

BRAZOS COUNTY EMERGENCY SERVICES DISTRICT NO.2

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**Meeting Minutes
December 13th, 2022**

Location: Brazos County District 2 Station #1

1. **Call meeting to order.** The meeting was called to order at 6:34 P.M. by Dan Wilkerson.

Attendance:

Elected Officers:

Dan Wilkerson – President
Lloyd Scasta – Treasurer
Larry West – Secretary

2. **Public comment on items not on the agenda.** No public comments were heard as no visitors were present.
3. **Public comment on agenda items.** No comments on agenda items were heard as no visitors were present.
4. **Receive the monthly report from the treasurer and consider a. approval of payment of monthly bills and invoices: and b. approval of monthly financial report:** Bank statements were reviewed – First State Bank beginning balance 11/01/22 \$359,609.82 and ending 11/31/22 at \$401,365.84. Mr. West made a motion to accept the treasurer report from November, Mr. Scasta seconded. The motion passed 3-0. Six invoices were discussed and considered: 1. Burns Law Firm \$500.00, Direct Financial Solution \$150.00, Carlton Law Firm \$1,182.50, Brazos Appraisal District \$1,940.00, and the payment to PNC Equipment (in the form of draft) of \$15,145.83. Mr. West made a motion to pay the submitted invoices, Mr. Scasta seconded. The motion passed 3-0.
5. **Report of Service Providers in District territory.** Rick Wagner gave the update from the Volunteer Fire Department in this update he updated both call volume and call type. Mr. Wagner explained that the fire department had been awarded the Daniel Stark grant for the purchase of excavation tools. He discussed the update and demo of this equipment and proposed upgrading the tool purchase with a demo model available. Mr. Wagner provided

an update on Unit 241, explaining the tires had arrived and the unit was back in service. VFD president Anthony Peterson updated the Board on the VFD by-laws, explaining that the department's attorney had been working on these for the VFD, and will have an update in January.

6. **Approve November payment to service providers.** A November payment request was presented by the fire department in the amount of \$5,995.75. This payment was issued to purchase the upgraded extraction tool grant presented by Mr. Wagner in the service Provider report. Mr. Milstead gave the expense report and detail for the month of December and made a request on payment of \$20,000.00 for expenses. Mr. West made a motion that payment be made to the department for December expenses, Mr. Scasta seconded. Motion passed 3-0.
7. **Receive monthly commissioner activity reports on district related activities since the last board meeting.** Mr. Wilkerson updated the progress on the repair to the culvert/apron located in the front of Station #1. An engineer repair plan has been drafted and now they will move forward with TXDOT approval before contractor can proceed with project.
8. **Discuss and consider approval of minutes from the November 2022 meeting.** Mr. West made a motion to accept the meeting minutes from November, Mr. Scasta seconded the motion. The motion passed 3-0.
9. **Discussion and consider any amendments to the 2022 budget and or 2023 budget and cash flows for the year.** There was no discussion at this time.
10. **Discuss and consider approval of resolution declaring certain property listed in exhibit A to the resolution as surplus and authorizing the sale of this surplus property.** Mr. Wilkerson presented the resolution to the Board concerning the sale of surplus property. Mr. Scasta made a motion to accept the resolution, Mr. West seconded. The motion passed 3-0.
11. **Discuss and consider approval for the Fire Chief to use a District vehicle for official use.** Mr. Wilkerson discussed the use of and operation of vehicles and equipment for both the Fire Chief as well as Department members. These items include vehicles, pagers, radios, and gear. These are items and equipment that may be taken off site by the members for official use only. Mr. Scasta made a motion to approve the authorization of this equipment to be removed by the Chief and Department members in good standing for official use only. Mr. West seconded the motion. The motion passed 3-0.
12. **Discuss and consider Commissioner responsibility for the sale of surplus and salvage property.** Mr. Wilkerson and Mr. West proposed that they oversee the sale of surplus property for the Department, including any repairs or modifications to this property in order to ready it for listing. Mr. Scasta made a motion that Mr. Wilkerson and Mr. West oversee the repairs and sale of surplus and salvage property. Mr. West seconded the motion. The motion passed 3-0.

13. **Discuss and consider publishing annual notice of District's administrative office address and designate a commissioner to file the Division of Emergency Management annual report.** The group discussed nominated Mr. Hering to act on behalf of the District to file the annual notice. Mr. West made a motion that Mr. Hering be the acting Commissioner to file notice, Mr. Scasta seconded. The motion passed 3-0.
14. **Discuss date and time of next meeting.** Meeting will be January 9th, 2023, 6:30 p.m.
15. **Adjourn.** Mr. West made a motion to adjourn meeting at 7:16, Mr. Scasta seconded. Motion carried 3-0 in favor.

Mr. Wilkerson adjourned the meeting at 7:16 p.m.