

**MINUTES OF THE JANUARY 14, 2019 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 **January 14, 2019**, at the District's Manvel EMS Station, 6931 Masters Road, Manvel, Texas 77578

The meeting was called to order at 6:37 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, Director of Administration Brian Owens, Assistant Director of Finance Beth Strobe, 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 addressed item 2, administer oath of office to re-appointed commissioners. The oath of office was administered by John Peeler to Commissioners **DARRELL VALUSEK, MATT GLAVES** and **FRANK HAGDORN**.

The Board next addressed item 3, elect District Board officers for the 2019 term. Motion made by Mr. **BEKEN**, seconded by Mr. **GLAVES** to re-elect the same board officers: President – Valusek, Vice President – Jones, Secretary – Hagdorn, Treasurer – Glaves, Assistant Treasurer/Assistant Secretary - Beken. The Motion carried by a vote of 5 to 0.

The Board next addressed item 4, to recognize individuals and/or providers for their service to the District. Dave Ferguson on behalf of the Board of Commissioners recognized three people that are transitioning from their roles within their community and within the District. The District recognized Steve DelBello who has recently stepped down after many years of service as the Manvel VFD Fire Chief, Chris Hogan who has recently stepped down after many years of service as the Angleton Fire Chief and Lori Buckner of Myrtle Cruz, Inc. who is leaving after years as the District book keeper. The Board thanked them for their hard work and dedication to the District and community.

The Board then opened the floor for public comment under item 5 of the agenda, but no public comment was offered.

The Board next addressed item 6, to receive and/or execute 2019 Emergency Services Provider Contracts. Mr. **VALUSEK** noted that contracts had been returned and would be counter signed by him with copies being returned to the providers soon. No action was taken.

The Board next addressed item 7, to receive reports from District providers. Danbury EMS submitted a written report entailing information on personnel numbers and certifications, recent call volume and recent training.

Chief Bynum provided an update for Iowa Colony VFD: Calls for service for 2018 total 152 runs, 3 calls year to date, 14 total members with 3 new members that will be attending training in the spring; hose and ladder testing has been completed with 13 sections of 2 ½" hose and 21 sections of 1 ¾" hose failing; all trucks have a full load of hose, but there is no spare hose at this time. Mr. **JONES** questioned where additional hose can be purchased to replace the hose that failed. Mr. Ferguson stated that we are in the process of developing what will be the standard moving forward.

Liverpool VFD Chief Josh Morris, presented the following: Calls for service for 2018 approximately 120-130 runs, 4 calls year to date, 17 total members; hose and ladder testing has been completed with 13 sections of hose failing; tanker failed the pump test; Lone Star Emergency Group has made repairs and they are now waiting for pump re-test.

The Board next addressed item 8, to review and approve the consent agenda. Mr. **BEKEN** made a motion, seconded by Mr. **GLAVES** to approve the consent agenda consisting of financial and bookkeeping matters, including payment of the bills and review of reports concerning the District financial condition and investments and to table the approval of the minutes from prior meetings. The motion carried by a vote of 5 to 0.

The Board then addressed item 9a – 9c, the Non-Consent Agenda, including items removed from the Consent Agenda. Mr. Ferguson made a recommendation of payment of the First State Bank loan payoff for Iowa Colony VFD for radios, Lone Star Emergency Group statement for vehicle maintenance and Danbury EMS – 1<sup>st</sup> quarter operations.

Motion made by Mr. **GLAVES** and seconded by Mr. **BEKEN** to follow Mr. Ferguson's recommendation and approve payment. The motion carried by a vote of 5 to 0.

The Board next addressed item 10, 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 item 11, to review and take action to release Myrtle Cruz, Inc. from bookkeeping services for the District, subject to reasonable assistance in transition and audit issues to be billed by Myrtle Cruz, Inc. Mr. Ferguson requested the Board release Myrtle Cruz from bookkeeping services for the District and advised that Lori Buckner has made herself readily available for assistance in the transition and will continue to do so. Motion made by Mr. **BEKEN** and seconded by Mr. **GLAVES** to approve the release of Myrtle Cruz. The motion was carried by a vote of 5 to 0.

