



Brazos County Emergency Services District #4

BOARD MEETING MINUTES

September 14, 2023 – 6:00 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, Dina Nutall, 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 August 24th Regular Meeting Minutes** (Godby)
Anthony Oehler moved to "accept the August 24th BCESD4 Board Meeting Minutes as written." 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 \$795,004.45 in the BCESD4 Checking account (which also includes all of the sales tax revenue received.)

Mitchel reported that Wells Fargo suggest we continue to wait for the third checking account to be established. All of the required information is submitted for the third checking account.

Mitchell also reported that HDL Services has advised us that they have identified 10 businesses in District 4 that coded their sales taxes incorrectly and they continue to pursue funds due to the BCESD4 for previous sales tax.

The Board also discussed the need for Jordan Mitchell to 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 reported receipt of the 2022 BCESD4 Financial Audit from Ingram, Wallis & Co. P.C.

Godby noted the delay in completing the 2022 Financial Audit was due to the discovery of a requirement for a GASB (Governmental Accounting Standards Board) Audit. For that reason, a new Certified Public Accountant was required to complete the GASB Audit.

Godby also reported the audit stated that there were "no transactions entered into by the <BCESD4> District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period."

The audit report recommend the BCESD4 "develop procedures to ensure all adjustments are made timely and on a regular basis to ensure the records clearly support the financial statements."

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 \$27,413.49 with outstanding checks totaling \$7,622.

The Chief reported their call volumes for the year; 585 calls for 2023. For September, to date, they have made 51 calls for service.

Chief also reported the emergency generator at Fire Station 1 will need to be replaced. Chief is currently obtaining the required three bids to replace the generator. Estimates for a new emergency generation and labor is expected to be approximately \$30,000.

Considering the emergency nature of replacing this emergency generator, a motion was made by Anthony Oehler to "authorize Chief Warren to spend a maximum of \$30,000 to replace Station 1's emergency generator as soon as he can replace it." Jill Jones seconded the motion. Motion passed with unanimous consent.

Jill Jones also proposed that capital funds, necessary to replace the emergency generator, should come from the sales tax revenue, since one of the reasons for the sales tax was to improve the fire stations.

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

Chief reported he has identified 5 of the 10 Duty Crew Members in order to make the Duty Crews operational. He anticipated the Duty Crews being operational by November, 2023.

8. Discussion and Action on the Proposed 2023-2024 BCESD4 Maintenance & Operations (M&O) tax rate of 0.041085/\$100. (Godby)

Anthony Oehler motioned to approve the proposed 2023-2024 BCESD4 Maintenance & Operations (M&O) tax rate of 0.041085/\$100. Jordan Mitchell seconded. The motion passed. Board Members Oehler, Mitchell, Godby and Jones voted in favor of the proposed tax rate (Board Member Nutall was absent for the vote)

9. Discussion and Action on the Proposed 2023-2024 BCESD4 Debit Service tax rate of 0.010979/\$100. (Godby)

Jordan Mitchell motioned to approve the proposed 2023-2024 BCESD4 Debit Service tax rate of 0.010979/\$100. Anthony Oehler seconded. The motion passed. Board Members Oehler, Mitchell, Godby and Jones voted in favor of the proposed tax rate (Board Member Nutall was absent for the vote)

10. Discussion and Action on the Proposed 2023-2024 "Voter Approved + Unused" BCESD4 tax rate of 0.052064/\$100. (Godby)

Jordan Mitchell motioned to approve the proposed 2023-2024 BCESD4 + Unused" tax rate of 0.052064/\$100. Anthony Oehler seconded. The motion passed. Board Members Oehler, Mitchell, Godby and Jones voted in favor of the proposed tax rate (Board Member Nutall was absent for the vote)

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

Anthony Oehler reported that work continues on the Strategic Plan Review and he will provide an update at the October Board Meeting.

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

The Board discussed the notion of 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 and Mitchell will research how this can be done.

13. 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.

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

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

15. New Meeting Date: October 12th – 5:45 pm

16. Adjourn – 7:25 pm

Respectfully Submitted,

**Steve Godby
BCESD 4 President**