

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

**February 20, 2024**

**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, February 20, 2024, 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
David Melanson	Treasurer
Donnie Dishaw	Assistant Secretary

All members of the Board were present, thus constituting a quorum. The following District employees were in attendance: Fire Chief Herc Meier; Chief Wade Goates, Assistant Chief of Training; Chief Mark Flathouse, Assistant Chief of Operations; Ms. Brandi Crone, Chief Administrative Officer ("CAO"); Ms. Karol Bone, Administrative Assistant; and Firefighters Patrick Polasek, Kayla Rolland and Ricardo Roman. 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; Mr. Bill Blich (via teleconference) of Blich Associates, Inc., financial advisor for the District; and Mr. Ricardo Martinez (via teleconference) of Martinez Architects ("MA"). Also in attendance were members of the public.

WHEREUPON, the meeting was called to order at 8:07 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 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 Pechukas, seconded by Commissioner Kuykendall, after full discussion and the question being put to the Board, the Board voted unanimously to approve, authorize or adopt the item(s) on the Consent Agenda, as follows:

1. Minutes from the January 25, 2024 Board meeting;
2. Bookkeeper's Report, including payment of bills;
3. Purchase orders;
4. Resolution Authorizing petition to Challenge Appraisal Records;
5. Purchase of additional microphones for Central Station training room through TNH Technology; and
6. Participation in Texas Department of Information Resources Purchasing Program.

**ADOPT RESOLUTION CONCERNING EXEMPTIONS FROM TAXATION FOR 2024 TAX YEAR**

The Board next considered approval of tax exemptions for the 2024 tax year, including homestead exemptions for those property owners who are 65 years of age and older or disabled. Mr. Blich reviewed the impacts of a 10% general homestead exemption noting tax rates would have to be set above the constitutional maximum \$0.10 per \$100 assessed valuation tax rate to account for the lost revenue due to exemption. Mr. Blich stated that he did not recommend increasing the over 65 and disabled homestead exemption. Commissioner Pechukas noted his desire to increase the over 65 and disabled homestead exemption due to the growth in taxable value. An extensive discussion ensued regarding whether the members of the public had requested or desired an increase to such exemption. Upon motion by Commissioner Kuykendall, seconded by Commissioner Melanson, after full discussion and the question being put to the Board, the Board voted four (4) votes in favor, with one (1) vote against, with Commissioner Pechukas voting against, to retain the same exemptions for 2024 as were approved in 2023, and adopt the Resolution Concerning Exemptions from Taxation for 2024 Tax Year.

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

**CENTRAL STATION AND FIRE TRAINING FACILITY CONSTRUCTION**

Mr. Martinez and Ms. Crone reviewed with the Board the proposed site layout of the Fire Training Facility at the Central Station. A discussion ensued regarding the proposed location of the training tower.

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

Mr. Martinez reviewed with the Board the Construction and Design Progress Report for the CCR Station.

Mr. Martinez then presented to the Board PA No. 10 in the amount of \$144,682.15 from Bass Construction ("Bass"). 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 PA No. 10 from Bass in the amount of \$144,682.15.

#### JORDAN RANCH STATION PROPERTY LOCATION AND DESIGN

Mr. Martinez updated the Board on the status of the design of the Jordan Ranch Station and the estimated project schedule. A discussion ensued regarding the type of construction delivery method the Board preferred. 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 designate Competitive Sealed Proposals as the construction delivery method for the Jordan Ranch Station.

#### FULSHEAR STATION DESIGN

Ms. Crone reported that she was meeting with PGAL, Inc. ("PGAL"), the architect for the Fulshear Station, the following day. Commissioner Pechukas requested that PGAL submit progress reports for the Fulshear Station project.

#### STATION NO. 3 RENOVATION

Ms. Crone stated that Martinez was updating the drawings for the Station No. 3 renovation.

#### PROPOSAL FROM GRANICUS FOR MEETING VIDEO RECORDING AND AGENDA MANAGEMENT

Commissioner Krenek stated that this matter was related to the potential upgrades to the audio/visual ("A/V") equipment in the Central Station training room for the purpose of holding Board meetings via videoconference.

The Board then reviewed three (3) proposals from Granicus for: 1) A/V equipment and installation in the amount of \$16,117.00; 2) agenda management services in the amount of \$7,500.00; and 3) CaptionPM services in the amount of \$4,170.00. An extensive discussion ensued regarding the cost of the equipment and services. It was the consensus of the Board to table this matter until the Commissioners had ample time to review the proposals.

