

MINUTES OF THE JULY 14, 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 July 14, 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, 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. County Commissioner Linder thanked the Board and staff for their work for the community and thanked Mr. Davis for his willingness to serve on the District Board. The Board thanked Commissioner Linder for his support of the District's work.

The Board continued to agenda item 3, to administer Oath of Office to De Wayne Davis to serve as a Commissioner for a term of office beginning July 8, 2025 and expiring December 31, 2025. The Oath was administered by the District's Administrative Clerk, Charla Armstrong, in her role as a notary public.

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. June 09, 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.
- c. Approve submission of the grant application to Texas Mutual.
- d. To review and take action to approve EMS Policy and Procedure Revisions for Documentation of Patient Care and Quality Assurance/Quality Improvement.

Commissioner Graves made a motion to approve items a.i., b, c and d 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 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 Truth in Taxation procedures and calendar and to set dates for Budget and Tax Rate proposals. Legal Counsel John Peeler reviewed the procedures, including the upcoming dates for meetings to propose and set the tax rate. The Board has previously agreed to propose the Budget and Tax Rate on August 11, 2025 and to hold a special meeting on August 25, 2025 for a public hearing and to take final action on the tax rate. No action was taken.

The Board then addressed agenda item 7, to review and approve agreements for the First Responders Organization (FRO's) for Manvel VFD and Iowa Colony VFD. Jeff Braun, Executive Director, informed the Commissioners of the discussions and interest the fire departments have had previously in the FRO program. Mr. Braun noted that EMS Chief Welch, Fire Services Administrator Jack Helton and legal counsel John Peeler worked together on the agreements for the fire departments. Chief Tim Welch took the floor to further discuss the FRO program and what all that entails and what the fire departments will be able to administer. They will be under the licensing of the Medical Director of the District. This program allows for faster care of patients when EMS is tied up at the hospitals or on other calls. Chief Welch talked about this program going "live" in September of 2025. Commissioner Hagdorn asked about the fee associated with the Medical Director which Mr. Peeler explained the additional fees and how much per fire department they would be. Per Chief Welch, the necessary equipment for this program will be provided by EMS. In the future, he will also be looking into grants for AED's. The fire departments will be functioning at a basic level life support care and be able to administer minimal medications. Commissioner Bullington asked how much this will cost. Chief Welch went into detail as to what it will take to get the program started with the cost of around \$19,000.00. Commissioner Graves made a motion to approve the agreements 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 8, to review and act to approve the revised contract with District Medical Director to include First Responders Organization. Jeff Braun, Executive Director, addressed the revisions made by legal counsel to the Medical Director's existing contract to include the First Responders Organization with Manvel VFD and Iowa Colony VFD as related to the previous agenda item. Commissioner Hagdorn made a motion to approve the item as written. The motion was seconded by Commissioner Graves. The motion was approved by a vote of 5 to 0.

The Board then addressed agenda item 9, to review and act to approve bids submitted on repairs and upgrades to Demi John Volunteer Fire Department. Jack Helton, Fire Services Administrator, addressed the board with upgrades needed at Demi John VFD. These upgrades on one proposal includes heaters, wall covers, raising of the floor on the far right side of the bay (facing the building from the outside) so water does not come in and replace the front drive area where the trucks turn and back in with concrete for durability and longevity. The County will redo the drainage to allow for the changes. Another project at Demi John VFD is the sealing of the entire roof line. The previous work completed on this area just covered the penetration points, not the entire roof. The quote provided includes the entire roof and comes with a five-year warranty. The funding would come from money already budgeted for Demi John VFD. Commissioner Graves made a motion to approve the repairs to the roof but the remaining upgrades/repairs were tabled for a later date. The motion was seconded by Commissioner Hagdorn. The motion was approved by a vote of 5 to 0. The Board and staff generally discussed the need to review the other repair and renovation items in order to put forth a package for a project that would be bid under relevant bidding requirements.

The Board then addressed agenda item 10, to review and act to approve the Vehicle Committee's recommendation to obtain bids for three chassis and related equipment. Jack Helton, Fire Services Administrator, discussed the need to replace current apparatus. The purchase of the three fire trucks would allow for newer trucks in all six agencies. Mr. Helton shared that the three new fire trucks would go to Manvel, Iowa Colony and Danbury. The existing apparatus would go to Danbury, Demi John and CR. 143. A conversation ensued as to what will happen with the existing trucks at Danbury, Demi John and CR. 143 that are being replaced. Mr.

