



Brazos County Emergency Services District #4

REGULAR MEETING MINUTES

Monday, August 4, 2025 – 5:45 pm

Brazos County Emergency Service District 4
Fire Station 3
6357 Raymond Stotzer Parkway
College Station, TX

The following are minutes of the Brazos County Emergency Service District 4 (BCESD4). Agenda items were discussed, considered, and action was taken as appropriate. The following BCESD4 Board Members attended the Board Meeting: Steve Godby, Anthony Oehler, Jordan Mitchell, and Dina Nutall. Chief Warren and Kim Rogers 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 SS1.074, Texas Government Code.

1. Call to order and establish a quorum

Quorum established.

2. Citizen comments

The Board cannot discuss or act on matters listed on the agenda. The Board will not respond to questions or comments from the public at this time. Public comments are limited to 3 minutes. No citizens attended the meeting. There were no citizen questions or comments.

3. BCESD4 Gifts & Donations, Public Recognitions

There were no gifts, donations or public recognitions.

4. Approval of BCESD4 Board Meeting Minutes

A motion was made by Dina Nutall to approved the July 7th BCESD4 Board Meeting Minutes as written and seconded by Jordan Mitchell. The BCESD4 Board Meeting Minutes were approved unanimously.

5. Treasurer's Report including, but not limited to Financial Statements, Profit & Loss statement, Account Payables Report, Significant Payments, & Relevant Banking Information

As of July 31, 2025, BCESD4 has a balance of \$205,973.42 in the Strategic Reserve account. The balance of the main operations account is \$1,249,116.50. The loans account has a balance of \$1,005,554.52.

Anthony Oehler motioned to approve all of the July invoices for payment and seconded by Jordan Mitchell. Board approval was unanimous. The following is list is of the July invoices approved:

- E3 Construction - \$25, 325.00
- RIT Management - \$2500.00
- Payroll (7.12.25-7.25.25) - \$15,179.72
- Bottom Line Bookkeeping - \$475.00
- Harland Clarke - \$299.22
- Fast Signs - \$16,307.87
- Ingram, Wallis & Co. - \$8600.00
- Arkitex Studio - \$10,956.04
- Big Sky Internet - \$72.00
- Rapid Response Decon - \$4560.00

Steve Godby shared the results and recommendations resulting from the 2023-2024 BCESD4 Financial Audit completed by Ingram, Wallis, & Co, of Bryan, Texas. Steve proposed several actions necessary to address the recommendations and these actions are included in the "2023-2024 Financial Audit Recommendation Discussion Page 2025". **(Attached)**

Godby also discussed the development and pending implementation of the "Master Vender Terms and Requirement" document. This document will be sent to all companies doing business with the BCESD4. **(Attached)**

6. Discussion and Action on the 2025-2026 BCESD4 Maintenance and Operating (M&O) Budget

The 2025-2026 BCESD4 M&O Budget of \$1,197,555 was approved unanimously with a motion made by Anthony Oehler and seconded by Jordan Mitchell. (Attached)

7. Discussion and Action on the 2025-2026 BCESD4 Debt Service Budget

The 2025-2026 BCESD4 Debt Service Budget of \$350,426 was approved unanimously with a motion made by Jordan Mitchell and seconded by Anthony Oehler (Attached)

8. Discussion and Action on the 2025-2026 BCESD4 Operating Budget

The 2025-2026 BCESD4 Operating Budget of \$1,547,979 was approved unanimously with a motion made by Dina Nutall and seconded by Jordan Mitchell. (Attached)

9. Planning Discussion for 2025-2026 BCESD4 Tax Rate Calculations

A letter from the Brazos County Tax Assessor/Collector requesting the proposed 2025-2026 BCESD4 Operating Budget, as part of the effort to establish the 2025-2026 BCESD4 Tax Rate was discussed. Oehler will coordinate the follow-up to the BCESD4 Tax Rate Calculation with the Brazos County Tax Office.

10. Update and Action on BCESD4 Investments

Jill Jones, BCESD4 Investment Manager, phoned in to explain the current investments at Texas Class Fund and anticipated returns of approximately 4%.

11. BCVFD4 Operations Report

The BCVFD4 checking account is currently \$37,410.18 and \$4,797 was paid in gas stipends and duty crews were paid \$38,474 for the month of July.

