



Brazos County Emergency Services District #4

BOARD MEETING MINUTES

November 8, 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 Brazos County Emergency Service District 4 (BCESD4) agenda items discussed, considered and action taken as appropriate. The following BCESD4 Board Members attended; Steve Godby, Jill Jones, Dina Nutall, and Jordan Mitchell. Chief Warren attended as a guest.

The Board of Emergency Service Commissioners of Brazos County ESD 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** (Godby)
No citizen comments received. No citizens attended the meeting.
3. **BCESD4 Gifts & Donations, Public Recognitions.** (Godby)
No donations reported.
4. **Approval of BCESD4 October 12th Regular Meeting Minutes** (Godby)
Steve Godby moved to "accept the October 12th BCESD4 Board Meeting Minutes as written." Dina Nutall 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 \$145,164.66 in the Strategic Reserve account and \$774,726.14 in the BCESD4 Checking account as of November 8, 2023. This checking account still contains all of the sales tax revenue received.

Mitchell reported that a new checking account has been opened at First Financial Bank and The balance is currently \$0. The sales tax income numbers are not reconciling so Mitchell will contact HDL to determine the discrepancy. Once accurate numbers of sales tax collected are obtained, Mitchell will transfer the correct amount into the new First Financial account.

Jordan Mitchell suggested moving all banking accounts from Wells Fargo to First Financial Bank. Steve Godby made a motion to move all active banking accounts to First Financial Bank. Jill Jones seconded the motion. Motion passed with unanimous consent.

A new computer has been purchased for use by Treasurer of the BCESD4. A scanner will also be purchased so receipts and invoices can be uploaded directly into Quickbooks.

The Board discussed registering and paying for the SAFE-D Conference coming up February 22-24th, 2024. Steve Godby will register the board members and Jill Jones will book hotel rooms at the conference hotel.

6. **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 \$28,178.18.

The Chief reported their call volumes for the year; 703 calls for 2023 and 701 calls for the same time in 2022. From October 1 to date, they have made 86 calls for service.

Chief recommended renovations needed for Station 3. Discussed the option to remove meeting room and possibly apartment to add additional bays for trucks. Chief will pursue getting bids from contractors for renovations/updates to the stations as needed.

Chief also reported that Booster 443 is currently out of service with a cracked transfer case.

Discussion and action on VFD Precinct 4 Duty Crew (Chief Warren)

Chief reported there are currently 13 members of the BCVFD4 and 9 part-time employees serving as Duty Crew Members for the BCESD4. Chief is going to pursue hiring 3 more employees for a total of 12 part-time employees on staff.

7. **Approval of the 2023 Tax Levy per Brazos County Tax Assessor/Collector** (Godby)

Dina Nutall made a motion to approve the Certification of 2023 Levy as calculated by the Brazos County Tax Assessor/Collector. Steve Godby seconded the motion. Motion passed with unanimous consent.

8. **BCESD4 Achievement Award Program** (Godby/Chief Warren)

The ESD4 Board authorized an Appreciation and Awards Dinner for the Precinct 4 Volunteer Fire Department, of which the funds for this event are budgeted.

9. **Discussion and Possible Action on the Proposed Brazos County ESD Mutual Aid Agreement** (Chief Warren)

Chief Warren stated there are no updates to report.

10. **Discuss and Possible Action on the Texas Forest Service Tender Grant** (Chief Warren / Nutall) Tender grant was approved on October 23, 2023. Awarded \$240,000.

11. **Next Meeting Date:** January 11th – 5:45 pm

12. **Adjournment:** 7:01 pm

Respectfully Submitted,

Jill Jones

BCESD 4 Board Member