

# **BRAZOS COUNTY EMERGENCY SERVICES DISTRICT NO.2**

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## **Meeting Minutes January 9<sup>th</sup>, 2023**

**Location: Brazos County District 2 Station #1**

1. **Call meeting to order.** The meeting was called to order at 6:30P.M. by Dan Wilkerson.

Attendance:

Elected Officers:

Dan Wilkerson – President  
Joe Matejka -- Commissioner  
Larry West – Secretary  
Michael Hering – Vice President

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. **Approve and except statements and oaths of office for reappointed commissioners.** Alondra Joines was present and was the notary required to administer the oath of office to Michael Hering and Larry West. Mr. West and Mr. Hering both recited the oath of office and accepted the nomination of commissioner.
5. **Election of officers for 2023.** All Commissioners were reelected to the same office they held in 2022 with a motion by Michael Hering, second by Joe Matejka and a 4 to 0 vote.
6. **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: See Attachment for complete monthly financial report.** Monthly financials and treasurers report were reviewed in this document. Larry West made a motion to approve the treasurers report. Joe Matejka seconded. Motion passed 4-0. 6 invoices were discussed and considered for payment : The Carlton law firm \$752.00, The Eagle \$44.70, DFS \$150.00, United States Postal Service \$66.00, United States Postal Service \$25.00, and a payment

in the amount of \$2,745.75 towards the driveway repair. Michael Hering made a motion to pay the submitted invoices, Larry West seconded. Motion passed 4-0.

7. **Report of Service Providers in District territory.** Please see attachment B provided by the fire department. Chief Boyd discussed call volume and fire type with the commissioners. There was also a brief discussion of the bylaws and any amendments that might be forthcoming in the future. It was agreed that the Volunteer Fire Department would possibly set up a joint meeting with the Emergency Services District concerning the future land transfer and the documentation associated with this action. Chief Boyd also expressed the interest of the VFD to explore the possibility of the ESD hiring a full-time Fire Chief. Mr. Wilkerson explained that he would have the Carlson law firm give us an idea of what our options were concerning a full-time hire.
8. **Approve November payment to service providers.** A November payment request was presented by the fire department in the amount of \$15,000.00 for department related expenses and payroll. Michael Hering made a motion to approve the \$15,000 payment to the service provider, Joe Matejka seconded. Motion passed 4-0
9. **Receive monthly commissioner activity reports on district related activities since the last board meeting.** Michael Hering gave a brief update on the design in progress of the new apron that will be located at station #1. A brief discussion concerning grade drop and existing truck specs was had in order to provide adequate specs so that the contractor can continue preparing for the apron repair. Dan Wilkerson also briefly discussed the Comptroller report that was recently filed with the state.
10. **Discuss and consider approval of minutes from the January 2022 meeting.** Michael Hering made a motion to accept the meeting minutes from January , Larry West seconded the motion. Motion passed 4-0.
11. **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.
12. **Discussion concerning transfer of land for stations two and three.** This item will be tabled until the February meeting.
13. **Discussion and consider approval of a letter agreement with Thompson, Derrig, and Craig for an audit of the 2021-2022 financials.** Mr. Wilkerson explained that the County has ordered a full audit of the Emergency Services District and the cost of this audit will be between \$3,750.00 dash \$4,250,00. Direct Financial Services will assist with the audit and will be the Emergency Services District representative in this financial audit. Joe Matejka made a motion that the commissioners sign the letter of agreement to move forward with the audit, Larry West seconded. Motion passed 4-0.
14. **Discuss and consider Commissioner responsibility for the sale of surplus and salvage property.** Mr. Wilkerson and Mr. West purposed that they oversee the sale of surplus equipment for the Department, this includes any repairs or modifications to this equipment

in order to ready for it for listing. Mr. Scasta made a motion that Dan and Larry oversee the repairs and sale of surplus equipment. Larry West seconded the motion. Motion passed 4-0.

**15. Discuss date and time of next meeting.** Meeting will be February 13<sup>th</sup>, 2023, 6:30 p.m.

**16. Adjourn.** Mr. Matejka made a motion to adjourn meeting at 7:25, Mr. Hering seconded. Motion passed 4-0.

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