

MINUTES OF THE MARCH 11, 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 **March 11, 2019**, 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 Director of Administration Brian Owens, Assistant Director of Finance Beth Strobe, District legal counsel Ira Coveler of Coveler & Peeler, PC, chiefs, directors, 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. The Board received comment from several people, including the following:

Joe Stepchinsky, Chief of Rosharon Volunteer Fire Department expressed concern about the maintenance system implemented by the District and a delayed response from maintenance vendors. Chief Stepchinsky also expressed his concerns about the contract with, and transition to, Harris County Emergency Corps to obtain dispatch services.

Liverpool Mayor Bill Strickland spoke on behalf of the Liverpool Volunteer Fire Department stating that he and the City of Liverpool were willing to help the District and Liverpool Volunteer Fire Department in any way.

Brazoria County Commissioner Stacy Adams commended the District for their improvement on getting information posted for the public. He also expressed his concern for Liverpool Volunteer Fire Department losing their tax-exempt status and that it would be tough to continue contracting with the fire departments under those circumstances.

Josh Morris, Chief of Liverpool Volunteer Fire Department discussed the issue of Liverpool Volunteer Fire Department losing their 501(c)(3) tax exempt status. He expressed concern about a lack of assistance from the District in working with the IRS and claimed he never received help. Chief Morris asked the Board to postpone a decision

about the Department for four months to allow the Department to get everything resolved. He asked that the District reconvene on the matter after that time.

The Board then addressed agenda item 3, to review and approve the consent agenda. Mr. **GLAVES** made a motion, seconded by Mr. **JONES**, to approve the consent agenda consisting of minutes from the February 11, 2019 District meeting and to approve the financial and bookkeeping matters as submitted. The motion was approved by a vote of 5 to 0.

The Board then addressed item 4, the Non-Consent Agenda, including items removed from the Consent Agenda. No items were submitted or removed.

The Board then addressed item 5, approval of sales of properties held in trust by Brazoria County Tax Office. No action was taken as no property files were received.

The Board then addressed agenda item 6, to review and take action regarding the reporting calendar for contracted emergency services providers. Mr. Ferguson stated that the reporting calendar was to be used by providers as a tool for submitting required reports. The Board reviewed the calendars and offered minor revisions be made before sending to the providers. No action was taken.

The Board then addressed item 7, to review and take action to modify District administrative procedures. No action was taken.

The Board then addressed item 8, to review and take action regarding the District's financial and banking arrangements. Mr. Ferguson stated that this agenda item was twofold. The first part of this item was in regard to updating the District's current Depository Pledge Agreements with Heritage Bank and Compass Bank to acknowledge the move of the District's financing functions from Lori Buckner to in house with Ms. Strope. A motion was made by Mr. **BEKEN** and seconded by Mr. **GLAVES**, to approve the necessary updates to the Depository Pledge Agreements. The motion was approved by a vote of 5 to 0.

Another matter taken during agenda item 8 was to review the District's banking arrangements. Ms. Strope advised that the District reach out to multiple banks including the current banks used by the District about potential banking opportunities. She also asked them to provide an assessment of the current banking arrangements of the District. Wells Fargo made a presentation to the Board related to how their institution could assist

the District with banking needs. There was discussion between the Commissioners and the Wells Fargo representatives about collateral, dual authorizations, fraud protection, fees and charges, including interest rates for government accounts. Mr. Ferguson recommended the District open 3 accounts with Wells Fargo, an Operating account, a Collections account and a Money Market account. Ms. Strobe stated that she was impressed with what Wells Fargo had to offer and recommended the Board switch to banking with Wells Fargo. A motion was made by Mr. **GLAVES** and was seconded by Mr. **BEKEN**, to open 3 accounts with Wells Fargo and move forward with a depository pledge agreement between the District and Wells Fargo. The motion was approved by a vote of 5 to 0.

The Board then addressed item 9, to review and take action regarding the development of emergency management policy and procedures. Mr. **JONES** spoke to the Board about implementing emergency management plans and policies for the District in the event of a State or Federal Emergency. A motion was made by Mr. **JONES** and seconded by Mr. **BEKEN** to begin searching for an EMC and an assistant, and to prepare guidelines and policies for emergency management. The motion was approved by a vote of 5 to 0.

The Board then addressed agenda items 10 and 11, Closed Session. The Board entered into Closed session to consult with legal counsel and to discuss items related to real estate matters at 7:23 P.M. and returned to Open Session at 9:12 P.M.

The Board then addressed item 12, to review and take action on purchasing policies and procedures. No action was taken.

The Board then addressed item 13, to review and take action regarding the acquisition of real estate. A motion was made by Mr. **BEKEN** and seconded by Mr. **GLAVES**, to proceed with the proposed real estate contract. The motion was approved by a vote of 5 to 0.

The Board then addressed item 14, to review and take action to approve an amendment to the contract with the Harris County Emergency Corps. The amendment included a price increase over the next year to expand the services of Harris County Emergency Corps and include department additions to the District. A motion was made

by Mr. **HAGDORN** and seconded by Mr. **GLAVES** to approve the contract amendment. The motion was approved by a vote of 5 to 0.

The Board then addressed item 15, to review and take action regarding contracts with service providers. A motion was made to terminate the contract with Liverpool Volunteer Fire Department with the understanding that it would be revisited in 90 days if the Department regained its 501(c)(3) status by Mr. **GLAVES** and seconded by Mr. **HAGDORN**. The commissioners discussed that the decision to terminate is based upon the loss of the 501(c)(3) status. The motion was approved by a vote of 5 to 0

The Board then addressed item 16, to review and act on any issues related to coverage of the District. No action was taken.

The Board then addressed item 17, to review and take action to revise emergency services provider funding. No action was taken.

The Board then addressed item 18, to review and take action on emergency requests from providers. Mr. **JONES** requested the District staff check with the maintenance vendors to get an update on the status of repairs for the providers. 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 9:20 P.M.


Secretary of the Board