



Brazos County Emergency Services District #4

MEETING MINUTES

February 23, 2023 - 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, Dina Nutall, Anthony Oehler, Jill Jones and Jordan Mitchell along with Chief Warren attending 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. (Oehler)**
Quorum established.
2. **Citizen comments**
No citizen comments received.
3. **BCESD4 Gifts & Donations, public recognitions. (Oehler)**
No gifts, donations or public recognitions reported.
4. **Approval of BCESD4 December 23rd Regular Meeting Minutes" (Oehler)**
Motion made by Dina Nutall "accept the January December 14th minutes as written."
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 (Mitchell)**

Mitchell reported the BCESD4 has a balance of \$145,068 in the Strategic Reserve account and \$417,044 in the BCESD4 Checking account.

The issue of establishing a travel per diem was discussed and voted on by the BCESD4 Board Members. A motion was made by Jones "to accept the per diem agreement for travel used by the State of Texas which is \$69 per day for meals and mileage rate of \$.656 per mile." The motion was seconded by Nutall and the motion passed unanimously.

A motion was also made by Oehler "to establish another account at Wells Fargo to capture the sales tax revenue". The motion was seconded by Jones and the motion passed unanimously.

Subsequent discuss included reviewing the current debt and identifying debt that can be paid off. This issue will be placed on the March Agenda.

6. Annual BCESD4 Financial Report Change Discussion (Godby)

Godby also reported to the board members that our current method for conducting our annual financial audit will need to change. The current method of "Agreed Upon Procedures" conducted by Thompson, Derrig & Craig will need to change to a GSAB (Governmental Accounting Standards Board) Audit for the 2021-2022 BCESD4 Financial Audit.

A motion was made by Jones "that BCESD4 conduct a GASB Audit by the required deadline of September 1, 2023". The motion was seconded by Mitchell and the motion passed unanimously.

Efforts are underway to local another local accounting firm that can conduct such an audit. This item will be put on the March BCESD4 Meeting Agenda.

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

Chief Warren reported 38 calls for the month of February and 96 calls for the month. He reported an incident where Unit 421 was on a run and the apparatus became stuck in the mud. The men with the unit were able to get it out of the mud; however, a septic system cover was damaged and reported to our insurance. Unit 421 suffered no damage.

Chief reported the VFD4 received a \$3000 grant from the HB2604 Program. He reported that they will purchase identification signs for the fire stations to replace the existing worn signs.

Chief returned the check that was provided by the VFD4 to purchase struts for a fire truck because there will be a delay in receiving the struts. -

Lastly, Chief reported a CPR Class for Dogs will be conducted at Central Fire Station on April 1st . This is a continuation of the successful "pet first aid" class that has been provided previously.

8. BCESD4 / VFD4 Newsletter Proposal (Godby)

Godby reported the need to re-establish the publication of the BCESD4 / VFD4 Newsletter. Godby made a motion "to publish a BCESD4 / BFD4 Newsletter two times a fiscal year." The motion was seconded by Nutall and passed unanimously.

9. VFD Precinct 4 Duty Crew Workshop (Chief Warren)

Chief Warren proposed a Duty Crew Workshop to discuss the needs and some of the considerations for creating the crew. Chief will call a workshop for interested BCESD4 Members prior to the March BCESD4 Board Meeting.

10. Current ISO Rating for District 4 (Chief Warren)

Godby asked Chief Warren to explain the ISO Rating for fire departments and the impact the BCESD4 Board can have on lower that rating. This topic will be addressed in detail at the March BCESD4 Board Meeting.

11. Future Agenda Items

- BCESD4 / VFD4 Newsletter
- Workshop for Development of Duty Crews
- Discussion of Current ISO Rating and Future Efforts
- Debt Retirement
- GSAB Audit

12. Next BCESD4 Board Meeting

- March 23rd – Brushy Fire Station @ 5:45 pm
- April 19th – Brushy Fire Station @ 5:45 pm

13. Adjournment

The BCESD4 Board Meeting adjourned at 7:50 pm

Respectfully submitted,

Steve Godby
BCESD4 President