

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

MAY 16, 2023

**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 33301 F.M. 1093, Fulshear, Texas 77441, the regular meeting place of the District, on Tuesday, May 16, 2023, at 8:00 a.m.; whereupon, the roll was called of the members of the Board, to-wit:

Ed Krenk	President
Tommy Kuykendall	Vice President
Robert Pechukas	Secretary
Kim Stacy	Treasurer
Daniel McJunkin	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 (via teleconference); Assistant Chief Wade Goates; 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 Adams Barner PLLC (the "Attorney" or "RAB"), attorney 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 ("MA").

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.

OATHS OF OFFICE FOR FIREFIGHTERS

Commissioner Pechukas administered the Oaths of Office to the firefighters.

PUBLIC COMMENT

There was no public comment.

APPROVE CONSENT AGENDA

The Board reviewed the items reflected on the Consent Agenda. Commissioner Krenk explained that this portion of the agenda dealt 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 requested 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 April 18, 2023 and April 28, 2023 Board meetings;
2. Bookkeeper's Report;
3. Purchase orders; and
4. Marathon Fitness Maintenance Renewal.

DISTRICT REAL ESTATE, DESIGN AND CONSTRUCTION MATTERS:

CENTRAL STATION AND FIRE TRAINING FACILITY CONSTRUCTION

Chief Meier noted there was no update regarding design and construction of the training facility. Chief Meier went on to report that District staff would be inquiring about soundproofing the large conference room in the Central Station. In response to question from Commissioner Krenek, Chief Meier stated that all inspections had been completed.

Ms. Crone noted that masons were being contacted by Brown Reynolds Watford Architects ("BRW") to repair the tiling and walls.

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

Mr. Martinez provided the Board an update on the construction of the permanent CCR Station. Mr. Martinez then presented to the Board Change Proposal ("CP") No. 2 to reallocate \$4,287.00 for CenterPoint Energy electrical utility modifications to increase the service line length after the bussed weather head had been removed from the proposal.

Upon motion by Commissioner Kuykendall, seconded by Commissioner McJunkin, after full discussion and the question being put to the Board, the Board voted unanimously to approve CP No. 2 in the amount of \$4,287.00.

Mr. Martinez noted that a PA would be presented to the Board at its May 25, 2023 Board meeting.

JORDAN RANCH STATION PROPERTY LOCATION AND DESIGN

Ms. Crone reported that the proposed property sales contracts were being prepared and reviewed by Johnson Development and had not yet been provided to the District.

A discussion ensued regarding due diligence and feasibility matters related to the proposed Jordan Ranch Station site.

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 engagement of Raba Kistner, Inc. for geotechnical 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 engagement of Huitt-Zollars, Inc. for site survey services.

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 engagement of Terracon Consultants, Inc. for construction materials testing services.

FULSHEAR STATION DESIGN

Ms. Crone reminded the Board it previously accepted the Statement of Qualifications ("SOQ") for geotechnical services from Associated Testing ("AT"). Ms. Crone reported that AT had not provided a form agreement for the District to consider. Ms. Adams noted that with Board approval, RAB could prepare such agreement, if necessary.

Ms. Crone then reviewed with the Board the Standard Form of Agreement Between Owner and Architect with PGAL for the Fulshear Station design ("PGAL Agreement"). Ms. Adams noted that RAB had reviewed the PGAL Agreement. An extensive discussion ensued regarding the costs in the PGAL Agreement in comparison to MA's agreement for design services. After discussion, the Board requested further clarification on Sections 11.2 and 11.3 of the PGAL Agreement.

UPDATE ON REQUEST FOR PURCHASE OF WATER LINE EASEMENT AT STATION NO. 3 FROM NORTH FORT BEND WATER AUTHORITY ("NFBWA")

Ms. Adams noted that she contacted Property Acquisition Services, LLC with regard to the District's counteroffer and had not received a response.

DISTRICT ADMINISTRATIVE REPORT

Ms. Crone noted that the Board would schedule its strategic planning session at the June 20, 2023 Board meeting.

Ms. Crone also noted that the Construction Committee would meet monthly. A discussion ensued regarding potentially posting agendas for such meetings.

Ms. Crone then reviewed with the Board a Variance/Appeal Application submitted to the City of Fulshear for a gravel driveway variance on property adjacent to vacant land the District owns. Ms. Crone noted the District had no plans to attend the public hearings regarding same.

Ms. Crone went on to report on employment/application process matters. Ms. Crone then fielded questions from the Board regarding such process. Ms. Crone noted three (3) people were assigned to the Water Rescue Team.

FIRE CHIEF REPORT

Chief Goates reviewed the Fire Chief Report.

Mr. Martinez exited the meeting at this time.

PERSONNEL MATTERS

Ms. Crone reported that she received job descriptions from nearby fire service organizations and continued to work on the District's job descriptions.

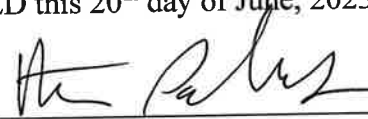
Ms. Crone then reported that the District had sent Requests for Proposals for salary survey consultants. A discussion ensued regarding various consultants that conduct salary surveys and from whom to request proposals.

FUTURE AGENDA ITEMS

A discussion ensued regarding including an item on the June 20, 2023 agenda to consider media/website matters.

There being no further business to come before the Board, and 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 adjourn the Board meeting at 9:29 a.m.

PASSED, APPROVED, AND ADOPTED this 20th day of June, 2023.



Secretary, Board of Commissioners

(DISTRICT SEAL)

