

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

**P.O. Box 105 | Kurten, TX 77862 | (979) 589-3263  
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**Meeting Minutes  
September 11<sup>th</sup>, 2023**

**Location: Kurten Church**

1. **Call meeting to order.** The meeting was called to order at 8:44 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

Others Present: Kelli Carlton – Carlton Law Firm, service provider representatives, and District residents.

2. **Public comment on items not on the agenda.**

**Speakers:**

1. Steve May, 5799 Fawn Lake Estates Bryan, TX 77808.

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

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:** Bank Statements were reviewed, and Mr. Scasta presented the financial status of the ESD. Mr. West made a motion to accept the treasurer's report from August, Mr. Hering seconded. The motion passed 5-0. Fourteen invoices were discussed and considered:

1. Chief Watkins \$175.00 – reimbursement
2. ESO \$2,835.00 - software

3. ESO \$1,395.00 - software
4. Chastang Ford \$56,995.00 – 2023 Ford 550 XL
5. Thompson, Derrig & Craig \$5,050.00 – District 2 VFD Audit
6. Direct Financial Solutions \$243.75 – Bookkeeping
7. Ingram-Wallace & Co. \$6,100.00 – ESD Audit
8. RIT \$6,500.00 – Human Resources Services
9. Paycor \$1,050.00 – Payroll Expenses
10. VFI \$206.74 – 2023 Ford 550XL Insurance
11. HDL \$224.00 – 35% sales tax recovery
12. Carlton Law Firm - \$8,932.55 – Legal expenses

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

Three additional invoices were discussed:

13. Reimbursement to Michael Hering \$144.20 – mileage cost to Houston to pick up the 2023 Ford 550 XL.  
Mr. West made a motion to reimburse Mr. Hering for the mileage cost incurred to pick up the new truck, Mr. Scasta seconded the motion. The motion passed 4-0-1 with Mr. Hering abstaining from the vote.
14. Reimbursement to Dan Wilkerson \$87.98 Copy Stop and \$105.00 to IT Pro Texas. Mr. 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. Mr. Scasta seconded the motion. The motion passed 4-0-1 with Mr. Wilkerson abstaining from the vote.

5. **Report of Service Providers in District territory.** Rick Wagner gave the update from the Volunteer Fire Department. He updated both call volume and call type. Rick passed out a handout with the information on call volume, apparatus status, stations and training.
6. **Approve August payment to service providers.** There is no payment to the service provider for the month of August.
7. **Receive monthly commissioner activity reports on district related activities since the last board meeting.** Mr. Hering gave an update from VFIS concerning insurance coverage as of the meeting. VFIS is still working to divide responsibilities between the District and then Department. Mr. Wilkerson also updated the Board that the audit had been completed and that a representative of the firm would be there to do a presentation at next month's meeting. No action was taken.
8. **Discuss and consider approval of minutes from the August 2023 meeting.** Mr. Hering made a motion to accept the meeting minutes from August; Mr. Scasta seconded the motion. The motion passed 5-0.

9. **Discuss and possibly take action regarding the service provider agreement with district two Volunteer Fire Department.** There is no action at this time.
10. **Discuss the date of the next meeting.** The next meeting will be October 9<sup>th</sup>, 2023, at 7:00 at the Kurten Church.
11. **Adjourn.** Mr. West made a motion that the meeting be adjourned. Mr. Matejka seconded. The motion passed 5-0.

Mr. Wilkerson adjourned the meeting at 9:18 p.m.

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Larry West, Secretary