

**MINUTES OF THE March 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 March 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 **FRANK HAGDORN**, District Vice President. The Commissioners present were **FRANK HAGDORN, MATT GLAVES, GEORGE BULLINGTON** and **TANDA FIOCCHI-AZBILL**. **DARRELL VALUSEK** was not in attendance. 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, Finance Specialist Kristen Opre, 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, Special Recognition of EMS Personnel. Chief Tim Welch recognized Merritt Boozer for her completion of the Field Training Evaluation Program and administered the District's EMS oath to Ms. Boozer.

The Board then addressed agenda item 4, 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. February 10, 2025, District Meeting.
  - ii. February 10, 2025, Special Meeting for Sales Tax Election.
- 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 items a.i., a.ii. and b. as presented by staff. The motion was seconded by Commissioner Bullington. The motion was approved by a vote of 4 to 0.

The Board then addressed agenda item 5, Non-Consent Agenda – items removed from the Consent Agenda. No items removed, no action taken.

The Board then addressed agenda item 6, to review and act on the Ad Valorem Tax Exemptions for 2025. District Executive Director Jeff Braun discussed the property tax exemptions that are allowed each year under three categories: Homestead, over 65 years of age and disability. The Board reviewed the exemptions granted last year: \$10,000 for anyone over the age of 65 and persons with disabilities and no exemption for general homestead. Commissioner Graves made a motion to grant the same level of exemptions for 2025 as granted in 2024. The motion was seconded by Commissioner Fiocchi-Azbill. The motion was approved by a vote of 4 to 0.

The Board then addressed agenda item 7, to review and action to approve EMS Policy Revisions. Chief Tim Welch noted that policy 1114 Employee Orientation was discussed and approved at the February Board meeting, but that it has been edited since then. He indicated that the correct version is presented for approval tonight. Chief Welch went on to review policy 2308, EMS Supervisors. The policy changes the wording from Squad 70 to EMS Supervisor and better outlines who the EMS Supervisor can be. The new policy also allows for the Chief or Deputy Chief to take the vehicle home as long as they live within 20 miles of the BCESD3 station. Previously they have responded in their personal vehicles. He noted that revised policy 2401, Mutual-Aid Assistance, has been changed to notify neighboring departments of the available unit resources daily as long as certain criteria is maintained in the District. For proposed policy 3002, Clinical Credentialing policy, Chief Welch noted this was already in effect but now is formally submitted for approval. The policy explains the expectations of the staff to receive the credentialing. Chief Welch talked about policy 3101, Clinical Incident Investigation and the necessary changes made to reflect the EMS Chief rather than the Executive Director and Assistant Director. He then presented policy 3105, Quality Assurance/Quality Improvement. He explained that the existing policy refers to the schedule from previous years. The changes update the schedule and the time allotted to respond to clinical quality improvement question. Chief Welch mentioned that more policy changes could come in the future to reflect the ever-changing needs of the Department. Commissioner Graves made a motion to approve policy changes / updates as

presented by staff. 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 act on an Interlocal Agreement with the City of Manvel to access the City's fuel pumps during the event of an emergency. Jeff Braun discussed the need to have an agreement in place with the City as it makes reimbursements through the State and FEMA easier. Commissioner Graves made a motion to approve the agreement as presented by staff. The motion was seconded by Commissioner Fiocchi-Azbill. The motion was approved by a vote of 4 to 0.

The Board then addressed agenda item 9, to review and take necessary action to approve changes to the Demi John VFD Fleet, including action regarding surplus vehicle disposition. Executive Director Jeff Braun began by explaining this had been in discussion for a while, but documentation needed to be pulled together. He then deferred to the District's Fire Services Administrator Jack Helton for further information. Mr. Helton talked about the transfer of three different vehicles: two belong to Demi John Volunteer Fire Department which the VFD wants to transfer to the District; the third would be a transfer of title from Oyster Creek VFD to the District, with the vehicle to be located at Demi John VFD. Jeff Braun reported that there are two other vehicles to potentially transfer from the VFD to the District; however, there are questions relating to the compliance with a grant related to the vehicles' original acquisition. Commissioner Graves made a motion to approve the transfers with the contingencies discussed about compliance with the grant requirements. 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 receive a report on District EMS operations from District EMS Chief, Tim Welch. Chief Welch noted the recent institution of a safety stand-down to refocus on patient safety. This will continue quarterly per Chief Welch. He provided the statistics for the month January since there was a problem with the ESO data last month. He noted that generally, call volume numbers are up across the board. He reported on mutual aid given to outside agencies and received from outside agencies.

The Board then addressed agenda item 11, to receive an update on operations and administration from Executive Director, Jeff Braun. Mr. Braun talked about the collaboration

between staff to complete the necessary steps to receive reimbursement from TDEM for the damage from Hurricane Beryl. He reported on the closing of the Rodeo Palms land. He noted that legal counsel John Peeler is waiting on the title company for the file-stamped deed so he can update the CAD. Mr. Braun has spoken with David Slattery in relation to moving forward with the programmatic phase. He brought up the monthly reports for the Commissioners. His goal is to include a fire report in the future. The information for these reports will come from the providers. He talked about the providers using the ESO system for the District to be able to pull the statistics for the reporting. He noted that he intends to include a fleet report in the future as well but that will take a little more work. He talked about the use of the software Operative IQ for inventory and asset management that will be able to give the information needed for the monthly report. This software has the capability tracking of inventory and assets. Mr. Braun talked about the information provided in the financial reports and asked the Commissioners to let us know what may or may not be necessary. With the new CPA, Randall Parr, more detailed information has been provided. The annual report to the MUD 21 and MUD 22 Boards has been approved by agreement of the MUD Boards to be January through December each year and is due within the first quarter.

The Board then addressed agenda item 12, to receive the Communications report from District Staff, Cindy Reaves. Mrs. Reaves reported: the Community Engagement Committee is growing with people requesting to be a part of the group, including the Brazoria County Fire Marshall. She mentioned upcoming dates for the Commissioners and others. There were new people who attended the Community Engagement meeting this past month. She talked about the blood drive that will be held April 22, 2025. Her plan is to make this a competition between Fire and EMS to promote attendance. Community Education material will be handed out at that even. She gave information about the local Sales Tax report that has been completed. She gave information about the District website and social media updates on District activities.

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 7:32 P.M.

The Board reconvened in Open Session at 8:04 P.M.

The Board then addressed 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.

The Board then addressed agenda item 15, to review and act on matters related to lawsuits and claims against the District, including engaging legal counsel. No action taken.

The Board then addressed agenda item 16, to review and act to approve a Revised Lease Agreement with Iowa Colony Volunteer Fire Department for the Lease of the District Station in Iowa Colony. Commissioner Graves made a motion to approve as presented by staff. The motion was seconded by Commissioner Hagdorn. The motion was approved by a vote of 4 to 0.

The Board then addressed agenda item 17, to review and act on 2024 Interlocal Agreement extension with City of Angleton. Commissioner Graves made a motion to approve as presented by staff. The motion was seconded by Commissioner Bullington. The motion was approved by a vote of 4 to 0.

The meeting was adjourned at 8:07 P.M.

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

Matt Graves, Secretary/Treasurer