Chief Warren informed the board those volunteer firefighters Colton Wiseman, Bryan Mena, Bodie Zollinger and Zachary Hightower have now been employed as part-time duty crew firefighters.

Chief Warren reported a call volume of 64 calls for July and 420 calls YTD. He also reported 290 man-hours of training were completed in July. The BCVFD4 is scheduled to host a "Stop the Bleed" class on August 5, 2025 at 7:00pm.

Chief Warren reported receiving bids for a new Tender truck from two companies; Safe Industries & Metro Fire Apparatus. The Board discussed the need and specifications for a new Tender. Anthony Oehler motioned and Jordan Mitchell seconded the motion "to proceed with the purchase of the Tender, provided by Metro, with one condition, the price of the Tender not exceed \$575,000". The Board voted unanimously in favor of purchasing the Tender.

The Board discussed the purchase of work boots for all of the BCESD4 & BCVFD4 Firefighters. Dina Nutall motioned "to purchase work boots for all of the Firefighters". Jordan Mitchell seconded the motion. The Board approved unanimously.

Discussions continues regarding the choice of a Christmas event for the BCESD4 personnel. Jill Jones will pursue prices and schedules for different venues and report to the Board in September.

The BCVFD4 and BCESD4 plan to host an Open House on Friday, October 31st at the newly renovated Fire Station #3. An advertising mailer will be sent to homeowners and property owners within District 4.

12. Update on BCESD4 Station 3 Renovation & Central Fire Station Signage

Construction and renovation at Station 3 is complete, with a several warranty items remaining. The actual "move-in" date was June 27, 2025.

Planning meetings have begun, with Arkitex Studio, to renovate the Central Station living quarters / office / kitchen and install exterior signage similar to Station 3. Construction is planned for 1st Quarter, 2026.

13. ISO Rating Status for Brazos County Fire Service

Chief Warren reported the BCVFD continues to work with Mike Pietsch on the ISO Survey and this process is expected to continue into September of 2025.

14. Next meeting date: TBD (Dependent on Date of Tax Calculation Special Meeting)

15. Meeting adjourned at 8:00 pm.

Brazos County Emergency Services District 4 (BCESD4) Financial Process and Audit Recommendations Summary FY 2024–2025



FDIC Protection

Bottomline encourages the strategic placement of funds in amounts under the \$250,000 FDIC limit across multiple financial institutions. In today's volatile banking environment, this practice minimizes exposure to potential bank failures and reflects a growing trend among institutions and organizations.

Positive Pay

Bottomline encouraged BCESD4 to continue using **Positive Pay** as a fraud prevention tool. Bottomline supports configuring custom rules and thresholds to simplify its usage. First Financial Bank and Bottomline will collaborate to implement these enhancements. Signature authority for Positive Pay has been transferred to **Steve Godby** for the near future.

Cash Flow Analysis

In response to an inquiry regarding Brazos County Emergency Services District 4's (BCESD4) cash flow status and overall cash management practices, Bottomline offered to conduct a comprehensive cash flow analysis. This review will encompass the past two fiscal years of revenue and expenditure data.

The goal of the analysis is to provide strategic recommendations for optimizing the use of checking accounts, investment funds, and capital planning, including major expenditures such as apparatus purchases, station renovations, long-term savings, and other large-scale projects.

Additionally, Bottomline recommended the engagement of local financial planners who can offer tailored guidance for specific investment opportunities and long-term financial planning.

Incoming Revenue Streams

Bottomline **recommends continuing to separate** incoming revenue from **Sales Tax and Property Tax**. Combining these streams would complicate fund tracking, expense attribution, auditing, and bookkeeping processes.

Charge Code System

Bottomline recommends BCESD4 utilizes a **charge code system** for all invoices. Each invoice should be coded prior to submission to Bottomline. Each charge code will reflect the **budget line item**, thereby creating a more transparent and auditable expense reporting system.

