

**MINUTES OF THE OCTOBER 8, 2018 MEETING OF THE**  
**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 **October 8, 2018**, at the District's Manvel EMS Station, 6931 Masters Road, Manvel, Texas 77578

The meeting was called to order at 6:30 P.M. by **DARRELL VALUSEK**, District President. Those commissioners present were **DARRELL VALUSEK, MIKE JONES, FRANK HAGDORN, MATT GLAVES**, and **ROY BEKEN**. Also present were District Executive Director Dave Ferguson, District bookkeeper, Lori Buckner of Myrtle Cruz, Inc., District legal counsel John Peeler of Coveler & Peeler, PC, chiefs, directors, and members of the District's fire and emergency medical service providers, and members of the public.

The Board then opened the floor for public comment under item 2 of the agenda. Joe Stepchinsky, reminded the board of the Rosharon Volunteer Fire Department's annual fundraiser. It will be the 38<sup>th</sup> fundraiser for Rosharon Volunteer Fire Department to be held on Saturday, October 27<sup>th</sup>, 2018.

The Board next addressed item 3, to receive reports from District providers. Lucille Maes, Director for Angleton Area EMC, reported the following: Total calls, January to September 3645 with District calls being 1585 up 60 calls; there are a total of 45 members, 38 members, 6 probationary members and 1 office manager; there are 13 EMT basics, 8 intermediates and 23 paramedics; several things being worked on, including revamping medical protocols, increased in-house training and FTO.

Demi John Fire Department and CR 143 Fire Department submitted written reports entailing information on personnel numbers, recent call volume and recent training.

The Board next addressed item 4, to review and approve the consent agenda. Mr. **BEKEN** made a motion, seconded by Mr. **GLAVES**, to approve the consent agenda consisting of minutes of meetings held on September 10, 2018, September 27, 2018 and October 1, 2018 and Financial and bookkeeping matters, including payment of the bills and review of reports concerning the District financial condition and investments. The motion carried by a vote of 5 to 0.

The Board then addressed item 6, the Non-Consent Agenda, including items removed from the Consent Agenda. No items submitted.

The Board then addressed agenda item 7, approval of sales of properties held in trust by Brazoria County Tax Office. No action was taken as no property files were received from the County.

The Board then addressed agenda item 8, to review and take action to set meeting dates for additional 2019 budgeting workshop(s). Mr. Ferguson proposed to the board the following dates for consideration for a third budgeting workshop, Monday, October 15, 2018 and Monday, October 22, 2018. After discussion, the Board agreed, the next budgeting meeting would be Monday, October 15, 2018 at 6:30 P.M.

The Board then addressed agenda item 9, to receive a presentation from the Executive Director regarding the 2019 budgeting process and the State of Texas Purchasing Card Program, including action to approve use of Program. Mr. Ferguson presented a PowerPoint presentation outlining the purchasing card process. Mr. Ferguson stated there are three types of payment. Mr. Ferguson explained there is direct payment where the District pays directly, indirect payment, where the Providers would use a District approved debit card, and the Capital purchasing process which has not changed. Mr. Ferguson reminded the Board that there will be a prioritized list for capital items. Mr. Ferguson then gave examples of each payment type and stated that there are items that are still negotiable as the District better understands the needs of Providers and the Purchasing Card Program.

Mr. Ferguson then explained about the purchasing card program. Mr. Ferguson told the Board that there are still some questions that do not have an answer. Mr. Ferguson also advised there should be a pre-determined limit per provider, however the District could extend the limit if there is justification for the purchase. Mr. Ferguson advised there will be a detailed procedure for the use of the purchasing cards moving forward. Further, once the District is set up within the program, the District can move forward with the program. Mr. Jones inquired about how long before the District is approved. Mr. Ferguson explained it could be between 6 to 8 weeks.

The Board then addressed agenda item 10, to review and take action to modify District administrative procedures. Mr. Ferguson advised that a format for providers to

communicate directly with Commissioners has been previously discussed. Mr. Ferguson stated this can be done through public comment during district meetings and the Contracted Provider Feedback and Communication Policy, which was approved previously. Mr. BEKEN offered his opinion that the Communication policy was sufficient. Mr. Peeler made the suggestion that the Board look at instituting one or more citizen committees to work with Mr. Ferguson in making recommendations to the District on things that affect the District as a whole. Mr. Peeler proposed the Board think about this suggestion between now and the November meeting.

The Board then addressed agenda item 11, to review and take action to approve a licensing agreement with Bound Tree Medical, LLC for the District's inventory and maintenance management software. Mr. Ferguson presented to the Board a contract from Bound Tree Medical, LLC. Mr. Ferguson request approval of the contract once some of the language has been corrected to be compliant with required contract language. After review, motion was made by Mr. **GLAVES**, seconded by Mr. **BEKEN**, to approve the contract once the necessary corrections have been made. After discussion, the motion was approved by a vote of 5 to 0.

The Board then addressed agenda item 12, to review and action to authorize the capital purchase of replacement thermal imaging cameras. Mr. Ferguson presented to the Board 2 quotes for thermal imaging cameras. Mr. Ferguson stated there are two departments whose cameras are broken and no longer serviceable, CR 143 Fire Department and Liverpool Fire Department. Mr. Ferguson explained the first quote is from Dooley Tackaberry and these are the same thermal imaging cameras as on the three new fire trucks. Mr. Ferguson explained the second quote is from Metro Fire and these are not the same. Mr. Ferguson recommended purchasing the thermal imaging cameras from Dooley Tackaberry due to standardizing equipment across the district. Mr. **GLAVES** suggested holding off on the purchase of the thermal imaging cameras. Mr. **JONES** advised this is lifesaving equipment. Mr. **GLAVES** disagreed and stated it was not necessary life-safety equipment. After review, Mr. **BEKEN** made the motion to postpone the purchase of the thermal imaging cameras, seconded by Mr. **GLAVES**. After discussion, the motion was approved by a vote of 4 to 1.

The Board then addressed agenda items 13 and 14, Closed Session. The Board entered Closed Session to consult with legal counsel and to discuss items related to potential real estate transactions at 7:19 P.M. and returned to Open Session at 8:21 P.M.

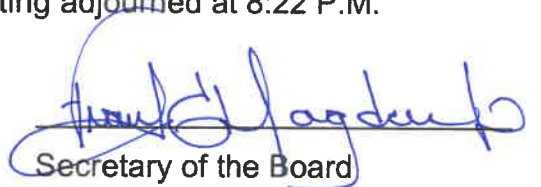
The Board then addressed agenda item 15, to review, discuss, and take action regarding the acquisition of real estate for the development of fire and/or EMS facilities, including, but not limited to, receiving information and engaging professional services related to the selection of real property for emergency services facilities. No action was taken.

The Board then addressed agenda item 16, to review and take action to approve the settlement agreement for any pending lawsuit against Holiday Lakes VFD. No action was taken.

The Board then addressed agenda item 17, to review and take action to revise emergency services provider funding including, but not limited to, additional operations funding, funding for grant matches, and capital advances. No action was taken.

The Board then addressed agenda item 18, to review and take action on emergency requests from providers for funds for, but not limited to, urgent repairs or replacement of equipment necessary to insure safety to providers and the public. No action was taken.

There being no further business brought before the Board, nor any further public comment upon Motion made, the meeting adjourned at 8:22 P.M.

  
Secretary of the Board