



# Brazos County Emergency Services District #4

## BOARD MEETING MINUTES

March 19, 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; Jill Jones, Anthony Oehler, Dina Nutall and Jordan Mitchell. Chris Ford and Benny Gaida 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.** (Jones)  
Quorum established.
2. **Citizen comments** (Jones)  
No citizen comments received.
3. **BCESD4 Gifts & Donations, Public Recognitions.** (Jones)  
No donations reported.
4. **Approval of BCESD4 February 8<sup>th</sup> Regular Meeting Minutes and the BCESD4 February 19<sup>th</sup> Special Called Meeting** (Jones)  
Jordan Mitchell moved to "accept the February 8<sup>th</sup> BCESD4 Board Meeting Minutes and the BCESD4 February 19<sup>th</sup> Special Called Meeting Minutes as written." Anthony Oehler 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 \$145,170.19 in the Strategic Reserve account and these funds have been transferred from Wells Fargo to our Money Market Account at First Financial Bank. As of February 29, 2024, the total balance

for property tax accounts is \$569,219.28 and the balance for sales tax accounts \$982,955.31.

Anthony Oehler made a motion for the treasurer to write a check for the remaining balance left in the Wells Fargo account to be deposited into our account at First Financial Bank. Dina Nutall seconded the motion. Motion passed with unanimous consent. Jordan Mitchell will be closing all Wells Fargo accounts this week.

There are currently 5 pending invoices that total \$104,349.40. Dina made a motion to approve these payments. Anthony Oehler seconded the motion. Motion passed with unanimous consent. Jordan Mitchell will make these payments tonight.

Jordan Mitchell reported that her and Steve Godby met with Bottomline Bookkeeping and they will begin taking over the bookkeeping and record keeping for BCESD4.

Benny Gaida with VFIS discussed changes needed for workers compensation insurance and pricing.

6. **Brazos County Precinct 4 VFD Report** (Chris Ford)

Chris Ford reported that Chief Warren was out sick and there were no updates given regarding the VFD.

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

Plans for the building modification were presented. Jordan Mitchell stated that a newsletter should be sent out discussing the improvements being made to the station. Dina Nutall made a motion to approve the dimensions of the structure as provided by Arkitex Studio. Jordan Mitchell seconded the motion. Motion passed with unanimous consent. Everyone was in agreement that the elevation needs some modifications. Anthony Oehler will work with Arkitex to update and modify the elevation/aesthetics of the building and report back with additional options.

8. **Status of Government Capital Loan** (Oehler)

Loan funds will hit the bank account on Wednesday, March 20<sup>th</sup>. Plans will be made to pick up the truck in the next 10 days.

9. **Safe-D Conference Lessons Learned** (Jones)

Discussion of take aways from SAFE-D conference. The next conference will be held next February at Kalahari Resort.

10. **Next Meeting Dates:**

April 11<sup>th</sup> – 5:45 pm

May 22<sup>nd</sup> – 5:45 pm

11. **Adjournment:** 7:26 pm

**Respectfully Submitted,  
Jill Jones - BCESD 4 Board Member**