

BRAZOS COUNTY EMERGENCY SERVICES DISTRICT NO.2

**P.O. Box 105 | Kurten, TX 77862 | (979) 589-3263
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**Meeting Minutes
October 9th, 2023**

Location: Kurten Church

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.**

Speakers:

1. Brent Stringfellow, 17661 Garrett Lane, Bryan, TX 77808

3. **Public comment on agenda items.** None.

4. **Audit presentation by Ingram Wallace and Co. of the 2021-2022 emergency services district number two financial audit.** Scott Krchnak from Ingram-Wallace and Co. presented an overview and summarization of the audit report that was presented for fiscal year 2021-2022 He briefly highlighted the opinions section along with the financial statements income statement and capital assets section of the report. Dan Wilkerson recognized Jamie Boyd for the assistance with completing the audit.

5. **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:** Bank Statements were reviewed, and Mr. Scasta presented the financial status of the ESD. Mr. Hering made a motion to accept the treasurer's report from September, Mr. West seconded. Motion passed

5-0. Four invoices were discussed and considered:

1. Carlton Law Firm \$5,250.07
2. Brazos CAD (\$278.00)
3. Direct Financial Solutions \$150.00
4. PNC \$15,145.83

Mr. Matejka made a motion to pay the submitted invoices, Mr. West seconded. Motion passed 5-0.

Three additional invoices were discussed:

5. Reimbursement to Dan Wilkerson \$24.77 Copy Stop and \$840.00 to IT Pro. Michael Hering made a motion to reimburse Mr. Wilkerson for the copies made for the meeting and the check to IT pro for the website maintenance. Lloyd Scasta seconded the motion. Motion passed 4-0-1 with Dan Wilkerson abstaining from the vote.
6. **Report of Service Providers in District territory.** Rick Wagner gave the update from the Volunteer Fire Department in this update he updated both call volume and call type. Rick passed out a handout with the information on call volume, apparatus status, stations, and training. Rick Wagner provided information regarding the fire engine that is located on Mr. Stringfellow's property. The truck was purchased for \$15,000, some improvements were done to the truck, and it was determined by the Department to sell it for scrap.
7. **Approve October payment to service providers in District territory.** There was a motion by Commissioner Hering to make a \$15,000.00 payment to the service provider for the month of October. There was a second by Commissioner West, and the Motion passed 5-0.
8. **Receive monthly commissioner activity reports on district related activities since the last board meeting.** No reports.
9. **Discuss and consider approval of minutes from the September 11th, 2023, regular meeting and the September 11th, 2023 Joint Meeting with the VFD Executive Committee.** Michael Hering made a motion to accept the meeting minutes from both meetings; Mr. Scasta seconded the motion. Motion passed 5-0.
10. **Discuss and possibly take action regarding the service provider agreement with District 2 Volunteer Fire Department.** District 2 VFD legal still reviewing, no action or discussion.
11. **Discuss bids received for installing a bed and other accessories to the new Ford cab and chassis and consider approving the best bid.** The board was presented with the beds from three different vendors. These vendors provided two separate beds, one for a steel bed and one for an aluminum bed. Lloyd Scasta made a motion to accept bed from AMI-Fire

Equipment and specifically the bid for the bed constructed of steel. Micheal Hering seconded the motion. Motion passed 5-0.

12. **Discuss the process for contracting with an architectural firm and consider appointing a committee of two commissioners to evaluate the scoring of all commissioners and interview the highest rated firm and to negotiate a contract with that firm. If there cannot be successful negotiations with the first firm selected, the committee is authorized to negotiate with the next highest rated firm.** Mr. Wilkerson explained that he and Michael had had experience with this type of vendor selection and by law we would send out a request for qualifications. Each commissioner would then be given a scoring sheet and would score the firms based on a review of the proposal and the architects' qualifications. Joe made a motion that Mr. Wilkerson and Mr. Hering form a two-person committee to oversee taking these scoring sheets and selecting a vendor who will then move forward with developing a site plan for the district and the proposed new station. Lloyds Scasta seconded the motion. Motion passed 5-0.
13. **The board went into Executive Session at 7:54 PM, discussion of personnel matters pursuant to Section 551.074 of the Texas Government Code and returned from Executive Session at 8:29 PM.**
14. **Discuss the date of the next meeting.** The next meeting will be November 13th, 2023, at 7:00 at Kurten Church.
15. **Adjourn.** Larry West made a motion that the meeting be adjourned. Joe seconded. Motion passed 5-0.

Mr. Wilkerson adjourned the meeting at 8:47 p.m.