



Brazos County Emergency Services District #4

MEETING MINUTES

June 22, 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 BCEDSD4 Board Members attended; Steve Godby, Dina Nutall, Jill Jones, Anthony Oehler 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)**
No gifts, donations or public recognition reported.
- 4. Approval of BCESD4 May 15th Regular Meeting Minutes" (Godby)**
Dina Nutall moved to "accept the May 15th BCESD4 Board Meeting Minutes as written."
Anthony Oehler 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 \$145,105.26 in the Strategic Reserve account and \$733,414.09 in the BCESD4 Checking account, which also currently includes all of the sales tax revenue funds received.

Jordan Mitchell reported there is still a delay with Wells Fargo to create an account specifically to capture the sales tax revenue. She will continue to pursue.

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 are on schedule to have this audit completed by September 1st.
- 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 \$35,067.61, with outstanding checks amounting to \$15,801.27.

Chief Warren reported that the VFD4 currently has 13 rostered members because of recently removing several VFD4 members from the roster due to persistent inactivity on response calls.

The Chief requested capital expense funds from the BCESD4 to purchase water cooler fans for Central Station. Anthony Oehler motioned "to provide up to \$5,000 for the purchase of a water cooled fan for the Central Fire Station", the motion was seconded by Dina Nutall. The motion passed with unanimous consent.

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 it's final stages.

The board discussed the overall, annual cost for the initial 2-person Duty Crew proposal. Following the discussion, the Board reviewed the bids received from service contractors solicited to provide human resource management for the new Duty Crews.

Per the BCESD4 Procurement Policy (F 7, Rev 2 2022), BCESD4 sought competitive bids from five human resource management vendors with consideration given to the cost of the services but also with regard to the most "responsive" and "responsible" bidder.

Following a review of the solicited bids, Anthony Oehler motioned to "retain the services of RIT Management Group, of Houston, to manage the human resources for the duty crew personnel." Jill Jones seconded the motion. The motion carried with unanimous consent.

Godby also suggested that Chief Warren serve as the "single point of contact" with Ms. RaChele Hazel @ RIT Management Group. Godby signed the RIT Management Group Service Agreement and Chief Warren agreed to deliver the signed document to the RIT Management Group.

8. Discussion and Action on Duties and Pay of Chief Warren (Godby)

The Board entered into a closed meeting on this matter under Section 551.074, Texas Government Code at 6:50 pm.

The closed meeting ended at 7:05 pm and Jill Jones moved "that Chief Warren receive a 25% pay increase effective July 1, 2023." Anthony Oehler seconded the motion. The motion passed by unanimous consent.

The 25% pay increase will raise Chief Warren's annual salary from \$58,032 to \$75,552 which reflects Chief's superior performance as the Brazos County VFD Precinct 4 Fire Chief for the past 5 years. This pay increase recognizes Chief Warren's 24/7 significant call response, effective management of the Brazos County VFD Precinct 4 and salary comparison to two recently hired Brazos County ESD Fire Chiefs.

9. Future Agenda Items

- 2023-2024 BCESD4 O&M & Debt Service Budget
- 2023-2024 VFD Precinct 4 Operating Budget
- Texas Forest Service Tender Purchase
- BCESD4 Strategic Plan Review Update

10. Next BCESD4 Board Meeting

- July 20th – Brushy Fire Station @ 5:45 pm
- August 24th – Brushy Fire Station @ 5:45 pm

11. Adjournment

The BCESD4 Board Meeting adjourned at 7:10 pm

Respectfully submitted,

Steve Godby
BCESD4 President