

MINUTES OF THE AUGUST 11, 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 August 11, 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, 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 continued to agenda item 3, which was postponed due to personnel not being able to attend.

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. July 14, 2025 – District Meeting.
 - ii. July 28, 2025 – Special 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. Accept a \$10,000 donation from LyondellBasell for the purchase of two SCBA units for the District's Chevy Tahoe and one as a backup.

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 5, Non-Consent Agenda – items removed from the Consent Agenda. No items removed, no action taken.

The Board proceeded to agenda item 6, to review and act to propose the District 2026 budget. Jeff Braun, Executive Director, presented the proposed budget, noting that it can still be adjusted and changed by the Board as they deem necessary. He noted that staff will continue to consult with District's CPA, Randall Parr which could lead to changes over the next few weeks before final adoption on August 25th. Mr. Braun noted the meeting has been set for the public hearing and to finalize the budget for FY 2026 later in the month. Currently, the budget is based on the de minimis tax rate. He stated that the budget can be adjusted by staff if the Board decides to go with a different tax rate. Mr. Braun thanked the staff for the effort that was put into the budget and talked further about the extensive changes to the budget that included the org chart that was recently put into place that shows four departments and the breakdown of each department, Fleet and Facilities, Fire, EMS and Department of Administrative Services. He talked about how the budget now reflects the total amount of monies being spent with the Providers in the District. The budget has been reworked for transparency to show where the money is actually allocated. With the changes to the structure of the budget, it is aligning the financials plans in with the strategic plans. Commissioner Graves spoke of the work associated with compiling the budget and the detail that is included. Commissioner Hagdorn made a motion to propose the 2026 Budget as presented. The motion was seconded by Commissioner Graves. The motion was approved by a vote of 5 to 0.

The Board then addressed agenda item 7, to review and act to propose the District 2025 Tax Rate. John Peeler, District legal counsel, addressed the Board regarding the tax rate. He explained the tax proposal is a multi-step process where the proposed budget must be adopted prior to the final adoption of the proposed tax rate. The proposed tax rate scenarios were based on the information supplied by the County Tax Office. Mr. Peeler answered questions presented to him by the Board of Commissioners regarding the process and procedure for adopting the tax rate, stating that by using the De Minimus Rate, no election would be triggered. Commissioner Graves made a motion to propose a total tax rate of \$0.079229/\$100. The motion was seconded by Commissioner Hagdorn. A roll call vote was taken with Commissioners Valusek, Hagdorn,

Glaves, Bullington and Davis voting for the proposed rate. There were no votes against the tax rate.

The Board then addressed agenda item 8, to review and act to set the date, time and location of the Public Hearing on the Tax Rate setting. Jeff Braun, Executive Director, stated the recently proposed date of August 25, 2025 at 6:30 pm to be held at 6931 Masters Road, Manvel, TX 77578. Commissioner Glaves made a motion to approve the date, time and location of the Public Hearing. The motion was seconded by Commissioner Hagdorn. The motion was approved by a vote of 5 to 0. Mr. Peeler noted that his office and staff will coordinate with the Tax Office on the publication and posting of the required Notice of Public Hearing.

The Board then addressed agenda item 9, to review and act to set the date, time and location of the meeting to take final action on the adoption of the Budget and Tax Rate. Jeff Braun, Executive Director, explained that the current plan calls for the public hearing to be held first, followed by budget adoption and tax rate adoption at the same meeting. Commissioner Hagdorn made a motion to approve August 25, 2025 at 6:30 pm to be held at 6931 Masters Road, Manvel, TX 77578 for the adoption of the budget and the tax rate. The motion was seconded by Commissioner Glaves. The motion was approved by a vote of 5 to 0.

The Board then addressed agenda item 10, to review and act to call for an election on the proposed Tax Rate Increase. John Peeler, District legal counsel, informed the Commissioners that there is no need to call for an election as the proposed rate does not trigger the need for an election. No action was taken.

The Board then addressed agenda item 11, to review and take action on approval of Loan Agreement, Promissory Note and related documents from Government Capital and Webster Bank for the renovations at Station 1. John Peeler, District legal counsel, notified the Commissioners that the loan documents have been received and reviewed for the loan that the Board has previously approved the general terms and selection of the lender. His recommendation is to vote to approve the loan agreement and all related documents and to authorize execution by the appropriate district officers. Commissioner Hagdorn made a motion to approve 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 take action to approve the agreement with Bass Construction for the renovations at Station 1. With the special meeting that was held on July 28, 2025 to select a contractor for the renovations based on scoring criteria, John Peeler, District legal counsel, notified the Commissioners of his conversations with David Slattery and Bass Construction with a few minor changes made to the agreement supplied by Bass. It is Mr. Peeler's recommendation to approve as presented. Commissioner Hagdorn made a motion to approve the contract with Bass Construction as presented. The motion was seconded by Commissioner Graves. The motion was approved by a vote of 5 to 0.

