

**MINUTES OF THE JUNE 12, 2023 MEETING OF THE
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 June 12, 2023, at the District's Administration Office, 6931 Masters Road, Manvel, Texas 77578.

The meeting was called to order at 6:37 P.M. by **DARRELL VALUSEK**, District President. The Commissioners present were **DARRELL VALUSEK, FRANK HAGDORN, ANDY BOUSE**, and **GEORGE BULLINGTON**. Commissioner **MATT GLAVES** was not present. Also present were District Executive Director Jeff Braun, legal counsel John Peeler, District Staff, ESD EMS Chief Tim Welch, ESD EMS Deputy Chief Brad Lammert and representatives of District's contracted providers.

The Board opened the floor for public comment under agenda item 2. Two representatives of the Pomona Safety Committee were in attendance. They spoke about their concerns of ambulance response times to their neighborhood. They brought to the attention of the Board that the Pomona developer may have land zoned for a possible future fire/EMS station if the Board decides to build, though they offered no details on the price or process to acquire said land.

The troop leader of Girl Scout Troop 142117 presented the Board with a donation of several boxes of cookies for Cookies4Heros. They were appreciative to the District for assisting the troop with their CPR class and the work done in the community.

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: approve minutes of prior meeting; May 8, 2023 District regular meeting, May 17, 2023 Special meeting; financial and bookkeeping matters, including payment of the bills and review of reports concerning the District financial condition and investments. Commissioner Bullington made a motion to approve the Consent Agenda as presented. The motion was seconded by Commissioner Hagdorn. The motion was approved by a vote of 4 to 0.

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

The Board then addressed agenda item 5, Girl Scout Troop 142117 Cookies4Heroes presentation. The Board noted that Troop 142117 gave their presentation during public comment.

The Board then addressed agenda item 6, to review and take action on the creation of the Paid Sick Time Policy. Executive Director Jeff Braun presented policy items (agenda items 6-10) for approval and inclusion in the District's personnel manual. Mr. Braun gave the floor to HR Generalist Daphney Hinz. Ms. Hinz stated the creation of the Paid Sick Time Policy would allow employees to use sick time for illness and/or doctor appointments instead of using Paid Time Off. The Paid Sick Time hours will be given at the first of the year and once it is used up the employee will not be given more sick time hours. EMS personnel will receive 96 hours and Administration personnel will receive 80 hours. If the policy is approved, the Sick Time hours will be given to current employees at a prorated amount for the rest of the year. New employees would receive the Sick Time hours upon hiring but would not be able to use the hours until the end of their probationary period, which would be 90 days. Commissioner Bullington made a motion to approve the Paid Sick Time Policy as presented. The motion was seconded by Commissioner Bouse. The motion was approved by a vote of 4 to 0.

The Board then addressed agenda item 7, to review and take action on the creation of the Annual Performance Evaluation Policy. Ms. Hinz stated the Annual Performance Evaluation Policy would allow employees to know their strengths and weaknesses based on a point system. Ms. Hinz also stated the evaluation is not a set guarantee of a pay increase. The evaluation will provide the employee with direction for improvements in the best interest of the employee along with the District. The evaluation will be annually taken place in September. Commissioner Hagdorn made a motion to approve the creation of the Annual Performance Evaluation Policy as presented. The motion was seconded by Commissioner Bullington. The motion was approved by a vote of 4 to 0.

The Board then addressed agenda item 8, to review and take action on the addendum for the Dress Code and Uniform Policy. Ms. Hinz stated the addendum would be for administration personnel to be able to wear jeans any day of the work week. The stipulations are that the jeans would not have any tears or holes and should the occasion arise, the personnel would wear business casual attire at events within the District. Commissioner Bouse made a motion to

approve the addendum to the Dress Code and Uniform Policy as presented. The motion was seconded by Commissioner Hagdorn. The motion was approved by a vote of 4 to 0.

