Brazos County
Emergency Service District #4

BOARD MEETING MINUTES

November 2, 2026 – 5:45pm

Brazos County ESD 4
Fire Station #3
6357 Raymond Stotzer Parkway
College Station, Texas 77845

In accordance with Chapter 551 of the Texas Government Code, the Board of Emergency Services Commissioners of Brazos County Emergency Services District No. 4 (BCESD4) held its regular meeting on November 2, 2026, at 5:45 PM at Fire Station 3, located at 6357 Raymond Stotzer Parkway, College Station, Texas.

Board Members Present: Mary Stasny, Ray Thomas, Dina Nutall, Jill Jones, and Anthony Oehler.
Others Present: Fire Chief Joe Warren, BCESD4 Administrative Assistant Kim Rogers, and Assistant Chief Chris Ford.

1. Call to Order and Establishment of a Quorum
The meeting was called to order, and a quorum was established.

2. Citizen Comments
No citizen comments received.

3. BCESD4 Gifts, Donations, and Public Recognitions
No donations received.

4. Approval of October 2026 Board Meeting Minutes
The minutes of the October 5, 2026, BCESD4 Regular Board Meeting were presented for approval. Anthony Oehler made a motion to approve the minutes. Dina Nutall seconded. **The motion carried unanimously.**

5. Treasurer's Report
The Board reviewed the District's financial statements, accounts payable, expenditures, investment accounts, and other relevant financial information.

Reported Account Balances:

Account	Balance
Property Tax Revenue	$353,178.29
Contingency Fund	$9,922.69
Sales Tax Revenue	$645,199.90
Texas CLASS Investment	$1,892,025.52

Invoices and Payments Reviewed – October and November 2026

Vendor / Description	Amount
B&B Electric – Station 4	$23,000.00
Big Sky Internet	$192.00
Bottom Line Bookkeeping	$475.00
Bolfing Construction	$119,437.00

Colonial Life	$982.47
Elan Credit Card	$3,605.82
Payroll – October 2026	$59,133.10
AdMail	$2,170.98
Brazos Flag & Flagpole	$5,973.00
Burns, Anderson, Jury, Brenner	$500.00
Casco	$26,416.00
Motorola	$6,991.92
SAFE-D	$2,500.00

6. Brazos County Precinct 4 Volunteer Fire Department Operations Report

Chief Joe Warren presented the Department's operations report.

The BCVFD4 checking account balance was reported as $22,402.34.

The Department responded to 84 calls for service during October 2026, bringing the year-to-date total to 669 calls.

Chief Warren also provided updates regarding training, apparatus, facilities, and staffing. The Department reported 25 duty officers and 11 volunteer firefighters.

7. Discussion and Possible Action on BCESD4 Policy G-6, "Time Off and Leave Policy."

No formal action was taken.

8. Discussion and Possible Action on Adding a Cybersecurity Policy to the BCESD4 Policy & Procedures Manual.

Ray Thomas will work to create a policy to bring to the Board for review in the next few months.

9. Recap of the October 31, 2026 Halloween Open House at Fire Station 3

The event was a success. Approximately 150 visitors attended the Open House. We will revisit the idea for an open house at the new station (Station 4) in the future.

10. Discussion and Possible Action on Station 4 Construction

Chief Warren provided the Board with an update on the progress and current status of construction at Station 4.

No formal action was taken.

11. Discussion and Possible Action Regarding the 2027 SAFE-D Conference

The Board discussed attendance at the 2027 SAFE-D Conference. Anticipated attendees include Board members, Fire Chief Joe Warren, Assistant Chief Chris Ford, Administrative Assistant Kim Rogers, and Steve Godby. Jill Jones will coordinate reservations when conference registration opens.

12. Discussion and Possible Action Regarding the Employment, Evaluation, Duties, and Compensation of the Fire Chief and Administrative Assistant.

The Board entered executive session at **6:35 PM**, pursuant to Texas Government Code §551.074, to deliberate regarding the employment, evaluation, duties, and compensation of the Fire Chief and Administrative Assistant.

The Board reconvened in open session at **6:45 PM**.

Following executive session, Anthony Oehler made a motion to approve adjustments to the Administrative Assistant's compensation package, to include performance incentives. Ray Thomas seconded the motion. **The motion carried unanimously.** Anthony Oehler made a second motion to approve performance incentives for Assistant Fire Chief. Ray Thomas seconded the motion. **The motion carried unanimously.**

13. Discussion and Possible Action on Next Meeting Date

The next regular BCESD4 Board Meeting was scheduled for January 11, 2027, at 5:45 PM.

14. Adjournment

The meeting adjourned at **6:54 PM**.