Expense Request Form

Bottomline endorses the use of an **Expense Request Form (ERF)** for transmitting invoices. The form shall:

- Include **approval signatures of two BCESD4 Board Members** per Texas Health and Safety Code §775 and BCESD4 policy.
 - Capture the **vendor name, requester's name, charge code, purchase description, and amount** requested.
 - Be used for all invoices, including **auto-pay and payroll**, with required acknowledgments at the following board meeting.
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Reconciliation Meetings

Bottomline suggest two levels of reconciliation are recommended:

- **Joint Reconciliation Meetings** (Monthly for 3 months, then quarterly): Participants to include the Auditor, Bookkeeper, BCESD4 Treasurer, and Administrative Assistant.
 - **Monthly Internal Reconciliations:** Between Bottomline and the Administrative Assistant to ensure correct expense classifications and prevent entry mistakes.
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2024–2025 Financial Audit Timeline

- **Goal:** Finalize the 2024–2025 Financial Audit by **June 1, 2025**.
 - **Tasks:** Collect all invoices, compile register, address auditor queries, and submit all materials to the auditor by **end of November 2024**.
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Master Vendor Terms and Requirements

Prepare and distribute **Master Vendor Terms and Requirements** for all vendors and contractors providing materials or service to BCESD4.

VFD4 Service Agreement Review

Review and update the **Service Agreement with VFD4** to:

- Reflect **monthly payments** (currently states quarterly payment).
 - Clarify that **BCESD4 assumes responsibility for insurance** on property in use or possession by VFD4. (currently states VFD4 has responsibility)
-

Invoice Handling Protocol

All invoices shall be:

- **Presented at monthly Board Meetings** for review and approval, supported by detailed backup documentation. (i.e. completed Expense Request Form)
 - **All pre-approved auto-pay and payroll invoices** will be acknowledged and noted "approved" at the next Board Meeting.
 - **Actions and approvals** shall be clearly documented in Board Meeting Minutes.
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Payroll Summaries

All **approved payroll summaries** from payroll managers must be submitted to Bottomline along with other monthly invoices to ensure accurate general ledger classification.

Financial Policies & Procedures Updates

In response to audit recommendations:

- Revise BCESD4 Policies **F-9 (Payment Request Form)** and **F-7 (Procurement)** to align with **Generally Accepted Accounting Principles (GAAP)**.
 - Develop internal procedures to ensure **timely and regular adjustments to financial statements** following audits.
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Property Tax Revenue Deposits

To reduce administrative burden, request the **Brazos County Tax Office** to deposit **property tax revenues monthly** rather than daily.

BRYAN, TEXAS 77805

2025-2026 DEBT SERVICE BUDGET

[illegible]

Anthony Oehler
Vice President

Steve Godby
President

Dina Nutall
Secretary

Jordan Mitchell
Treasurer



Jill Jones
Board Member

BRAZOS COUNTY ESD 4**2025-2026 MAINTENANCE / OPERATING BUDGET****P.O. BOX 7102****BRYAN, TEXAS 77805**

				2023-2024
Professional Fees				\$10,000
Administrative Fees				\$712,555
Brazos County VFD4 Contract				\$300,000
Capital Expense Projects				\$75,000
Unincumbered Funds (Operating Contingency)				\$100,000
TOTAL MAINTENANCE AND OPERATING BUDGET		\$0	\$0	\$1,197,555

Anthony Oehler
Vice President

Steve Godby
President

Jordan Mitchell
Treasurer

Dina Nutall
Treasurer



Jill Jones
Board Member

Brazos County Emergency District 4

2025-2026 Operating Budget

				2025-2026
Station 3 Renovation, Pumper & Tender				\$149,742
Ferrara Pumper @ Safe Industries				\$91,934
SCBA / Pumper / Booster Loan				\$108,748
Professional Fees				\$10,000
Administration				\$712,555
Brazos Co. VFD #4 Contract				\$300,000
Capital Expenses				\$75,000
Unincumbered Funds (Opr. Contingency)				\$100,000
TOTAL				\$1,547,979

Anthony Oehler
Vice President

Jill Jones
Board Member

Steve Godby
President



Jordan Mitchell
Treasurer

Dina Nutall
Secretary



Master Vendor Terms and Requirements Brazos County Emergency Services District No. 4 ("BCESD4")

To all vendors, suppliers, and contractors (collectively referred to as "Companies") providing services, materials, or labor to BCESD4,

This document outlines the minimum terms, conditions, and requirements for conducting business with BCESD4. By accepting work, delivering materials, or submitting an invoice, all Companies acknowledge and agree to the following terms:

1. Insurance Requirements

All Companies must maintain and provide proof of the following insurance coverages prior to beginning any work:

- **Workers' Compensation Insurance** – Required for all Companies employing individuals performing work on behalf of BCESD4.
- **General Liability Insurance** – Minimum coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate (or as otherwise specified).

