

**Fort Bend County Emergency Services District No. 4**  
Notice of Regular Meeting

Notice is hereby given that the Board of Commissioners (the "Board") of Fort Bend County Emergency Services District No. 4 (the "District") will hold a regular Board meeting at 8:00 a.m. on Tuesday, December 19, 2023 at the Fort Bend County ESD No. 4 Central Station located at 33301 FM 1093, Fulshear, Texas 77441\*. The Board will discuss, consider and possibly take action on the following matters:

1. Establish quorum and call to order
2. Administration of Oaths of Office to Battalion Chiefs
3. Public Comment – Each member of the public who desires to address the Board regarding an item not on the agenda may speak one time only and will be limited to *3 minutes* per speaker; responses to public comment about matters not on the agenda are limited by state law to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision by the Board shall be limited to a proposal to place the subject on the agenda of a future meeting.
4. Consent Agenda: The following items are considered routine by the District and will be enacted by one motion. No separate discussion will occur on the items unless a Board member or member of the public so requests, in which event the item will be removed from the general order of business and considered in its normal sequence on the agenda:
  - a. Minutes from the November 17, 2023 meeting
  - b. Bookkeeper's Report, including authorize payment of bills
  - c. Purchase Orders
  - d. Authorize publication of Notice of District Administration Office (by Jan. 31<sup>st</sup>)
  - e. Authorize filing of Annual Report with Texas Department of Emergency Management (due January 1)
  - f. Authorize payment of VFIS insurance premium (due January 2024) via ACH
  - g. Authorize payment of Texas Mutual Workers' Compensation premium (due January 2024) via ACH
  - h. Authorize filing of financial and tax-related information with Texas Comptroller pursuant to Texas Local Government Code, 203.062 and Texas Government Code 403.0241 for the Special Purpose District Public Information Database
  - i. Review and approve 2024 Annual Agenda
  - j. Acknowledge receipt of Financial Advisory Brochure from Blitch Associates, Inc.
  - k. Authorize continuation of fitness program with The Summit Fitness through the 1<sup>st</sup> quarter 2024
5. District Real Estate, Design and Construction Matters:
  - a. Central Station Fire Training Facility
    - i. Design and site development
    - ii. Standard Form of Architect's Services Agreement for Site Evaluation and Project Feasibility with Martinez Architects ("Martinez")
  - b. Cross Creek Ranch Station construction
    - i. Pay applications, change orders and allowance transfers
    - ii. Steel elevations/eaves resolution
    - iii. Purchase of US Digital Design station alerting system

- c. Jordan Ranch Station design, including authorize method of construction management
- d. Fulshear Station design
  - i. Proposal from Huitt-Zollars for detention options
  - ii. Consider requests for Competitive Sealed Proposals
- e. Station 3 renovation, including Standard Short Form of Agreement with Martinez
6. Purchase of speakers/microphones for Central Station training room
7. District Administrative Report
8. Fire Chief Report
9. Personnel matters
  - a. Staff salary and positions consideration
  - b. Fire Chief procurement process
  - c. Organizational Chart
10. Future agenda items
11. Convene into Executive Session to discuss matters concerning pending or contemplated litigation, consultation with attorney, real property, personnel, or security devices as authorized pursuant to Texas Government Code, Section 551.071, et seq.
12. Adjourn

POSTED THIS THE 15<sup>th</sup> DAY OF DECEMBER, 2023 BEFORE 12:00 P.M.

By: K. Bone K. Bone, Administrative Assistant

The Board of Commissioners of the District reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed below: Consultation with Attorney, Deliberations about Real Property, Deliberations about Gifts and Donations, Personnel Matters, Deliberations about Security Devices and Economic Development. Requests for accommodations for simultaneous translation services must be made at least 48 business hours prior to this meeting. Please contact the District's administrative office at 281-533-0095.

**\*Members of the public and District consultants may attend the Board meeting via teleconference at 1-800-309-2350 or 1-435-777-2200 Conference ID: 931-0317.**