#### ACOUSTICAL IMPROVEMENTS FOR CENTRAL STATION TRAINING ROOM

Commissioner Krenek explained that the Central Station Training Room has acoustic issues, especially when raining outside, and that he was in favor of correcting the issue. Ms. Crone noted that an acoustics consultant was recommended who suggested installing a "cloud" system. Commissioner Krenek also stated that he would prefer to see a presentation from potential vendors reviewing the necessary upgrades and related costs. The Commissioners concurred.

## **ANNUAL REVIEW OF CONSULTANT CONTRACTS**

The Board then reviewed the 2024 Huitt-Zollars ("HZ") Hourly Rate Sheet. 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 2024 HZ Hourly Rates.

## **1999 SPARTAN ENGINE REPAIR**

Commissioner Krenek reminded the Commissioners that they previously authorized an expense not to exceed \$10,000.00 to begin repairs and modifications to the 1999 Spartan Engine so that it may be utilized in future holiday parades. Chief Meier updated the Board on the status of the repairs and modifications.

## **FIRE CHIEF REPORT**

Chief Meier then reviewed with the Board the Fire Chief Report. Chief Meier reported that the job postings for the remaining firefighter and Captain positions has been posted, noting that the District was in need of four (4) additional Captains and 16 firefighters.

## **ACOUSTICAL IMPROVEMENTS FOR CENTRAL STATION TRAINING ROOM (CONTD.)**

Upon motion by Commissioner Kuykendall, seconded by Commissioner Melanson, after full discussion and the question being put to the Board, the Board voted unanimously to authorize the CAO to engage an acoustical consultant for the District for a cost not to exceed \$5,000.00.

## **DISTRICT ADMINISTRATIVE REPORT**

Ms. Crone reviewed with the Board an Appraisal Notice from the Fort Bend Central Appraisal District (the "FBCAD") regarding the 2021 property tax appraisal of the District's property and the process to file on same.

Ms. Crone then presented to the Board a Resolution Amending the FBCAD Fiscal Year 2023 - 2024 Budget for Costs Associated with Election of Additional Members to the Board of Directors (the "FBCAD Resolution") and the FBCAD Fiscal Year FY2024-2025 Preliminary Budget. Ms. Adams noted that once FBCAD adopted the FBCAD Resolution, the FY2024-2025 Budget would be final.

Ms. Crone reported to the Board on a meeting she had with META Planning + Design regarding the development of the Cross Creek West subdivision.

Ms. Crone further reported that access to the Multivista Construction Documentation website was changed to remove access for former Commissioners and grant access to Commissioners Melanson and Dishaw.

Ms. Crone provided the Board an update on the status of the preparation of the Fiscal Year Ended December 31, 2024 Audit Report.

**PERSONNEL MATTERS**

A discussion ensued regarding staff appreciation luncheons, which were previously held in May, and the potential to change such timing to the Fall. It was the consensus of the Board to table this matter until the March 19, 2024 Board meeting.

**CONVENE IN EXECUTIVE SESSION**

Commissioner Krenek then stated that the Board would enter into Executive Session to discuss matters of attorney-client privilege and personnel matters.

All meeting attendees, with the exception of all members of the Board present, Chief Meier, Chief Flathouse, Chief Goates, Ms. Crone, Ms. Adams, Ms. King and Ms. Rodriguez exited the meeting at 9:44 a.m.

Pursuant to the provisions of the Texas Open Meetings Act, Chapter 551, Texas Government Code, as amended, Section 551.071 regarding matters of attorney-client privilege and Section 551.074 regarding personnel matters, Commissioner Krenek convened the Board into Executive Session at 9:50 a.m. The persons present in the Executive Session at various times were: Commissioners Krenek, Kuykendall, Pechukas, Melanson and Dishaw; Chief Meier; Chief Flathouse; Chief Goates; Ms. Crone; Ms. Adams; Ms. King; and Ms. Rodriguez.

Chief Flathouse and Chief Goates exited Executive Session.

Ms. Crone and Chief Meier exited Executive Session.

Commissioner Kuykendall exited the Board meeting at 10:40 a.m.

Commissioner Dishaw exited the Board meeting at 10:44 a.m.

**RECONVENE IN OPEN SESSION**

All meeting attendees still present re-entered the meeting at 10:49 a.m. and Commissioner Krenek reconvened the meeting in open session, at which time the Board took no action.

It was noted that the Chief Meier's retirement ceremony would be held on May 31, 2024 after 5:00 p.m.

There being no further business to come before the Board, the meeting was adjourned at 10:54 a.m.

PASSED, APPROVED, AND ADOPTED this 19<sup>th</sup> day of March, 2024.

(DISTRICT SEAL)



Secretary, Board of Commissioners