

**MINUTES OF THE OCTOBER 13, 2025, 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 October 13, 2025, at the District Administration Office, 6931 Masters Road, Manvel, Texas 77578.

The meeting was called to order at 6:31 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, 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. FJ Jones representing MUD #21, thanked everyone for their efforts on the Fall Festival that was held on Saturday, October 11, 2025, at the Lakes of Savannah Fire and EMS Station.

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. September 8, 2025 – District Meeting.
  - ii. September 16, 2025 – Board Workshop.
- b. Approve financial and bookkeeping matters, including payment of the bills and review of reports concerning the District's financial condition and investments.

Commissioner Glaves made a motion to approve all items as presented. The motion was seconded by Commissioner Hagdorn. 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 removed, no action taken.

The Board proceeded to agenda item 5, to review and act on the Renewal Addendum for 2026 of the Interlocal Agreement with Brazoria County Municipal Utility District No. 21 and Brazoria County Municipal Utility District No. 22. Jeff Braun, Executive Director, noted the original

contract stated that the price would be changed by the CPI for the Houston, Woodlands, Pearland area for the services provided each year. Information was provided to John Peeler for the price adjustment in the addendum. Mr. Braun will send the addendum to the MUD Attorney for review, and the MUD attorney will take it to MUD 21 and MUD 22 this month for approval. Commissioner Graves made a motion to approve 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 6, to review and act on the 2026 Contract and/or Interlocal Agreements and/or Amendments with Fire and EMS service providers. This item was moved to be voted on after the Closed Session for further discussion with the Commissioners. After returning from the Closed Session, the City of Alvin contract was discussed and voted on. Commissioner Bullington made a motion to approve the contract as presented. The motion was seconded by Commissioner Hagdorn. The motion was approved by a vote of 4 – 0 - 1 with Commissioner Graves abstaining. The remainder of the contracts were discussed and voted on. Commissioner Hagdorn made a motion to approve the contracts as presented for emergency services providers Danbury EMS, City of Angleton, Angleton Area EMC, Danbury VFD, Demi John VFD, Iowa Colony VFD, Manvel VFD and Rosharon VFD. The motion was seconded by Commissioner Graves. The motion to approve all contracts as presented was approved by a vote of 5 – 0.

The Board then addressed agenda item 7, to review and act to approve the purchase of a generator for Station 1. Jeff Braun, Executive Director, addressed the Board, reminding them of the previous time this item was on the agenda and presented by Jack Helton, Fire Service Administrator. The information presented for approval has not changed from the previous meeting. Mr. Braun elaborated on the age of the current generator and its inability to provide emergency service when needed. Three quotes have been provided and the lead time for delivery is between 22 – 24 weeks. The company being recommended is Loftin Equipment Company, which is a participant of the BuyBoard purchasing cooperative. 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 to approve the purchase of Windows based computers. Jeff Braun, Executive Director, addressed the Board about the current use of Apple computers and their limitations with some of the software utilized by the District in regard to public safety and payroll. The recommendation is to go to a windows-based environment. The quote provided to the Board is from OCS, the current IT service provider of the District. Commissioner Graves made a motion to approve 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 to approve Attendance and Time Management Policy. Cindy Reaves, Administrative Director, spoke to the Board about the updates to the current policy and the issues that are covered with the revisions. Ms. Reaves stated that ESD3 EMS Chief Welch had some concerns regarding the lack of disciplinary action in the current policy. A few of the issues were related to habitual time off without pay, calling in multiple times and managing overtime pay. Commissioner Hagdorn made a motion to approve the policy as presented. The motion was seconded by Commissioner Graves. The motion was approved by a vote of 5 – 0.

