

MINUTES OF NOVEMBER 3, 2025 REGULAR MEETING OF THE BRAZORIA COUNTY EMERGENCY SERVICES DISTRICT NO. 2

A meeting was duly called of the Brazoria County Emergency Services District No. 2, held at the Fire Training Center located at 4144 CR 353, Brazoria, Texas 77422, on November 3, 2025.

1. Call meeting to order, roll call and establish a quorum.

The meeting was called to order at 12:00 p.m. by Commissioner **McCaffety**, Board President. Those commissioners present when the meeting was called to order were **Jason McCaffety, Craig Peterson, Richard Allen** and **Chuck Richardson** and **Chris Motley**; Marissa Iguess with Myrtle Cruz, and David Manley, the District's legal counsel, was also in attendance. Members of the service providers also attended the meeting.

Roll call of providers.

The following Service Providers were in attendance:

- Sweeny Fire Department
- Brazoria Fire Department
- Jones Creek Fire Department
- Old Ocean Fire Department
- Wild Peach Fire Department
- Rivers End Fire Department
- West Columbia Fire Department.
- Damon Fire Department

2. To receive public comment.

None received.

3. To approve minutes from prior meetings.

Commissioner **Richardson** made a Motion, seconded by Commissioner **Allen** to approve the September and October meeting minutes. By a vote of 5 to 0, the Motion carried.

4. To receive and approve the District's financial report and pay District bills.

Ms. Iguess provided a summary of the District's financial position as prepared by Myrtle Cruz. For a more detailed overview of the District's financial condition, see the financial report on file with the District. Commissioner **Richardson** made a Motion, seconded by Commissioner **Allen** to approve the financial report and pay the District's bills. By a vote of 5 to 0, the Motion carried.

5. **To review, discuss an act regarding authorization and assignment of additional District credit cards to Board Commissioners.**

No action.

6. **To review and modify District budgets.**

No action.

7. **To review and act on records management issues, including records management policies, personnel, procedures, schedules and disposition of documents in accordance with applicable statutes and Texas State Library and Archives Commission guidelines.**

Commissioner **Richardson** made a Motion, seconded by Commissioner **Allen** to approve the District's Record Management policy, naming Commissioner Allen as the RMO and Commissioner Peterson as the Liaison. By a vote of 5 to 0, the Motion carried.

8. **To review, discuss and act on the acquisition of equipment, vehicles or apparatus.**

Brazoria County FD informed the Board that they have received the Tgrant from the Texas Forest Service in the amount of \$300,000 and that they are looking for a new Tanker / Pumper tp replace Engine #41. No action taken.

9. **To modify, renew or cancel service contracts with the District's service providers.**

No action taken.

10. **To review and approve expenses incurred for the repair, service and maintenance of equipment, vehicles or apparatus.**

No action taken.

11. **To review and act on improvements, repairs, maintenance and construction of facilities.**

No action taken.

12. **To receive monthly or quarterly reports from contracted service providers regarding run reports, training, call statistics, department rosters, and emergency services activities.**

Commissioner Allen reported on the status of provider reports. No action taken.

- 13. To review and discuss the budgets, financial reports, audit letters and expenditures of the contracted service providers.**

No action taken.

- 14. To review, discuss and act on the purchase of training tools and props.**

No action taken.

- 15. To review and act on approval of expenses related to upcoming training classes, course materials, equipment and related expenditures to be incurred by the District.**

No action taken.

- 16. To review and act on issues with dispatching.**

Memorandum of Understanding needs to be prepared for West Columbia. Commissioner **McCaffety** will follow up with them. No action taken.

- 17. To review, discuss and act on disposal of surplus equipment.**

No action taken.

- 18. To review, discuss and act on real estate matters.**

No action taken

- 19. To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel regarding pending or contemplated litigation, settlement offers, real estate matters, or on matters which require confidentiality under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas.**

No action taken.

- 20. To meet in Closed Session pursuant to Government Code §551.071 to deliberate on real estate matters.**

No action taken.

- 21. To act upon matters discussed in closed session.**

No action taken.

- 22. To set the date for the November 2025 regular meeting.**

The next regular meeting was set for December 1, 2025 at 12:00 p.m.

23. Adjournment.

There being no further business brought before the Board, Commissioner **Allen** made a Motion, seconded by Commissioner **Motley** to adjourn. By a vote of 5 to 0, the Motion carried, and the meeting was adjourned at 12:28 p.m.

The foregoing minutes were passed and approved by the District Board of Commissioners on December 1, 2025.


Richard Allen
Secretary of the Board