

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

March 19, 2024

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, March 19, 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; Battalion Chiefs Adam Budnik Jeff Tomberlin and Kolby Lee; and Firefighters Felix Castillo, Anthony Gillepsie, Calvin Hood, III, Stephen Craft, Antonio Reeder, Manual Flores, Anthony Evegán, Derrick Gant, Mark Hignojo, Kevin Domschine, Arturo Chavez and Rachel Rayne. Also in attendance were: Ms. Regina D. Adams, attorney, 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. Ricardo Martinez of Martinez Architects ("MA"); Mr. Buck Bass (via teleconference) of Bass Construction ("Bass"); and Mr. Paul Bonette (via teleconference) of PGAL, Inc. ("PGAL"). Also in attendance were members of the public.

WHEREUPON, the meeting was called to order at 8:05 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

Commissioner Pechukas administered the Oaths of Office to nine (9) firefighters.

PUBLIC COMMENT

Captain Maldonado presented the second (2nd) place belt for a softball tournament some fire operations staff participated in.

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 Dishaw, 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 February 20, 2024 Board meeting;
2. Bookkeeper's Report, including payment of bills;
3. Purchase orders;
4. Debt service payment for Central Station construction loan;
5. Payment of premium for employee life insurance to Glatfelter;
6. Payment to Texas Mutual Workers' Compensation insurance final audit premium;
and
7. Continuation of fitness program through second (2nd) quarter, 2024.

DISTRICT REAL ESTATE, DESIGN AND CONSTRUCTION MATTERS:

PROPOSAL FOR ACOUSTICAL IMPROVEMENTS TO CENTRAL STATION TRAINING ROOM

The Board then reviewed two (2) proposals for acoustical consulting services. The proposal from SLR International Corporation ("SLR") was in the amount of \$8,950.00. The proposal from Grace Acoustical Design ("Grace") had three (3) options: 1) Option A in the amount of \$680.00; 2) Option B in the amount of \$1,520.00; and 3) Option C in the amount of \$3,500.00. A discussion ensued. 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 Option C proposal from Grace in the amount of \$3,500.00, subject to Ms. Crone vetting references for Grace.

CENTRAL STATION AND FIRE TRAINING FACILITY CONSTRUCTION

Mr. Martinez reported that MA met with District administrative staff on March 4, 2024. Mr. Martinez stated that MA was working to update the site layout of the Fire Training Facility at the Central Station.

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. 11 in the amount of \$435,444.85 from Bass.

Mr. Martinez reviewed with the Board two (2) COs from Bass: 1) CO No.15 for installation of JellyFish lighting in the additive amount of \$19,605.00; and 2) CO No. 16 for west side precast concrete fence credit in the deductive amount of \$47,970.00.

Upon motion by Commissioner Pechukas, seconded by Commissioner Melanson, after full discussion and the question being put to the Board, the Board voted unanimously to approve: 1) PA No. 11 from Bass in the amount of \$435,444.85; 2) CO No. 15 in the additive amount of \$19,605.00; and 3) CO No. 16 in the deductive amount of \$47,970.00.

Upon motion by Commissioner Pechukas, seconded by Commissioner Melanson, after full discussion and the question being put to the Board, the Board voted unanimously to authorize cornerstone placement by Katy Masonic Lodge.

JORDAN RANCH STATION PROPERTY LOCATION AND DESIGN

Mr. Martinez updated the Board on the status of the design of the Jordan Ranch Station. Mr. Martinez presented to the Board a proposal for platting the Jordan Ranch Station site due to the need to remove a one-foot (1') reserve on the property in the amount of \$15,000.00. The Board then reviewed a separate proposal from Huitt-Zollars ("HZ"), the District's consulting engineer, in the amount of \$10,250.00 for such platting. 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 HZ proposal to plat the Jordan Ranch Station site.

