



# Brazos County Emergency Service District #4

## BOARD MEETING MINUTES

December 22, 2025 – 5:45 pm

Brazos County ESD #4  
Fire Station #3  
6357 Raymond Stotzer Parkway  
College Station, Texas 77845

In compliance with the provisions of Chapter 551, Texas Government Code, the meeting of the Board of Emergency Services Commissioners of Brazos County Emergency Service District No. 4 (BCESD4) was conducted at BCESD4 Station 3 - 6357 Raymond Stotzer Parkway, College Station, Texas 77845 at 5:45 p.m., December 22, 2025.

The following are minutes of the BCESD4 agenda items discussed, considered and action taken as appropriate. The following BCESD4 Board Members attended; Steve Godby, Anthony Oehler and Dina Nutall. Fire Chief Joe Warren, BCESD4 Administrative Assistant Kim Rogers and Mike Record (Arkitex Studios – Bryan) 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 gifts, donations or public recognition.
- 4. Approval of the BCESD4 November 3<sup>rd</sup> and December 9<sup>th</sup> Board Meeting Minutes (Godby)**  
The minutes of the November 3<sup>rd</sup> and December 9<sup>th</sup> Board Meetings were presented by Godby, Dina Nutall motioned to approve the minutes & Anthony Oehler seconded. The motion passed unanimously.

**5. Discussion and Action on Final Payment for Station 3 Renovation to Caffey & Sons L.L.C.**

Mike Record, co-owner of Arkitex Studios, explained how the final payment and "Retention Fund" is calculated and the funds each party is responsible for in the end. The Board appreciated Mike Record attending our meeting and, in the end, understood what will be refunded to BCESD4 and agrees with the outcome.

**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) Godby presented the current bank balances for the BCESD4; Property Tax Revenue (\$168,150.10), Contingency Fund (\$108,208.74) and Sales Tax Revenue (\$1,491,233.22).

The BCSED4 Board reviewed and authorized the following invoices / payments through the month of November:

○ Payroll @ Oct. 10 <sup>th</sup>	\$24,425.63
○ Payroll @ Oct. 24 <sup>th</sup>	\$21,589.16
○ Dropbox 2025-2026 Auto Renewal	\$1842.05
○ Texas Mutual Auto Pay WC Insurance	\$16,213.00
○ Harland Clarke Check Order	\$40.33
○ Crescent Hills, Jill Jones	\$420.70
○ Wings & More Bus. Meal - Godby	\$22.88
○ Colonial Ins. Nov. Payment	\$873.68
○ Aggieland Smart Home Security	\$7784.90
○ 511 Store – VFD Holiday Gift Cards	\$4000.00
○ Bottom Line Bookkeeping	\$2,310.00
○ SAFE-D Registration	\$4270.00
○ BCVFD4 January Payment	\$25,000.00
○ BCVFD4 February Payment	\$25,000.00
○ Casco PPE Gear for BCVFD4	\$5832.00
○ Reimbursement Jill Jones Training	\$317.20
○ Burns, Anderson, Jury & Brenner	\$225.00
○ RIT Mgmt., Nov & Dec '25 Fees	\$5000.00
○ ESO Subscription for BCVFD4	\$8638.70
○ HdL Companies Annual Payment	\$7843.00

In addition, the BCESD4 Board discussed recent information provided by Board Member Jill Jones regarding Cyber Security and the need to investigate ways to improve the cyber security of our operations. Godby & Warren discussed an additional "cyber-crime policy" enhancement provided by VFIS (our insurer).

Oehler motioned that BCESD4 purchase the enhanced “cyber-crime” coverage. The motion was seconded by Nutall and approved unanimously.

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

Chief Warren reported the BCVFD4 checking account currently has a balance of \$17,113.53. Call volumes for November were 59 response calls totaling 725 total calls for the year. The BCVFD4 final call volume for 2024 was 841 calls.

Chief Warren also reported on their recent training, apparatus, facilities and staffing. Currently, the BCVFD4 currently has 22 duty officers and 12 volunteer firefighters.

Chief Warren reported that the Bryan Fire Department is currently using Pumper 41-06 to help the City of Bryan provide in-service pumbers.

**8. Discussion and Action on Station 4 Location Opportunity**

The BCESD4 Board discussed an opportunity to possibly purchase land for the planned Station 4. A motion was made by Dina Nutall and seconded by Anthony Oehler to authorize Jill Jones to contact the owner of the proposed site and negotiate a price for the land. The motion was approved by unanimous vote.

**9. Discussion and Action on Updating the BCESD4 / BCVFD4 Service Agreement** (Godby)

Godby and Chief Warren reported to the BCESD4 Board on the update of the existing BCESD4 / BCVFD4 Service Agreement. The Service Agreement has been reviewed by members of the BCVFD4, Chief Warren and Steve Godby. A meeting will be held, prior to the January Meeting, to present a draft for review with the BCESD4 Board.

**10. Discussion and Action on the “Engagement Letter” from Ingram, Wallis & Company to Prepare the 2024-2025 Financial Audit** (Godby)

The Ingram, Wallis & Company Engagement Letter was reviewed with the BCESD4 Board and a motion was made by Dina Nutall to accept the “Engagement Letter” for the audit. The motion was seconded by Anthony Mitchell. The motion carried unanimously.

**11. Discussion and Action on BCESD4 Policy “F-3, Disbursement of Funds”** (Godby)

Godby reported the BCESD4 Policy “F-3 Disbursement of Funds” Policy is under review and all changes / revisions to the “Disbursement of Funds” Policy will be will presented to the BCESD4 Board at the January Board Meeting.

**12. Discussion and Action on new BCESD4 Board Member** (Godby)

The BCESD4 Board reviewed two applications for the current BCESD4 Board Vacancy. Following a discussion, Anthony Oehler motioned to recommend Ray Thomas to Brazos County Commissioner Wanda Watson. The motion was seconded by Dina Nutall and carried unanimously.

**13. BCESD4 ISO Rating Survey Status** (Warren)

Chief Warren reported on the status of the BCESD4 ISO Rating Survey that is currently underway. Chief Warren reported a meeting is scheduled for January 13, 2026 at 1:00 pm at Fire Station 3, to finalize the ISO Survey with the ISO Auditor.

**14. Next Meeting Dates:** January 12<sup>th</sup>

February 9<sup>th</sup>

**15. Adjournment:** The BCESD4 Board Meeting adjourned @ 7:10 pm

**Respectfully Submitted,**

**Steve Godby**

**BCESD4 President**