The Board then addressed agenda item 9, to review and take action on the addendum for the Hours of Operation Policy. Ms. Hinz stated the addendum for the Hours of Operation Policy is to make the Administration office hours permanent. Going forward the office will be open Monday through Thursday 7am to 5pm. Closed on Friday and any scheduled holidays. Commissioner Hagdorn made a motion to approve the addendum to the Hours of Operation Policy as presented. The motion was seconded by Commissioner Bullington. The motion was approved by a vote of 4 to 0.

The Board then addressed agenda item 10, to review and take action on the addendum for the Paid Holiday Policy. Ms. Hinz stated the addendum for the Paid Holiday Policy is in connection the hours of operation. Depending on the day of the week for a holiday would determine when the administration office observes the holiday. If a holiday falls on a Friday or Saturday, the office would be closed on Thursday. If the holiday falls on Sunday, the office would be closed on the following Monday. Commissioner Hagdorn made a motion to approve the addendum of the Paid Holiday Policy as presented. The motion was seconded by Commissioner Bouse. The motion was approved by a vote of 4 to 0.

The Board then addressed agenda item 11, to review and take action on the BCESD 3 Personnel Manual. Mr. Braun stated the Personnel Manual would improve the understanding and the conditions of work for everyone in the organization. The manual will be accessible to all personnel. Mr. Braun gave the floor to Ms. Hinz. Ms. Hinz stated one of the changes she made to the Personnel Manual is the benefits breakdown along with the policy of calling out before the start of a shift. The policies within the Personnel Manual will be straightforward across the board for all employees. Commissioner Hagdorn made a motion to approve the Personnel Manual as presented. The motion was seconded by Commissioner Bullington. The motion was approved by a vote of 4 to 0.

The Board then addressed agenda item 12, to review and take action on the Third Coast Bank Wire Transfer Payment Order Agreement. Mr. Braun stated the District has made wire transfers related to equipment purchases. On the recommendation of the District's CPA, it would

be best to make wire transfers directly from the reserve account. In order for wire transfers to be processed Third Coast Bank has request authorized signers be added to the account information. Commissioner Hagdorn made a motion to approve the Third Coast Bank Wire Transfer Payment Order Agreement as presented. The motion was seconded by Commissioner Bullington. The motion was approved by a vote of 4 to 0.

The Board then addressed agenda item 13, 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. Mr. Braun stated no items that there were to present to the Board. Mr. Braun did request from the Chief Walters and Chief Welch a list of items still needed in the station.

The Board then addressed agenda item 14, to receive a report on District EMS operations from District EMS Chief, Tim Welch. Chief Welch gave an update on the breakfast meeting held during EMS week with local hospital representatives. The representatives were very impressed with the clinical improvement in the works for patient care in the field. Chief Flight Nurse for Memorial Hermann Life Flight informed Chief Welch at the breakfast meeting that Memorial Hermann would be gifting part of the equipment for Point of Care Ultrasound needed to perform lifesaving measures prior to arrival at the hospital. Chief Welch gave an update on ambulances in production and or being repaired. He stated there has been an increase in call volume across the District due to the high temperatures.

The Board then addressed agenda item 15, to receive a report on operations and administration from Executive Director, Jeff Braun. Mr. Braun gave an update on various projects taking place around the District. The antenna tower is almost complete with AT&T and Verizon adding their equipment. The District will begin planning the budget for 2024.

The Board then addressed agenda item 16, to receive the Communication report from District Staff, Cindy Reaves. Ms. Reaves informed the Board of the traffic on the District's social media platforms. The amount of social media posts and website visits because of the sales tax election. Posts with the most views include the new station and firefighter academy.

At 8:06 P.M. the Board entered Closed Session to address agenda items 17, 18, and 19 under Government Code 551.071 to consult with legal counsel regarding pending or contemplated litigation, settlement offers or on matters which require confidentiality under Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas; under Government Code 551.072 to deliberate on real estate matters; under Government Code 551.074 to discuss personnel matters.

The Board reentered Open Session at 8:28 P.M. no other items were presented to the Board; the meeting was adjourned at 8:28 P.M.

A handwritten signature in black ink, appearing to read "Matt Glaves", written over a horizontal line.

Matt Glaves, Secretary/Treasurer