



# **Brazos County Emergency Services District #4**

## **MEETING MINUTES**

December 14, 2022 - 5:45 pm

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

The following are the minutes of the agenda items discuss, consider and action taken as appropriate. The following BCESD4 Board Members attended; Steve Godby, Jill Jones, Dina Nutall, Anthony Oehler and Jordan Mitchell along with Chief Warren, Curtis Hamilton (NGIN IT Solutions) and Andrew Jozwiak, Siddons Martin Emergency Group attended as guests.

The Executive Board reserves the right to go into Executive Session on any agenda item.

1. **Call to order and establish a quorum. (Godby)**

Quorum established.

2. **Citizen comments**

No citizen comments received.

3. **BCESD4 Gifts & Donations, public recognitions. (Godby)**

No gifts, donations or public recognition reported.

4. **Approval of BCESD4 November 14<sup>th</sup> Regular Meeting Minutes" (Godby)**

Motion made by Dina Nutall to "accept the November 14<sup>th</sup> minutes as presented", Anthony Oehler seconded. Motion passed with unanimous vote.

5. **Treasurers Report including, but not limited to financial status, budget reports, account balances, bills, Wells Fargo banking and payments (Godby)**

An invoice for the County of Brazos Election Office was discussed and a motion was made by Anthony Oehler and seconded by Dina Nutall to pay the \$18,126.49 invoice for the Sales & Usage Tax Special Election cost for the BCESD4.

A discussion was held and a vote was taken pertaining to Year End / Christmas Bonuses for both Chief Warren and Assistant Chief Ford. A motion was made by Anthony Oehler and seconded by Jordan Mitchell to pay Chief Warren and Assistant Chief Ford a year-end bonus. (The specific bonus amounts are available upon request to the BCESD4 President).

Jordan Mitchell reported the value of the BCESD4 checking account is \$179,575.52 and the value of the BCESD4 Contingency Fund is \$95,047.35.

Dina confirmed the BCESD4 Books and Bottom Line were linked to the Wells Fargo account and the account was reconciled through November 2022.

6. **Report from Brazos County Precinct 4 VFD report (Chief Warren)**

No report from Chief Warren ... on vacation. Assistant Chief Ford was in service on a call.

7. **Sales and Usage Tax Administration Service Consultant Discussion (Godby)**

Steve Godby related a discussion with Richard Fletcher, President & Katie Biggers, Business Development Manager – Hdl Companies, with regard to the services their company can offer BCESD4 to better manage the administration of the Sales & Usage Tax collected.

Following the discussion, a motion was made by Jordan Mitchell and seconded by Dina Nutall to authorize Steve Godby to obtain the services of HDL Companies for a proposed rate of \$3600 per year and a 35% commission (for 2 years) for all business's discovered not paying the tax to BCESD4. The motion passed with unanimous approval.

This service agreement will also provide a legislative review of sales tax, a dedicated client service representative and a collection of reports and data for the BCESD4 to manage the sale tax receipts.

8. **BCESD4 Policy Manual Review (Godby)**

Two BCESD4 Policies / Procedures were reviewed from the BCESD4 Policy & Procedure Manual; F-5 "Credit Cards and Other Cards" and G-6 "Document / Records Retention".

9. **Future Agenda Items**

The following agenda items need to be added to the agenda for the October BCESD4 Board Meeting.

- BCESD4 Recordkeeping Platform
- BCESD4 / VFD4 Insurance

10. **Next BCESD4 Meetings**

January 19<sup>th</sup> – 5:45 pm – Brushy Creek Fire Station

February 16<sup>th</sup> – 5:45 pm – Brushy Creek Fire Station

11. **Adjournment**

The BCESD4 Board Meeting adjourned at 6:50 pm

Respectfully submitted,

Steve Godby  
BCESD4 President