The Board then addressed agenda item 10, to review and act to approve a contract with Priority One Data, LLC for data analytics on Fire and EMS reporting data. Jeff Braun, Executive Director, opened with reminding the Board of the previous Consultant that was not able to complete the project due to unforeseen circumstances. Chief Welch, ESD3 EMS Chief, talked to the Board about the District's need on the Fire and EMS side for detailed data and analytics on the services provided and what Priority One Data, LLC has to offer. They come highly recommended by other service providers in the area that utilize their service. The contract with Priority One Data, LLC will be month-to-month so the District is not bound to a year-long contract. Chief Welch is not sure of the timeline necessary to complete the setup. Jack Helton, Fire Service Administrator, injected additional information as to what this will offer. This will allow for better information in the future on needed apparatus, new locations, where the "hot spots" are located in the District. 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 11, to review, discuss, and take action for the sale of surplus/or salvage property pursuant to Texas Health and Safety Code §775.251. Cindy Reaves, Administrative Director, spoke to the Board about the items to be auctioned and this will probably be one of three auctions listed with Govdeals.net. She stated the items on the list provided are in the POD outside at EMS Station 1 and in the bay at the Meridiana Fire and EMS Station in Iowa Colony. 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 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. Jeff Braun, Executive Director, explained the necessity to having this line item in the agenda for the next several months with the renovations taking place at EMS Station 1. No action was needed.

The Board then addressed agenda item 13, to receive a report on District EMS operations from District EMS Chief, Tim Welch. Chief Welch informed the Board of the outcome on the status of the ambulance involved in an accident. VFIS has deemed the vehicle a total loss. Chief Welch and Randall Parr, District CPA, are working together to gather further information needed to complete the process. He spoke of the twelve upcoming public relations events for this month. Chief Welch went on to talk about the statistics for last month and they continue to rise. The FRO program is continuing to move forward and is still on target for mid to late Fall.

The Board then addressed agenda item 14, to receive a report on District Fire operations from District Fire Services Administrator, Jack Helton. Mr. Helton updated the Board on different things going on with the fire departments such as, SCBA flow testing that has been completed, Demi John is up on ESO, the new pumpers have been ordered and the annual hose testing is in process along with other inspections and cleaning. The bid process is underway for maintenance, testing and cleaning and inspections of PPE throughout the District. He gave an overview of the happenings with the District fleet along with an update on repairs and inspections in regard to facilities. Mr. Helton provided statistics for the Board on calls broken down by month, quarter

and provider along with median response times. He congratulated Scott Loy for his successful completion of EVT training.

The Board then addressed agenda item 15, to receive the Communications report from Cindy Reaves, Administrative Director. Mrs. Reaves spoke about the updates to the District's website, social media traffic and outreach and multiple events attended since the last meeting. She thanked everyone for their help with the Lakes of Savannah Fall Festival held on October 11, 2025. It was a great success. Both MUD's and the Homeowners Association were in attendance at the event. Ms. Reaves continued with the growing attendance of the Community Engagement Committee meetings. There have been four new members added this month. She is currently working on new print materials and new options for communications in the District.

The Board then addressed agenda item 16, to receive an update on operations and administration from Executive Director, Jeff Braun. Mr. Braun talked about the Building Committee meeting with David Slattery regarding information on the Rodeo Palms station and changes to the original design. He continued with an update on the timeline completion for Station 1 renovations. Currently, the completion date is March 2026. The interview process for an Administrative Clerk was discussed with a decision being made on the candidate. Human Resources is working on the paperwork for the hiring of the candidate. Mr. Braun informed the Board that updates are currently being worked on, as a collaborative effort, for the Purchasing Manual and plan to be able to present the changes by the next Board meeting.

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 7:30 P.M.

The Board reconvened in Open Session at 8:15 P.M.

The Board returned to address agenda item 18, to review and act to approve a Resolution declaring the intention of Brazoria County Emergency Services District No. 3 to reimburse itself

from the proceeds of one or more tax-exempt financings for certain expenditures to be made in connection with the purchase of fire trucks and other related equipment. John Peeler, legal counsel, explained the process and procedure to have the money returned to the District through the acquisition financing process and the timeline to do this. Commissioner Graves made a motion to approve the Resolution. The motion was seconded by Commissioner Hagdorn. The motion was approved by a vote of 5 – 0.

The Board proceeded to address agenda item 19, to review and take any action regarding real estate, including sale, purchase, lease, platting, utilities, encumbrances, maintenance and legal actions related to real estate. John Peeler, legal counsel, updated the Board on the title package on CR 143. The closing should be in the next couple of weeks. No action taken, no vote taken.

The meeting was adjourned at 8:19 P.M.



Matt Graves, Secretary/Treasurer