

**MINUTES OF THE NOVEMBER 26, 2019 SPECIAL MEETING OF THE  
BRAZORIA COUNTY EMERGENCY SERVICES DISTRICT NO. 3**

A special meeting was duly called of the **BRAZORIA COUNTY EMERGENCY SERVICES DISTRICT NO. 3**, which was held on **November 26, 2019**, at the District's Manvel EMS Station, 6931 Masters Road, Manvel, Texas 77578.

The meeting was called to order at 6:33 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 legal counsel John Peeler, District administrative staff, and members of the District's fire and emergency medical service providers.

The Board addressed agenda item 2, to receive public comment.

Katie Carner, the attorney representing MUDs 21 and 22, introduced herself and the Board members of MUDs 21 and 22 to inform the District Board that they were available for any questions or concerns regarding the outstanding contract between the District and the MUDs.

Joe Stepchinsky, Chief of Rosharon Volunteer Fire Department, expressed his appreciation to the Board for listening to the input from everyone and wished everyone a Happy Thanksgiving.

Angie Warren, a Brazoria County Emergency Services District No. 3 staff member, read a letter to the Board regarding the rehiring of former Director of Administration, Brian Owens. She expressed hope that the Board would rehire Mr. Owens.

Hallie Booth, a volunteer of Brazoria County Emergency Services District No. 3, added to Angie Warren's comments with the reading of a Bible verse.

The Board then addressed agenda items 6, 7, and 8. The Board entered into closed session to consult with legal counsel regarding litigation matters and other matters requiring confidentiality under Government Code § 551.071, to deliberate regarding real estate matters under § 551.072 and to deliberate regarding personnel matters under section § 551.074 at 6:39 P.M. The Board returned to open session at 8:09 P.M.

The Board then addressed agenda item 4, to review and act regarding issues of District governance, including presentation by legal counsel, staff, and provider

representatives. There was discussion between Mr. Peeler and the Board regarding a draft organizational chart presented by Mr. Peeler. There was also discussion on how to have more formalized procedures for Board meetings, including holding two meetings each month. Mr. Peeler also presented information on including more organized input from the contracted service providers through a formal Chief's Committee and the general public through a Citizen's Advisory Council. No action was taken.

The Board then addressed agenda item 14, to review and receive a presentation from the Chief's Committee liaison regarding updates to the District Organizational chart. Chief Burleson, the Chief's Committee liaison presented a draft organizational chart to the Board for their review and consideration. Chief Burleson also explained the rules of the Chief's Committee and read the agreement that was signed by the District's contracted fire providers. No action was taken.

The Board then addressed agenda item 5, to review and act regarding District administrative issues. There was discussion between the Board and legal counsel regarding having a second meeting each month starting in 2020. No action was taken.

The Board then addressed agenda item 9, to review and act regarding real estate for the development of District facilities. No action was taken.

The Board then addressed agenda item 10, to review and act to resolve active, pending, or contemplated litigation and claims. Mr. Peeler recommended the Board approve the settlement agreement submitted and authorize forwarding it to Holiday Lakes' counsel for review and approval by Holiday Lakes Volunteer Fire Department. A motion was made by Mr. BEKEN and seconded by Mr. GLAVES to approve the settlement agreement and release to resolve litigation between Brazoria County Emergency Services District No. 3 and Holiday Lakes, to execute and send for counter execution. The motion was approved by a vote of 5 to 0. The second item on agenda item 10, was to finalize the resignation of the Executive Director. Mr. Peeler presented a settlement and release agreement which would call for a partial payout and waive and release any breach of contract claims. A motion was made by Mr. GLAVES and seconded by Mr. BEKEN to approve the settlement agreement and finalizing the resignation. The motion was approved by a vote of 5 to 0.

The Board then addressed agenda item 11, to review and act to consider an interlocal agreement for emergency services with Brazoria County MUDs 21 and 22. Mr. Peeler stated that based on issues that were reviewed in closed session regarding the contract, it would be appropriate to notify MUDs 21 and 22 that a committee was being appointed to address the issues with the proposed contract. A motion was made by Mr. BEKEN and seconded by Mr. GLAVES to not execute the presented contract. The motion was approved by a vote of 4 to 0. Mr. HAGDORN abstained.

The Board then addressed agenda item 12, to review any and all issues related to coverage of the District. Josh Walters, Assistant Chief of Iowa Colony Volunteer Fire Department, informed the Board that Iowa Colony Volunteer Fire Department was awarded a \$200,000 grant from the Texas Forestry Service for a tanker. No action was taken.

The Board then addressed agenda item 13, to review and act on personnel matters. Mr. Peeler explained that based on material reviewed during closed session, Mr. Brian Owens is not designated as eligible for rehire.

The Board then addressed agenda item 15, to review and act regarding District construction/development projects. No action was taken as there were no changes from the previous meeting.

The Board then addressed agenda item 16, to review and take action to approve a resolution authorizing one or more District employees to sign instruments to disburse District funds. Mr. Peeler recommended that interim Director, Beth Strobe, not replace Dave Ferguson as authorized to sign checks to allow for a separation of duties in the finance department. No action was taken.

The Board then addressed agenda item 3, to review and act on the District 2020 budget. There was discussion between the Board, District staff, District providers, and District legal counsel. During discussion staff noted that the primary mechanism of funding provider operations is through the use of the P-Card system. Mr. GLAVES expressed his position that the P-Card remain the main funding system, and that the District should not return to quarterly check payments directly to the providers. Staff reported to the Board regarding contracts still outstanding for return from certain providers. No action was taken.

The Board then addressed agenda item 17, to discuss items to be placed on future agendas. The Board requested the District 2020 budget be added to the next meeting agenda.

The meeting was adjourned at 9:52 P.M.



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Secretary of the Board