The Board next addressed item 12, to receive a presentation from District administrative staff regarding changes to the District accounting processes. Ms. Strobe presented a PowerPoint presentation outlining a change in the accounting procedures for the District. Ms. Strobe recommended changing from cash basis accounting to modified accrual basis accounting. Ms. Strobe explained that governmental accounting has a much different goal from for-profit and nonprofit entities: a governmental entity is focused on current-year obligations, and the modified accrual basis focuses mainly on short-term financial assets and liabilities. Ms. Strobe concluded that the use of modified accrual accounting is used in an effort to present a logical matching of governmental fund expenditures with the revenues and other financial resources raised to pay for those expenditures based on budgetary constraints.

The Board then addressed item 13, to review and take action to modify District administrative procedures. Mr. Ferguson presented the following items:. He stated there is a resolution for changes in the Heritage Bank internal transfer of funds. Mr. Ferguson explained those authorized will be Commissioner **MATT GLAVES**, Executive Director Dave Ferguson and Assistant Director of Finance Beth Strobe. Motion made by Mr. **BEKEN** and seconded by Mr. **JONES** to authorize the change. Mr. Ferguson then reminded the Board about a section in the 2018 service agreement that requires providers to produce an audit. Mr. Ferguson requested direction on should the requirement of the

audit be waived or should the District fund the audits for each provider. Mr. **BEKEN** requested Ms. Strobe schedule an internal review. Mr. **BEKEN** made a motion and seconded by Mr. **GLAVES** to table the motion till the next meeting. After discussion, the motion carried by a vote of 5 to 0.

The Board next addressed item 14, to receive information regarding District and/or Provider participation in various grant programs and item 15, to review and take action to authorize the capital purchase of fire apparatus. Mr. Ferguson presented a proposal from Siddons Martin related to the presentation of the tanker grant awarded to the Manvel VFD by the Texas A&M University Forestry Service. He proposed an upgrade of the tanker to a frontline pumper and rescue truck. Mr. Ferguson noted the Forestry Service grant is for \$200,000. Mr. Ferguson advised the difference would be \$300,000, purchasing at 60% of the value. Mr. Ferguson recommended authorizing the purchase of the truck. Motion made by Mr. **JONES** and seconded by Mr. **HAGDORN** to authorize the purchase of the fire apparatus. After discussion, the motion carried by a vote of 5 to 0.

The Board next addressed agenda items 16 – 18, Closed Session. The Board entered Closed session to consult with legal counsel, to discuss items related to potential real estate transactions, and to discuss personnel matters at 7:38 P.M. and returned to Open Session at 8:23 P.M.

The Board then addressed agenda item 19, to review and take action on personnel matters including compensation, policies, benefits, scheduling, retention, and/or hiring employees including fire suppression personnel, EMS personnel, administrative staff, executive/command staff, and Executive Director. No action was taken.

The Board next addressed agenda item 20, to review and take action to amend the 2019 District budget. Mr. Ferguson recommended review with Rosharon VFD to evaluate operational items in the budget. No action was taken.

The Board next addressed agenda item 21, to review any and all issues related to coverage of the District by emergency services providers, including, but not limited to funding emergency services, coverage areas, proposed consolidation of providers, proposed assumption of services directly by the District, including hiring personnel, and

placement of emergency services facilities, vehicles, and equipment. No action was taken.

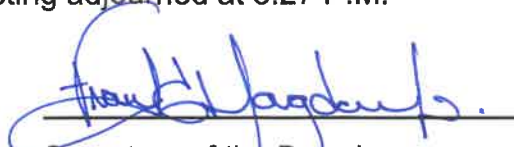
The Board then addressed agenda item 22, to review, discuss, and take action regarding the acquisition of real estate for the development of fire and/or EMS facilities, including, but not limited to, receiving information and engaging professional services related to the selection of real property for emergency services facilities. Mr. Peeler made the recommendation to authorize the District president to sign the real estate contract once requested changes are made. Motion made by Mr. **BEKEN** seconded by Mr. **JONES** to follow Mr. Peeler's recommendation. The motion was carried by a vote of 5 to 0.

The Board next addressed agenda item 23, to review and take action to approve issuing a request for proposals for financing of real estate for the development of fire and/or EMS facilities. Mr. Peeler requested authorization for him and Mr. Ferguson to obtain financing for the purchase of real estate. Motion made by Mr. **BEKEN** and seconded by Mr. **GLAVES** allow Mr. Peeler and Mr. Ferguson to obtain financing. After discussion, the motion was carried by a vote of 5 to 0.

The Board then addressed agenda item 24, 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 next addressed agenda item 25, 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 8:27 P.M.

  
Secretary of the Board