

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

MARCH 21, 2023

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 Thursday, March 21, 2023, at 8:00 a.m.; whereupon, the roll was called of the members of the Board, to-wit:

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

All members of the Board were present, except Commissioner McJunkin, thus constituting a quorum. The following District employees were in attendance: Fire Chief Herc Meier (via teleconference); Ms. Brandi Crone, Chief Operations Officer ("COO"); and Ms. Karol Bone, Administrative Assistant. Also in attendance were: Ms. Regina D. Adams and Ms. Meredith King (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; and Ms. Carol Morrison (via teleconference) of Municipal Accounts & Consulting, L.P. ("MAC"), bookkeeper for the District.

WHEREUPON, the meeting was called to order at 8:15 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 Krenek 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 February 21, 2023 Board meeting;

2. Bookkeeper's Report;
3. Purchase orders; and
4. Debt service payment of \$757,716.79 for the 2020 Loan for the Central Station;

DISTRICT REAL ESTATE, DESIGN AND CONSTRUCTION MATTERS:

CENTRAL STATION AND FIRE TRAINING FACILITY CONSTRUCTION

Chief Meier requested the Board's authorization to request qualifications for the design of a maintenance facility, training facility and aquatic center. In response to a question from Commissioner Kuykendall, Chief Meier stated that a specialty architecture firm would be qualified to handle the design of such facilities. 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 requesting qualifications from an architectural firm to design the proposed maintenance facility, training facility and aquatic center.

Ms. Crone stated that she was awaiting a punch list from Brookstone Construction for the Central Station after completing a prior walk-through. A discussion ensued regarding including the project engineers in the one (1) year warranty inspection. The Board then considered an amendment to the Professional Services Agreement with Brown Reynolds Watford Architects, Inc. ("BRW") to include engineering services for the warranty inspection in the additive amount of \$3,300.00. 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 Amendment No. 4 to the Professional Services Agreement with BRW.

Ms. Crone noted that the District recently purchased additional furniture and actual expenses were still under budget.

The Board then discussed the proposal for Central Station landscape maintenance from Yellowstone Landscape ("Yellowstone"), which was acquired through a purchasing cooperative. A discussion ensued regarding which areas of the Central Station site would be maintained. 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 landscape maintenance from Yellowstone.

The Board then went on to consider a proposal from Johnson Controls for annual inspections of the fire alarm monitoring system. 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 accept the proposal from Johnson Controls for annual inspections of the fire alarm monitoring system in the amount of \$3,817.00.

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

Ms. Crone noted that the Groundbreaking Ceremony would be held on Thursday, March 30, 2023 at 11:00 a.m.

Ms. Crone then presented to the Board a proposal from LoneStar Documentation, LLC d/b/a Multivista ("Multivista") for comprehensive photographic construction documentation. 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 accept the proposal from Multivista for comprehensive photographic construction documentation in the amount of \$6,250.00 and authorized 50% payment for same.

Chief Meier then presented to the Board a proposal from Johnson Controls for monitoring and inspecting the fire alarm system at the temporary CCR Station. 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 Johnson Controls for monitoring and inspecting the fire alarm system at the temporary CCR Station.

JORDAN RANCH STATION PROPERTY LOCATION AND DESIGN

Ms. Adams presented to the Board Letters of Intent ("LOI") for the sale of 3.5 acres of land and the purchase of 1.43 acres of land with Johnson Development. A discussion ensued regarding proposed revisions to the LOIs. 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 LOIs, subject to the revisions as discussed.

FULSHEAR STATION DESIGN

The Board then considered the fee proposal from PGAL, Inc. ("PGAL") for the design of the Fulshear 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 accept the proposal from PGAL for design of the Fulshear Station.

Ms. Crone presented to the Board Statements of Qualifications ("SOQ") for geotechnical engineering services for the Fulshear Station and future projects as necessary. A discussion ensued regarding the various firms that submitted such SOQs. 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 accept the SOQ from Associated Testing for geotechnical engineering services for the Fulshear Station construction.

Ms. Crone then presented to the Board SOQs for site survey services for the Fulshear Station and future projects, as necessary. 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 the SOQ from Tejas Surveying for site survey services for the Fulshear Station site.

PAYMENT SCHEDULE FOR FEES OF OFFICE

Ms. Crone stated that the first (1st) Commissioner per diem payment was incorrect because federal taxes were not deducted and that the withholding would be fixed. Ms. Crone recommended the Commissioners utilize direct deposit to receive their per diem payments. Ms. Crone also recommended processing per diem payments and reimbursements quarterly. It was the consensus of the Board to process per diem payments and reimbursements on a quarterly basis. Ms. Crone then fielded questions from the Board regarding completion of Commissioner affidavit forms related to same.

DISTRICT FITNESS AND NUTRITION PROGRAM

Ms. Crone then reviewed with the Board a nutrition program and requested the Board's authorization for the District to participate in pilot testing for a fitness trainer. Upon motion by Commissioner Pechukas, seconded by Commissioner Kuykendall, after full discussion and the question being put to the Board, the Board voted unanimously approve the fitness and nutrition program and authorize allotment not to exceed \$15,000.00 for the training budget line item.

DISTRICT ADMINISTRATIVE REPORT

Ms. Crone noted that three (3) full-time and three (3) part-time firefighters were hired and started to work with the District. Ms. Crone further noted that one (1) full-time firefighter was in the beginning stages of the hiring process and anticipated their start date to be May 2023.

Ms. Crone reported that she and Chief Meier met with Mike Pietsch regarding the District's ISO review. Chief Meier noted the District was awaiting Mr. Pietsch's remarks and score. In response to a question from Commissioner Krenek, Chief Meier noted that nothing that might have a negative impact on the District's ISO score was located.

FIRE CHIEF REPORT

Chief Meier reviewed the Fire Chief Report.

PERSONNEL MATTERS

DISTRICT ORGANIZATIONAL CHART AMENDMENTS

Ms. Adams presented to the Board a draft District Organizational Chart. An extensive discussion ensued regarding duties and qualifications for various positions.

DISTRICT STAFF JOB DESCRIPTIONS

Chief Meier noted that the Assistant Chief was currently in charge of training and operations. Chief Meier noted that he previously requested authorization to create Assistant Chief of Training and Assistant Chief of Operations positions. The Board then reviewed the job descriptions for each position. 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 create the Assistant Chief of Training and Assistant Chief of Operations positions.

FIRE CHIEF AND CHIEF OPERATING OFFICER EVALUATIONS

Ms. Adams then reviewed with the Board the annual evaluation forms for the Fire Chief and Chief Operating Officer positions.

CONVENE IN EXECUTIVE SESSION

Commissioner Krenek 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, Ms. Crone, Ms. Adams, Ms. King and Ms. Rodriguez exited the meeting at 9:35 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 Krenek convened the Board into Executive Session at 9:35 a.m. The persons present in the Executive Session at various times were Commissioners Krenek, Stacy, Kuykendall and Pechukas; Ms. Adams; Ms. King; and Ms. Rodriguez.

RECONVENE IN OPEN SESSION

All meeting attendees still present re-entered the meeting at 9:39 a.m. and Commissioner Krenek reconvened the meeting in open session, at which time the Board took the following action:

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 an hourly rate increase for the Administrative Assistant position, as discussed in Executive Session.

There being no further business to come before the Board, the meeting was adjourned at 9:47 a.m.

PASSED, APPROVED, AND ADOPTED this 18th day of April, 2023.

(DISTRICT SEAL)



Secretary, Board of Commissioners

