

MINUTES OF THE JULY 13, 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 July 13, 2020, at the District's Manvel EMS Station, 6931 Masters Road, Manvel, Texas 77578.

The meeting was called to order at 6:34 P.M. by **DARRELL VALUSEK**, District President. Those commissioners present were **MATT GLAVES, FRANK HAGDORN, GEORGE BULLINGTON**, and **ANDY BOUSE**. Also present were District legal counsel John Peeler, Keith Argueta of JAG Argueta, the District's bookkeeper, chiefs, directors and members of the District's fire and emergency medical service providers. Due to the state of disaster caused by the COVID-19 pandemic, the meeting was conducted via teleconference with toll-free public access.

The Board opened the floor for public comment under agenda item 2. There were no comments made.

The Board next addressed item 3, to approve the consent agenda, including minutes from prior meetings, the financial and bookkeeping matters and to review and take action on the Manvel Fire Station Mortgage Payment. Mr. Glaves spoke with Mr. Argueta regarding the financial reports. Mr. Glaves requested the addition of a report showing the outstanding balances due on any capital purchases. A motion was made by Mr. GLAVES to approve prior minutes, the financial and bookkeeping matters and the Manvel Fire Station Mortgage Payment, and seconded by Mr. HAGDORN. The motion carried by a vote of 5 to 0.

The Board then addressed agenda item 4, to review and a take action on the Non-consent agenda including, items removed from Consent Agenda, request for reimbursement for Danbury Volunteer Fire Department, Danbury Emergency Medical Services and Manvel Volunteer Fire Department. A motion was made by Mr. GLAVES to approve the reimbursements as presented for Danbury Volunteer Fire Department and Danbury Emergency Medical Services, and request for reimbursement for Manvel Volunteer Fire Department. The motion was seconded by Mr. HAGDORN. The motion carried by a vote of 5 to 0.

The Board then addressed agenda item 5, to review and take on District 2021 budget and 2020 tax rate, including Truth in Taxation matters, scheduling and action regarding the disaster declaration provisions under Tax Code 26.04(c-1). Mr. Peeler provided the Board with preliminary tax information to decide the amount of Taxes for the next two years. Commissioner Bouse recommended the Board be respectful and responsible for taxpayer dollars and not raise the tax rate. Mr. Peeler provided a recommendation to not take advantage of disaster declaration provisions in place. A motion was made by Mr. GLAVES and seconded by Mr. BOUSE to not use the disaster declaration tax provisions. The motion carried by a vote of 5 to 0.

The Board then addressed agenda item 6, to review and take action approve sales of properties held in trust by Brazoria County Tax Office. No action was taken.

The Board then addressed agenda item 7, to review and take action to update the signers for Third Coast Bank. Mr. Peeler recommended to add all 5 commissioners on the account as signers. A motion was made by Mr. HAGDORN and seconded by Mr. GLAVES to add all five Board members to the Third Coast Bank signature cards. The motion carried by a vote of 5 to 0.

The Board then addressed agenda item 8, to review and take action on the Resolution for TexPool to update the account signers. A motion was made by Mr. GLAVES and seconded by Mr. BULLINGTON to add all five Board members as signers on the accounts and to authorize Dedra user status to get monthly statements and view the account. The motion carried by a vote 5 to 0.

The Board then addressed agenda item 9, to review and take action regarding State or Federal disaster resources available to the District and Providers. Mike Jones provided the Board with information regarding disaster funds and PPE. Chief Welch informed the Board that he would like to meet with Mr. Jones regarding reimbursable funds. No action was taken.

The Board then addressed agenda item 10, to receive information from the Chief's Committee Liaison, and to approve purchase of equipment requested by the Chief's Committee Liaison. Chief Burleson, the Chief's Committee Liaison, informed the Board that the firefighting foam and radio batteries that had been purchased were issued out to the departments. Each department received three radio batteries and then an evaluation

was being completed regarding the remaining batteries. Chief Burleson recommended a workshop be held to review the contracts and amendments presented by the County.

The Board then addressed agenda item 11, to receive information and take possible action on public relations events and volunteer recruitment related to MUD 21 and 22 Fire and EMS Station and Liverpool. Nisha Burleson suggested a virtual recruiting event, she is currently contacting MUDs to create Facebook page to advocate for recruiting, educational videos, volunteer requirements, Q & A sessions, virtual interviews, and more. Commissioner Bouse suggested we could ask the community members to write feedback to spread positive impact for volunteers and District.

The Board then addressed agenda item 12, to receive information from the District fire consultant Dan Key, and to approve purchase equipment requested by Mr. Key. Mr. Key informed the Board he is currently helping with items throughout the District.

The Board then addressed item 13, to review and take action to purchase equipment and supplies, including capital equipment and vehicles, including but not limited to Liverpool Water Heater Replacement, equipment for Brush Truck, Equipment for Manvel Volunteer Fire Department, Equipment for Danbury Volunteer Fire Department, and Equipment for Liverpool Volunteer Fire Department. Scot Loy, District Maintenance Specialist, informed the Board that the contractor for the Liverpool Fire Station renovation noticed a water leak from Liverpool water heater and advised that it needed to be replaced. Scott informed the Board that he was looking into a tankless water heater including a 5 to 7-year warranty. Scott mentioned the XB 1 Brush truck is going to Liverpool as a support vehicle, \$5,665.00 for truck cap and slide for Liverpool VFD. The Board had a discussion in regard to Danbury VFD equipment budget not exceeding \$36,375. Liverpool VFD is needing an additional \$1,100 worth of hand tools for support vehicle. Mr. Glaves requested a list of items for \$1,100 worth of equipment. A motion was made by Mr. GLAVES and seconded by Mr. HAGDORN to pay for Liverpool Water Heater Replacement, equipment for Brush Truck, Equipment for Manvel Volunteer Fire Department, Equipment for Danbury Volunteer Fire Department, and Equipment for Liverpool Volunteer Fire Department. The motion carried by a vote of 5 to 0.

