

BRAZOS COUNTY EMERGENCY SERVICES DISTRICT NO.2

**P.O. Box 105 | Kurten, TX 77862 | (979) 589-3263
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Business Meeting Minutes July 11th, 2022

Location: Brazos County District 2 Station #1

1. The meeting was called to order at 7:05 P.M. by Dan Wilkerson.

Attendance:

Elected Officers:

Dan Wilkerson – President
Michael Hering – Vice President
Lloyd Scasta- Treasurer
Joe Matejka, Assistant Treasurer
Larry West – Secretary

Fire Department:

Caton Milstead
Rick Wagner

2. Treasurer Report:

Bank Balances as May 30th, 2022

Beginning --- \$280,132.80
Ending----- \$311,854.93

Michael Hering made a motion to approve payment of the TDC invoice, (\$3,750.00), HDL (\$2,500.00) Joe Matejka seconded. The motion passed.

Michael Hering made a motion to accept the Treasurer's report for the month of April, Joe Matejka motion passed unanimously.

3. Report form District Representatives:

- a. Dan updated the appraisal district taxing information
- b. Rick updated that they will be traveling to Florida at the end of the month to inspect the new tender.
- c. Station #2 water problem had been repaired, Station #3 has new rock and electrical wiring to continue the updates.
- d. Caton gave a bank balance updates, and let the commissioners know that the bookkeeping service has been contracted and will begin reporting in July.
- e. Generator discussion concerning the power needed to provide power to the stations.
- f. Preparations will be made to sell 231 with a broker to market the truck nationwide.

4. No activity to report

5. The attendees reviewed the May 9th meeting minutes. Larry West made a motion to approve the minutes. Lloyd Scasta seconded the motion. The motion passed.

6. Budget Discussion 2022

- a. Michael Hering discussed the sales tax revenue and projections based on 2021 vs. 2022.

7. Joe Boyd discussed the proposed budget. Duty crew and fuel line items were the only changes to the budget. Michael Hering reviewed the cash flows and tax revenue. Dan Wilkerson stated that the current proposed budget would not allow the purchase of any new apparatus. The department has not provided a detailed expense report in the past two months.

8. Consideration of two Commissioners to draft purchasing policies and procedures. Jamie Boyd discussed process and policies related to implementation of this program. Joe Boyd will provide a copy of the VFD's purchasing policies to review and possibility of using this an outline to draft a policy for the commissioners. Joe and Lloyd will consider and present a policy when it is completed.

9. Discussion concerning an additional account to comply with FDIC requirements. Lloyd will meet the Simmons and start the process to open a money market account.

10. Michael Hering provided an update on HDL, an report could be provided in 120 days with Michael receiving training in their portal in the coming weeks.
11. Dan discussed the information provided by Direct Financial Service. Group agrees with the findings. Michael Hering made a motion for Direct Financial to handle all bookkeeping for the district and to make an initial payment of \$250.00 for set up fees. Joe Mate seconded. Motion passed.
12. The commissioners need to propose a completed budget and a tax rate provided by October 1st, 2022. Dan also explained that we can not exceed 3.00% tax rate, they will consider sales tax revenue when setting the tax rate in 2023.
13. The meeting for June will be on Monday, July 11th at 7:00 PM.

Dan Wilkerson adjourned the meeting at 8:45 p.m.