Helton explained that the options are to look at the trade in value or to send them to auction. Commissioner Davis posed the option of donating to a department in need, depending on any limitations. It was further discussed to keep one as a reserve. The Board and staff generally discussed the purchase of trucks through a cooperative purchasing program, such as HGACBuy in order to comply with bidding requirements. Mr. Helton talked about the availability of stock trucks already in production and if a decision is made by August, the District could have the three fire trucks by May 2026. Commissioner Hagdorn made a motion to approve moving forward 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 11, to review and act to approve the purchase of a new ambulance to replace A62009/2016. Chief Welch discussed the repairs that have been completed on this ambulance and the costs associated with those repairs along with the mileage. The replacement of this ambulance is part of the ten year capital plan. Frazier has quoted at 16 to 24 month delivery time. Chief Welch stated that a Letter of Intent is needed to begin this purchase with no money up front and noted that this is a purchase through HGACBuy cooperative purchasing program. Commissioner Hagdorn made a motion to approve purchase as presented. The motion was seconded by Commissioner Davis. The motion was approved by a vote of 5 to 0.

The Board then addressed agenda item 12, to review and act to approve the purchase and installation of new generator at Station 1. Jack Helton, Fire Services Administrator, discussed the operation and test load capacity of the current generator. With the upcoming renovations at Station 1, the current generator would not be sustainable in the event of usage during a power outage. After little discussion, this item was tabled for future discussion and information. No action taken.

The Board then addressed agenda item 13, to review and act on the District's Records Management Policy and appointment of records officers. John Peeler recommended approval of a records management policy to be filed with the Texas State Library and Archives Commission, to appoint Jeff Braun as the main Records Management Office and Charla Armstrong as the records liaison officer so that the District will be up to date with the records retention requirements. Commissioner Graves made a motion to approve the recommendation 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 14, to receive a report on District EMS operation from District EMS Chief, Tim Welch. Chief Welch reported on correspondence he received from Pearland which thanked BCESD 3 EMS for backing in so Pearland staff could attend the funeral of a fallen firefighter. Captain Kerver complimented and gave high praise to our crew that responded to the call, Goddin, Chavez and Progner. He spoke of the professionalism they showed and their ability to maintain their composure during an emotionally charged situation and the high level of care given. Chief Welch went on to discuss the First Responders Organization and the next step being to apply for the licensure and the license number being put on their apparatus. Chief Welch spoke of the special events within the community and the coverage needed for these events. Currently, there is no charge for covering the events. Due to the timing of the notice of these events in relation to the date of the event, it is a challenge to staff the event and is costing money. Chief Welch is looking at putting a plan in place to at least cover the labor cost for staff. He touched on the blood program and the statistics associated with it. Further, Chief Welch talked about the continuing issues with ESO but went on to give the statistics for the month.

The Board then addressed agenda item 15, to receive an update on operations and administration from Executive Director, Jeff Braun. Mr. Braun talked about Daphney Hinz, Human Resources Generalist, attending the TCDRS conference to ensure the District is up to date on the pension program and returning with information that may be beneficial to employees. He mentioned the work being done on the budget and the requests that have gone out for budget proposals from the providers, cities and EMS agencies with an August 4, 2025 deadline. Mr. Braun stated that initial information is needed for Randy Parr, District CPA, for the tax setting process. He followed up with information regarding the generator at Station 1 and the maintenance/testing that is performed on all eight generators in the District twice a year. Mr. Braun talked about the special meeting scheduled for July 28, 2025. He went on to talk about signs that have been put up at the Liverpool and Rodeo Palms property about no dumping, no trespassing. Also the signage at Rodeo Palms stating coming soon Manvel Fire Station. The

Building Committee will be meeting with David Slattery to go over the programming phase. The Legislative Session was discussed in regards to complying with training.

The Board then addressed agenda item 16, to receive the Communications report from District Staff, Cindy Reaves. Mrs. Reaves started with a call volume report for the first quarter. She has attended seven community chamber events and joined the Pearland Chamber. She talked about the District's Instagram account that has been shut down but will re-established under the District's name. The next community engagement meeting is scheduled for August 12, 2025 and she has challenged the attendees to bring someone with them to this meeting. She mentioned the next blood drive on September 29, 2025. Mrs. Reaves and Chief Welch will work together on a press release to kick off the First Responders Organization.

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. There was no action taken, no closed session was held.

The Board then addressed 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.

The Board then addressed agenda item 16, to review and act on matters related to lawsuits and claims against the District, including engaging legal counsel. No action taken.

The meeting was adjourned at 8:01 P.M.

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

Matt Graves, Secretary/Treasurer