

BRAZOS COUNTY EMERGENCY SERVICES DISTRICT NO.2

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**Business Meeting Minutes
February 14th, 2022**

Location: Brazos County District 2 Station #1

1. The meeting was called to order at 6:35 P.M. by Dan Wilkerson.

Attendance:

Elected Officers:

Dan Wilkerson – Vice President
Michael Hering – Member
Larry West, Secretary

Fire Department:

Joe Boyd – Fire Chief
Joe Silva

2. Treasurer Report:

Bank Balances as December 31st, 2021

Beginning -- \$ 90,016.07
Ending----- \$159,009.94

Invoice from SAFE-D (\$275.00) was submitted for approval; Spirit of Texas (\$20,410.14); The Eagle (\$28.66); Brazos County Tax (\$19.32); PNC (\$15,145.83)

Michael Hering made a motion to approve and pay submitted bills, Larry West seconded. Passed.

3. Report from Chief Joe Boyd Updates Included:

- a. Call Volume has doubled in the last month
- b. Communications Grant Update
- c. LMTV Maintenance
- d. FEMA Grant Update
- e. Duty Crew Updates

- f. Building Update (Switch to Binford Pest control, mold has been discovered at Station #2)
 - g. January Payroll update will be emailed by Chief Boyd, also discussion was had on the submitted report by Sandy, she will email report and it shall include beginning and ending bank balance
4. Dan Wilkerson noted that he reviewed the report that is due to the comptroller in April. Dan will proceed to log in and fill this out. Michael Hering made a motion for Dan to be responsible for submitting the report, Larry West seconded. Passed.
 5. Election of Officers will be tabled until the meeting in March
 6. The attendees reviewed the January 10th meeting minutes. Larry West made a motion to approve the minutes. Michael Hering seconded the motion. Passed.

The attendees reviewed the January 24th meeting minutes. Larry West made a motion to approve the minutes. Michael Hering seconded the motion. Passed.

7. Budget Discussion 2022

1. Michael Hering presented an updated 5-year cash flow statement reflecting the affects on the property tax levy with the newly implemented sales tax revenue. Discussion included tax revenue, apparatus payments, and updated cash flow snapshot at for the entire fiscal year. Projections also include 2022-2023.
8. Liability insurance discussion, Dan obtained a quote and emailed it to Mr. Campbell for review. Dan suggested that we approve the policy by signing the document. Michael Hering made a motion to have Dan sign the General Liability Policy so that it may be put in force. VFIS will bill the ESD.
9. Dan discussed Buy Board procedures and policies. Discussion included to set up procedures for the purchase of items such as hose and other equipment. Chief Boyd will review the website and compose a SOP for the purchase of items from the board.
10. Dan Wilkerson and Michael Hering reviewed to the Audit procedures and agreed an external audit will be required yearly, with the fifth year included property. Michael Hering made a motion for Dan Wilkerson to sign the audit “Agreed upon Procedures”, drafted by Thompson, Derrig, and Craig. Larry West seconded. Passed.
11. Meeting for March will be on Monday the 14th, 6:30 p.m. Agenda items were discussed and will be included on posted agenda for the March meeting.

Dan Wilkerson made a motion to adjourn the meeting at 7:35 p.m. Larry West second. Passed.