A Certificate of Insurance (COI) naming BCESD4 as a certificate holder must be submitted before any work begins. Insurance must remain in effect for the duration of the engagement.

2. Safety Requirements

- Companies must provide documented safety training for all employees and subcontractors.
- All work must comply with applicable federal, state, and local safety laws, including OSHA regulations.
- Appropriate Personal Protective Equipment (PPE) must be used.
- BCESD4 reserves the right to request copies of safety plans or safety training documentation.

3. Invoicing Instructions

All invoices must be submitted to the BCESD4 via:

Mail:

Brazos County Emergency Services District No. 4
Attn: BCESD4 Administrative Assistant
P.O. Box 7102
Bryan, TX 77805

or

Email: admin@brazoscountyesd4.org

Invoices must include:

- Vendor name and contact information
- Description of services or materials provided
- Date(s) of service
- Total amount due

4. Texas Sales and Use Tax Exemption

BCESD4 is exempt from paying Texas sales tax as a government entity. A copy of the Texas Sales and Use Tax Exemption Certificate is available upon request.

5. Payment Terms

- Payments are processed on Net 30–45 day terms, typically after the next scheduled BCESD4 Board meeting.
- Expedited payments are not available unless classified as an emergency under Policy F-7(d): Procurement Policy – Emergency Purchase.

6. Independent Contractor Status

All Companies serve as independent contractors, not employees or agents of BCESD4. Accordingly:

- Companies are responsible for their own taxes, payroll, insurance, and legal compliance.
- Companies must provide their own tools, equipment, and methods for completing the work.

7. Compliance with Laws

Companies must comply with all applicable:

- Federal, state, and local laws and regulations
- Environmental, safety, labor, and building codes
- Licensing and permitting requirements

8. Subcontractor Approval

- Companies may not engage subcontractors for BCESD4 work without prior written approval.
- Subcontractors must meet the same insurance, safety, and licensing requirements.
- Companies are fully responsible for subcontractor compliance with this document.

9. Conflict of Interest Disclosure

Companies must disclose any actual or potential conflicts of interest, including:

- Relationships with BCESD4 board members, staff, or their immediate families
- Any direct or indirect interest that may affect impartiality

Failure to disclose may result in termination of services.

10. W-9 Requirement

All Companies must submit a current IRS Form W-9 before receiving payment. Payment could be delayed without a valid W-9.

Submit W-9 forms to:

Brazos County Emergency Services District No. 4
Attn: BCESD4 Administrative Assistant
P.O. Box 7102
Bryan, TX 77805

Or Email; admin@brazoscountyesd4.org

11. Professional Conduct

All Company personnel must behave in a professional, respectful, and courteous manner while on BCESD4 property or job sites.

Inappropriate, threatening, or unprofessional behavior may result in removal from the site and/or termination of services.

12. Background Checks

Background checks may be required if:

- Personnel work in secure areas or near sensitive equipment
- Personnel interact with vulnerable populations
- Requested by BCESD4

13. License and Certification Verification

Companies must maintain all required licenses, certifications, and registrations for the work being performed. Proof must be provided upon request.

14. Termination of Services

BCESD4 reserves the right to:

- Terminate services at any time, with or without cause
- Remove personnel for safety, compliance, or conduct issues
- Refuse payment for unauthorized or unsatisfactory work

15. Acknowledgment

All Companies must acknowledge receipt and acceptance of these terms before beginning any work or providing services to BCESD4.

Company Acknowledgment

Company Name: _____

Authorized Representative: _____

Signature: _____ **Date:** _____

Email: _____

Phone Number: _____

Please return a signed copy of this document to:

Email: admin@brazoscountyesd4.org

Or Mail:

Brazos County Emergency Services District No. 4
Attn: BCESD4 Administrative Assistant
P.O. Box 7102
Bryan, TX 77805

