



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

## **Regular Meeting Minutes**

Monday, June 2, 2025 – 5:45 PM

Brazos County VFD Precinct 4 Central Fire Station  
3098 Fazzino Lane, Bryan, TX

### **Board Members Present:**

- Steve Godby
- Anthony Oehler
- Jill Jones
- Jordan Mitchell
- Dina Nutall

### **Guests:**

- Chief Warren
- Doug Box

Note: The Board reserves the right to convene in Executive Session pursuant to Section 551.074 of the Texas Government Code.

### **1. Call to Order and Establishment of Quorum (S. Godby)**

The meeting was called to order at 5:45 PM. A quorum was confirmed.

### **2. Citizen Comments**

No citizens were present. No public comments were received.

### **3. Gifts, Donations, and Public Recognitions (S. Godby)**

A citizen donated a gas grill to the Brazos County Volunteer Fire Department (BCVFD) Precinct 4.

### **4. Approval of May 2025 Meeting Minutes (S. Godby)**

Motion: D. Nutall

Second: A. Oehler

Outcome: Unanimously approved

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

- Reviewed May 2025 financial statements from 1st Financial Bank.
- Loan Payoff Discussion:

- Motion by A. Oehler to pay off two USDA loans: Ferrara Truck Loan (\$36,480.41) and Smetana Fire Station Loan (\$63,637.69).
- Second: J. Mitchell
- Outcome: Unanimously approved
- Administrative Assistant and Treasurer Roles:
  - Motion by A. Oehler to offer Kim Rogers a full-time position (up to 40 hours/week) at \$21/hour.
  - Second: J. Jones
  - Outcome: Unanimously approved

#### **6. 2023–2024 Financial Audit Status (J. Mitchell)**

- Ongoing collaboration with Ingram-Wallis & Co. P.C. for the BCESD4 audit.
- S. Godby submitted a letter to the County Judge requesting an extension for the audit deadline.

#### **7. BCVFD4 Operations Report (Chief Warren)**

- Checking Account Balance: \$25,192.63
- Calls to Date (2025): 282
- May 2025 Calls: 49
- Updates Provided:
  - Training
  - Apparatus
  - Facilities
  - Staffing
- Motion by A. Oehler to approve \$27,520 for a slip-on unit for a future brush truck, to be reimbursed upon submission of grant paperwork to Texas A&M Forest Service (TFS).
  - Second: D. Nutall
  - Outcome: Unanimously approved

#### **8. Adoption of Investment Policy for BCESD4/Texas Class Investments, LLC (J. Jones)**

- Motion by A. Oehler to appoint J. Jones as Investment Officer for BCESD4.
  - Second: D. Nutall
  - Outcome: Unanimously approved
- Action: K. Rogers to update the investment policy for implementation with Texas Class Investments.

**9. Colonial Life Burn & Accident Insurance Legal Inquiry (S. Godby)**

- Approved to extend insurance offering to family members.

**10. Central Fire Station Signage & Renovation (Chief Warren)**

- Signs ordered and measurements completed.

**11. Station 3 Renovation Progress (Chief Warren)**

- Renovation ongoing. No further payments to the contractor until completion.

**12. ISO Rating for Brazos County Fire Service (Chief Warren)**

- Chief Warren contacted by ISO representative; 6-month timeline established for report submission.

- Mike Pietsch (Consulting Services, Inc.) is compiling data, expected to improve the ISO rating.

**13. Future Meeting Dates**

- Monday, July 7, 2025

- Monday, August 4, 2025

Adjournment

The meeting adjourned at 7:36 PM.

Respectfully Submitted,  
Jill Jones  
BCESD4 Board Member