

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

**March 18, 2025**

<b>THE STATE OF TEXAS</b>	§
<b>COUNTY OF FORT BEND</b>	§
<b>FORT BEND COUNTY EMERGENCY SERVICES DISTRICT NO. 4</b>	§

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 18, 2025, at 8:00 a.m.; whereupon, the roll was called of the members of the Board, to-wit:

Tommy Kuykendall	President
Robert Pechukas	Vice President
Donnie Dishaw	Secretary
David Melanson	Treasurer
Alonzo Craft	Assistant Secretary

All members of the Board were present, thus constituting a quorum. The following District employees were in attendance: Fire Chief Doug Boeker; Chief Wade Goates, Assistant Chief of Training; Chief Mark Flathouse, Assistant Chief of Operations; Ms. Brandi Crone, Chief Administrative Officer ("CAO"); Ms. Kori Calhoun and Mrs. Donna Svatek, Administrative Assistants; Battalion Chiefs Ford Stein and Jeff Tomberlin; Captain Calvin Hood, III; and Firefighter Patrick Polasek. Also in attendance were: Ms. Regina D. Adams, attorney, and Ms. Raechel Rodriguez (via videoconference), paralegal, of Radcliffe Adams Barner PLLC (the "Attorney" or "RAB"), attorney for the District; Mr. Adam Charanza (via videoconference) of Municipal Accounts & Consulting, L.P. ("MAC"), bookkeeper for the District; Mr. Ricardo Martinez of Martinez Architects ("MA"); Mr. Ryan Horton (via videoconference) of PGAL, Inc. ("PGAL"); Mr. Chad Nesvadba, P.E. (via videoconference) of Huitt-Zollars, Inc. ("HZ"); Ms. Ida Franklin, construction owner representative for the District; and Messrs. Spencer Clark and Kenny Eldridge of AG|CM.

WHEREUPON, the meeting was called to order at 8:02 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, copies of which are attached hereto. Commissioner Kuykendall 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 Craft, after full discussion and the question being put to the Board, the Board voted unanimously to approve, authorize, acknowledge or adopt the item(s) on the Consent Agenda, as follows:

1. Minutes from the February 13, 2025 special and February 18, 2025 regular meetings;
2. Bookkeeper's Report, including payment of bills;
3. Payment of employee life insurance premium;
4. Payment of Texas Mutual Workers Compensation Insurance final audit premium;
5. Administrative staff attendance at Texas County and District Retirement System Annual Conference; and
6. Arbitrage Rebate and Yield Restriction Compliance Service Program Report and Engagement Letter.

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

**FULSHEAR STATION DESIGN AND CONSTRUCTION, INCLUDING SURVEY/MASTER PLAN/SITE DEVELOPMENT AND TYPE OF CONSTRUCTION MANAGER AT RISK REQUEST**

Mr. Horton reviewed with the Board the Status Update Report for the Fulshear Station regarding feasibility of the District's six (6)-acre tract.

Ms. Crone reported that the Geotechnical Survey would be completed later in the week. Ms. Crone noted that HZ was considering the future road construction through the Fulshear Station site during the preparation of the plat for the site feasibility.

Ms. Adams then reviewed a memorandum regarding project delivery methods for design and construction of District facilities, a copy of which is attached hereto. An extensive discussion ensued regarding the available construction project delivery methods, specifically the two (2) possible processes for procurement of the Construction Manager At-Risk ("CMAR"). 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 designate the one-step CMAR procurement for the Fulshear Station design and construction.

**CENTRAL STATION FIRE TRAINING FACILITY, INCLUDING SITE DEVELOPMENT PHASING AND TRAINING PROP PROCUREMENT**

Mr. Nesvadba then updated the Board on the Central Station Fire Training Facility site development and the status of the topographic survey for same.

JORDAN RANCH ("JR") STATION DESIGN AND CONSTRUCTION, INCLUDING PLAT FOR STATION SITE AND STATION PLAN REVISIONS AND AG|CM PRESENTATION FOR PROJECT MANAGEMENT SERVICES

Mr. Martinez reviewed with the Board the Jordan Ranch Design Progress Report, a copy of which is attached hereto. Mr. Martinez reported that MA applied for a parking variance, as the available space to park was less than required by the City of Fulshear (the "City").

The Board then heard a presentation from AG|CM for project management support services for the JR Station design and construction. The proposal for such services from AG|CM is attached hereto. It was noted that the approximate costs for 14 months of project management support services would be \$232,511.00. An extensive discussion ensued with the AG|CM representatives fielding questions from the Board. Commissioner Pechukas noted that he would like to see a lower cost or fewer hours on the project. Commissioner Kuykendall noted that the Board saw the value in project management services.

STATION NO. 3 RENOVATION DESIGN AND CONSTRUCTION, INCLUDING PAY APPLICATIONS ("PA"), CHANGE PROPOSALS AND ALLOWANCE TRANSFERS AND AMEND IDA FRANKLIN PROJECT MANAGEMENT SERVICES AGREEMENT

Mr. Martinez reviewed with the Board the Station No. 3 Renovation Design Progress Report, a copy of which is attached hereto. Mr. Martinez then presented to and reviewed with the Board PA No. 2 from Construction Masters of Houston ("CMH") in the amount of \$46,542.21.

