

MINUTES OF THE JANUARY 12, 2026, DISTRICT MEETING
BRAZORIA COUNTY EMERGENCY SERVICES DISTRICT NO. 3

A meeting was duly called of the **BRAZORIA COUNTY EMERGENCY SERVICES DISTRICT NO. 3**, which was held on January 12, 2026, at the District Administration Office, 6931 Masters Road, Manvel, Texas 77578.

The meeting was called to order at 6:30 P.M. by **DARRELL VALUSEK**, District President. The Commissioners present were **DARRELL VALUSEK, FRANK HAGDORN, MATT GLAVES, GEORGE BULLINGTON and DE WAYNE DAVIS**. Also present were District Executive Director Jeff Braun, legal counsel John Peeler, ESD 3 EMS Chief Tim Welch, ESD 3 Fire Services Administrator Jack Helton, District CPA Randall Parr, Administrative Director Cindy Reaves, other District Staff, representatives of the District's contracted providers, and members of the community.

The Board opened the floor to receive public comment under agenda item 2. No comments were provided.

The Board then addressed agenda item 3, Consent Agenda – the following items are considered routine by the Board and will be enacted by one motion. No separate discussion will occur on these items unless a Commissioner so requests, in which event, the item will be removed and placed on the Non-Consent Agenda:

- a. Approve minutes of the prior meeting.
 - i. December 08, 2025 – District Meeting.
 - ii. December 30, 2025 – Special Meeting
- b. Approve financial and bookkeeping matters, including payment of the bills and review of reports concerning the District's financial condition and investments.
- c. To review and approve the 2025 appraisal roll submitted by the Tax Assessor under Tax Code §26.09(e).

Commissioner Glaves made a motion to approve all items as presented. The motion was seconded by Commissioner Bullington. The motion was approved by a vote of 5 to 0.

The Board then addressed agenda item 4, Non-Consent Agenda – items removed from the Consent Agenda. No items were removed, no action taken.

The Board proceeded to agenda item 5, to review and act on revisions to the District 2026 Budget. This is an item to address revisions to the Budget for the Fiscal Year 2026. Any revisions

to the 2026 Budget have no effect on the District's Tax Rate. The most recently adopted Tax Rate was adopted on August 8, 2025 to fund the Fiscal Year 2026 Budget. No action to revise or amend the 2026 Budget can affect the Tax Rate which was previously adopted. Therefore, no Taxpayer Impact Statement as required by Government Code § 551.043(c)(2) is possible. The revised 2026 Budget is attached for reference. Jeff Braun, Executive Director, began by addressing the Board to explain the revisions then handed it over to Randy Parr, CPA. Mr. Parr noted and explained the revisions to the budget increasing expenditures in some areas while reflecting cost savings in other areas. Commissioner Hagdorn made a motion to approve the revisions to the budget as presented. The motion was seconded by Commissioner Graves. The budget revisions were approved by a vote of 5 to 0.

The Board then addressed agenda item 6, to review and take action to approve the purchase of apparatus lift from ARI Phoenix, Inc. Jack Helton, Fire Services Administrator, discussed the need for the portable lifts at the maintenance shop. Funding had been approved during the budget process in August 2025. He was able to negotiate a lower price than originally quoted. Commissioner Graves made a motion to approve the purchase of the portable lifts as presented. The motion was seconded by Commissioner Hagdorn. The motion was approved by a vote of 5 – 0.

The Board then addressed agenda item 7, to review and act to approve the use of The Grounds Guys as the lawn maintenance firm for the District. Jack Helton, Fire Services Administrator, spoke of the current vendor and some of the issues the District has encountered. Mr. Helton received bids based on certain criteria and found that the District could receive more services, such as fertilizing, pruning, and maintenance on the sprinkler system, for less money with The Grounds Guys. Commissioner Graves made a motion to approve as presented. The motion was seconded by Commissioner Hagdorn. The motion was approved by a vote of 5 – 0.

The Board then addressed agenda item 8, to review and act on projects for Liverpool Fire Station related to bay expansion and bay heaters. Jack Helton, Fire Services Administrator, spoke to the Board about the necessary expansion of the bay doors to accommodate any apparatus from the District being able to be housed at the Liverpool Station. Commissioners had questions that Mr. Helton was able to answer regarding the scope of work. Commissioner Graves made a

motion to approve the bay expansion and heaters as presented. The motion was seconded by Commissioner Davis. The motion was approved by a vote of 5 – 0.

The next item to be addressed by the Board is agenda item 9, to review and act on purchase of new brush truck for Iowa Colony Volunteer Fire Department. Jack Helton, Fire Services Administrator, spoke to the Board about purchasing individual components through cooperative purchasing programs to build a lighter weight brush truck to allow for better maneuverability for Iowa Colony Volunteer Fire Department. Iowa Colony Volunteer Fire Department will provide partial funding for the truck. Commissioner Hagdorn made a motion to approve the purchase as presented. The motion was seconded by Commissioner Davis. The motion was approved by a vote of 5 – 0.

