handle the platting of the Fulshear station property.

Ms. Crone went on to state that PGAL recommended preliminarily obtaining geotechnical engineering services. 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 requesting qualifications for general geotechnical engineering services. The Commissioners then recommended various candidates from which to request such qualifications.

A discussion then ensued regarding surveying. 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 requesting qualifications for surveying services. The Commissioners then recommended various candidates from which to request such qualifications.

RENEWAL OF CONTRACT FOR MEDICAL DIRECTOR

Ms. Crone noted that the Contract for Medical Director would automatically renew. The Board determined that it had no amendments to such contract.

DISTRICT SERVICE AGREEMENTS

YELLOWSTONE LANDSCAPE ("YELLOWSTONE") SERVICE AGREEMENT

Ms. Crone presented to the Board a revised proposal from Yellowstone for landscape maintenance services. 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 proposal from Yellowstone for landscape services at an annual cost of \$25,701.06 (\$2,092.25 per month).

STRYKER AED/LUCAS DEVICE SERVICE AGREEMENT

Ms. Crone noted she was working with Stryker to update the Service Agreement.

IDENTISYS SERVICE CONTRACT

Ms. Crone noted she was working with Identisys on the terms of the Service Contract and that RBAP would need to review same. 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 approve the Identisys Service Contract, subject to legal review.

STRATEGIC PLAN UPDATE

Ms. Crone reported that Emergency Services Consulting International ("ESCI") sent dates for Commissioners to meet with ESCI to further discuss strategic planning. It was the consensus of the Board to meet with ESCI in January 2023.

DISTRICT FACILITY USE POLICY

The Board postponed this matter.

DISTRICT ADMINISTRATIVE REPORT

Ms. Crone confirmed that the December Board meeting will be held on December 20th. Ms. Crone stated that, at the November 15th Board meeting, the Board would be considering an amendment to the contract with MAC for bookkeeping services with a modification to the fee structure. Ms. Crone then informed the Board that Ms. Kaye Townley with MAC would be retiring in May 2023.

Commissioner Kuykendall suggested sending thank you notes to government officials who attended the District's Central Station Open House.

FIRE CHIEF RUN REPORT

Chief Meier gave the Fire Chief's Report and noted that there were 305 calls in the prior month.

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, Ms. Adams and Ms. Rodriguez exited the meeting at 9:21 a.m.

Pursuant to the provisions of the Texas Open Meetings Act, Chapter 551, Texas Government Code, as amended, Section 551.074, regarding personnel matters, Commissioner McJunkin convened the Board into Executive Session at 9:21 a.m. The persons present in the Executive Session at various times were Commissioners McJunkin, Krenek, Stacy, Kuykendall and Pechukas; Chief Meier; Ms. Crone; Ms. Adams; and Ms. Rodriguez.

RECONVENE IN OPEN SESSION

All meeting attendees still present re-entered the meeting at 9:35 a.m. and Commissioner McJunkin reconvened the meeting in open session, at which time the Board took no action.

There being no further business to come before the Board, the Board meeting was adjourned at 9:35 a.m.

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

(DISTRICT SEAL)



Thomas C. Kuykendall Jr.
Secretary, Board of Commissioners