



Brazos County Emergency Services District #4

MEETING MINUTES

August 18, 2022 - 5:30 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 members attended; Steve Godby, Jill Jones, and Dina Nutall. Anthony Oehler and Jordan Mitchell attended as BCESD4 Board Member nominees, Chief Warren attended as a guest.

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)**
Chief Warren reported that Jimmy & Jan Richards donated \$1000 to the BCVFD4.
4. **Approval of BCESD4 July 6th Regular Meeting Minutes" (Godby)**
Motion made by Jill Jones to "accept the July 6th minutes as written".
Steve Godby seconded. Motion passed.
5. **Treasurers Report including, but not limited to financial status, budget reports, account balances, bills, Wells Fargo banking and payments (Godby)**
Dina reported the current Wells Fargo balance for the BCESD4 Checking Account was \$212,215.92 and the Contingency Reserve account balance was \$95,042.11

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

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

Chief Warren provided a review of the BCVFD4 Operations. Financially, the BCVFD4 currently has \$66,323 as of their checking account, with the VFIS payment due in September for \$32,000.

In terms of Operations, fire calls for the year were 218 and Emergency Medical Service were 299; Total calls for 2022 were 517.

Weekly training included wildland fuel class, Paratech training, water supply class, self-contained breathing apparatus training and PPE inspections.

Through the year, truck repairs were \$31,677 with Tender 432 and Engine 421 the two truck we spent the most.

Regarding staffing, Chief Warren reported the addition of three probationary members and two more to meet with in the future. Current staffing is 16 members.

7. **BCESD4 Board Member Nominee Vote (Godby)**

Three BCESD4 Officer positions were discussed because of the recent resignation of Sherry Waldrum as Secretary and addition of new members Jordan Mitchel and Anthony Oehler.

As a result, Jill Jones made a motion to accept Dina Nutall as Secretary, Jordan Mitchell as Treasurer and Anthony Oehler as Vice President. The motion was seconded by Steve Godby and the motion passed by unanimous vote.

8. **BCVFD 2022-2023 Operating Budget Discussion (Chief Warren)**

Chief Warren presented the 2022-2023 Operating Budget for the BCVFD4 totaling \$285,560. The budget includes an increase in required self-contained breathing apparatus inspections, purchase of additional bunker gear and increasing the volunteer fire fighter response pay from \$20 to \$25 for the first three responding volunteer fire fighters on some calls.

Anthony Oehler motioned to accept the amount of \$285,560 for the BCVFD4 2022-2023 Operating Budget and seconded by Jill Jones. The motion passed by unanimous vote.

9. **BCESD4 2022-2023 Maintenance & Operating (M&O) Budget Discussion (Godby)**

The proposed 2022-2023 M&O Budget of \$512,549 was reviewed with the Board Members and accepted.

10. **BCESD4 2022-2023 Debit Service Budget Discussion (Godby)**

The proposed 2022-2023 Debit Service Budget of \$175,783 was reviewed with the Board Members and accepted.

11. **Adoption of the 2022-2023 Brazos County ESD4 Budget, the 2022 Tax Rate for BCESD4, the Maintenance and Operations portion of the 2022 Tax Rate and the Debt portion of the 2022 Tax Rate (Godby)**

The 2022-2023 BCESD4 Operating Budget of \$688,332 (comprised of \$512,549 M&O Budget and \$175,783 Debit Service) was discussed. A motion was made by Steve Godby "to adopt the 2022-2023 BCESD4 Operating Budget in the total amount of \$688,332." Jill Jones seconded the motion. The motion passed with a unanimous vote.

Jill Jones made a motion "to adopt the Maintenance and Operations portion of the 2022 tax rate be 0.041324 dollars per \$100 of value". Anthony Oehler seconded the motion. The motion passed with a unanimous vote.

Jill Jones made a motion "to adopt the debt portion of the 2022 tax rate be 0.013720 dollars per \$100 of value". Anthony Oehler seconded the motion. The motion passed with a unanimous vote.

Anthony Oehler made a motion to adopt the "No New Revenue Tax Rate of 0.055044 dollars per \$100 of value". Jill Jones seconded the motion. The motion passed with a unanimous vote.

12. **BCESD4 New Board Member Orientation & Required Training Discussion (Godby)**

Godby reviewed BCESD4 Policy A-2 "Board Member Orientation" in regards to the two new BCESD4 Board Members. Godby will provide training links for the required Open Meetings Act Training and Public Information Act Training. The training must be completed within 90 days of taking office.

13. **BCESD4 Board Member Email Accounts (Godby)**

Godby explained the current website provider has changes platforms for our email account, therefore the Board Members will need to update their BCESD4 email address. To facilitate this move, Godby will request that a staff member from the website provider attend our next meeting to help make these changes.

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

A consultant, dedicated to Sales and Usage Tax Administration, has contacted BCESD4 with the intent of describing services the BCESD4 may need following their successful election to initiate collecting sales and usage taxes in District 4.

Godby will contact the consultant and invite them to speak at our next Board Meeting.

15. **BCVFD4 Operations Financial Review Status (Chief Warren)**

Chief Warren was requested to initiate an Operations Financial Review of BCVFD4 per a recommendation from the recent BCESD4 Operations Financial Audit. Godby will provide Chief Warren the contact at Derrig, Thompson and Craig CPA to initiate the Operations Financial Review.

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

The review of the BCESD4 Policy Manual will begin at the September BCESD4 Board, after the new BCESD4 Board Members have had a chance to review the BCESD4 Policies & Procedure Manual.

17. **Additional Business**

The Safe-D Conference will be held on February 2-4, 2023 in Round Rock, Texas. Jill Jones will acquire hotel rooms for four of the BCESD4 Board Members.

18. **Future Agenda Items**

The following agenda items need to be added to the agenda for the July 6th BCESD4 Board Meeting.

- Apparatus Purchase Details
- Obtaining email addresses for BCESD4 Board Members
- Sales and Usage Tax Administration Service Consultant
- New BCESD4 Board Member Training

19. **Next BCESD4 Meetings**

September 22nd – 5:30 pm – Brushy Creek Fire Station

October 27th – 5:30 pm – Brushy Creek Fire Station

20. **Adjournment**

The BCESD4 Board Meeting adjourned at 7:18 pm

Respectfully submitted,

Steve Godby
BCESD4 President

Minutes approved unanimously by the BCESD4 Board on September 22nd.