



Brazos County Emergency Services District #4

BOARD MEETING MINUTES

February 8, 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, Jill Jones, Anthony Oehler, Dina Nutall and Jordan Mitchell. Chief Warren, attended as a 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 November 8th Regular Meeting Minutes** (Godby)
Anthony Oehler moved to "accept the January 11th BCESD4 Board Meeting Minutes as written." Jordan Mitchell seconded. Motion passed with unanimous consent.
5. **Treasurers Report including, but not limited to financial status, budget reports, account balances, bills, Wells Fargo banking and payments** (Mitchell)
Mitchell reported the BCESD4 has a balance of \$145,168.32 in the Strategic Reserve account and \$810,227.12 in the Wells Fargo BCESD4 Checking account as of February 8, 2024. This checking account still contains a portion of the sales tax revenue received. The new 1st Financial Bank Sales Tax account currently has a balance of \$365,408.72 and the Int. Public Fund has a balance of \$255,574.21. Mitchell reported that payments can now be made online through First Financial

Bank. She will discuss with our auditor regarding what best practices should be implemented to have multiple signers/approval of online payments for checks and balances.

There are currently 2 outstanding checks that have not cleared our account: one in the amount of \$7741 to Brazos County Appraisal District, and one in the amount of \$550 to SAFE-D for our annual membership.

There was a discussion regarding Worker's Compensation Insurance. Anthony Oelher made a motion to approve payment from our Sales Tax account to Texas Mutual Worker's Compensation Insurance in the amount of \$4,285.95 as a deposit premium for insurance. Jordan Mitchell seconded the motion. Motion passed with unanimous consent.

There was a discussion about hiring Bottomline Bookkeeping for our day to day bookkeeping needs. Jordan Mitchell and Steve Godby plan to meet with Bottomline to discuss options available and report back.

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 \$27,254.75.

The Chief reported their call volume for January was 83 calls and 11 calls so far for February.

Training is scheduled weekly for the firefighters throughout February.

Apparatus Report: Tender 431 had tank gasket repaired. A TFS Grant is in place to pay for the repairs. Contract to begin building the new Tender was signed on January 12, 2024.

Chief Warren discussed the need to hire additional firefighters to help fill in the gaps on days when there is no or only partial coverage. Jill Jones made a motion to hire 3 additional part time firefighters to help with staffing Monday-Friday for both day and night shifts. Dina Nutall seconded the motion. Motion passed with unanimous consent.

A representative from VFIS would like to attend our March meeting to further discuss insurance payments to ensure we are properly covered.

7. **Discussion and Status and Action on Approval of the Brushy Creek Fire Station Modifications/Additional Bay Project** (Chief Warren/Godby)

Jill Jones made a motion to approve the agreement between Arkitex Studios Inc and BCESD4 for the new addition to the Brushy Creek Fire Station. Jordan Mitchell seconded the motion. Motion passed with unanimous consent.

8. **Discuss and approve a resolution regarding a promissory note and security agreement for the purpose of procuring a 'fire truck'.** (Godby)

Jordan Mitchell made a motion to approve the resolution regarding a promissory note and security agreement for the purpose of procuring a 'fire truck'. Anthony Oehler seconded the motion. Motion passed with unanimous consent.

9. **Discuss and approve a resolution regarding a promissory note and security agreement for the purpose of constructing 'Brushy Fire Station renovation and addition'.** (Godby)

Anthony Oehler made a motion to approve the resolution regarding a promissory note and security agreement for the purpose of constructing 'Brushy Fire Station renovation and addition'. Jordan Mitchell seconded the motion. Motion passed with unanimous consent.

10. **Safe-D Conference Preparation Discussion** (Jones)

The following board members are registered for the conference: Steve Godby, Jill Jones, Jordan Mitchell, Anthony Oehler. Hotel rooms have been reserved for each at the conference hotel.

11. **Next Meeting Dates:**

March 19th – 5:45 pm

April 11th – 5:45 pm

12. **Adjournment:** 7:00 pm

Respectfully Submitted,

Jill Jones

BCESD 4 Board Member