

MINUTES OF THE APRIL 03, 2020 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 **April 03, 2020**, at the District's Manvel EMS Station, 6931 Masters Road, Manvel, Texas 77578.

The meeting was called to order at 12:07 P.M. by **ROY BEKEN**, District President. Those commissioners present were **DARRELL VALUSEK, MATT GLAVES, FRANK HAGDORN, GEORGE BULLINGTON**, and **ROY BEKEN**. Also present were District legal counsel John Peeler, chiefs, directors and members of the District's fire and emergency medical service providers. Due to the declared disaster due to the COVID-19 pandemic, the meeting was held via teleconference, available to the public toll-free. Mr. Peeler explained the procedure regarding teleconference meetings.

The Board next addressed item 2, to receive a statement from District Legal Counsel regarding teleconference procedures. Mr. Peeler addressed this item with agenda item 1.

The Board opened the floor for public comment under agenda item 3. Chief Bynum from Iowa Colony Volunteer Fire Department requested that future meetings have video conference capabilities if possible.

The Board then addressed agenda item 4, to hold re-elections for the District Board of Commissioners for the 2020 term. There was discussion between Board members regarding the reason for holding re-elections. Mr. BEKEN informed the Board if he was not re-elected as President, he would resign his position effective immediately. A motion was made by Mr. HAGDORN and seconded by Mr. GLAVES to elect Mr. Valusek as President, Mr. Beken as Vice-President, Mr. Glaves as Treasurer, Mr. Hagdorn as Secretary and Assistant Treasurer, and Mr. Bullington as Assistant Secretary. The motion carried by a vote of 3 to 2. After a brief discussion regarding the duties of the officers and direction the District should take on issues before it, Mr. BEKEN noted that he was resigning and left the teleconference meeting. Mr. VALUSEK presided over the remainder of the meeting.

The Board then addressed agenda item 5, to review and take action regarding State or Federal disaster resources available to the District and providers. Mike Jones, Emergency Management Coordinator for Brazoria and Galveston Counties, spoke to the District staff, Board, and providers regarding the available funding and supplies that could be received from the Texas Department of Emergency Management.

The Board then addressed agenda item 6, to and take action on financial matters relevant to the District's response to COVID-19 disaster conditions, including the District's investments, depositories and loans for disaster operations. Mr. Peeler suggested that during a declared disaster to give authorization to two commissioners to approve purchases and emergency expenditures until declared disaster expires. A motion was made by Mr. GLAVES and seconded by Mr. HAGDORN to authorize Mr. GLAVES and Mr. BULLINGTON to approve emergency expenditures up to \$100,000 if a declared disaster occurs. The motion carried by a vote of 4 to 0.

The Board then addressed agenda item 7, to review and take action on emergency operational procedures during the COVID-19 disaster, including designation of commissioners or employees to authorize emergency expenditures through the duration of the declared state of disaster. This item was addressed with agenda item 6.

The Board then addressed agenda item 8, to receive information from the Chief's Committee Liason regarding COVID-19 effects to fire department operations. No update was provided.

The Board then addressed item 9, to receive information from the District Maintenance Specialist. Scott Loy, the District Maintenance Specialist, provided quotes and information regarding the purchase of a brush truck for the District. No action was taken.

The Board then addressed agenda item 10, to receive information from the District EMS Chief and contracted EMS agency chiefs regarding COVID-19 effects on department operations. Chief Welch informed the Board of the changes made to internal procedures to protect the EMS staff. Chief Welch also informed the Board that there were 35 patients in the District's response area who were under surveillance for COVID-19 symptoms. Chief Welch requested the purchase of 2 laptops for the command staff to step in and work on their days off should he get infected with COVID-19. A motion was

made by Mr. GLAVES and seconded by Mr. BULLINGTON to purchase 2 laptops for the use by the command staff. The motion carried by a vote of 4 to 0.

The Board then addressed agenda item 11, to review and take action to modify District administrative procedures, including staff presentation of personnel policies related to COVID-19 conditions. A motion was made by Mr. GLAVES and seconded by HAGDORN to accept the personnel policies presented. The motion carried a vote by 4 to 0.

The Board then addressed agenda items 12, 13, 14, and 15 to meet Closed Session to consult with legal counsel regarding pending or contemplated litigation, real estate matters, personnel matters, and security devices or security audits . The Board entered into closed session at 1:08 P.M. and returned to open session at 2:12 P.M.

The Board then addressed agenda item 16 to review proposals and take action on the Liverpool station renovation including selection on contractors. The Board had a discussion and requested quotes for Liverpool renovations, noting that none were received when the Board previously posted the RFP in the newspaper and sent the RFP to at least three qualified contractors, none of whom responded. Mr. Bullington was appointed by the Board to facilitate the Liverpool station renovation. No action was taken.

The Board then addressed agenda item 17, to review and take action on personnel matters, including appointment, employment, evaluation, duties, discipline, compensation benefits, or dismissal of employees, including executive staff, administrative staff, emergency services command staff and emergency services staff. No action was taken.

The Board then addressed agenda item 18, to review and take action on real estate matters, including purchases, sale, lease, permits or encumbrances. No action was taken.

The Board then addressed agenda item 19, to review and take action on accounting firm proposals. No action was taken.

The Board then addressed agenda item 20, to review and take action related to Districts legal counsel including, but not limited to, action to engage, retain or terminate. No action was taken.

The Board then addressed agenda item 21, to review and take action on the engagement of consultants for community outreach, public relations, public information and website functions. Mr. GLAVES informed the Board he had spoken to Chief Burleson and Mr. Dan Key regarding a consulting contract with Mr. Key to assist the Chief's

committee for 60 - 90 days. A motion was made by Mr. GLAVES and seconded by Mr. BULLINGTON to retain Dan Key to work directly with the Chief's committee and to report to the Board. The motion carried by a vote of 4 to 0.

The Board then addressed agenda item 22, to review and take action on any pending or contemplated litigation or settlement offers. Mr. Peeler informed the Board that his office has been working with Holiday Lakes Volunteer Fire Department to complete the litigation process. No action was taken.

The Board then addressed agenda item 23, to review and take action to reauthorize Holiday Lakes and Long Pond Volunteer Fire Department as a District provider. No action was taken.

The Board then addressed agenda item 24, to review and take action on emergency requests from providers for funds for, but not limited to, urgent repairs or replacement or equipment necessary to insure safety to providers and the public. The Board reviewed a quote for the purchase of four garage door openers for Iowa Colony Volunteer Fire Department. A motion was made by Mr. GLAVES and seconded by Mr. BULLINGTON to approve the purchase of garage door openers for Iowa Colony Volunteer Fire Department. The motion was carried by a vote of 4 to 0.

The Board then addressed agenda item 25, to discuss items to be placed on future agenda. No items were discussed.

There being no further business brought before the Board, nor any further public comment upon motion made, the meeting adjourned at 2:50 P.M.



Secretary of the Board