

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

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## **Business Meeting Minutes July 11<sup>th</sup>, 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 June 30th, 2022

Beginning --- \$311,854.93  
Ending----- \$350,445.90

Michael Hering made a motion to approve payment of the DFS invoice, (\$150.00), PNC (\$15,145.53) Lloyd Scasta seconded. The motion passed.

Michael Hering made an additional motion to issue a monthly draw to the department (\$29,166.67). Lloyd Scasta seconded. Motion passed.

Michael Hering made a motion to accept the Treasurer's report for the month of April, Larry West seconded. Motion passed unanimously.

3. Report from District Representatives:

- a. Rick reviewed Chief Boyd's report
- b. Rick updated that they traveled to Florida and inspected the new tender, delivery should be the end of September.
- c. Discussion concerning balance and budget requirements centered around the monthly draw. Dan discussed the possibility of a monthly draw in lieu of the quarterly draw. The monthly draw should be based upon the charted monthly expenses incurred by the department. Payment issued to the department tonight will be \$29,166.67.
- d. Rick discussed new apparatus schedule, based on Chief Boyd's report. 246 and 242 both will require replacement in the future and have been noted as priorities for the department. The quote from the seller was in May, Rick has requested a current quote for boosters and will review this in the August meeting. ESD will need to approve any purchase to be made and this should go through a dedicated bid process that will need to put in place.

4. Monthly Commissioner Reports

- a. Lloyd explained that he was in the process of setting up new additional bank account. Lloyd suggested that we open the account with \$20,000.00. Larry West will be the second signer on the account. The board agreed by consensus for Lloyd to move forward with the action of opening up the account with Simmons.

5. The attendees reviewed the June 13<sup>th</sup> meeting minutes. Lloyd Scasta made a motion to approve the minutes. Michael Hering seconded the motion. The motion passed.

6. Budget Discussion 2022

- a. No amendments required; no discussion required

7. Budget Discussion 2022

- a. Michael Hering discussed the sales tax revenue and projections based on 2022 vs. 2023.
- b. Dan discussed the budget and outlined 2022-2023 Fiscal Year.

8. Tabled until August Meeting
9. Dan discussed information to be submitted for property tax calculation. Discussion concerning the loan payment schedule on the new tender. Consensus by the board for Dan to submit Brazos County Tax information based on a monthly payment.
10. Dan distributed a document provided by Carlton Law Firm concerning process of budgeting, adoption and calculation of ad valorem tax. Lloyd Scasta made a motion to move forward the Carlton Law Firm to represent the ESD. Michael Hering seconded with the amendment to the motion to allow up to \$5,000.00 in expenses. Motion passed.
11. Michael Hering made a motion to declare #231 as surplus, and to move forward with the sale of the surplus. Larry West seconded the motion. Passed. Rick discussed pricing and suggested after confirming with the seller to list the surplus at \$140,000.00. The consignment company is Firetech. Larry West made a motion to move forward with the sale of the surplus by Firetech and for Dan to sign the agreement and authorize Dan to approve any offer received. Rick has volunteered to act as the ESD representative in the sale of the surplus Michael Hering seconded. Motion passed.
12. Michael Hering distributed a sales tax snapshot. HDL is currently analyzing tax income and provided feedback to the ESD.
13. Dan explored and researched a file cabinet for the ESD to store records and files. He spoke to Wilsons who had three used file cabinets. The used unit is \$500.00 that the board reviewed with a photo. Michael Hering made a motion for Dan to purchase the file cabinet and be reimbursed. Larry West seconded the motion. Passed.

Dan Wilkerson adjourned the meeting at 8:50 p.m.