

MINUTES OF THE NOVEMBER 10, 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 November 10, 2025, 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. October 13, 2025 – District Meeting.
- b. Approve financial and bookkeeping matters, including payment of the bills and review of reports concerning the District's financial condition and investments.

Commissioner Bullington made a motion to approve all items as presented. The motion was seconded by Commissioner Glaves. 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 legal services billing rates. Jeff Braun, Executive Director, informed the Commissioners that the last rate increase was in 2022. The rate for the Principals is projected to increase about 2.5%. Commissioner Glaves made a motion to approve as presented. The motion was seconded by Commissioner Hagdorn. The rate increase was approved by a vote of 5 to 0.

The Board then addressed agenda item 6, 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. Cindy Reaves, Administrative Director, spoke to the board about the current security system and phone system that are both in dire need of replacement. The DataVox security system presented is currently used at the Meridiana location. A three-year agreement was presented for an Elevate Phone System also provided by DataVox. The goal is to have this system at all locations with the ability to have one access card for ease of entry. This system also has the capabilities of remote card access control. Mrs. Reaves presented a proposal for the purchase of furniture for the administrative offices and EMS after the renovations are complete. Jeff Braun, Executive Director, spoke to the Commissioners about the purchase of the Station 1 generator and the possible tariffs that could be assessed to the purchase price. Commissioners questioned the addition of the tariffs since the purchase of the generator was approved previously to avoid the tariffs. Mr. Helton explained the bid had expired by the time approval was given to move forward with the purchase. The additional money is based solely on possible tariffs at the time of delivery. Commissioner Graves made a motion to approve the items a, b and c as presented. The motion was seconded by Commissioner Bullington. The motion was approved by a vote of 5 – 0.

The Board then addressed agenda item 7, to review and act to authorize insurance claim for ambulance damaged in a collision and execution of related documents for same. John Peeler, legal counsel, addressed the board with the issues he and Cindy Reaves dealt with while trying to establish paperwork necessary to process the claim with VFIS. Commissioner Graves made a motion to approve the documentation 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 receive a report on District EMS operations from District EMS Chief, Tim Welch. Chief Welch reported that Priority One is hard at work with the tasks assigned to them for the clean up of data needed for reporting. He notified the Commissioners of two new paramedics who have started their Field Training Evaluation Program and will likely complete before the beginning of the new year. Chief Welch informed the Board

of the Vehicle Committee meeting regarding the acquisition of a new ambulance and the presentations from Siddons & Martin and Frazer. Chief Welch went over the monthly stats that continue to increase.

The next item to be addressed by the Board is agenda item 9, to receive a report on District Fire operations from District Fire Services Administrator, Jack Helton. Mr. Helton went over tasks that had been completed, such as radio programming training, TCFP skills testing for Iowa Colony personnel, and all District providers are on ESO and reporting to the umbrella account. He spoke about the progression of the FRO program and upcoming inspections and testing. Jack went over the monthly response stats from all providers and a comparison of 2024 to 2025 and provided a list of fleet tasks completed.

The Board then addressed agenda item 10, to receive the Communications report from Cindy Reaves, Administrative Director. Mrs. Reaves reported that the Commissioners have one more State of the City and that is in Iowa Colony in January. She mentioned the additional community engagement dates and notified the Commissioners that they should have received an email for confirmation of registration from SAFE-D. She provided social media stats, other community activities attended and upcoming staff events that she received.

The Board then addressed agenda item 11, to receive an update on operations and administration from Executive Director, Jeff Braun. Mr. Braun mentioned the changing of the computers and the completion of the transfer from Apple to Windows / Microsoft based computers. He spoke of updates being made to the Personnel Manual by Daphney Hinz and Cindy Reaves. There is final resolution with Ford Motor Company in relation to the three ambulances with driveshaft issues. He went on to talk about the District's fleet insurance coverage and changes being made to ensure proper and adequate coverage on all vehicles. He notified the Commissioners that the P-Card transition has been completed.

The Board then addressed agenda item 12, 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 7:17 P.M.

The Board reconvened in Open Session at 8:35 P.M.

The Board returned to address agenda item 13, to review and act on the 2026 Contracts and/or Interlocal Agreements and/or Amendments with Fire service providers:

- a. Danbury
- b. Demi John
- c. Iowa Colony
- d. Manvel
- e. Rosharon

Commissioner Graves made a motion to approve the documentation as presented. The motion was seconded by Commissioner Hagdorn. The motion was approved by a vote of 5 – 0.

The Board proceeded to address agenda item 14, 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 8:36 P.M.

A handwritten signature in blue ink, appearing to read "Matt Graves", is written over a horizontal line.

Matt Graves, Secretary/Treasurer