The Board then addressed agenda item 14, to receive information from the District Maintenance Specialist, and to approve payment and repairs. Scott Loy, District

Maintenance Specialist, informed the Board that the Rosharon tanker is in the shop, and gauges were being replaced. Marvel truck also is in the shop to get the sensor replaced. Scott also informed the Board of an emergency water heater replacement at the District EMS station.

The Board then addressed agenda item 15, to receive an update regarding renovations to Liverpool Fire Station. Scott Loy, District Maintenance Specialist presented progress pictures to the Board and informed them of the remaining renovations.

The Board then addressed agenda item 16, to receive information from the District EMS Chief, and to approve the purchase of equipment requested by the District EMS Chief. Chief Welch provided the Board a report of updated employees and update COVID-19 numbers.

The Board then addressed agenda item 17, to review and take action to modify District administrative procedures. No action was taken.

The Board then addressed agenda item 18, to review and take action to approve the apparatus lease agreement for Danbury EMS. A motion was made by Mr. HAGDORN to authorize Darrell to sign the agreement, Mr. BOUSE seconded. The motion carried by a vote of 5 to 0.

Then Board then addressed agenda item 19, 20 and 21, to meet Closed Session to consult with legal counsel regarding pending contemplated litigation, settlement offers or on matters which require confidentiality under the Texas Disciplinary Rules of Profession Conduct of the State Bar of Texas. The Board entered into closed session at 8:36 P.M. and returned to open session at 9:49 P.M.

The Board then addressed agenda item 22, to review and take action related to District consultants, including but not limited to contract extension. A motion was made by Mr. GLAVES and seconded by Mr. BULLINGTON to extend the contract with Dan Key for 30 days. The motion carried by a vote of 5 to 0. A motion was made by Mr. BULLINGTON and seconded by Mr. HAGDORN to get Nisha Burleson a non-disclosure agreement. The motion carried by a vote of 5 to 0.

The Board then addressed agenda item 23, to review and take action on personnel matters, including appointment, employment, evaluation, reassignment, duties, discipline, compensation, benefits, or dismissal of employees, including administrative

staff, command staff, volunteers, and emergency service staff. District staff provided the Board with an update on the personell benefits information that was received. Mr. Graves suggested to continue the process of insurance benefits and work with Nisha Burleson to get more quotes and rates.

The Board then addressed agenda item 24, to review and take action to approve a contract for administrative services and management of the District, including Executive Directors Services. A motion was made by Mr. BULLINGTON and seconded by Mr. GLAVES to approve the contract with Jeffrey Braun. The motion carried by a vote of 5 to 0.

The Board then addressed agenda item 25, to review and take action on real estate matters, including purchase, sale, lease, permits or encumbrances. District staff informed the Board that the final closing documents and a refund check for \$303.50 were received. No action was taken.

The Board then addressed agenda item 26, to review and take action on any pending or contemplated litigation or settlement offers. No action was taken.

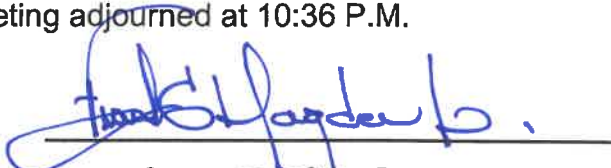
The Board then addressed agenda item 27, to review and take action regarding Holiday Lakes and Long Pond VFD as a District provider and funding for the same. Mr. Peeler informed the Board that his firm is currently waiting for payment from court. No action was taken

The Board then addressed agenda item 28, to review and take action revise emergency services provider funding including, but not limited to, additional operations funding, funding for grants matches, and capital advances. No action was taken.

The Board then addressed agenda item 29, to review and take action on emergency request from providers for funds for, but not limited to, urgent repairs or replacement of equipment necessary to ensure safety to providers and the public. Scott Loy, District Maintenance Specialist, informed the Board that the Rosharon Fire Station garage doors need maintenance. Scott informed the Board that it would cost \$911.00 to make the necessary repairs and an additional \$175.00 if they need to replace garage door openers. Scott also informed the Board the the District EMS bay 1 garage door needed maintenance as well. A motion was made by Mr. HAGDORN and seconded by Mr. BOUSE, to spend up to \$1,500 at Rosharon and up to \$400 at the District EMS

station. The motion carried by a vote of 5 to 0. Commissioner Valusek informed the Board of I.T. equipment recommended by the District I.T. Company, OCS. There was discussion between the Board and District staff regarding the equipment. A motion was made by Mr. GLAVES and seconded by Mr. BULLINGTON to complete I.T. equipment purchases. Mr. HAGDORN expressed concerns with the purchase and requested that Mr. Braun look into the equipment suggested. Mr. GLAVES then rescinded his motion.

There being no further business brought before the Board, nor any further public comment upon motion made, the meeting adjourned at 10:36 P.M.



Secretary of the Board