



Brazos County Emergency Service District #4

BOARD MEETING MINUTES

May 11, 2026 – 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 Service District No. 4 (BCESD4) was conducted at BCESD4 Station 3 - 6357 Raymond Stotzer Parkway, College Station, Texas 77845 at 5:45 p.m., May 11, 2026.

The following are minutes of the BCESD4 agenda items discussed, considered and action taken as appropriate. The following BCESD4 Board Members attended: Steve Godby, Jill Jones, Ray Thomas, 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.**

Quorum established.

2. **Citizen comments**

No citizen comments received.

3. **BCESD4 Gifts & Donations, Public Recognitions.**

No gifts, donations or public recognition.

4. **Approval of the BCESD4 March 2026 Board Meeting Minutes**

The minutes of April 13, 2026, BCESD4 Board Meeting were presented by Godby. Dina Nutall motioned "to approve the minutes as written". Jill Jones seconded. The motion passed unanimously.

5. **Treasurer's Report including, but not limited to, Financial Statements, Profit & Loss statement, Account Payables Report, M&O Budget, Pending Invoices, Significant Payments, Investment Account & Relevant Banking Information.**

Current bank balances for the BCESD4; Property Tax Revenue (\$602,365.90), Contingency Fund (\$9,290.85) and Sales Tax Revenue (\$1,350,033.52), Texas Class Investment (\$405,688.15).

The BCSED4 Board reviewed the following invoices / payments for April and May. A motion was made by Jill Jones "to approve the payments as presented", Ray Thomas seconded. The motion was approved by unanimous vote:

○ Air Med Insurance	\$3,075.00
○ Bottom Line Bookkeeping	\$475.00
○ Colonial Life Monthly Premium	\$960.86
○ Colonial Life Adjustment	\$15.70
○ Payroll April 2026	\$61,590.31
○ Signarama: sign for St. 4	\$303.87
○ Texas Mutual WC Insurance Premium	\$17,834.50
○ Winstar/VFIS Treasurer Bond	\$500.00
○ Texas Communications 41-05 Repair	\$1,559.79
○ Winstar/VFIS Comm. Package Policy	\$45,996.00
○ Buzzard Consulting	\$3,600.00
○ Casco	\$2,188.00
○ Casco	\$1,680.00

Godby reported receiving a check in the amount of \$30,371.55 from Caffey & Sons, LLC for the difference between the retainage owed on the contract for Station #3 Renovations (\$50,063.82) and the sales tax (due to payment mistake) refunded to BCESD4 (\$80,435,37).

BCESD4 Board Members received a draft copy of all BCESD4 Policies & Procedures, recently updated, and requested to review and provide comments at the June BCESD4 Board Meeting. The revised BCESD4 Policies & Procedures Manual will be published following this review.

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

Chief Warren reported that the BCVFD4 checking account currently has a balance of \$20,276.11. There have been 60 response calls for service in April and 27 as of May 11th. Since January there have been 284 response calls.

Chief Warren also reported on their recent training, apparatus, facilities and staffing. Currently, the BCESD4 and BCVFD4 have 22 duty officers and 14 volunteer firefighters.

The septic system at Station 3 , 6357 Raymond Stotzer Pkwy. College Station, Texas, needs to be replaced. Chief Warren is getting 3 bids for this work. Jill Jones motioned "to replace the septic system at Station 3". Ray Thomas seconded and the motion passed with unanimous consent.

The Board and Chief Warren discussed and agreed to increase the BCESD4 Duty Crew Fire Fighters from 22 members to 27 members to help fill open shifts on weekends and holidays.

7. **Discussion and Action on BCESD4 Treasurer Role and Required Bond.**

The Board discussed the search for a new Treasurer to replace Steve Godby who will retire from the BCESD4 Board on September 30th. The discussion will continue.

The Board also reviewed the current Bond requirement for the BCESD4 Board Treasurer. Current BCESD4 policy requires a Bond for \$500,000. Steve Godby will speak with Benny Gaida (Winstar/VFIS Representative) to assess the appropriate value and to verify the need for a separate provider for this Bond. Godby will report on his findings at the next BCESD4 Board Meeting.

8. **Discussion and Action on Pending Loan for Apparatus Purchase, Renovation of Station 1 and Construction of Station 4.**

The BCESD4 Board Members discussed several loan options for the purchase of the following apparatus and facility construction:

New Pumper	\$1,100,000
New Tender	\$575,000
New Brush Truck	\$175,000
Fire Chief’s Truck Replacement	\$150,000
Fire Station #1 Upgrade	\$250,000
<u>Fire Station #4 Construction</u>	<u>\$650,000</u>
Total	\$2,900,000

Godby reiterated these expenditures support our continuing commitment to improving the facilities and firefighting apparatus for the BCESD4 operations, our BCVFD4 Fire Fighters and the community. And, in a nutshell, Chief Warren stated, “we’re set”!

A motion was made by Dina Nutall “to authorize Godby to obtain a 10-year loan in the amount of \$2,900,000 with Government Capital Corporation to pay for the facility improvements and new apparatus”. The motion was seconded by Ray Thomas and approved by unanimous consent.

9. **Status Report on BCESD4 Financial Audit.**

Kim Rogers continues to work with Ingram, Wallis Auditor Alexandra Moore to provide the 2025-2026 BCESD4 Financial Audit by the June 1st deadline.

10. **Discussion and Action on Preparations for 2026 - 2027 Tax Calculations.**

Godby requested the BCVFD4 2026-2027 Operating Budget from Chief Warren to start budget preparations for upcoming 2026-2027 Tax Calculations.

11. **Discussion and Action on Station 4 Construction Plans.**

Chief Warrant reported work is underway to obtain the appropriate building permits for the construction of Fire Station 4.

12. **Next Meeting Date: Monday, June 15th**

13. **Adjournment:** The BCESD4 Board Meeting adjourned @ 7:45 pm