



Brazos County Emergency Services District #4

BOARD MEETING MINUTES

September 3, 2025 – 6:15 pm

Brazos County ESD #4

Fire Station #3

6357 Raymond Stotzer Parkway

College Station, Texas 77845

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, Jill Jones, Anthony Oehler, Jordan Mitchell, and Dina Nutall. Fire Chief Joe Warren, BCESD4 Administrative Assistant Kim Rogers and Citizen Paul Vein 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 August BCESD4 Board Meeting Minutes and August Tax Rate Proposal Special Meeting Minutes.** (Godby)
A motion was made by Jill Jones to approve the August BCESD4 Board Meeting Minutes as presented and motion seconded by Anthony Oehler. The motion passed with unanimous consent. Jill Jones motioned to approve the August Tax Rate Proposal Special 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 (\$318,393.22), Contingency Fund (\$205,973) and Sales Tax Revenue (\$1,270,550.53). Godby proposed moving \$100,000 from the remaining funds in the Property Tax Revenue account to the investment fund.

Anthony Oehler motioned to move \$100,000 from the "Property Tax Revenue" account to the Texas Class investment fund and motion seconded by Jill Jones. The motion passed with unanimous consent.

The BCSED4 Board reviewed and authorized the following invoices / payments through the month of July:

○ Payroll @ July 2 – Aug 8	\$15,596.59
○ Payroll @ Aug 9 – Aug 22	\$16,571.91
○ Colonial Life, Inv. 630811801962	\$446.00
○ Concentra, Inv. 326541974	\$446.00
○ Concentra, Inv. 326568406	\$223.00
○ Texas Mutual, 10077190664	\$13,566.00
○ Arkitek Studios, Inv. 25010-2	\$1846.50
○ Vista Print – Business Cards	\$231.81
○ The Eagle, Tax Ad	\$572.78
○ Bottomline, Inv. 2025-2059	\$475.00
○ Arkitek Studio, Pay App 10	\$12,116.95

Godby reviewed the status of the "Financial Process & Audit Recommendations." The cash flow analysis is pending; Mitchell is making contact with 1st Financial to return to two separate revenue accounts; work continues with Bottomline Bookkeeping on the Charge Code System; the "Expense Request Form" has been implemented; a Monthly Internal Reconciliation" meeting with Bottomline Bookkeeping will be scheduled by Rogers; Mitchell will forward the link for invoices for the 2024-2025 Financial Audit; the Master Vendor Terms and Requirements is being sent out to all companies involved with BCESD4; Chief Warren is working on changes to the VFD4 Service Agreement regarding insurance payments and reference to quarterly VFD4 payments; payroll summaries are being routinely forwarded to Bottomline Bookkeeping; work has begun on the Financial Policies & Procedures updates & the Brazos County Tax Revenue is now monthly vs. daily.

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

Chief Warren reported the BCFD4 checking account currently has a balance of \$4,620.93. Call volumes for August were 70 response calls (EMS calls account for 41 calls and 29 fire calls.)

Chief Warren also reported on their recent training, apparatus, facilities and staffing. Currently, the BCFD4 has 24 duty officers and 11 volunteer firefighters. Two additional volunteers have applied for the BCFD4.

7. **Discussion and Action on the Proposed 2025-2026 BCESD4 "Maintenance & Operations (M&O)" Tax Rate of 0.056414/\$100.** (Godby)
Anthony Oehler motioned to approve the proposed 2025-2026 BCESD4 Maintenance & Operations (M&O) tax rate of 0.041085/\$100. Jordan Mitchell seconded motion and the motion passed by unanimous consent. Board Members Nutall, Oehler, Mitchell, Godby and Jones voted in favor of the proposed tax rate.
8. **Discussion and Action on the Proposed 2025-2026 BCESD4 "Debit Service" Tax Rate of 0.031073/\$100.** (Godby)
Jordan Mitchell motioned to approve the proposed 2025-2026 BCESD4 Debit Service tax rate of 0.031073/\$100. Anthony Oehler seconded motion and the motion passed by unanimous consent. Board Members Nutall, Oehler, Mitchell, Godby and Jones voted in favor of the proposed tax rate.
9. **Discussion and Action on the Proposed 2025-2026 BCESD4 "Voter Approval" Tax Rate of 0.088553*/\$100 *(includes unused Increment Rate of 0.001066/\$100).** (Godby)
Jordan Mitchell motioned to approve the proposed 2025-2026 BCESD4 + Unused" tax rate of 0.088552/\$100 (including the unused Increment Rate of 0.001066/\$100). Anthony Oehler second the motion and the motion passed by unanimous consent. Board Members Nutall, Oehler, Mitchell, Godby and Jones voted in favor of the proposed tax rate.
10. **Discussion and Action on Updating BCESD4 Filing System** (Godby)
Godby reported on the development of upgrading the BCESD4 Filing System. The Board agreed with implementing the proposed filing system and see it as an opportunity to align our files with existing Document Retention requirements.
11. **Discussion and Action on BCESD4 Board Officer Discussion and Secession Planning** (Godby)
Considering Godby's announcement to retire from the President's position, Godby led a discussion on the need to review existing Board positions in preparation for this change. Substantive discussions will be held at the next Board Meeting.
12. **BCESD4 Station 3 Americans with Disability (ADA) Inspection Recommendations** (Chief Warren)
Chief Warren reported on the various facility ADA related modifications required at Station 3, as a request of a recent ADA Inspection (following Station 3 renovations). Chief Warren was authorized to pursue a contractor to perform the work on these recommended items.

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

Plans were discussed for the Station 3 "Open House" to be held on Friday, October 31st. A post card announcement will be sent to District 4 homeowners and details of the event will be installed on social media. Jill Jones and Jordan Mitchell will coordinate these efforts. Details regarding decoration and signage will be discussed at the October 1st Board Meeting.

**14. Discussion and Action on Central Station Renovation and Signage
Discussion – Path Forward (Jones)**

Following a discuss on the path forward for the Central Station Renovation and Signage, it was agreed the exterior signage should continue, however, discussions and further action on the renovation of the Central Fire Station should cease until it is determined how we will proceed with this work.

15. Discussion and Action on Fire Chief Truck Replacement (Godby)

Following the June traffic accident that involved Chief Warren's vehicle, the Board discussed the mileage of the damaged truck, the time it will take to repair the damaged truck, the ongoing discussion on if the truck will be "totaled" and the time it will require to get a new truck. Following this discussion, Anthony Oehler motioned "to move forward with the purchase of a new Fire Chief truck from Metro Fire in the amount of \$114,088." Jordan Mitchel second the motion and the motion passed with unanimous consent.

16. BCESD4 ISO Rating Survey Status (Warren)

Chief Warren reported on the status of the BCESD4 ISO Rating Survey that is currently underway. Pump testing will be performed in September and the ISO Survey should be completed in the October / November timeframe.

17. Next Meeting Date: October 1, 2025

18. Adjournment: The BCESD4 Board Meeting adjourned @ 7:30 pm

Respectfully Submitted,

Steve Godby - BCESD4 President