



Brazos County Emergency Service District #4

BOARD MEETING MINUTES

February 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., December 22, 2025.

The following are minutes of the BCESD4 agenda items discussed, considered and action taken as appropriate. The following BCESD4 Board Members attended; Steve Godby, Anthony Oehler, 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.** (Godby)
Quorum established.
2. **Citizen comments** (Godby)
No citizen comments received.
3. **BCESD4 Gifts & Donations, Public Recognitions.** (Godby)
No gifts, donations or public recognition.
4. **Approval of the BCESD4 January 13th Board Meeting Minutes (Godby)**
The minutes of the January 13, 2026, BCESD4 Board Meeting were presented by Godby. Dina Nutall motioned "to approve the minutes as presented". Ray Thomas 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, & Relevant Banking Information.** (Godby)

Godby presented the current bank balances for the BCESD4; Property Tax Revenue (\$475,101.47), Contingency Fund (\$108,802.97) and Sales Tax Revenue (\$1,221,956.52).

The BCSED4 Board reviewed and authorized the following invoices / payments through the months of January and February:

○ Payroll Period Ending 1/2/26	\$25,998.59
○ Payroll Period Ending 1/16/26	\$28,598.47
○ Payroll Period Ending 1/30/2026	\$34,248.47
○ Colonial Life, Invoice 2/2026	\$905.08
○ Texas Mutual WC Inc. Renewal 2/6/2026	\$17,912.40
○ Amazon Debit Card Payment 2/6/2026	\$42.55
○ Hernan Plumbing 2/11/2026	\$17,000.00
○ Brazos County Appraisal District 2/11/2026	\$90.79
○ VFD4 Monthly Payment March 3/1/2026	\$25,000
○ VFD4 Monthly Payment April 4/1/20226	\$25,000
○ SAFE-D Reimbursement Oehler 2/11/2026	\$395
○ SAFE-D Reimbursement Jones 2/11/2026	\$415
○ SAFE-D Reimbursement Godby 2/11/2026	\$395
○ SAFE-D Reimbursement Nutall 2/11/2026	\$395
○ SAFE-D Reimbursement Warren 2/11/2026	\$395
○ SAFE-D Reimbursement Rogers 2/11/2026	\$347

In addition, the BCESD4 Board discussed the need to continue to grow the BCESD4 Contingency Fund to cover 6 months of operation. It was agreed contributions to the Contingency Fund would be increased over the next 3 years to meet the target of establishing a Contingency Fund for 6 months of operation.

The BCESD4 Board also discussed the need to obtain an additional business credit card and the type of card to obtain. A motion was made by Dina Nutall "to obtain an Ink Business Unlimited Credit Card for BCESD4 select BCESD4 Board Members." The motion was seconded by Ray Thomas. The motion passed unanimously.

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

Chief Warren reported that the BCVFD4 checking account currently has a balance of \$13,832.77. There were 56 response calls for service in January.

Chief Warren also reported on their recent training, apparatus, facilities and staffing. Currently, the BCVFD4 has 22 duty officers and 14 volunteer firefighters, with one new VFD4 applicant.

Chief Warren reported the new Fire Chief Truck was delivered to Metro Fire for lights and decals. The new truck is scheduled for delivery in November 2026. Also, the new Tender is scheduled to be delivered in May 2026.

Chief presented a Metro Fire Quote (QT113221), in the amount of \$174,000, for a new Metro Brush Truck. The truck would be ready in 12-18 months. Dina Nutall motioned for the BCESD4 "to proceed with the purchase of the Metro Brush Truck for \$174,000". The motion was seconded by Ray Thomas. The motion passed with unanimous consent.

Chief also reported on the start of construction on a "Training Facility" at Central Station.

7. Discussion and Action on Updates to the BCESD4 / BCVFD4 Service Agreement (Godby)

Godby reported representatives from the BCVFD4 (Chief Warren & Lt. Rick Wagner) and BCVFD4 (Godby) recently met to finalize the updates to the "Service Agreement Between BCVFD4 and BCESD4."

A motion was made by Anthony Oehler and seconded by Dina Nutall "to accept the updates to the "Service Agreement Between BCVFD4 and BCESD4" as presented". The motion passed unanimously.

