

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

**January 20, 2026**

**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, January 20, 2026, 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 Chief Kolby Lee; Captains Blake Shifflett and Calvin W. 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; Ms. Carol Morrison (via videoconference) of Municipal Accounts & Consulting, L.P. ("MAC"), bookkeeper for the District; Ms. Abby Ferguson of Media AF, social media consultant for the District; Mr. Ricardo Martinez of Martinez Architects ("MA"); Mr. Ryan Horton of PGAL, Inc. ("PGAL"); Mr. Chad Nesvadba, P.E. of Huitt-Zollars, Inc. ("HZ"); Mr. Ben Westlake of Brookstone Construction ("Brookstone"); Mr. Buck Bass of Bass Construction Co., Inc. ("Bass"); and Fire Chief Herc Meier (Ret.) (via teleconference), District resident.

WHEREUPON, the meeting was called to order at 8:00 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.

**CONFIRM APPOINTMENT OF COMMISSIONERS, INCLUDING QUALIFY COMMISSIONERS AND ADMINISTER OATHS OF OFFICE**

Ms. Crone presented Commissioner-Appointees Pechukas, Dishaw and Melanson with their sworn Statement of Appointed Officer, as required by the Texas Constitution, which statement was then duly executed by Commissioner-Appointees Pechukas, Dishaw and Melanson.

Ms. Crone proceeded to administer the Oaths of Office to Commissioner-Appointees Pechukas, Dishaw and Melanson. It was noted that Commissioners Pechukas, Dishaw and Melanson were appointed to the following term of office: January 1, 2026 to December 31, 2027.

Ms. Crone then presented the Affidavit of Commissioner to Commissioners Pechukas, Dishaw and Melanson, who executed same, thereby verifying their qualifications to serve as Commissioners of the District.

### **ELECT OFFICERS**

The Board next considered the election of officers.

Upon motion by Commissioner Melanson, seconded by Commissioner Dishaw, after full discussion and the question being put to the Board, the Board voted unanimously to retain the then-current officer positions.

It was noted that the District's slate of officers was as follows:

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

### **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 Melanson, after full discussion and the question being put to the Board, the Board voted unanimously to accept, acknowledge, adopt, approve or authorize the following item(s) on the Consent Agenda, as follows:

1. Minutes from the December 16, 2025 regular meeting;
2. Bookkeeper's Report, including payment of bills;
3. Truist Bank loan interest payment; and
4. Purchase orders.

**PUBLIC HEARING ON PETITION FOR INCLUSION OF TERRITORY INTO DISTRICT (THE "PETITION")**

At 8:08 a.m., the President then declared the public hearing open regarding the Petition.

Ms. Adams then reviewed with the Board the proposed areas to be annexed, including the general depiction of such locations on the GIS map. The Board reviewed the Petition, a copy of which is attached hereto.

There being no comments from the public, the public hearing was adjourned at 8:11 a.m.

**ADOPT RESOLUTION APPROVING THE ANNEXATION OF TERRITORY INTO THE DISTRICT (THE "ANNEXATION RESOLUTION"), AS NECESSARY**

The Board then reviewed the Annexation Resolution. Upon motion by Commissioner Pechukas, seconded by Commissioner Dishaw, after full discussion and the question being put to the Board, the Board found that annexation of the areas proposed to be annexed into the District was feasible and would benefit the District and voted unanimously to adopt the Annexation Resolution, a copy of which is attached hereto.

**DISCUSS POTENTIAL MAY 2, 2026 ANNEXATION ELECTION (THE "ELECTION") MATTERS AND TAKE ANY NECESSARY ACTIONS ON SAME**

**ADOPT ORDER CALLING ANNEXATION ELECTION SCHEDULED FOR MAY 3, 2025 (THE "ORDER CALLING ELECTION")**

Ms. Adams then reviewed with the Board the Order Calling Election, a copy of which is attached hereto.

**APPROVE JOINT ELECTION AGREEMENT AND ELECTION SERVICES CONTRACT WITH FORT BEND COUNTY (THE "COUNTY") (THE "JOINT ELECTION AGREEMENT")**

Ms. Adams went on to review with the Board the Joint Election Agreement.

**AUTHORIZE PAYMENT TO THE COUNTY FOR JOINT ELECTION COSTS**

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: 1) adopt the Order Calling Election; 2) approve the Joint Election Agreement, subject to legal review; and 3) authorize payment to the County for joint election costs.

