



Brazos County Emergency Services District #4

MEETING MINUTES

March 30, 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 BCEDSD4 Board Members attended; Steve Godby, Dina Nutall, 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. (Godby)**
Quorum established.
2. **Citizen comments**
No citizen comments received.
3. **BCESD4 Gifts & Donations, public recognitions. (Godby)**
No gifts, donations or public recognitions reported.
4. **Approval of BCESD4 February 23rd Regular Meeting Minutes" (Godby)**
Motion made by Dina Nutall to "accept the February 23th minutes as written." Jordan Mitchell 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 \$417,084 in the BCESD4 Checking account.

Jordan Mitchell stated the establishment of an additional account at Wells Fargo, to capture the Sales Tax revenue, was delayed because the proper bank personnel were not available to set up a government related checking account. She will continue to pursue.

Godby also reported the GASB Financial Audit will be initiated on April 18th and efforts are already underway to collect the information for the 2021-2022 Fiscal Year.

6. **Debt Service Retirement Discussion (Godby)**
The Board reviewed the existing loans held by the BCESD4. A review of the loans indicated two of the loans were possibly loans that could be retired now. The payoff amount for USDA #3 Loan is \$12,741 and the payoff amount for USDA #1 is \$8,685.

After further discussion, a motion was made by Godby "to utilize funds in the BCESD4 General Account to pay off USDA #1 Loan and the USDA #3 Loan". The motion was seconded by Jordan Mitchell and passed unanimously. Jordan Mitchell will work with the respective loan organizations to payoff these two loans.

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

Chief Warren reported 61 calls for the month and 167 calls for the year. He reported major accidents are still making up the majority of their fire calls and sick calls make up the majority of the emergency medical calls.

Chief also reported a CPR Class for Pets is scheduled at the Central Fire Station on Saturday, April 1st. This is a continuation of the previously successful "pet first aid" class. Additionally, Chief reported the VFD4 personnel were asked to cover for the Snook Fire Department during the weekend of Chili Fest.

Lastly, Chief reported an annual savings of \$12,234 by raising our deductibles on their insurance premiums from \$500 to \$5000.

8. VFD Precinct 4 Duty Crew Discussion (Chief Warren)

Chief Warren reported he continues to finalize the plan to implement a Duty Crew for the VFD Precinct 4. The BCESD4 Board asked Chief Warren to finalize the plan for implementation and report to the board when he is ready for the Board's review and approval.

9. 2023-2024 VFIS Insurance Proposal for BCESD4 (Oehler)

This topic will be addressed at the April BCESD4 Board Meeting.

10. BCESD4 Investment Policy Discussion (Godby)

An Investment Policy for BCESD4 will be addressed at the April BCESD4 Board Meeting.

11. Future Agenda Items

- BCESD4 / VFD4 Newsletter
- GSAB Audit

12. Next BCESD4 Board Meeting

- April 19th – Brushy Fire Station @ 5:45 pm
- May 15th – Brushy Fire Station @ 5:45 pm

13. Adjournment

The BCESD4 Board Meeting adjourned at 7:55 pm

Respectfully submitted,

Steve Godby
BCESD4 President