

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

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**Meeting Minutes  
June 12<sup>th</sup>, 2023**

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

- 1. Call meeting to order.** The meeting was called to order at 7.00 P.M. by Dan Wilkerson.

Attendance:

Elected Officers:

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

- 2. Public comment on items not on the agenda.** No comments.
- 3. Public comment on agenda items.** No comments.
- 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: See Attachment for complete monthly financial report.** Monthly financials and treasurer's report were reviewed. Larry West made a motion to approve the treasurer's report. Joe Matejka seconded. The motion passed 5-0. Financial report presented in attachment A for review. Four invoices were discussed and considered for payment: Emergency Services Solutions in the amount of \$3,500.00, HDL Companies HTML in the amount of \$2,994.00, and The Carlton Law Firm in the amount of \$801.00. Michael Hering made a motion to pay the submitted invoices, Lloyd Scasta seconded. The motion passed 5-0. A second motion was made by Mr. Scasta for payment to Dan Wilkerson for copies totaling \$22.08 and payment to Computer Consultants for \$105.00. Mr. West seconded, the motion passed 4-0-1. Mr. Wilkerson abstained from voting. The Board approved by acclamation moving forward with contacting the bank and allowing Chief Watkins to obtain a debit card so that

purchases can be made on behalf of the district by the new chief.

5. **Report of Service Providers in District territory.** Please see attachment B provided by the fire department. Joe Boyd gave a brief provider update. There was no financial report from the Service Provider for the third consecutive month.
6. **Approve June payment to service providers.** A June payment request was presented by the fire department for department related expenses and payroll. Mr. Hering made a motion to approve a \$10,000.00 payment to the service provider, Mr. Matejka seconded. The motion passed 5-0.
7. **Receive monthly commissioner activity reports on district related activities since the last board meeting.** Mr. Wilkerson provided an update on the audit information and his conversation with the group at Ingram-Wallace & Co. and the issues of prior financials for the District. Jamie Boyd is addressing these issues and is working to provide Ingram-Wallace information needed to complete audit.
8. **Discuss and consider approval of minutes from the Regular May 2023 meeting, the Special May 3<sup>rd</sup> meeting, and the Special May 23<sup>rd</sup> meeting.** Mr. Hering made a motion to accept the meeting minutes from all three May meetings, Mr. Scasta seconded the motion. The motion passed 5-0.
9. **Discuss, consider, and update discussions with the city of Bryan to lease Zoll AED monitors and auto pulse units, and to purchase AED units.** Mr. Wilkerson updated that they are currently awaiting a proposal from Zoll before the city can craft a lease agreement for review. Mr. Wilkerson hopes for an update before the next meeting. No action.
10. **Discuss the 2023-2024 budget and act as necessary.** Mr. Wilkerson explained that the District will put a budget together in July and have a vote in August. There will be a special meeting in both August and September that will occur for adoption of the budget and a tax rate.
11. **Discuss and consider adoption of the tax and budget planning calendar for 2023, authorization of payments for the tax process publications, and take any related action.** The tax and budget calendar prepared by the Carlton Law Firm for 2023 was discussed by the Board members. Mr. West made a motion to approve and adopt the calendar moving forward. Mr. Scasta seconded. The motion passed 5-0.
12. **Discuss and consider district website status, accessibility, and posting requirements and take any related action.** Mr. Wilkerson gave a brief outline of possible new website rules and statutes that will have to be adhered to in the future by the district and are particularly important for the tax information. No action.
13. **Discuss and consider authorizing a committee of two commissioners to research and obtain a vehicle for the Fire Chief and setting an amount to be expended.** Chief Watkins gave an update on a truck and a Tahoe that he had located that is currently being

offered for sale by Caldwell Country. The truck is not in stock, and delivery would take several weeks while the Chevrolet Tahoe is ready for purchase and has been equipped with everything but a radio which the district is in possession of currently and will be installed upon purchase of the vehicle. Mr. Hering made a motion that Mr. Matejka and Mr. West form a committee to review Chief Watkins' specifications for a chief vehicle, and that the expenditure may not exceed \$95,000. Mr. Scasta seconded. The motion passed 5-0.

- 14. Discuss and consider an ESD logo in branding for the district.** Mr. Wilkerson began a discussion on possibly rebranding the ESD with a new logo. Chief Watkins gave input on his ideas around this rebranding issue. There will be further discussions at future meetings, and any possible committee formed in order to bring forth some ideas for the rebranding of the district's logo and patch will be organized later. No action.
- 15. Discuss and consider the responsibilities of the Fire Chief.** Chief Watkins updated the Board that he had been invited to instruct at the fire school in mid-July. The Board agreed unanimously that this was a positive opportunity for Chief Watkins and the fire department for possible marketing and recruitment. The Board agreed that for policy questions that Chief Watkins has, he will contact the President or Vice-President. For financial matters he will contact Mr. Hering or Mr. Scasta. No action.
- 16. Discuss the date of the next meeting.** The next meeting will be July 10th, 2023, at 7:00 PM at station #1.
- 17. Adjourn.** Mr. Hering made a motion that the meeting be adjourned. Mr. Scasta seconded. The motion passed 5-0.

Mr. Wilkerson adjourned the meeting at 8:08 p.m.

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Larry West, Jr., Secretary  
July 10, 2023