



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

## **REGULAR MEETING AGENDA**

Monday, May 5, 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 discussed, considered, and action taken as appropriate. The following BCESD4 Board Members attended the Board Meeting: Steve Godby, Anthony Oehler, Jill Jones, Jordan Mitchell and Dina Nutall. Chief Warren and Benny Gaida 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 a quorum.** (Godby)  
Quorum established.
- 2. Citizen comments** – The Board cannot discuss or act on matters listed on the agenda. The Board will not respond to questions or comments from the public at this time. Public comments are limited to 3 minutes.  
  
No citizens attended the meeting. There were no citizen questions or comments.
- 3. BCESD4 Gifts & Donations, Public Recognitions.** (Godby)  
There were no gifts, donations, or public recognition.
- 4. Approval of BCESD4 April BCESD4 Board Meeting Minutes.** (Godby)  
A motion was made by Dina Nutall and seconded by Jill Jones, to approve the April 2025 BCESD4 Board Meeting Minutes as written. The motion approved unanimously.
- 5. VFIS of Texas Insurance Policy Review @ Benny Gaida** (Oehler)  
Benny Gaida, VFIS / Texas Insurance reviewed the current coverage for BCESD4 and the BCVFD4 Department. Following the review, Mr. Gaida presented a new program offered to fire fighters and their families call the Colonial Life Burn and Accident insurance.

The Board was interested in offering this program to the fire fighters, however wanted to check with legal to determine if it was appropriate to purchase this coverage to family members with department funds.

**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.**

(Mitchell)

The Board reviewed the BCESD4 1<sup>st</sup> Financial Bank accounts for April 2025, the BCESD4 Profit & Loss Statement (P&L) and BCESD4 "Transaction List by Vendor" reports. Steve requested that Kim Rogers prepare distributed the previous month's "P&L Statement" and "Transaction List by Vendor" reports to BCESD4 Board Members prior to all future BCESD 4 Board Meetings.

**7. Status of the 2023-2024 BCESD4 Financial Audit** (Mitchell)

Godby, Mitchell and Rogers continue to work with Ingram-Wallis & Co. P.C. to complete the annual BCESD4 Governmental Accounting Standards Board (GSAB) Audit. The audit continues to move forward, the auditor has requested additional information to complete the audit. The deadline of June 1<sup>st</sup> may not be reachable and an extension will probably be required.

**8. Brazos County Precinct 4 Volunteer Fire Department Operations Report**

(Chief Warren)

The Chief reported the BCFVD4 has a current checking balance of \$21,840. Chief reported 233 calls for the year, 60 calls for April.

Chief Warren also met with District 2 and District 3 to discuss helping them out on responses in District 2. It was agreed District 4 would help them with structure fires and "echo" level medical calls.

Chief also reported on training, apparatus, facilities and staffing.

**9. Texas Class Investments, LLC Discussion & Action** (Jones)

The Board discussed utilizing the services of Texas Class Investments, but wanted legal counsel to review the draft BCESD4 Investment Policy. Godby will obtain a legal review of the document and report the results at the June meeting.

**10. BCESD4 Central Fire Station Signage Discussion and Action** (Chief Warren)

Chief Warren presented plans for renovating the interior of the Central Fire Station, in addition to reviewing how the exterior signage could be changed to resemble the new signage at Station 3. The Board decided the design for these changes to take place in 2025 with Arkitex Studios, Inc. and actual construction and signage installation will occur in 2026.

**11. BCESD4 Station 3 Renovation Progress Report** (Chief Warren)

The renovation of Station 3 continues and is now scheduled to be completed in mid-June. Weather, manpower and materials have slowed the project from the original Feb 16<sup>th</sup> completion date.

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

On April 29<sup>th</sup>, Chief Warren met with Mike Pietsch, Consulting Services, Inc., to discuss the upcoming review to determine the "Insurance (ISO) Rating" and "Fire Station Location Master Plan". The survey will take place during May and is expected to last for several months.

**13. Financial / Admin Coordinator Review & Action (Godby)**

The Board went in to Executive Session to discuss the 6-month Performance Review of the BCESD4 Financial / Admin Coordinator. In addition, the action of bring her off the probationary hourly rate

**14. Executive Session Results**

The BCESD4 Board met in Executive Session and, upon returning to open session announced a \$2.00 / hour raise, resulting in an hourly rate of \$21.00.

**15. Next Meeting Date:**      Monday, June 2<sup>nd</sup>  
   Monday, July 7<sup>th</sup>

**16. Adjourn Meeting at 7:12 pm**

Respectfully Submitted,

Steve Godby  
President  
BCESD4