



Brazos County Emergency Services District #4

BOARD MEETING MINUTES

April 17, 2024 – 5:45 pm

Brazos County ESD #4
Brushy Creek Fire Station
6357 Raymond Stotzer Parkway
College Station, Texas 77845

The following are minutes of the Brazos County Emergency Service District 4 (BCESD4) agenda items discussed, considered and action taken as appropriate.

The following BCESD4 Board Members attended; Steve Godby, Anthony Oehler, Dina Nutall and Jordan Mitchell. Chief Warren attended as guest.

The Board of Emergency Service Commissioners of Brazos County ESD 4 reserves the right to go into a closed meeting on any agenda item under Section 551.074, Texas Government Code.

1. **Call to Order and Establish a Quorum.** (Godby)
Quorum established.
2. **Citizen comments** (Godby)
No citizen comments received.
3. **BCESD4 Gifts & Donations, Public Recognitions.** (Godby)
No donations reported.
4. **Approval of BCESD4 March 19th Regular Meeting Minutes** (Godby)
Anthony Oehler moved to "accept the March 19th BCESD4 Board Meeting Minutes as written." Dina Nutall seconded. Motion passed with unanimous consent.
5. **Treasurers Report including, but not limited to financial status, budget reports, account balances, invoices, banking information, financial audit and payments** (Mitchell)
Mitchell reported BCESD4 has completed the transfer of all funds from Wells Fargo to 1st Financial Bank. It has required a huge amount of effort on Jordan Mitchell's part and the Board was very appreciative!

Currently, the amounts within the four funds include: \$329,130 in the "sales tax revenue" fund; \$1,312,665 in the "property tax revenue fund"; \$1,342,338 in the "interest bearing loan account" and \$145,388 in the "contingency savings account".

Mitchell reported the 2022-2023 BCESD4 Financial Audit is currently underway with accounting firm Ingram, Wallace & Co., P.C., and they seem to have everything they need for the audit, at this time.

The Board approved payment of a \$10,046 invoice from Casco Inc. for the purchase of additional bunker gear for new duty crew fire fighters.

6. **Brazos County Precinct 4 VFD Report** (Chief Warren)

Chief Warren reviewed the Brazos County Precinct 4 VFD's financials, operations, training, apparatus and facilities along with immediate and future needs.

The VFD4 checking account is currently \$7,004.

The Chief reported their call volumes of 45 calls for April and 232 calls for service year to date.

Chief Warren proposed use of the current duty crew personnel on weekends. The proposal included staffing two duty crew fire fighters for two days, working 10 hour shifts. Day and night would cost \$1,840 each weekend.

A motion was made by Dina Nutall and seconded by Anthony Oehler, to staff two duty crew fire fighters for two weekend days, working 10 hours shifts both day and night." The motion was approved by unanimous consent.

Chief Warren also provided a list of recent apparatus repairs that exceeded the funds available within his budget. Following a discussion of these repair cost, a motion was made by Jordan Mitchell and seconded by Anthony Oehler to "pay for additional invoices for repair and service of the apparatus totaling \$8,300." (Unit 441 @ \$2,004; Unit 442 @ \$2734, Unit 421 @ 3,165, Unit 422 \$397.) The motion was approved by unanimous consent.

Chief also reported the Brazos County VFD 4 is currently staffed with 15 volunteer fire fighters and 15 part-time duty crew fire fighters.

7. **Discussion on the Status of Brushy Fire Station Modifications** (Godby)

Godby reported that Mike Record, Arkitex Studios, related to him they are not ready to present the modified drawings and cost proposals from our recent changes. Discussions with Arkitex Studios will be conducted at the next BCESD4 Board Meeting in May.

8. **Discussion and Action on a Proposed Revision to BCESD4 Policy F-3 "Disbursement of Funds" regarding the new 30-day pay basis.** (Godby)

A discussion was held for the need to revise the exiting policy for payment of services and invoices in light of the number of invoices received for payment.

A motion was made by Anthony Oehler and seconded by Dina Nutall "effective immediately for the BCESD4 to change their currently "Disbursement of Funds" policy to reflect a 30-day pay basis." The motion was approved by unanimous consent.

9. **Discussion and Action on BCESD4 Newsletter** (Godby)

Godby proposed the development of a BCESD4 Newsletter to better inform the residents of District 4 about the current events underway within the BCESD4. Godby will provide a draft of the newsletter at the next Board Meeting.

10. **Next Meetings:** Wednesday, May 22nd
 Thursday, June 20th

11. **Adjournment:** 7:05 pm

Respectfully Submitted,

Steve Godby
BCESD 4 Board President