



Brazos County Emergency Services District #4

BOARD MEETING MINUTES

October 2, 2025 – 5:45 pm

Brazos County ESD #4

Fire Station #3

6357 Raymond Stotzer Parkway

College Station, Texas 77845

In compliance with the provisions of Chapter 551, Texas Government Code, the meeting of the Board of Emergency Services Commissioners of Brazos County Emergency Services District No. 4 was conducted at **the BCESD4 Station 3 - 6357 Raymond Stotzer Parkway, College Station, Texas 77845 at 5:45 p.m., October 1, 2025.**

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 (by phone), and Dina Nutall. Fire Chief Joe Warren and BCESD4 Administrative Assistant 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 551.074, Texas Government Code.

1. **Call to Order and Establish a Quorum.** (Godby)
Quorum established.
2. **Citizen comments** (Godby)
No citizen comments received.
3. **BCESD4 Gifts & Donations, Public Recognitions.** (Godby)
No gifts, donation or public recognition.
4. **Approval of "BCESD4 Public Hearing 2025 Proposed Tax Rate Calculation Meeting Minutes" and the "BCESD4 Special Meeting 2025 Tax Rate Meeting Minutes".** (Godby)
A motion was made by Dina Nutall to approve the "2025 BCESD4 Public Hearing Proposed Tax Rate Calculation Minutes" as presented and motion seconded by Anthony Oehler. The motion passed with unanimous consent. Dina Nutall motioned to approve the "BCESD4 Special Meeting 2025 Tax Rate Meeting Minutes" as presented and the motion seconded by Anthony Oehler. The motion passed with unanimous consent.

5. **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.** (Godby)
Godby presented the current bank balances for the BCESD4; Property Tax Revenue (\$99,908.65), Contingency Fund (\$206,646.22) and Sales Tax Revenue (\$1,327,838.26).

The BCESD4 Board reviewed and authorized the following invoices / payments through the month of July:

○ Payroll @ Sept 5 th	\$20,470.52
○ Payroll @ Sept 19 th	\$21,506.31
○ Colonial Life, Invoice	\$905.08
○ Concentra, Invoice	\$223.00
○ Concentra, Inv. 326568406	\$223.00
○ E3 Construction	\$17,300.00
○ Bottomline Bookkeeping	\$475.00
○ Big Sky Internet Design	\$832.00
○ The Eagle, Tax Ad 1AD92409-0003	\$605.73
○ Fast Signs	\$1829.43
○ RIT Management	\$2,500.00
○ HdL Companies	\$2,808.00
○ AdMail	\$2062.00

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

Chief Warren reported the BCVFD4 checking account currently has a balance of \$33,296.59. Call volumes for September were 79 response calls totaling 560 total calls for the year.

Chief Warren also reported on their recent training, apparatus, facilities and staffing. Currently, the BCVFD4 has 24 duty officers and 11 volunteer firefighters.

A motion was made by Dina Nutall to approve \$6,500 for repair of the driveway at the Central Fire Station. Anthony Oehler seconded the motion. The motion carried by unanimous vote.

7. **Discussion and Action on Updating the BCESD4 / BCVFD4 Service Agreement** (Godby)

Godby presented the existing 2018 Service Contract between Brazos County Precinct 4 Volunteer Fire Department and BCESD4. He requested Chief Warren conduct a review of the current Service Agreement and propose changes that need to be made to the document at the next BCESD4 Board Meeting. Godby also asked that Chief

Warren include the recommended changes, in the document, from the 2024-2025 BCESD4 Financial Audit.

8. Discussion and Action on BCESD4 Board Officer Discussion and Secession Planning (Godby)

Godby reported on Board Member Jordan Mitchell submitted her resignation from the BCESD4 Board on September 27, 2025. A motion was made by Dina Nutall to accept the resignation of Jordan Mitchell. The motion was seconded by Anthony Mitchell. The motion carried unanimously.

The Board expresses our sincere appreciation to Jordan for her 3 years of service, as Treasurer, on the BCESD4 Board.

The BCESD4 Board will take immediate action to identify a new BCESD4 Treasurer.

Also, Godby announced his intent to retire from the BCESD4 Board, effective October 1, 2026, after 10 years of service. He stated this notice is being given in advance to assist in planning a smooth transition and to allow the Board sufficient time to consider replacement options.

9. BCESD4 Station 3 "Open House" Planning Discussion (Jones)

Plans were discussed for the BCESD4 Station 3 "Open House" to be held on Friday, October 31st. A post card mailer announcement has been sent to District 4 homeowners and details of the event will be installed on social media. Jill Jones is coordinating these efforts.

10. Discussion and Action on BCESD4 Policy "F-3, Disbursement of Funds" (Godby)

The "F-3 Disbursement of Funds" policy will be revised to better define when two signatures are required on checks written and to detail how the two signatures are captured when Bottomline Bookkeeping issues the checks.

Also, the practice of reporting and approving/acknowledging all checks and invoices at each Monthly BCESD4 Board Meeting needs to be included in the revised policy. Godby asked Kim Rogers to review and edit Policy F-3 and propose changes at the next BCESD4 Board Meeting.

11. BCESD4 ISO Rating Survey Status (Warren)

Chief Warren reported on the status of the BCESD4 ISO Rating Survey that is currently underway. The ISO Survey is expected to be completed in December.

12. Next Meeting Date: November 1, 2025

13. Adjournment: The BCESD4 Board Meeting adjourned @ 7:15 pm

**Respectfully Submitted,
Steve Godby
BCESD4 President**