The Board then addressed agenda item 10, to review and act on policy recommendations for use of body armor in district. Jack Helton, Fire Services Administrator, approached the Board about the necessity to purchase body armor for the Fire Departments for the safety of the individuals who serve at the departments. He informed the Board that it would not be purchased for individuals specifically but for them to be issued to the truck. Mr. Helton further stated that training will be included with the purchase of the vest, plates and cover. He estimated three to four sets of body armor per truck and stated the full deployment across the District vehicles is expected to take approximately three to five years. Commissioner Graves made a motion to approve the policy as presented. The motion was seconded by Commissioner Hagdorn. The motion was approved by a vote of 5 – 0.

The next item to be addressed by the Board is agenda item 11, to review and act to authorize the District President or Executive Director to approve any documents necessary for insurance claims related to damaged vehicles, equipment and property. John Peeler, legal counsel, explained to the Board that a pending insurance claim required authorization and signatures by the President and/or Executive Director to advance the claim. He recommended that the Commissioners approve an additional Resolution delegating authority to the President and/or Executive Director to execute such documents in the future without the need to await Board action. Commissioner Graves made a motion to approve the current claim as presented. The motion was seconded by Commissioner Hagdorn. The motion was approved by a vote of 5 –

0. Commissioner Glaves then made a motion to approve the authorization for future needs as presented. The additional motion was seconded by Commissioner Davis. The motion was approved by a vote of 5 – 0.

The Board then addressed agenda item 12, to review and take action on matters related to construction, renovation, repair, and improvements to District facilities and real property, including engagement of design professionals or engineering services, selection of builders/contractors, approve of construction financing. No discussion, no action taken.

The Board then addressed agenda item 13, to receive a report on District EMS operations from District EMS Chief Tim Welch. Chief Welch opened with comments posted by patients to the Commissioners that spoke of jobs well done and how appreciative the patients were for the service and care they received at their times of need. He went on to give the statistics for 2025 from each location and overall. He spoke of the revenues from 2025 and the billing that occurred with a 35% increase from 2024. He went on to talk about the accomplishments of the crew and staffing levels. Chief Welch spoke of their clinical education at the cadaver lab and active shooter training with more coming in 2026. EMS will be working this year to become accredited by the Accreditation Committee of Ambulance Services.

The next item to be addressed by the Board is agenda item 14, to receive a report on District Fire Operations from District Fire Services Administrator Jack Helton. Mr. Helton informed the Commissioners of the bids regarding landscaping, the contracts that have been signed and returned from all fire providers with the exception of one. He went on to talk about the ISO plan for improvement from Liverpool that has been accepted. Mr. Helton discussed the fleet and the completion of items prior to Scott Loy going on vacation, issues at EMS Station 3 with the stove and the clean up behind EMS Station 1 in the open lot. He then presented the fire providers statistics which reflected an 18% increase compared to 2024.

The Board then addressed agenda item 15, to receive the Communications report from Cindy Reaves, Administrative Director. Mrs. Reaves reported that the social media reach which was up over 20% due to two reels that were posted. She continued with the statistics overall. She is working on an all-encompassing community relations plan for community outreach and

education to include a photo shoot that would include all of the fire providers as well as the production of one or more educational videos. She talked about current and upcoming events for the Commissioners and community events she has attended this month.

The Board then addressed agenda item 16, to receive an update on operations and administration from Executive Director, Jeff Braun. Mr. Braun addressed Chief Welch about something he missed in his EMS report regarding money he successfully received from Savannah North Community Foundation. Chief Welch elaborated on a grant that was received for \$6500 for capital purchases. Mr. Braun also addressed Jack Helton, Fire Services Administrator, about what was missing from his fire, fleet and facilities report which was a job posting for a Facilities Maintenance Coordinator. Mr. Braun spoke about working with David Slattery regarding the zoning variance issue with the City of Manvel, still waiting on TxDot on our warning signs, legal counsel is working on the report for HB103 and working on CR 143 real estate closing. He continued by reporting the meetings he has had with numerous officials over the last month.

The Board then addressed agenda item 17, to meet in Closed Session under Government Code 551.071, 551.072 and 551.074 to consult with legal counsel regarding pending or contemplated litigation, settlement offers or on matters which require confidentiality under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas, to deliberate regarding real property and to deliberate regarding personnel matters, including appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of District personnel.

The Board moved to Closed Session at 7:43 P.M.

The Board reconvened in Open Session at 8:40 P.M.

The Board proceeded to address agenda item 18, to review and take any action regarding real estate, including sale, purchase, lease, platting, utilities, encumbrances, maintenance and legal actions related to real estate. No action taken, no vote taken.

The meeting was adjourned at 8:41 P.M.



Matt Glaves, Secretary/Treasurer