

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

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## **Meeting Minutes May 8<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, Jr. – Secretary  
Michael Hering – Vice President  
Lloyd Scasta – Treasurer

District residents

2. **Public comment on items not on the agenda.** Lonnie Mikulec, 13988 FM 974, Bryan, TX 77808. Mr. Mikulec read a prepared statement for the Board.
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 financial report and Treasurer's report were reviewed. Larry West made a motion to approve the Treasurer's report. Michael Hering seconded. The motion passed 5-0. Three invoices were discussed and considered for payment: Thompson, Derrig, and Craig in the amount of \$4,100.00 (audit), and DFS Solutions in the amount of \$450.00. The financial report is presented in attachment A for review. Lloyd Scasta made a motion to pay the submitted invoices, Larry West seconded. The motion passed 5-0. A second motion was made by Mr. Scasta for payment to Mr. Hering for reimbursement for the room rental at Embassy Suites in the

amount of \$706.49. Mr. West seconded. Motion passed 4-0-1. Mr. Hering abstained from voting.

5. **Report of Service Providers in District territory.** Please see attachment B provided by the fire department. Joe Boyd gave a brief provider update. No action was taken.
6. **Approve April payment to service providers.** A May payment request was presented by the fire department in the amount of \$21,000.00 for department related expenses and payroll. Mr. Hering made a motion to approve the \$21,000.00 payment to the service provider, Mr. Matejka seconded. Motion passed 5-0.
7. **Receive monthly Commissioner activity reports on district related activities since the last board meeting.** Dan Wilkerson provided an update on the audit information and his conversation with the group at Ingram-Wallace and Co.
8. **Discuss and consider approval of minutes from the April 2023 meeting.** Mr. Hering made a motion to accept the meeting minutes from April 2023. Mr Scasta seconded the motion. The motion passed 5-0.
9. **Review and approve quarterly investment report for quarter #1.** The quarterly investment for quarter #1 was \$229,990. The report was reviewed in the meeting with the report made available to the Board. Mr. Hering made a motion to approve the report and Mr. West seconded. The motion passed 5-0.
10. **Discuss and consider approval of entering an ILA with the City of Bryan to lease Zoll AED defibrillators with any accessories to replace existing units.** Mr. Wilkerson explained that he had spoken with the City of Bryan about this lease agreement and gave a brief update on the parameters as they were explained to him. Mr. Hering made a motion that the ESD should enter into an Interlocal Agreement with the City of Bryan to lease these AED defibrillators. Mr. West seconded. The motion passed 5-0.
11. **Discuss the renewal of the HDL contract.** Mr. Hering gave a brief update about the current contract with HDL that is set to end on June 22<sup>nd</sup>. The contract has an auto renewal, and it was generally agreed upon that nothing be done at this time and that this renewal be exercised for the following year.
12. **Discuss the activity to date of the recruitment of a Fire Chief.** The Board went into executive session at 7:30 PM to discuss personnel matters and consult with legal counsel. The Board returned from executive session at 7:49 PM. No action was taken during executive session.  
  
Upon emerging from executive session, Mr. Wilkerson gave a brief update on the new posting for the Fire Chief and stated the position was being changed to a full-time position. No other action was taken.
13. **Discuss date and time of next meeting.** It was agreed that the next regular meeting would

be June 12<sup>th</sup> at 7:00 pm.

14. **Adjourn.** Mr. Hering made a motion to adjourn the meeting at 7:58 p.m., Mr. West seconded. Motion passed 5-0. Mr. Wilkerson adjourned the meeting at 7:58 p.m.

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Larry West, Jr., Secretary  
June 12, 2023