



# Brazos County Emergency Services District #4

## BOARD MEETING MINUTES

September 9, 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, Jordan Mitchell, and Dina Nutall. Joe Warren and Chris Ford 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)  
Jimmy and Jan Richards donated to the VFD.
4. **Approval of BCESD4 August 1st Regular Board Meeting Minutes** (Godby)  
Dina Nutall moved to "accept the August 1<sup>st</sup> BCESD4 Board Meeting 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 \$198,203.68 in the Strategic Reserve account. As of September 9<sup>th</sup>, 2024, the balance for property tax accounts is \$1,212,724.73 and the balance for sales tax account is \$1,267,338.65. A check in the amount of \$28,994 to Casco is currently pending for the Sales Tax account.

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 \$23,775.30.

The Chief reported their current call volume for September is 17 calls and 537 calls year to date.

Training is scheduled weekly for the firefighters throughout September.

Apparatus Report: 432 is out of service and needs ECM replaced. 431 has a leaking pump and is scheduled to be replaced. New Tender will be delivered mid-October.

Currently, there are 19 ESD paid firefighters and 17 VFD volunteer firefighters.

7. **BCESD4 Administrative Assistance Job Description Discussion** (Godby)

Godby/Warren presented job description and suggested work schedule/hours to the board. Jill Jones made a motion to move forward with posting Administrative Assistant position to hire a part time admin. Jordan Mitchell seconded the motion. Motion passed with unanimous consent. Godby will contact RIT to get the process started.

8. **Discussion and Action on the proposed 2024-2025 BCESD4 Maintenance & Operating (M&O) Budget, Debt Service Budget, and Operating Budget** (Godby)

A motion was made by Anthony Oehler to accept the proposed 2024-2025 BCESD4 Maintenance & Operating (M&O) Budget, Debt Service Budget, and Operating Budget. Dina Nutall seconded the motion. The motion passed with unanimous consent. Budgets are attached.

9. **Discussion and Action on Resolution Regarding a Promissory Note and Security Agreement for the Purpose of Financing a 'Fire Truck'** (Godby)

Warren presented a proposal to purchase a 2024 Ferrara Fire Truck.

Jill Jones made a motion to purchase 2024 Ferrara Fire Truck via financing through Government Capital with a loan amount of \$700,000 and purchase a 7-year warranty plan for \$85,000 to be paid from the sales tax account. Dina Nutall seconded the motion. Motion passed with unanimous consent. Dina Nutall made a motion to approve a 10-year payment plan for the \$700,000 loan. Anthony Oehler seconded the motion. Motion passed with unanimous consent.

10. **Discussion and Action on 'Application for Tax Refund Overpayment or Erroneous Payment' Received from Brazos County Tax Office** (Godby)  
Anthony Oehler made a motion to refund overpayment for \$27.84 to the homeowners requesting the tax refund. Dina Nutall seconded the motion. Motion passed with unanimous consent.
11. **Discussion and Action on BCESD4 Newsletter** (Godby)  
Anthony Oehler made a motion to have newsletter printed and mailed as drafted. Jill Jones seconded the motion. Motion passed with unanimous consent.
12. **Next Meeting Dates:**  
September 18<sup>th</sup> – 5:45 pm Hearing  
September 18<sup>th</sup> – 6:15 pm Special Meeting  
October 7<sup>th</sup> – 5:45 pm  
November 4<sup>th</sup> – 5:45pm @ Station 1
13. **Adjournment:** 6:54 pm

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