Mr. Martinez then reported that CMH was in the demolition phase of the Station No. 3 Renovation project. Chief Boeker reported that, pursuant to a construction meeting earlier in the morning, the District would not be moving forward with the previously approved plumbing fixture changes in the dormitory so as to comply with the Americans with Disabilities Act of 1990. Chief Boeker noted that the District would pay for any items the contractor ordered prior to this change.

Chief Boeker then reminded the Board that it previously engaged Ms. Franklin as an owner representative for the Station No. 3 Renovation project at a rate of \$400.00 per week. Chief Boeker explained that due to the District's insurance requirements, Ms. Franklin was requesting that the Project Management Services Agreement be amended to compensate her at a rate of \$500.00 per week. Upon motion by Commissioner Pechukas, seconded by Commissioner Craft, after full discussion and the question being put to the Board, the Board voted unanimously to amend the Project Management Services Agreement with Ms. Franklin to compensate her at a rate of \$500.00 per week.

Messrs. Clark and Eldridge exited the meeting at this time.

PROPERTY ACQUISITION FOR FUTURE STATION LOCATIONS, STATUS OF NEGOTIATIONS FOR REAL PROPERTY PURCHASE AND REQUEST FOR QUALIFICATIONS FOR ENVIRONMENTAL PROFESSIONAL FOR PHASE I ENVIRONMENTAL SITE ASSESSMENT PREPARATION

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

## PETITIONS FOR EXCLUSIONS FROM MUNICIPAL EXTRATERRITORIAL JURISDICTIONS ("ETJ")

Ms. Adams updated the Board on the status of the Petition for Exclusion from Municipal ETJs. Ms. Adams noted that RAB was seeking additional clarification on applicable laws from the Texas Secretary of State. Ms. Adams further noted that RAB was awaiting shape files for the property in the City of Houston ETJ as they were required to be submitted with such petition.

## FIRE CHIEF REPORT

Chief Boeker reviewed with the Board the Fire Chief Report, a copy of which is attached hereto.

Chief Flathouse reviewed operations matters with the Board, noting that there were 410 calls.

Chief Goates reviewed with the Board various training matters. Chief Boeker added that District staff would review basic training modules on Thursdays.

## DISTRICT ADMINISTRATIVE REPORT

Ms. Crone reminded the Commissioners to file their Continuing Education credits with SAFE-D prior to the end of the month.

Ms. Crone then reported that Ms. Svatek was training with MAC on bookkeeping matters. Ms. Crone further noted that Ms. Svatek was working on the payroll transition to Paycom and that the first payroll through Paycom would be April 4, 2025.

Ms. Crone reported that Fort Bend County would be utilizing the District's Central Station as an Early Voting and Election Day polling location for the May 3, 2025 Election and reviewed the dates of use for such election.

Ms. Crone then reviewed with the Board a Tax Rate Notice from the Texas Workforce Commission, a copy of which is attached hereto. Ms. Crone noted that the District paid into its Workman's Compensation taxes due to increased staffing.

## PERSONNEL MATTERS

There was nothing to discuss at the time.

## CONVENE IN EXECUTIVE SESSION

Commissioner Kuykendall then stated that the Board would enter into Executive Session to discuss real estate matters.

All meeting attendees, with the exception of all members of the Board present, Ms. Crone, Chief Boeker, Ms. Adams and Ms. Rodriguez exited the meeting at 9:29 a.m.

Pursuant to the provisions of the Texas Open Meetings Act, Chapter 551, Texas Government Code, as amended, specifically, Section 551.072 regarding real estate matters, Commissioner Kuykendall convened the Board into Executive Session at 9:38 a.m. The persons present in the Executive Session at various times were: Commissioners Kuykendall, Pechukas, Melanson, Dishaw and Craft; Ms. Crone; Chief Boeker; Ms. Adams; and Ms. Rodriguez.

### **RECONVENE IN OPEN SESSION**

All meeting attendees still present re-entered the meeting at 10:15 a.m. and Commissioner Kuykendall reconvened the meeting in open session, at which time the Board took the following actions:

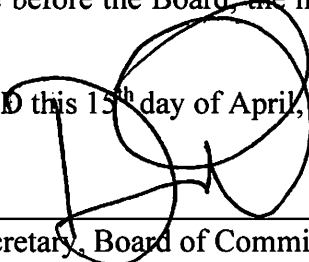
Upon motion by Commissioner Pechukas, seconded by Commissioner Melanson, after full discussion and the question being put to the Board, the Board voted unanimously to authorize requesting qualifications for Phase I Environmental Site Assessments for future construction projects, as necessary.

Upon motion by Commissioner Pechukas, seconded by Commissioner Craft, after full discussion and the question being put to the Board, the Board voted unanimously to authorize requesting proposals for an owner's representative for the JR Station design and construction.

There being no further business to come before the Board, the meeting was adjourned at 10:18 a.m.

PASSED, APPROVED, AND ADOPTED this 15<sup>th</sup> day of April, 2025.

(DISTRICT SEAL)

  
Secretary, Board of Commissioners

