



# **Brazos County Emergency Services District #4**

## **REGULAR MEETING MINUTES**

Monday, July 7, 2025 – 5:45 pm

Brazos County VFD Precinct 4 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, Jill Jones, 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 Quorum (Godby)**

- Meeting called to order; quorum established.

### **2. Citizen Comments**

- No citizens attended. No comments or questions were presented.

### **3. Gifts & Donations / Public Recognition (Godby)**

- Mark Scherback donated a grill to BCESD4.

### **4. Approval of Meeting Minutes (Godby)**

- Motion to approve the June 2, 2025, BCESD4 Board Meeting Minutes was made by Jordan Mitchell and seconded by Dina Nutall.

**Motion passed unanimously.**

### **5. Treasurer's Report (Mitchell)**

#### **Balances as of July 7, 2025:**

- Strategic Reserve: \$255,172.91
- Main Operations: \$1,399,039.59
- Loans Account: \$1,005,554.52

### **Payments Approved:**

- Caffey & Sons (Station 3, App #9): \$71,793.40
- Arkitex Studio (Station 3 Remodel): \$10,955.00
- E3 Construction (via QuickBooks): \$34,326.25
- BCVFD4 (August monthly payment): \$27,500.00

### **6. Draft 2025–2026 Operating & Debt Service Budgets (Godby)**

- Draft budgets were reviewed. Final versions will be presented for approval.
- Proposed Operating Budget: \$1,547,979.00
- Proposed Debt Service: \$350,424.00

### **7. 2023–2024 Financial Audit Status (Mitchell/Rogers)**

- The audit is nearing completion by Ingram, Wallis & Company and will be submitted to the Brazos County Commissioners Court.

### **8. VFD Operations Report (Chief Warren)**

#### **Financials:**

- VFD4 checking account balance: \$24,784.26

#### **Operations:**

- June call volume: 67
- YTD calls: 368

#### **Training:**

- 8 hours of continuing education completed in June

#### **Apparatus:**

- 41-10 under repair for pump and engine issues
- 41-01 pending insurance adjuster contact

#### **Facilities:**

- Station 1: Renovations in planning with Mike Record/Arkitex
- Station 2: Renovations nearly complete; parking improvements discussed
- Station 3: Remodel complete and operational

#### **Staffing:**

- New volunteers: Jeremy Wicks and Mike Gage
- Total: 16 volunteers, 17 part-time firefighters

- Francisco Llamosa completed all SFFMA testing

#### **Other Items:**

- Tender Purchase: Motion by Jordan Mitchell, seconded by Jill Jones to purchase a new Tender vehicle.  
Motion passed unanimously.
- Training Facility: Chief requested \$15,000 from Capital Projects Budget for Station 1 training facility. Motion by Steve Godby, seconded by Dina Nutall.  
**Motion passed unanimously.**

#### **9. BCESD4 Investment Policy (Jill Jones)**

- Motion by Steve Godby to adopt the Investment Policy and register with Texas CLASS.  
Seconded by Dina Nutall.  
**Motion passed unanimously.**

#### **10. Brazos Central Appraisal District – 2025 Budget Allotment (Mitchell)**

- Godby reported that the quarterly allotment has been received in full.

#### **11. Colonial Life “Burn & Accident Insurance” Registration (Godby)**

- Kim Rogers confirmed submission of information for ESD4 and VFD4 personnel/families.  
Coverage begins August 1, 2025.

#### **12. Station 3 Completion & Station Signage (Chief Warren)**

- Station 3 completed; move-in date was June 27, 2025.
- Signage updates for Station 1 will occur after remodeling.
- Arkitek Studio planning meetings underway.

#### **13. ISO Rating Status (Chief Warren)**

- ISO Audit is ongoing in partnership with Mike Pietsch. Work expected to continue in September 2025.

#### **14. Next Meeting Date**

- Scheduled for Monday, August 4, 2025.