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

**PROPOSAL FOR MASTER SERVICES AGREEMENT FOR CONSTRUCTION MANAGEMENT SERVICES FROM FRANKLIN VENUS INTERESTS, LLC D/B/A VENUS SOLUTIONS**

The Board tabled this matter.

**FULSHEAR STATION DESIGN AND CONSTRUCTION, INCLUDING STATUS OF REQUEST FOR COMPETITIVE SEALED PROPOSALS FOR CONSTRUCTION AND TRAILER RELOCATION STATUS**

Mr. Horton reviewed with the Board an update on the Fulshear Station design and construction. Mr. Horton reported that the City of Fulshear (the "City") would hold a meeting to consider the District's parking variance request to allow for frontage parking.

Commissioner Craft entered the meeting at this time.

**POTENTIAL ACQUISITION OF FULSHEAR-SIMONTON VOLUNTEER FIRE DEPARTMENT ("VFD") PROPERTY**

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

**PROPOSAL FOR PREPARATION OF APPRAISAL OF EASEMENT WITHIN DISTRICT'S 6.4-ACRES**

Ms. Adams then reviewed with the Board a proposal from Integra Realty Resources ("IRR") for valuation and consulting services pertaining to an easement within the District's 6.4-acre property in the amount of \$3,750.00. Ms. Adams noted that the Board previously agreed that the City should reimburse the District for the appraisal. 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 accept the proposal from IRR in the amount of \$3,750.00 and authorize RAB to execute same.

**CENTRAL STATION FIRE TRAINING FACILITY, INCLUDING SITE DEVELOPMENT PHASING AND STATUS OF TRAINING BURN PROP INSTALLATION**

Chief Boeker reported that the installation of the training burn prop had commenced.

The Board then reviewed a Declaration of Maintenance Covenant and Easement for Storm Water Control Facilities (the "Easement"), a copy of which is attached hereto. A discussion ensued.

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 approve execution of the Easement, subject to the outcome of additional legal research regarding the detention requirements.

CROSS CREEK RANCH ("CCR") STATION, INCLUDING PROJECT MANAGEMENT REPORT REGARDING FINAL WARRANTY PUNCH LIST ITEMS

Mr. Bass then reviewed with the Board the status of the remaining punch list items.

JORDAN RANCH ("JR") STATION DESIGN AND CONSTRUCTION, INCLUDING PAY APPLICATIONS ("PA"), CHANGE ORDERS ("CO") AND ALLOWANCE TRANSFERS ("AT"), PROJECT MANAGEMENT REPORT AND TNH TECHNOLOGY ALERTING SYSTEM INSTALLATION PROPOSAL

Mr. Martinez reviewed with the Board the JR Station Design Progress Report, a copy of which is attached hereto.

Mr. Martinez presented to the Board PA No. 8 from Bass in the amount of \$572,399.70, a copy of which is attached hereto.

Mr. Bass reported that Centerpoint Energy had staked holes at the Jordan Ranch site.

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 PA No. 8 from Bass in the amount of \$572,399.70.

Chief Boeker requested that the Board table the alerting system installation proposal from TNH Technology.

STATION NO. 3 RENOVATION CONSTRUCTION, INCLUDING PAS, COS AND ATS, PROJECT MANAGEMENT REPORT AND ACCESS CONTROLS AND CAMERA SYSTEM UPDATE

Mr. Martinez then reviewed with the Board the Station No. 3 Renovation Design Progress Report, a copy of which is attached hereto. Mr. Martinez presented to the Board CO No. 1 from Construction Masters of Houston ("CMH") in the deductive amount of \$5,404.28. Mr. Martinez also presented to the Board PA No. 11 and Final from CMH in the amount of \$88,879.79.

Mr. Martinez confirmed that the extended warranty included labor for two (2) years on the HVAC system at Station No. 3.

Upon motion by Commissioner Melanson, seconded by Commissioner Craft, after full discussion and the question being put to the Board, the Board voted unanimously to approve CO No. 1 in the deductive amount of \$5,404.28 and PA No. 11 and Final from CMH in the amount of \$88,879.79, subject to receipt of all closing documents, except affidavits.