FULSHEAR STATION DESIGN

Ms. Crone reported on her meeting with PGAL, the architect for the Fulshear Station. Ms. Crone reviewed with the Board PGAL's Design Development Package for the design of the Fulshear Station. Ms. Crone reviewed with the Board an Informational Letter for Fee Acquisition for the Fort Bend County Wallis Street Project (the "Wallis St. Project") from Percheron, noting that Valbridge Property Advisers ("Valbridge") was performing an appraisal on such property. Commissioner Kuykendall stated he was abstaining from any deliberation or vote on the matter. Upon motion by Commissioner Pechukas, seconded by Commissioner Melanson, after full discussion and the question being put to the Board, the Board voted four (4) votes in favor and one (1) abstention by Commissioner Kuykendall, to authorize Valbridge to enter the Fulshear Station site property to prepare an appraisal of the property in relation to the Wallis St. Project.

STATION NO. 3 RENOVATION

Mr. Martinez reported that fifty percent (50%) of the design was completed. It was noted that the Board would select the construction delivery method at the following Board meeting. Commissioner Krenek requested that the temporary station be relocated to Station No. 3 from CCR in adequate time to begin the Station No. 3 renovation. A discussion ensued regarding potential placement of the temporary station at Bella Terra.

PROPOSAL FROM GRANICUS FOR MEETING VIDEO RECORDING AND AGENDA MANAGEMENT

This matter was tabled until the Board has received an acoustical analysis for the Central Station.

PAYROLL SERVICES PROPOSALS

Ms. Crone then reviewed with the Board two (2) proposals from Paycom and one (1) proposal from Paycor for payroll services in the amount of \$18,367.96, \$20,379.06 and \$17,829.00, respectively. Ms. Crone reviewed the pros and cons of each company and/or service. The Board requested Ms. Crone inquire with Paycom about the payroll processing structure. Upon motion by Commissioner Melanson, seconded by Commissioner Pechukas, after full discussion and the question being put to the Board, the Board voted unanimously to accept the proposal from Paycom, subject to Ms. Crone's inquiry.

1999 SPARTAN ENGINE REPAIR

Chief Meier updated the Board on the status of the repairs and modifications to the 1999 Spartan Engine.

FIRE CHIEF REPORT

Chief Meier then reviewed with the Board the Fire Chief Report. Chief Meier then fielded questions from Commissioner Dishaw regarding a recent false alarm.

Commissioner Pechukas exited the meeting at this time.

DISTRICT ADMINISTRATIVE REPORT

Ms. Crone reminded the Commissioners that they previously discussed potential inclusion of informal marriages as a spousal relationship with regard to health insurance benefits. Ms. Crone noted that the District could require District staff to submit a Declaration of Informal Marriage to allow them to receive spousal insurance benefits from the District. Ms. Crone stated that District staff was working to prepare and implement a policy which would require all applicable District staff to provide a marriage license or Declaration of Informal Marriage in order to qualify for spousal insurance benefits through the District. Ms. Crone then stated that such policy would be effective August 1, 2024 when the new insurance year would begin.

PERSONNEL MATTERS

It was noted that this matter would be discussed in Executive Session.

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, Ms. Crone and Ms. Adams 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 9:40 a.m. The persons present in the Executive Session at various times were: Commissioners Krenek, Kuykendall, Melanson and Dishaw; Chief Meier; Ms. Crone; and Ms. Adams.

RECONVENE IN OPEN SESSION

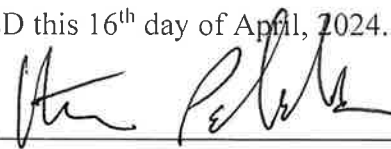
All meeting attendees still present re-entered the meeting at 10:38 a.m. and Commissioner Krenek reconvened the meeting in open session, at which time the Board took the following action:

Upon motion by Commissioner Kuykendall, seconded by Commissioner Melanson, after full discussion and the question being put to the Board, the Board voted unanimously to authorize a month-to-month extension of Chief Meier's employment agreement until such time as a new Fire Chief has been hired and a full transition has occurred, subject to the Board's discretion.

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 Ms. Crone and Commissioners Kuykendall and Pechukas to finalize the graphics for the Fire Chief job posting in an amount not to exceed \$4,000.00.

There being no further business to come before the Board, the meeting was adjourned at 10:41 a.m.

PASSED, APPROVED, AND ADOPTED this 16th day of April, 2024.



Secretary, Board of Commissioners

(DISTRICT SEAL)

