



# Brazos County Emergency Services District #4

## MEETING MINUTES

September 22, 2022 - 5:30 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 BCESD4 Board Members attended; Steve Godby, Jill Jones, Dina Nutall, Anthony Oehler and Jordan Mitchell along with Chief Warren, Curtis Hamilton (NGIN IT Solutions) and Andrew Jozwiak, Siddons Martin Emergency Group attended as guests.

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 recognition reported.

4. **Approval of BCESD4 August 18<sup>th</sup> Regular Meeting Minutes" (Godby)**

Motion made by Anthony Oehler to "accept the August 18<sup>th</sup> minutes with two corrections from Steve Godby as specified"; on paragraph 11, line 8 the word "adopt" needs to be added and on line 9 the Maintenance & Operations Tax Rate should be changed to "0.041324". Jill Jones 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 (Godby)**

Steve Godby presented the treasurer's report to assist the new treasurer.

Godby reported the value of the BCESD4 checking account is \$74,259.04 and the value of the BCESD4 Contingency Fund is \$95,043.73. The disposition of any available unencumbered funds will be discussed at the October BCESD4 Board Meeting.

Dina confirmed the BCESD4 Books and Bottom Line were linked to the Wells Fargo account and the account was reconciled through August 2022.

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

Chief Warren provided a review of the BCVFD4 Operations. Financially, the BCVFD4 currently has \$36,102.30 in their checking account with \$24,513.66 worth of checks and outstanding invoices not processed.

Chief Warren reported on the number of runs for September and for the year, volunteer training, apparatus, facilities, staffing and an item regarding the impact of the Brazos County Commissioner Court's decision on their 2022 Tax Rate.

**7. BCESD4 Board Member Email Account and Website Review (Godby)**

Curtis Hamilton, NGIN IT Solutions, was available to configure BCESD4 Board Member's devices to the new email platform provided to BCESD4 members.

**8. Sales and Usage Tax Administration Service Consultant Discussion (Godby)**

Steve Godby related a discussion with Richard Fletcher, President – Hdl Companies, with regard to the services their company can offer BCESD4 to better manage the administration of the Sales & Usage Tax collected.

All of the information was considered very helpful and something that BCESD4 will consider once the initial check is received from the Comptroller's Office. Plans are to decide at the January, 2023 meeting.

**9. Fire Apparatus Purchase Detail Discussion (Chief Warren)**

Andrew Jozwiak, Siddons Martin Emergency Group Representative, presented information on the financing and purchasing for BCESD4 to start the evaluation process for purchasing a new pumper. The information will be used to consider the options available to the BCESD4.

**10. New Board Member Training and Orientation Status (Godby)**

Steve Godby reviewed the training status of the two new BCESD4 Board Members with regard to the Open Meetings Act Training and the Public Information Act Training. It was determined this training could be taken at the upcoming SAFE-D Conference.

**11. Vote to adopt the 2022 BCESD4 Tax Rates (Godby)**

Jill Jones made a motion "to adopt the 2022 Maintenance and Operations portion of the 2022 tax rate be 0.041324 dollars per \$100 of value." Anthony Oehler seconded the motion. The motion passed with a unanimous vote.

Jill Jones made a motion "to adopt the 2022 Debt portion of the 2022 tax rate to be 0.013720 dollars per \$100 of value." Anthony Oehler seconded the motion. The motion passed with a unanimous vote.

Anthony Oehler made a motion to adopt the "No New Revenue Tax Rate of 0.055044 dollars per \$100 of value". Jill Jones seconded the motion. The motion passed with a unanimous vote.

**12. BCESD4 Policy Manual Review (Godby)**

Two BCESD4 Policies / Procedures were reviewed from the BCESD4 Policy & Procedure Manual; A-1 "BCESD4 Commissioner Code of Ethics" and A-3 "Conflict of Interest Policy."

Following a review of A-3 "Conflict of Interest", each BCESD4 Board Member submitted their signed "Conflict of Interest" Statement (required annually).

**13. Additional Business**

One additional matter that surfaced at the BCESD4 Board Meeting, since installing new BCESD4 Board Members, reassignments were made for various responsibilities.

As a result, the task and respective owners:

|                                       |                 |
|---------------------------------------|-----------------|
| Inventory                             | Anthony Oehler  |
| Strategic Plan                        | Anthony Oehler  |
| Sales & Usage Tax Point of Contact    | Jordan Mitchell |
| BCESD4 Financial Audit                | Jordan Mitchell |
| Finances – Invoicing                  | Jordan Mitchell |
| New Member / Members Training Records | Dina Nutall     |
| Filing System                         | Dina Nutall     |
| Documents / Records Management        | Dina Nutall     |
| BCESD4 Policy & Procedure Manual      | Steve Godby     |
| Ad Valorem Tax Rate                   | Steve Godby     |

**14. Future Agenda Items**

The following agenda items need to be added to the agenda for the October BCESD4 Board Meeting.

- Apparatus Purchase Financing
- BCVFD Precinct 4 Financial Review Status

**15. Next BCESD4 Meetings**

October 27<sup>th</sup> – 5:30 pm – Brushy Creek Fire Station

November 14<sup>th</sup> – 5:30 pm – Brushy Creek Fire Station

**16. Adjournment**

The BCESD4 Board Meeting adjourned at 6:50 pm

Respectfully submitted,

Dina Nutall  
BCESD4 Secretary