

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

**P.O. Box 105 | Kurten, TX 77862 | (979) 589-3263  
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**Business Meeting Minutes  
March 14<sup>th</sup> , 2022**

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

1. The meeting was called to order at 6:34 P.M. by Dan Wilkerson.

Attendance:

Elected Officers:

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

Fire Department:

Sandi Z.  
Joe S.  
Rick W.

2. Officer election
  - a. Dan Wilkerson, President
  - b. Michael Hering, Vice President
  - c. Larry West, Secretary
  - d. Lloyd Scasta, Treasurer
  - e. Joe Matejka, Assistant Treasurer

3. Treasurer Report:

Bank Balances as February 28<sup>th</sup> , 2022

Beginning -- \$ 133,783.02  
Ending----- \$ 303,971.07

Michael Hering made a motion to approve to Treasurer report for the month of February, Joe Matejka seconded. Passed.

Invoice from Ken Campbell (\$60.00); SAFE D Conference Payment (\$205.00)

Larry West made a motion to approve and pay submitted bills, Joe Matejka seconded. Passed.

4. Report from District Representatives Rick W. and Sandi Z:
  - a. Discussion with Sandi concerning budget category expenses and bank balances, she stated that she will email the report for review
  - b. Discussion concerning average bank balance goals in both ESD account and VFD account
  - c. Call volume overall down, grassfires becoming more prominent
  - d. LTMV Maintenance Update
  - e. Federal Grant Update
  - f. Duty Crew Updates, adding 10 new staff
  - g. Building Update, water and drainage issues being addressed at Station #2
  - h. VFD Update, five new members in the last two months
  - i. Rick gave an update on the new truck, July is still the expected delivery date
  
5. Michael Hering gave a report on the SAFE D Conference that he attended in Hutto, TX; commissioner training, check signing requirements, records management plan (Ken Campbell will be contacted concerning the requirements), banking requirements, bond election update, audits, construction costs, and new Texas Department of Emergency Management warehouse location
  
6. The attendees reviewed the February 14<sup>th</sup> meeting minutes. Michael Hering made a motion to approve the minutes. Joe Matejka seconded the motion. Passed.
  
7. Budget Discussion 2022
  - a. Michael Hering stated that he just obtained the last two bank statements, and will have a cash flow and budget report for next month
  
8. Dan discussed the report submitted to the Comptroller; report has been completed and submitted
  
9. Dan discussed Buy Board procedures and policies. Joe emailed VFD policy to Dan for review to permit VFD members to have access to the ESD Buy Board profile and buying privilege
  
10. Board did discuss and agree that all five board members would be added to the signature card at Bedia Bank, in lieu of the information that Mr. Hering was able to obtain at the SAFE D conference.
  
11. Meeting for April will be on Monday the 11<sup>th</sup>, 6:30 p.m. Agenda items were discussed and will be included on posted agenda for the April meeting.

Dan Wilkerson adjourned the meeting at 7:40 p.m.

