



Brazos County Emergency Services District #4

MEETING MINUTES

July 20, 2023 - 5:45 pm

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

The following are minutes of the agenda items discussed and action, taken as appropriate. The following BCESD4 Board Members attended; Steve Godby, Dina Nutall, Jill Jones, and Jordan Mitchell along with Chief Warren attending as a guest. The Board of Emergency Service Commissioners of Brazos County District No. 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**
No citizen comments received.
3. **BCESD4 Gifts & Donations, public recognitions. (Godby)**
Donations were recently received from James Phillips (\$500) and Jason Lloyd (\$90). No gifts or public recognition reported.
4. **Approval of BCESD4 June 20th Regular Meeting Minutes" (Godby)**
Dina Nutall moved to "accept the June 20th BCESD4 Board Meeting Minutes as written."
Jordan Mitchell seconded. Motion passed with unanimous consent.
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 \$145,129.51 in the Strategic Reserve account and \$802,516.17 in the BCESD4 Checking account, which also currently includes all of the sales tax revenue funds received.

Jordan Mitchell reported continues work with Wells Fargo to create an account specifically to capture the sales tax revenue.

Mitchell also reported that she has provided all of the requested material to our Certified Public Accountant: Ingram, Wallis & Co. P.C. in order to complete our GASB Financial Audit for fiscal year 2021-2022. Mitchell reported that we continue to work on the audit and are on schedule to have this audit completed by September 1st.

Mitchell continues to pursue the payoff of the USDA #3 loan as previously approved.

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

Chief Warren reviewed the Brazos County Precinct 4 VFD's financials, operations, training, apparatus and facilities along with immediate and future needs.

The VFD4 checking account is currently at \$23,930. Outstanding checks totaled \$160.

Chief Warren reported that the VFD4 currently has 11 rostered members because of recently removing several VFD4 members from the roster due to persistent inactivity on response calls.

The Chief reported the driveway at the Brushy Creek Fire Station would need to be replaced and suggested this item be included in the 2023-2024 Capital Budget. Estimated cost to replace the driveway is approximately \$40,000. Chief will pursue bids for the budget process.

7. Discussion and Action on VFD Precinct 4 Duty Crew Discussion (Chief Warren)

Chief Warren discussed the status of developing Duty Crews for BCESD4 and VFD Precinct 4. The development of the structure and implementation of the Duty Crew is in its final stages. Chief Warren reported that Duty Crew interviews and hiring are underway.

8. Discussion and Action on 2023-2024 BCESD4 Operating Budget (Godby)

The BCESD 2023-2024 Operating Budget was presented to the board. The preliminary budget indicates a Debit Service Budget of \$152,989 and Maintenance & Operating Budget of \$540,849.

9. Discussion and Action on Truth in Taxation Information for 2023 (Oehler)

Anthony Oehler was not able to attend this meeting and report will follow at next meeting.

10. BCESD4 Strategic Plan Review Update (Oehler / Chief Warren)

The Strategic Plan Review will be tabled until next meeting, to include Anthony Oehler.

Texas Forest Service Tender (Chief Warren / Nutall)

The status of purchasing of a new Tender, in cooperation with the Texas Forest Service, was discussed. The timing of this proposal continues to change, however, it was suggested that we start to look at available Tenders for sale.

Dina Nutall motioned "to authorize Chief Warren to make a verbal commitment for a 2023 Pierce Tender contingent on the receipt of the Texas Forest funding for the new Tender." Mitchell seconded the vote. The vote passed by unanimous consent.

11. Agenda Items

- 2023-2024 BCESD4 O&M & Debt Service Budget
- 2023-2024 Tax Rate Discussion and Action
- Texas Forest Service Tender Purchase
- BCESD4 Strategic Plan Review Update
- ESD Mutual Aid Agreement Discussion

12. Next BCESD4 Board Meeting

- August 24th – Brushy Fire Station @ 5:45 pm
- September 21st – Brushy Fire Station @ 5:45 pm

13. Adjournment

The BCESD4 Board Meeting adjourned at 7:20 pm

Respectfully submitted,

Steve Godby

BCESD4 President