



Brazos County Emergency Services District #4

REGULAR MEETING MINUTES

Tuesday, January 14, 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: Steve Godby, Anthony Oehler, Jill Jones, Jordan Mitchell, and Dina Nutall. Chief Warren and Kim Rogers attended as guests.

The Board of Emergency Service Commissioners of Brazos County District No. 4 reserve 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:**
No citizens attended the meeting. There were no questions or comments.
- 3. BCESD4 Gifts & Donations, Public Recognitions.** (Godby)
There were no donations, gifts, or public recognitions.
- 4. Approval of BCESD4 November BCESD4 Board Meeting Minutes** (Godby)
Minutes from the November 4, 2024 meeting were approved unanimously by Jill Jones and seconded by Anthony Oehler.
- 5. Treasurer's Report including, but not limited to financial status, budget reports, account balances, invoices, banking information, and payments.** (Mitchell)
Jordan reported the BCESD4 has a balance of \$200,863.67 in the Strategic Reserve account. As of January 14, 2025, the balance of the property tax account is \$996,821.25 and the balance of the sales tax account is \$1,462,446.44.

The Board transferred \$50,000.00 from the ESD checking account to the Money Market account. A motion was made by Jill Jones and seconded by Anthony Oehler. The motion was approved unanimously.

After discussion, the Board passed a motion to increase the daily limits of debit cards held by Steve Godby and Jordan Mitchell. That limit is now \$10,000. The motion was made by Jill Jones and seconded by Anthony Oehler. Approval was unanimous.

Steve Godby discussed the need for a check request process. He is working with the Finance/Admin Coordinator to revise the current process and improve the Check Request Form.

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

Chief Warren reviewed the Brazos County Precinct 4 VFD financials, operations, training, apparatus, and facilities along with immediate and future needs.

The VFD checking account has a balance of \$10,440.07 and outstanding checks totaling \$820.00

The call volume for the month of January 2025 is 16. The total fire and medical calls for 2024 were 841.

There will be 5 training meetings for January including the BCFA meeting at South Brazos FD Station 1 on January 15, 2025.

A new vehicle inventory number system has been implemented for all ESD4 units. The new Engine #41-07 is now in service at Station 2. Repairs have been completed for Engines 41-04, 41-05, 41-06.

Driveway repairs at Station 1 are complete. The bay heater at Station 2 has been repaired. Soil testing results at that site are forthcoming from the engineer. Station 3 remodeling is progressing. The bay floor forms have been set, and the water is turned off at that station due to cold weather.

Bryan Mena has been promoted to Lieutenant. There are now 19 ESD employees and 16 VFD volunteers. Octavius Williams has been voted in as a new member. He is a certified EMT and Wildland Firefighter. His training is complete. Testing is upcoming. Kelly Ledezma has resigned from the department.

The Board reimburse VFD for BCFA dues of \$3700.00 and ESO annual reporting fees of \$8387.17.

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

Steve Godby reported that rainy weather has delayed the renovation work being done at Station 3 by Caffey & Sons.

8. Discussion @ ISO Rating for Brazos County Fire Service (Godby)

Godby reported the concept of pursuing an ISO Rating and the County Firefighting Master Plan has been proposed by another Brazos County ESD. Godby will attend a Brazos County Fire Chief Meeting to hear more about the proposal and consider the fate of the proposal.

9. Discussion on Proposed Draft Investment Policy (Godby)

Steve Godby gave the Board a copy of the first draft of an Investment Policy for BCESD4. The Board was asked to review the policy draft and bring comments to the next Board Meeting.

10. BCESD4 Policy & Procedure Manual Review (Godby)

The current BCESD4 Policy and Procedure Manual is under review and the new version will be published in the near future.

11. Follow-Up on BCESD4 Winter Fire Safety Mail Out (Godby)

The fire blankets and smoke detectors for the Winter Fire Safety Program have been received, the Winter Fire Safety Newsletter prepared and distributed. The VFD Members will begin distributing this equipment on request.

12. Next Meeting Date

The next meeting will be held on March 3rd at 5:45pm at Central Fire Station, 3098 Fazzino Lane, Bryan Texas. The February Meeting will not be held due to all Board members attend the SAFE-D Conference in February.

13. Adjourn Meeting

Meeting adjourned at 7:30pm.