

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

**NOVEMBER 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 33301 F.M. 1093, Fulshear, Texas 77441, the regular meeting place of the District, on Tuesday, November 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 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; Ms. Carol Morrison (via teleconference) of Municipal Accounts & Consulting, L.P. ("MAC"), bookkeeper for the District; and Mr. Ricardo Martinez (via teleconference) of Martinez Architects ("Martinez").

WHEREUPON, the meeting was called to order at 8:04 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.

Ms. Crone noted corrections to the Bookkeeper's Report. 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 October 12, 2022 and October 18, 2022 Board meetings;
2. Bookkeeper's Report, including authorize payment of bills, subject to revisions as discussed;
3. Third (3<sup>rd</sup>) Quarter Investment Report; and
4. Purchase orders.

### **DISTRICT REAL ESTATE, DESIGN AND CONSTRUCTION MATTERS:**

#### **CENTRAL STATION AND FIRE TRAINING FACILITY CONSTRUCTION**

Ms. Crone reported that Brookstone Construction was working with the subcontractor to complete the bollard installation. In response to a question from Commissioner Krenek, Ms. Crone stated that the bollards were included in the Construction Manager at Risk Agreement and would not be an additive cost.

Ms. Crone noted that once the final Pay Application was received, it would be forwarded to the auditor for preparation of the construction audit.

Ms. Crone then reported that District staff was working to research options for screen panel installation which would be delivered in December. Chief Meier noted that electrical work would need to be completed prior to installation of the screen panel. Chief Meier then presented to and reviewed with the Board a proposal from Strike Electrical Services ("SES") for the installation of electrical wiring needed for the screen panel in the amount of \$5,860.00. 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 from SES in the amount of \$5,860.00.

Chief Meier noted that the wall would be painted. A discussion then ensued regarding the Central Station furnishings budget.

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

Mr. Martinez then reviewed with the Board the status of the CCR Station design and construction. Mr. Martinez stated that the District would receive the competitive bids on December 6, 2022 at 2:00 p.m. An extensive discussion ensued regarding the interview and acceptance process. It was the consensus of the Board to hold a special Board meeting on January 13, 2023 at 9:00 a.m. to interview the bidders.

## JORDAN RANCH STATION DESIGN

Commissioner Krenek requested that Ms. Adams send him the Declaration of Covenants, Conditions and Restrictions for Texas Heritage Parkway Corridor ("THPC") so that he may review the signage stipulations. It was noted that the District had removed its signage on the Jordan Ranch property.

## FULSHEAR STATION DESIGN

There was nothing to report at this time.

Mr. Martinez exited the meeting at this time.

## DISTRICT SERVICE AGREEMENTS

### STRYKER AED/LUCAS DEVICE SERVICE AGREEMENT

Ms. Crone noted there were no actions to take on this matter at this time.

## RECOMMENDATION TO FORT BEND COUNTY COMMISSIONER'S COURT FOR REAPPOINTMENT OF COMMISSIONERS KRENEK AND KUYKENDALL

Ms. Crone stated that Commissioners Krenek and Kuykendall's terms of office are expiring at the end of December. The Commissioners expressed their desire to continue serving the District. 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 sending recommendation to Fort Bend County Commissioner's Court for reappointment of Commissioners Krenek and Kuykendall.

## CONTRACT RENEWAL FOR MUNICIPAL ACCOUNTS & CONSULTING, L.P. ("MAC")

The Board then reviewed the Amended and Restated Agreement for Bookkeeping Services with MAC (the "Bookkeeper Agreement"). An extensive discussion ensued regarding rates for services and potentially seeking proposals for such services from other bookkeeping firms. Ms. Morrison then answered questions from the Commissioners. 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 approve the Bookkeeper Agreement, subject to legal review.

## AUTHORIZE ENGAGEMENT OF AUDITOR FOR PREPARATION OF DISTRICT'S FISCAL YEAR ENDING DECEMBER 31, 2022 AUDIT (THE "2022 AUDIT")

Ms. Crone presented to and reviewed with the Board the engagement letter from Breedlove & Co., P.C. ("Breedlove"), the District's auditor, for the preparation of the 2022 Audit. Ms. Crone noted that the fee would be approximately \$15,000 - \$16,000. Upon motion by Commissioner Pechukas, seconded by Commissioner Krenek, after full discussion and the question being put to the Board, the Board voted unanimously to authorize engagement of Breedlove for the preparation of the 2022 Audit.

## **STAFF APPRECIATION**

Commissioner Pechukas stated he would like to show staff appreciation for their work. An extensive discussion ensued regarding acceptable ways to show staff appreciation. The Board requested District staff to present ideas for staff appreciation at the December 20<sup>th</sup> Board meeting.

## **FIRST ARRIVING/DASHBOARD**

Chief Meier then presented to and reviewed with the Board a proposal from First Arriving for a digital dashboard to show, in real time, where District apparatus are located. Chief Meier noted the proposal would cost \$3,651.50 for four (4) licenses. Chief Meier noted that the cost for the four (4) licenses after the first (1<sup>st</sup>) year would be \$2,756.00.

Commissioner Pechukas motioned to accept the proposal, Commissioner Stacy seconded the motion, and the Board had full discussion at which time Commissioner Pechukas withdrew his motion. There was further discussion with Chief Goates regarding the matter. Upon motion by Commissioner Pechukas, seconded by Commissioner Krenek, after full discussion and the question being put to the Board, the Board voted unanimously to accept the proposal from First Arriving in the amount of \$3,651.50. Commissioner Stacy requested this be paid from an existing budget line item.

## **COMMISSIONERS COMPENSATION**

Commissioner Pechukas reviewed the Commissioners fees of office for neighboring emergency services districts. It was the consensus of the Board that RBAP prepare a draft policy for Board review related to Commissioner fees of office.

## **REVIEW AVAILABLE SALES TAX WITHIN DISTRICT**

Commissioner Pechukas expressed that he believed a sales tax would be beneficial to the District. A discussion ensued regarding sales tax availability and the conduct of a related election.

## **ATTEND FIRE ADMINISTRATIVE PROFESSIONALS WORKSHOP – JANUARY 23-25, 2023 – COLLEGE STATION, TEXAS**

Ms. Crone then requested the Board's authorization to attend the Fire Administrative Professionals Workshop. Ms. Crone noted that District staff had been waitlisted. 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 attendance at the Fire Administrative Professionals Workshop on January 23-25, 2023.

## **DISTRICT ADMINISTRATIVE REPORT**

Ms. Crone then reviewed the District Administrative Report with the Board. Ms. Crone noted that cancellation of any hotel rooms for the SAFE-D Annual Conference in Round Rock, Texas must be made by January 3, 2023.

**FIRE CHIEF RUN REPORT**

Chief Meier gave the Fire Chief's Report and noted that there were 327 calls in the prior month. Chief Meier noted that Engine 1 has more "wear and tear" damage than anticipated and a proposal would be presented in the future for a new engine.

**PERSONNEL MATTERS**

There was nothing to discuss at this time.

There being no further business to come before the Board, and 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 adjourn at 10:18 a.m.

PASSED, APPROVED, AND ADOPTED this 20<sup>th</sup> day of December, 2022.

(DISTRICT SEAL)

  
Secretary, Board of Commissioners

