



Brazos County Emergency Services District #4

BOARD MEETING MINUTES

October 12, 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, Anthony Oehler, Jill Jones 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 September 27th Regular Meeting Minutes and the BCESD4 Public Hearing for the proposed 2023-2024 Tax Rate (Godby)**
Anthony Oehler moved to "accept the September 27th BCESD4 Board Meeting Minutes as written." Jordan Mitchell seconded. Motion passed with unanimous consent. Jordan Mitchell moved to "accept the September 27th BCESD4 Public Hearing for the Proposed 2023-2024 Tax Rate. Jill Jones 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 \$145,141.84 in the Strategic Reserve account and \$792,340.59 in the BCESD4 Checking account at the end of the fiscal year (September 31st). This checking account still contains all of the sales tax revenue received.

Mitchell sought approval to pay the invoice from HdL Companies for \$36,960 due to this firm identifying approximately \$97,000 in sale taxes not realized by BCESD4. Oehler moved "to pay the invoice of \$39,960 once the funds recovered can be verified by HDL Management." Jones seconded the motion. Motion passed with unanimous consent.

Mitchel reported that Wells Fargo suggest we continue to wait for the third checking account to be established. All of the required information was submitted per Wells Fargo's request. Considering the time and amount of effort it has taken to open a third checking account, a motion was made by Oehler to seek another financial institution to open a third checking account for the sales tax revenue received for BCESD4." Jordan seconded the motion. Motion passed with unanimous consent.

The BCESD4 Board authorized Godby and Jordan to pursue our third checking account with 1st Financial Bank prior to the November 8th BCESD4 Board Meeting.

The Board requested that Mitchell acquire a new laptop computer to manage all of the BCESD4 financials and Drop Box information. The Board authorized Mitchell to purchase a laptop computer to aid with her work as BCESD4 Treasurer.

Godby also presented a letter from Ingram, Wallis & Co. P.C. confirming their understanding of their audit services for the BCESD4 for the year ending September 30, 2023. Following a brief discussion, Jordan moved that "Ingram, Wallis & Co. P.C. serve as our financial audit for the Governmental Accounting Standards Board (GASB) Audit required for the BCESD4 for fiscal year 2023-2024." Jill seconded the motion. Motion passed with unanimous consent.

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 \$32,978 with outstanding checks totaling \$17,749.

The Chief reported their call volumes for the year; 642 calls for 2023 and 612 calls for the same time in 2022. For September, to date, they have made 83 calls for service.

Chief also reported the emergency generator at Fire Station 1, which was reportedly in need of replacement, is now being repaired for a fraction of the cost. Daily Electric was asked to take a second look at the oil leak and performance of the generator and was able to repair the generator.

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

Chief reported he has identified all 10 people and they are going through the hiring process to serve as Duty Crew Members for the BCESD4. Expectations are for the Duty Crews to begin operations by 1 November.

The Chief also reported on the receipt of a used Tahoe vehicle that he acquired from the City of College Station for \$1. Plans are to use the vehicle in place of a booster or fire truck on medical runs.

Chief reported the cost to paint and outfit the Tahoe to be used by the BCESD4 will cost approximately \$12,000. Oehler motioned "to authorize the Chief to proceed with the work to

the Tahoe but not to exceed \$12,000 for the work.” Jordan seconded the motion. Motion passed with unanimous consent.

8. Update on the BCESD4 Strategic Plan Review (Oehler/Chief Warren)

Anthony Oehler reported that work continues on the Strategic Plan Review. It was agreed the Strategic Plan Review should be reviewed in parts throughout the year and this will be sorted at the next Board Meeting.

9. BCESD4 Achievement Award Program (Godby/Chief Warren)

The Board agreed to pursue an annual “Achievement Award”, from the BCESD4 Board, to recognize a BCVFD4 Fire Fighter for going above and beyond the duties of a volunteer fire fighter. Godby will propose a recognition plaque and trophy, along with the criteria for the award, at the next Board Meeting.

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

Chief Warren reported that discussions continue between the county Emergency Service Districts and the fire departments of Bryan and College Station.

11. Discuss and Possible Action on the Texas Forest Service Tender Grant (Chief Warren / Nutall)

Chief reported the BCESD4 remains in the number 2 position on the grant list and it is likely we will be in contact with them within the next month.

12. Next Meeting Date: November 8th – 5:45 pm

13. Adjournment: 7:25 pm

Respectfully Submitted,

**Steve Godby
BCESD 4 President**