

MINUTES OF THE NOVEMBER 12, 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 **November 12, 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, but no public comment was offered.

The Board next addressed item 3, 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: 110 calls year-to-date, membership has increased from 11 to 15 firefighters in the last 3 months. The new fire truck is in soft service at this while getting members trained.

Liverpool VFD Chief Josh Morris, reported: 111 calls year-to-date. Chief Morris also reported having a total of 15 members, 1 probationary member and 2 auxiliary members.

The Board next addressed item 4, to review and approve the consent agenda. Mr. Ferguson noted several commissioners requested the Liverpool VFD expenses be moved to the Non-consent agenda. Mr. **BEKEN** made a motion, seconded by Mr. **GLAVES**, to approve the consent agenda consisting of minutes of the special meeting held Monday, October 8, 2018, District meetings held Monday, October 8, 2018 and Monday, October 15, 2018 and Financial and bookkeeping matters, including payment of the bills and review of reports concerning the District financial condition and investments and moving

the Liverpool VFD expenses to the Non-consent agenda. Motion was approved by a vote of 5 to 0.

The Board then addressed item 5, the Non-Consent Agenda, including items removed from the Consent Agenda. Mr. JONES made the suggestion to pay the Liverpool VFD October expenses. Mr. GLAVES questioned the expenses and requested the expenses be reviewed. After review, motion was made by Mr. **JONES** and seconded by Mr. **BEKEN**, to approve the payment of the bills once the expenses have been reviewed to ensure no duplication. After discussion, the motion was approved by a vote of 5 to 0.

The Board next addressed item 6, 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 7, to review and take action on District administrative procedures, including action to establish a citizen advisory panel. Mr. Owens requested clarification of the Commissioner territory breakdown and Responsibilities. Mr. BEKEN advised the information that Mr. Owens has is correct. In addition, Mr. Peeler made a recommendation that the Board establish a citizen advisory council and outlined a recommendation on how to institute one or more citizen committees. Mr. **BEKEN** made a motion, seconded by Mr. **GLAVES** to follow Mr. Peeler's recommendation to set up a citizen advisory council. After discussion, the motion passed with a vote of 5 to 0.

Without objection, the Board moved agenda items 8 and 9 to after closed session.

The Board then addressed item 10, to review and take action to purchase equipment to upgrade telecommunications for District operations. Mr. Ferguson presented a quote to upgrade the phone system at the District EMS building. Mr. Ferguson noted the upgrade will include upgrading the infrastructure and the ability to add additional phone extensions. Motion was made by Mr. **HAGDORN** and seconded by Mr. **BEKEN** to approve the upgrade of the telecommunications system for District operations. After discussion, the motion was approved by a vote of 5 to 0.

The Board then next addressed item 11, to receive information regarding District and/or Provider participation in various grant programs. Representative for Manvel

Volunteer Fire Department, Chief Ricky Burleson presented information regarding a grant the department received. He stated that it is a grant for up to a \$200,000 tanker with a required 10% match. He stated that the department wants to put the grant towards a rescue/pumper with a tank rather than just a basic tanker, noting that this would increase the “matching” portion to be funded by the District.

The Board then addressed items 12 through 14, Closed Session. The Board entered Closed Session to consult with legal counsel and to discuss items related to potential real estate transactions at 7:14 P.M. and returned to Open Session at 8:56 P.M.

The Board next addressed item 8, to review and take action on the District 2019 budget. Mr. Ferguson presented the District 2019 budget as prepared by staff and the book keeper. Mr. Ferguson recommended adopting the District 2019 budget as presented. After review, Mr. **BEKEN** made a motion seconded by Mr. **GLAVES** to adopt the District 2019 budget as presented. After discussion, the motion was approved by a vote of 5 to 0.

The Board next addressed item 9, to review and take action on 2019 emergency services contracts with municipalities, independent volunteer fire departments and independent EMS agencies, including approval of funding amount for each provider. Mr. Ferguson presented the emergency services contracts for fiscal year 2019, noting that he has worked with legal counsel on several changes regarding how the District will fund expenses for the volunteer fire departments for 2019 and beyond. Mr. **GLAVES** made a motion, seconded by Mr. **BEKEN** to approve the individual provider contracts as presented. After review, the motion was approved by a vote of 5 to 0.

The Board next addressed item 15, to review and take action on employment matters, including but not limited to hiring, termination, duties, compensation, and benefits for employees, including emergency services personnel, administrative personnel and command staff. Mr. Ferguson presented a job description for the Executive Director position. Motion by Mr. **GLAVES** and second by Mr. **BEKEN** to approve the job description as presented. Motion was approved by a vote of 5 to 0.

The Board then addressed item 16, to review and take action as necessary related to a settlement agreement for any pending lawsuit against Holiday Lakes VFD. No action was taken.

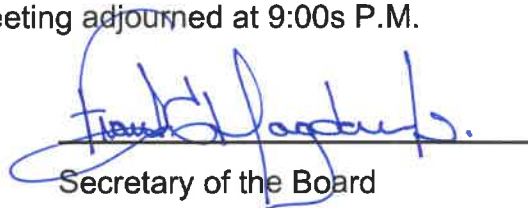
The Board next addressed item 17, to review, discuss, and take action regarding the acquisition of real estate for the development of fire and/or EMS facilities, including, but not limited to, receiving information and engaging professional services related to the selection of real property for emergency services facilities. No action was taken.

The Board then addressed item 18, to review and take action regarding District participation in the Alvin-Manvel Chamber of Commerce Discussions with Dignitaries event in January of 2019. Mr. Ferguson presented to the Board a request from the Alvin-Manvel Chamber of Commerce for the District to participate in the discussions with dignitaries. Mr. **BEKEN** made a motion, seconded by Mr. **GLAVES** to participate in the discussion with dignitaries. After review, the motion was approved with a vote of 5 to 0.

The Board next addressed item 19, 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 item 20, 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 9:00s P.M.



Secretary of the Board