

BRAZOS COUNTY EMERGENCY SERVICES DISTRICT NO.2

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**Meeting Minutes
March 13th, 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 – Assistant Treasurer
Larry West – Secretary
Michael Hering – Vice President
Lloyd Scasta -- Treasurer

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.

Joint Meeting of ESD Board and VFD Executive Committee

The Board and Executive Committee discussed the hiring of a Fire Chief by the ESD. Everyone at the meeting agreed it was the right time to do this. It was also agreed that all paid employees will become employees of the District, with the VFD paying volunteers only. The ownership of the Fire Stations was also discussed. The ESD is waiting on the Watson Law Firm to prepare paperwork to transfer Station 1, and then the ESD will come to the volunteers and ask for a vote of the volunteers to transfer the property. This is very important because State Law does not allow tax money to be spent on property not owned by the ESD.

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 treasurers report were reviewed in this document. Larry West made a motion to approve the treasurers report. Financial report presented in attachment A for review. Joe Matejka seconded. Motion passed 5-0. 6 invoices were discussed and considered for payment: TDC in the amount of \$2,760.00, HDL in the amount \$466.00, DFS in the amount \$150.00, Brazos County Tax Office in the amount of \$17.43, and Carlton Law Firm in the amount of \$1,265.50 and \$955.00. Michael Hering made a motion to pay the submitted invoices, Larry West seconded. Motion passed 5-0. A second motion was made for Dan Wilkerson Reimbursement of \$19.16 for printing and passed 4-0 with Wilkerson abstaining.

5. **Report of Service Providers in District territory.** Please see attachment B provided by the fire department. Joe Boyd gave a brief provider update.
6. **Approve March payment to service providers.** A March payment request was presented by the fire department in the amount of \$20,000.00 for department related expenses and payroll. Michael Hering made a motion to approve the \$20,000 payment to the service provider, Joe Matejka seconded. Motion passed 5-0
7. **Receive monthly commissioner activity reports on district related activities since the last board meeting.** Nothing to report at this time.
8. **Discuss and consider approval of minutes from the February 2023 meeting.** Lloyd Scasta made a motion to accept the meeting minutes from February, Michael Hering seconded the motion. Motion passed 5-0.
9. **Discuss cash flow resulting from unanticipated sales tax income and consider whether to make a principal payment to first State Bank of Bedias to decrease debt on the loan for the 2022 Pierce tanker.** Michael Hering gave a brief update on cash flow projections and sales tax revenue to date. There was a motion made by Lloyd Scasta to make a \$150,000.00 payment towards to First State of Bedias towards the 2022 Pierce Tanker. Michael Hering seconded to motion. Motion passed 5-0.
10. **Discussion and consideration of a contract to hire a consultant to assist in the recruitment of a Fire Chief and select two board members to serve on a committee to assist the consultant.** Dan Wilkerson shared with the board the two proposals that had been sent out for consideration. A brief discussion was had, and Joe Matejka made a motion that the ESD retain the services of Emergency Services Solutions to seek out the new candidate for Fire Chief. Lloyd Scasta seconded the motion. Motion passed 5-0. The board then agreed to appoint Mr. Wilkerson and Mr. Scasta to represent the ESD in the discussion of candidates with the service provider.
11. **Discussion and consideration of an agreement to contract with Ingram-Wallace and Co. to perform a GASB audit of ESD accounting records for fiscal year 2021-2022.** Larry West made a motion to contract with Ingram - Wallace and Company to perform a

GASB audit of ESD accounting records for the fiscal year of 2021 through 2022. Michael Hering seconded the motion. Motion passed 5-0.

12. **Discuss and consider approval of an investment policy.** Mr. Wilkerson had previously sent out an investment policy drafted by the Carlton Law Firm. The policy is required by State Law and is intended to insure that all revenues of the ESD are held in accounts that are approved by State Law, and protect the principal. A motion to approve the policy as presented was made by Michael Hering and seconded by Larry West. The motion passed 5-0 for approval.
13. **Review records management program and make changes as appropriate.** No changes were addressed at this time.
14. **Discuss date and time of next meeting.** It was agreed that the next meeting would be April 10 at 7:00 pm.
15. **Adjourn.** Mr. Matejka made a motion to adjourn meeting at 8:07, Mr. Hering seconded. Motion passed 5-0.

Mr. Wilkerson adjourned the meeting at 8:07 p.m.