

MINUTES OF THE DECEMBER 8, 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 December 8, 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 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. November 10, 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 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 to approve the donation of expired and unused PPE to Medical Bridges. Jeff Braun, Executive Director, spoke to the Board about items the District EMS received free of charge from SETRAC and the Brazoria County Health Department during the pandemic for personal protection and how it was not used and has since expired. Medical Bridges is able to repurpose such items and provide aid to underserved

communities. Commissioner Graves 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 act to approve the purchase of two ambulances. Item 6a is a revision to the original purchase of an ambulance to replace a 2016 Ford Ambulance. Jeff Braun, Executive Director, relayed to the Board the additional safety items added to the ambulance along with the selection of the manufacturer and chassis. As for agenda item 6b, Mr. Braun discussed the need to purchase a second ambulance due to an accident that the 2023 International Ambulance had been involved in back in September. The ambulance has been deemed non-repairable by the insurance company. The recommendation is to place an order for the ambulance now to be able to lock in the 2025 pricing with the delivery of the vehicle in late 2026. Commissioner Graves made a motion to approve items a and b 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 7, to review and act to approve an increase in EMS billing fees. Jeff Braun, Executive Director, notified the Board that there has not been an increase in billing fees since 2020 even though operating costs have increased and medical supplies have escalated over the past five years by a rate of ten to fifteen percent each year. The EMS division has expanded its capabilities by adding a pre-hospital blood program, advanced diagnostic capabilities for field supervisors along with new medications and treatment modalities. Commissioner Graves made a motion to approve the 15% increase as presented by staff. 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 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, spoke about the Building Committee meeting held in October 2025 regarding the Rodeo Palms Fire Station. A directive was given to David Slattery to provide an updated program for the site to include a three-bay station and explore alternative building systems. The architectural agreement was submitted for approval with Slattery Tackett Architects, LLP that included the benchmark schedule for the project and to authorize Jeff Braun, Executive Director, to execute documents.

Commissioner Hagdorn made a motion to approve the contract and authorize execution as presented. The motion was seconded by Commissioner Graves. The motion was approved by a vote of 5 – 0. Mr. Braun continued to inform the Board of the need to request a zoning variance from the City of Manvel to facilitate the construction of the vehicle maintenance facility on the property behind EMS Station. Discussion was had as to the necessity of the facility. In order to fulfill that request to the City of Manvel, Jeff Braun, Executive Director, and David Slattery, Slattery Tackett Architects, LLP, would need approval from the Board. Commissioner Davis made a motion to approve 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 9, to receive a report on District EMS operations from District EMS Captain, Melissa Aldape, in the absence of EMS Chief, Tim Welch. Captain Aldape acknowledged outstanding patient care and compassion from crew members from a call back in October and another crew responded to in November. She spoke about collaborative training with Danbury EMS at the cadaver lab. The EMS Division is participating in the regional and local planning sessions for the FIFA Cup for 2026. Chief Lammert and Captain Aldape will be attending a meeting on December 9th for continual planning. Captain Aldape discussed the possible need to staff Medic 74 during this event to cover the extra call volume. She talked about the progress being made by Priority One with the clean up of data.

The next item to be addressed by the Board is agenda item 10, to receive a report on District Fire operations from District Fire Services Administrator, Jack Helton. Mr. Helton went over fire division updates regarding the completion of fire hose testing, bi-annual breathing air maintenance and generator testing and maintenance. The bid process is in progress for SCBA maintenance, hose testing, ladder testing and PPE cleaning and testing. He went over the maintenance being performed or completed with the District's fleet. In the update regarding the facilities, he spoke of the quarterly pest control that was completed and the generator maintenance that has been completed. Mr. Helton discussed the leveling of the parking lot at EMS Station 1 and the removal of the bay doors that have been removed for the remodeling of the building. He went over the data in relation to the number of responses per provider and the comparison between 2024 to 2025.

The Board then addressed agenda item 11, to receive the Communications report from Cindy Reaves, Administrative Director. Mrs. Reaves talked about the video that was posted and the number of hits it had received. She mentioned to the Board that her plan is to post more of the same type of videos from other staff, Commissioners, etc. in the future. She went over the communication outreach numbers. She reported on the three chamber events she had attended and reminded the Commissioners of the State of the City of Iowa Colony in January. Commissioner Graves congratulated Cindy on her election to the Alvin Chamber of Commerce.

The Board then addressed agenda item 12, to receive an update on operations and administration from Executive Director, Jeff Braun. Mr. Braun mentioned the changes Randall Parr, District CPA, has made to the structure of the finance report making it easier to read and find information. He spoke of a meeting he has scheduled with Representative Jeff Barry for January 15, 2026 to discuss the ESD. It is in the works to schedule a meeting with Commissioner Burrige to discuss the ESD and what is going on in the District and his precinct. The building committee met to receive updates and information for moving forward with the renovations at EMS Station 1. Jeff talked about current and upcoming projects within the district. At the end of his report, a picture was taken of the Commissioners and staff with the Blue Santa box filled with toys that have been donated for a wonderful cause.

The Board then addressed agenda item 13, 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 7:46 P.M.

The Board reconvened in Open Session at 9:06 P.M.

The Board returned to address agenda item 14, to review and act on a request from the Brazoria County Sheriff to enter into a mutual aid agreement, pursuant to HB33. Commissioner Davis 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 proceeded to address agenda item 15, 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 9:07 P.M.



Matt Graves, Secretary/Treasurer