LAKES OF BELLA TERRA FIRE STATION DESIGN

Ms. Adams reported that RAB provided revisions to the architectural services agreement to BRW and was awaiting the revised agreement.

**FIRE CHIEF REPORT, INCLUDING REVIEW TEXAS INTERSTATE FIRE MUTUAL AIDE SYSTEM ("TIFMAS") PARTICIPATION UPDATE, THERMAL IMAGING CAMERA PRESENTATION AND HIRING PROCESS UPDATE**

Chief Boeker thanked Firefighter Polasek for creating the employee video newsletter.

Chief Boeker then reported that the District's hiring module went live earlier in the morning and that the District's onboarding process was being built.

Chief Boeker stated that the District's two (2) engines were due March 1, 2026, and updated the Board on the engine build status.

Chief Boeker then updated the Board on legislative matters, including entering into a Mutual Aid Agreement for Complex Emergency Response and Investigation Planning with the Fort Bend County Sheriff's Office pursuant to House Bill ("HB") 33 and cancer-related programs pursuant to HBs 198 and 4144.

The Board then heard a presentation from Captain Shifflett on thermal imaging cameras from Max Fire Training, Inc. ("MFT") for a cost of \$30,051.47, which included the camera devices and equipment for same. A discussion ensued. Upon motion by Commissioner Pechukas, seconded by Commissioner Dishaw, after full discussion and the question being put to the Board, the Board accepted the proposal from MFT for thermal imaging cameras in the amount of \$30,051.47.

Chief Boeker updated the Board on the District's participation in TIFMAS and reviewed with the Board a Memorandum of Understanding for the Establishment of NWCG Wildland Firefighter Standard Between Texas A&M Forest Service and the District, a copy of which is attached hereto. Chief Boeker stated that District staff were working on updating District policies to comply with the MOU.

**CAO REPORT, INCLUDING RESCHEDULE FEBRUARY, APRIL AND OCTOBER BOARD MEETINGS**

Ms. Crone introduced Ms. Ferguson to the Board. Ms. Ferguson then reviewed with the Board the District's 2025 Social Media Insights, a copy of which is attached hereto. Ms. Crone noted that she was obtaining proposals for social media archiving services.

Ms. Crone then updated the Board on various personnel and conference matters.

Ms. Crone and the Board then discussed dates for the Board's February, April and October meetings due to conflicts with various elections. It was the consensus of the Board to reschedule the regular Board meetings and schedule special Board meetings for the purpose of handling financial matters as follows: February 10, 2026 regular meeting, February 17, 2026 special meeting, April 14, 2026 regular meeting, April 21, 2026 special meeting, October 15, 2026 regular meeting and October 20, 2026 special meeting.

**PERSONNEL MATTERS**

**STEP PAY ADJUSTMENTS**

**REVIEW PENDING PERSONNEL CLAIMS OR COMPLAINTS, AS NECESSARY**

It was noted that personnel matters would be discussed in Executive Session.

**FUTURE AGENDA ITEMS**

There was nothing to report at the time.

**CONVENE IN EXECUTIVE SESSION**

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

All meeting attendees, with the exception of Commissioners Kuykendall, Pechukas, Dishaw, Melanson and Craft, Chief Boeker, Ms. Crone, Ms. Adams and Ms. Rodriguez, exited the meeting at 9:37 a.m.

Pursuant to the provisions of the Texas Open Meetings Act, Chapter 551, Texas Government Code, as amended, specifically, Section 551.071 regarding matters of attorney-client privilege, Section 551.072 regarding real estate matters and Section 551.074 regarding personnel matters, Commissioner Kuykendall convened the Board into Executive Session at 9:39 a.m. The persons present in the Executive Session at various times were: Commissioners Kuykendall, Pechukas, Melanson, Dishaw and Craft; Chief Boeker; Ms. Crone; Ms. Adams; and Ms. Rodriguez.

**RECONVENE IN OPEN SESSION**

All meeting attendees still present re-entered the meeting at 10:29 a.m. and Commissioner Kuykendall reconvened the meeting in open session, at which time the Board took no action.

There being no further business to come before the Board, the meeting was adjourned at 10:29 a.m.

PASSED, APPROVED, AND ADOPTED this 10<sup>th</sup> day of February, 2026.

(DISTRICT SEAL)



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Secretary, Board of Commissioners