



# **Brazos County Emergency Services District #4**

## **BOARD MEETING MINUTES**

January 11, 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, and Jordan Mitchell. Chief Warren, Chris Ford, and Mike Record attended as guests.

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 8<sup>th</sup> Regular Meeting Minutes** (Godby)  
Anthony Oehler moved to “accept the November 8<sup>th</sup> BCESD4 Board Meeting Minutes as written.” Jordan Mitchell seconded. Motion passed with unanimous consent.
5. **Discussion and Action on Brushy Creek Station Bay/Elevation Project** (Godby)  
Mike Record with Arkitex presented proposal for project to design and oversee renovation of Station 3 to include two additional bay(s) to house trucks and renovate the front elevation of the station. Timeline is estimated to be approximately 3-4 months for the design/survey stage and an additional 6 months for construction/completion.

Jill Jones made a motion to “move forward with the engineering and design plan for Station 3 from Arkitex based on the bid presented of \$63,500 which will encompass the engineering and design phase of renovations”. Anthony Oehler seconded the motion. Motion passed with unanimous consent.

6. **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 \$145,167.09 in the Strategic Reserve account and \$827,209.85 in the Wells Fargo BCESD4 Checking account as of January

11, 2024. This checking account still contains a portion of the sales tax revenue received. The new 1<sup>st</sup> Financial Bank Sales Tax account currently has a balance of \$292,193.42 and the Int. Public Fund has a balance of \$9,433.66. A Money Market account has also been opened with a beginning balance of \$1.

Mitchell reported that Steve Godby and her plan to meet with Scott Krchnak, CPA/Auditor with Ingram, Wallis & Co., P.C., next week to discuss best practices for bookkeeping moving forward.

Mitchell reported that she has updated all invoices in QuickBooks.

The VFD submitted an invoice for 10 sets of PPE from Casco for the 10 part-time firefighters that were hired. Anthony Oehler made a motion to "pay Casco \$28,900 for PPE from the Sales Tax account". Steve Godby seconded the motion. Motion passed with unanimous consent.

7. **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 \$12, 912.39.

The Chief reported their call volumes for the year; 825 calls for 2023.

Training is scheduled weekly for the firefighters throughout January.

Apparatus Report: 402: Tahoe is now in service; 444: door handles have been replaced; All trucks (except 431, 444, & 445) are now equipped with iPads for information, communication, Haz Mat incidents, and mapping.

8. **Brazos Discussion and action on VFD Precinct 4 Duty Crew** (Chief Warren)

Chief reported that there are currently 10 part-time employees and will be bringing on 2 more for a total of 12. There are 18 firefighters in the department including volunteers.

9. **Discussion and Action on New Tender Financing** (Chief Warren/Godby)

The Texas Service Grant payment of \$240,000, which was recently awarded to the VFD4, will go toward the cost of new Tender that will be ordered. Jordan Mitchell made a motion to "move forward with the purchase of a new Tender through Metro Fire Apparatus in the amount of \$489,165 with a loan through Government Capital with the following terms: 10 payments beginning one year from funding and annually thereafter with an interest rate of 6.295%". Anthony Oehler seconded the

motion. Motion passed with unanimous consent. (Cost minus the grant will be \$249,165.)

Equipment to be added to the Tender in the amount of \$14,180 and will be paid for directly by the BCESD4 from the Sales Tax account.

**10. Safe-D February Conference Planning (Godby)**

The following board members are registered and will attend the SAFE-D Conference in Irving, Texas in February: Steve Godby, Dina Nutall, Jill Jones, Jordan Mitchell, and Anthony Oehler.

**11. Next Meeting Dates:**

February 8<sup>th</sup> – 5:45 pm

March 19<sup>th</sup> – 5:45 pm

**12. Adjournment:** 7:26 pm

**Respectfully Submitted,**

**Jill Jones  
BCESD 4 Board Member**