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

Godby presented changes necessary for BCESD4 Policy "F-3 Disbursement of Funds" Policy for "check signers". The final language for the F-3 "Disbursement of Funds" Policy will be presented at the March BCESD4 Board Meeting.

9. Discussion and Action on Land Purchase and Station 4. (Godby)

Following a discussion on the recent purchase of the proposed property for Station 4, a motion was made by Godby "to authorize the appropriate officers and officials, to take all action necessary in relation to the same, to identify potential contractors, develop a preliminary design for Station 4 and present these findings at the March BCESD4 Board Meeting." The motion was seconded by Ray Thomas. The motion was approved by unanimous consent.

Chief Warren also reported the landowner, of the recently purchased property for Station 4, has asked Chief Warren if he could purchase the mobile home, two portable buildings and a metal truss which exist on the property for \$7,000.

A motion was made by Anthony Oehler and seconded by Dina Nutall "to approve the sale of this requested equipment to the previous landowner for \$7,000." The motion passed unanimously.

10. Report on Closing Meeting for ISO Audit BCESD4 (Warren/Godby)

Godby presented a summary of action items (attached) resulting from the recent ISO Audit. Chief Warren reported these were good suggestions for the BCESD4 and the items are already being implemented.

11. **SAFE-D 2026 Conference Takeaways** (Godby)
Godby led the discussion on the "takeaways" (attached) from the recent 2026 SAFE-D Conference in San Antonio.
12. **Next Meeting Date:** March 16, 2026
13. **Adjournment:** The BCESD4 Board Meeting adjourned @ 7:30 pm

Respectfully Submitted,

Steve Godby
BCESD4 President



**ISO SURVEY
CLOSING CONFERENCE
"TAKE-AWAYS"
January 13, 2025**

**Conduct Hydrant Flow Test & Hydrant Inspection
Need 2-3 Years of Records
Target 20% of Hydrants @ 5 Years**

**Hydrant Inspection
Every 2 Years
Complete Flushing Program**

**Automatic Dispatch @ Structure Fire
Vs. Mutual Aid Agreement
Automatic Aid @ VFD1 or VFD3**

**Best Practice:
Document Outside Training @ Duty Crew
Capture 50% Training Records from Employer**

**Overall Training Requirement – 6 Hours / Year
Average Reported 6 Hrs./Yr – Actual 2.5 Hrs./Yr**

**Video "Dump & Fill" Time (w Video) for Tankers
Test Largest Tanks for Inspection**

**Current Rating – ISO 6Y
Possible to Reach – ISO 4 with Auto Aid &
Recommendations Completed**



SAFE-D

Texas State Association of
Fire and Emergency Districts

HdL Companies Presentation

- HdL Companies reported \$100,000,000 recovered SUT @ Texas
- Amazon “Top Taxpayer” for Most ESD’s.
- SUT for Waste Collection in our District?
- Consider Appointing BCESD4 Board Member @ SPOC for HdL
- Sales Tax Awareness – HdL Monthly (Requested) Analysis
- Trending “Residential” Base for Long Term Planning
- Confirm G-Con “Clean Rooms” “Place of Business” Status
- City Annexations without EMS Support can be called “Limited Purpose” Annexation

Hutto Fire & Rescue – SUT Revenue

- SUT Politics (S.M.A.R.T.) – Simple, Moral, Accountable, Responsive & Transparent
- “The Economic Benefits of Cost Savings Associated with ESD’s” – The Perry Man Group
- Hutto Fire – SUT Election Promise: “Build Fire Stations”
“Buy Fire Apparatus”
“Hire Fire Fighters”

ESD Strategic Planning 101

- Review Existing Strategic Plan with Mike Montgomery
- Chief Montgomery Suggest Strategic Planning Workshop

Administrative Break Out Session

- Operating Cash Reserves; 1 Year of Operating Reserves “Great”
½ Year of Operating Reserves “Good” & “Typical”
- BCESD4 Website – Required to be ADA Compliant this year.
- List of Items Required to be on ESD Website @ SAFE-D Website
- TFCA “Best Practices” available and good strategy.