



Brazos County Emergency Services District #4

BOARD MEETING MINUTES

March 3, 2025 – 5:45 pm

Brazos County ESD #4
Brazos County VFD Precinct 4 Central Fire Station
3098 Fazzino Lane
Bryan, Texas

The following are minutes of the Brazos County Emergency Service District 4 (BCESD4) agenda items discussed, considered and action taken as appropriate. The following BCESD4 Board Members attended; Steve Godby, Anthony Oehler, Jill Jones, Jordan Mitchell and Dina Nutall. Chief Warren attended as a guest.

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. No citizens attended the meeting.
3. **Approval of January BCESD4 Board Meeting Minutes (Godby)**
Dina Nutall moved to "accept the January BCESD4 Board Meeting Minutes as written."
Jordan Mitchell seconded. Motion passed with unanimous consent.
4. **Treasurers Report including, but not limited to financial status, budget reports, account balances, bills, Wells Fargo banking and payments (Mitchell)**
Mitchell reported the BCESD4 has a balance of \$251,504.01 in the Strategic Reserve account. As of January 3rd, 2025, the balance for property tax accounts is \$1,294,798.94 and the balance for sales tax account is \$1,375,325.90.
Jordan will be working with the bank to combine the property and sales tax accounts.

Anthony Oehler motioned to pay off the Government Capital (Fire Chief's Truck) loan ending in 5730 in full in order to save on the interest over the next couple of years. (The current maturity rate is 2027) Dina Nutall seconded the motion. Motion passed with unanimous consent

5. **Brazos County Precinct 4 VFD Report** (Chief Warren)

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

The VFD4 checking account is currently \$7,306.29 with outstanding checks totaling \$2,355.00.

The Chief reported their call volume for February was 59 calls and 115 calls for 2025 to date.

Chief reported that there were some repairs needed to the bathroom at Station 2. Anthony Oehler made a motion to reimburse the VFD for this expense for \$4,345.00 for this repair. Jill Jones seconded the motion. Motion passed with unanimous consent.

Chief reported that ESD 3 is moving forward with their ISO rating and reported that there would be some cost savings if we partner with the same agency. Anthony Oehler made a motion to approve moving forward with the Insurance Rating/Fire Station Location Master Plan proposal presented by Mike Pietsh, PE Consulting Service, Inc. in an amount not to exceed \$53,000. Dina Nutall seconded the motion. Motion passed with unanimous consent.

6. **BCESD4 Station 3 Renovation Progress Report** (Godby)

Update on status of renovation and timeline. ETA for completion is April 16, 2025.

7. **SAFE-D Conference Debriefing**

Discussion about lessons-learned at the annual SAFE-D Conference in Round Rock, Tx.

8. **Financial / Administrative Coordinator Transition Discussion** (Godby)

Board discussed ongoing roles and duties for both the Board Treasurer and the newly hired Administrative Coordinator

9. **Next Meeting Dates:** April 2nd – 5:45 pm
May 5th – 5:45 pm

10. **Adjournment:** 7:46 pm

Respectfully Submitted,

Jill Jones
BCESD4 Board Member