The Board then addressed agenda item 13, to review and take action to approve the purchase of three chassis and related equipment. Jack Helton, Fire Services Administrator, addressed the Board regarding the process and selection of a vendor for the purchase of the chassis based on the District's policy. After the Committee received quotes and interviewed the four vendors, the selection was narrowed down to two candidates. After further conversation and work within the Committee, it was agreed that Spartan, with Metro as the dealer, was the best and most cost effective choice. Mr. Helton referenced the price on the memo is the cost of the apparatus and make ready. The additional cost of \$275,000 will be for the actual equipment (ie, saws, hand tools, etc.) will go through the bid process to ensure the best deal for the equipment. The timeline for delivery is guaranteed 330 days. Commissioner Graves questioned if there is a discount for buying the chassis with prepayment. Jack Helton stated that a discount of \$46,026 with \$1.2 million up front for the three chassis. The Board, staff and counsel generally discussed the process for prepayment and securing a loan for the total cost of the trucks, noting there is time to work out such details prior to the delivery of the chassis. Commissioner Graves made a motion to approve the purchase and chassis prepayment 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 review and act to approve Standby Coverage and Standby Fee Increase. District EMS Chief, Tim Welch, discussed the need for Standby Coverage and the lack of funding it has received in the past. He is asking for an established procedure and process to be followed to request the coverage by outside agencies, vendors, and private functions. Chief Welch talked about the current rate and that it does not cover the

overtime needed to supply the coverage at an event. Chief Welch and Cindy Reaves, Administrative Director, are currently establishing the online request form, the online procedure to request an ambulance and the cost associated with the coverage. He is requesting a 16% fee increase over the current rate of \$110.00 per hour which would raise the hourly rate to \$128.00. The hourly rate only covers the overtime to staff the dedicated asset for the event. Commissioner Hagdorn made a motion to approve as presented. Commissioner Davis seconded the motion. The motion was approved by a vote of 5 – 0.

The Board then addressed agenda item 15, to review and act on the disposition of surplus and salvage property. Chief Welch, District EMS Chief, discussed stair chairs that are in the EMS inventory, which have already been replaced, that Stryker will no longer perform preventive maintenance on the chairs. He informed the Board that most equipment has seven to ten years of life. Demi John VFD had expressed an interest in any stair chairs no longer being used by Brazoria County Emergency Services District #3 EMS. The stair chairs will be purchased by Demi John VFD from Brazoria County ESD #3. Commissioner Graves made a motion to approve the item as presented to transfer surplus property to the VFD as allowed by the Health and Safety Code. The motion was seconded by Commissioner Hagdorn. The motion was approved by a vote of 5 - 0.

The Board then addressed agenda item 16, to receive a report on District EMS operation from District EMS Chief, Tim Welch. Chief Welch began with an event held the previous week with Alvin Independent School District Sports Medicine from Manvel, Iowa Colony and Shadow Creek. The event covered what EMS can handle clinically and what the school district has to offer for their athletes. Hands on training was provided as well, and Alvin ISD would like to come back each year to participate in this type of event. Chief Welch went on to talk about the FRO program and how it is moving forward and the contracts have been signed. The program will begin mid to late fall of 2025. He talked about the numerous events that EMS has scheduled to attend for Standby Coverage and how that number is increasing. Currently there are 31 events scheduled for coverage. Next month EMS will begin with their annual performance evaluations. The data

provided this month is mainly provided by WesCom. Overall, the numbers are up for each unit and mutual aid provided to outside agencies.

The Board then addressed agenda item 17, to receive an update on operations and administration from Executive Director, Jeff Braun. Mr. Braun talked about on-going projects throughout the District: the repairs happening at EMS Station 1 roof leak and the warning signs on Masters Road, which an engineer is necessary to complete this task. He spoke of the change of P Cards and the timeline for completion prior to the existing P Cards expiring. He noted the change in P Cards is due to the Comptrollers office changing vendors. Government Capital loan documents have been approved for the renovations at Station 1 and the Bass Construction agreement. David Slattery notified Mr. Braun that the building permit has been approved by the City of Manvel. Mr. Slattery will also have the programming budget for Rodeo Palms fire station in the next couple of weeks, along with the preliminary design for the Lakes of Savannah station.

The Board then addressed agenda item 18, to receive the Communications report from Cindy Reaves, Administrative Director. Mrs. Reaves started with a meeting she is scheduling with Coveler and Peeler to discuss a multitude of items for the Commissioners. As of now, she is looking at September 16, 2025. Mrs. Reaves is beginning to work on the Fall Festival for the Lakes of Savannah. She is continuing to build relationships through the Chambers that the District is a part of. There is a blood drive scheduled for September 29, 2025. There is a Community Engagement meeting scheduled for Thursday and she is aware of five people who have invited guests to attend with them to further educate the community.

The Board then addressed agenda item 19, 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 meeting was adjourned at 7:48 P.M.



Matt Graves, Secretary/Treasurer