



Brazos County Emergency Services District #4

REGULAR MEETING MINUTES

Wednesday, April 2, 2025 – 5:45 pm

Brazos County VFD Precinct 4 Central Fire Station
3098 Fazzino Lane, Bryan, 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, Jill Jones, and Dina Nutall. Chief Warren, Robin Humphrey, Tony Sekaly, 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.** (Godby)
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.** (Godby)
There were no gifts, donations, or public recognition.
- 4. Approval of BCESD4 March BCESD4 Board Meeting Minutes.** (Godby)
A motion was made by Dina Nutall and seconded by Jill Jones, to approve the March 3, 2025 BCESD4 Board Meeting Minutes as written. The motion approved unanimously.
- 5. HdL Companies Presentation** (Robin Humphrey - Client Service Manager for HdL Companies)
Robin Humphrey presented information on sales tax payments, trends, net changes and tax rolls for BCESD4.

The Board Members and Ms. Humphrey discussed sales tax revenue changes over time, budgeting and forecasting of sales tax revenue, and the best ways to be sure the tax rolls are complete and accurate using information provided by HdL.

6. Treasurer's Report including, but not limited to Financial Statements, Profit & Loss statement, Account Payables Report, M&O Budget, Pending Invoices, Significant Payments, & Relevant Banking Information. (Godby)

The Board reviewed the BCESD4 1st Financial Bank accounts for March 2025, the BCESD4 Profit & Loss Statement (P&L) and BCESD4 "Transaction List by Vendor" reports. Steve requested that Kim Rogers prepare distributed the previous month's "P&L Statement" and "Transaction List by Vendor" reports to BCESD4 Board Members prior to all future BCESD 4 Board Meetings.

As of April 2, 2025, BCESD4 has a balance of \$252,845.29 in the Strategic Reserve account. The balance of the property tax account is \$1,202,456.86. The balance of the sales tax account is \$1,426,648.96.

7. Texas Class Investments Presentation (Tony Sekaly, Investment Strategist)

Tony Sekaly gave a detailed presentation of the services of Texas Class Investments, Inc. The firm is a local government investment pool that emphasizes safety, liquidity, convenience, and competitive yields on financial investments.

Steve Godby and Jill Jones will work to create an Investment Policy for the BCESD4. The Board will continue to discuss this item further at the May Board meeting.

8. Brazos County Precinct 4 Volunteer Fire Department Operations Report (Chief Warren)

The Chief reported the BCVFD4 has a current checking balance of \$35,650. Chief also reported on the status of the BCVFD4 firefighting apparatus.

Call volume for March 2025 was 68 calls, with 174 total calls for the year.

Volunteer firefighters completed 37 hours of training in March 2025. Caden Bunch has joined BCVFD4 as a probationary firefighter. BCVFD4 now has 17 volunteers.

9. BCESD4 Central Fire Station Signage Discussion and Action (Chief Warren)

Chief Warren discussed the proposed new signage at BCESD4 Station 1. The Board agreed to Chief Warrant working with FastSigns obtain a proposal to expand the original sign design and agreed to defer discussions regarding renovation to the interior of the station to a later date.

Chief Warren also mentioned the construction of an additional apparatus bay at Station 2 is progressing well. Chief reported that the projected move-in dates for Station 2 is mid-May 2025.

10. BCESD 4 Station 3 Renovation Progress Report (Godby)

The renovation of BCESD4 Station 3 is progressing and completion is scheduled for April 16th. Godby reported Progress Meetings are held weekly until completion of the renovation.

- 11. Brazos County ESD "Medical Control Agreement" Status** (Chief Warren)
Chief Warren reported BCVFD4 is paying \$6300 for their part of the new "Brazos County Medical Control Agreement". This is an agreement between the ESD Emergency Medical personnel and the EMS Medical Director. The fees are being divided among the area Brazos County Volunteer Fire Departments and paid through the Brazos County Fire Chief's Association.
- 12. Discussion @ ISO Rating Status for Brazos County Fire Service** (Godby)
Meetings are scheduled in late April, with Mike Pietsch, Consulting Services, Inc., for the anticipated "Insurance (ISO) Rating" and "Fire Station Location Master Plan" for BCESD4. Chief Warren will serve at the Point-of-Contact for this effort.
- 13. Status of 2023-2024 BCESD4 Financial Audit Preparation** (Rogers)
Godby, Mitchell and Rogers continue to work with Ingram-Wallis & Co. P.C. to complete the annual BCESD4 Governmental Accounting Standards Board (GSAB) Audit. The work is going well and results of the audit are scheduled for June 2025.
- 14. Next Meeting Date** – May 5th at 5:45pm
- 15. Adjourn Meeting** – The meeting adjourned at 7:50 pm.

