



Brazos County Emergency Services District #4

MEETING MINUTES

May 15, 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 discussed, considered and action taken as appropriate. The following BCESD4 Board Members attended; Steve Godby, Dina Nutall, Anthony Oehler 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)**
The VFD received a \$100 donation from Mr. & Mrs. Joel Lovell.
4. **Approval of BCESD4 April 19th Regular Meeting Minutes" (Godby)**
A quorum was not met for the April 19, 2023 meeting, the meeting minutes reflected no meeting held. A motion made by Dina Nutall to "accept the April 19th minutes as written." Jordan Mitchell seconded. Motion passed with unanimous consent.
5. **VFD Precinct 4 Duty Crew Discussion (Chief Warren)**
Chief Warren reviewed the status of the Duty Crews with the BCESD4 Board. Chief introduced RaChele Hazel, Policies and Employee Relations, RIT Management Group. Ms. Hazel discussed how RIT Management Group could help the BCESD4 with the administration of the proposed Duty Crew personnel.

The discussion surrounded the payroll administration for all BCESD4 personnel, as well as comprehensive human resources support available through RIT Management Group.

Dina Nutall made a motion, to "hire RIT Management Group contingent on start-up of the Duty Crews at BCESD4". Anthony Oehler seconded the motion. Follow-up discussion revealed a concern for taking action to hire RIT Management Group when the Duty Crew proposal has not been formally presented to the BCESD4 Board. There was also concern that more time was needed to review our internal policies regarding this level of expenditure for services and the requirement to have a second bid for the same services. The motion failed; 1 aye, 3 nay.

6. **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 \$145,092 in the Strategic Reserve account and \$538,420 in the BCESD4 Checking account, which continues to include the sales tax revenue.

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

Mitchell also reported the GASB Financial Audit is underway with our new Certified Public Accountant, Ingram, Wallis & Co. P.C. and efforts continue to provide the required information to them to complete our financial audit for fiscal year 2021-2022.

Mitchell also reported on State of Texas proposed legislative action regarding House Bill 1775 by Rep. Ed Thompson. This bill would let the County Commissioner's Court, in counties with populations over 200,000, choose to have their ESD Commissioners elected or submit their budget and tax rate to the Commissioner's Court for approval. HB 1775 passed the House this week and now the focus moves to the Senate.

7. **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 \$35,423.

The Precinct 4 VFD responded to 33 calls for service in May. This included response to three structure fires, providing back-up for the Bryan Fire Department and responding to Hearne for a Mutual Aid Structure Fire. Chief reported that sick calls and chest pain calls comprised most of their Emergency Medical Service (EMS) calls for the month of May. Chief also provided details on the VFD4 training for the month of May.

8. **2023-2024 VFIS Liability Insurance Policy Proposal for BCESD4 (Oehler)**

Anthony Oehler reviewed the liability insurance policy proposed by VFIS for the BCESD. Oehler motioned to "accept the proposal from VFIS for the liability insurance for BCESD4 as written." Jordan Mitchell seconded the motion. The motion passed with unanimous consent.

9. **Future Agenda Items**

- BCESD4 / VFD4 Newsletter
- GSAB Audit
- BCESD4 Strategic Plan Review Update

10. **Next BCESD4 Board Meeting**

- June 22nd – Brushy Fire Station @ 5:45 pm
- July 13th – Brushy Fire Station @ 5:45 pm

11. **Adjournment**

The BCESD4 Board Meeting adjourned at 8:20 pm

Respectfully submitted,

Steve Godby

