

BRAZOS COUNTY EMERGENCY SERVICES DISTRICT NO.2

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Business Meeting Minutes September 12th, 2022

Location: Brazos County District 2 Station #1

1. The meeting was called to order at 7:00 P.M. by Dan Wilkerson.

Attendance:

Elected Officers:

Dan Wilkerson – President
Michael Hering – Vice President
Joe Matejka, Assistant Treasurer

Fire Department:

Joe Boyd
Nick Cook
Kenneth DeVries
Joe Silva
Rick Wagner

2. Hear Visitors
There were no visitors

3. Treasurer's Report

There was not a treasurer's report. Report will be given at the next meeting. In the absence of the Treasurer, Lloyd Scasta, Michael Hering read the financial numbers from the report submitted by DFS.

The following bills were presented.

Performance Truck	\$492.15 (Truck 231 AC repair, check to VFD for reimburse)
Carlton Law Firm	\$3,116.49 (July tax preparation work)
Carlton Law Firm	\$1,677.34 (August tax preparation work)
First State Bank	\$3,387.07 (Truck 232 first monthly payment)
District 2 VFD	\$22,105.73 (September payment)

Michael Hering made a motion to approve payments, seconded by Joe Matejka, motion approved

Michael Hering presented monthly financial report

Checking/Savings	\$757,052.69
Total Fixed Assets less depreciation	\$521,385.00
Total Assets	\$1,278,437.69
Long Term Liabilities	\$713,907.48
Equity	\$564,530.21
Total Liabilities & Equity	\$1,278,437.69

Joe Matejka made a motion to accept the monthly financial report, seconded by Michael Hering, motion approved.

4. Report from Service Provider:

- a. Joe Boyd reported monthly call volume and call classification Burn ban has been lifted, wildland/grass fire significantly reduced. 64 total calls for the month
- b. Station 2 in service and staffed again
- c. 2019 FEMA AFG Grant (\$822,000 for regional radio project, District 2 VFD was administrator) performance period ended 8.13.22. Closeout documents are being finalized.
- d. 2021 FEMA AFG Grant application was submitted for SCBA's and Compressor/Cascade system. Awards have started, no work on District 2 VFD application.
- e. Unit 244 accident and update discussed, Rick Wagner led the investigation and submitted report. Report was approved by Joe Boyd. Report was available for review.
- f. Information regarding brush truck replacement. Metro Fire has chassis unit that is not spoken for at this time, first come first served.
- g. Joe Boyd discussed issues with the drainage situation in front of Station 1 and the issues it was causing. Dan Wilkerson agreed the ESD should consider options, but that land ownership needs to be in the ESD name before significant expenditures are made.
- h. VFD advised that surplus items could be bid on Muni Bid at no cost to the ESD.

Buyer's premium paid for the service. VFD was reminded that the ESD needed an inventory list and that surplus items were to be noted on the list.

- i. Dan Wilkerson had questions on the pay structure of the duty crew and who approved timesheets. Joe stated that the pay for the duty crew was approved by the Hiring Committee and voted on by the members of the VFD and pay was entered using the Paycom app. Joe also stated that his pay was approved by the Hiring Committee and voted on by the members of the VFD. Discussion was held concerning the VFD's bylaws and that paid staff could not be voting members of the VFD executive committee.

5. Monthly Commissioner Reports

Dan Wilkerson reported that Brazos County ESD 2 portion of the Brazos Appraisal Districts finding will be \$2,147.00 for next year. The Brazos County ESD 2 final property evaluation has been set at \$977,163,186.00.

6. Discuss and Approve the August meeting minutes.

The attendees reviewed the August 8 & August 22 meeting minutes. Michael Hering made a motion to approve and seconded by Joe Matejka. Motion carried.

7. Discuss and consider any amendments to the FY 2021-22 budget and cashflows for the year.

No action.

8. Discuss and consider approval of the format and requirements of reports to the ESC Board by the District 2 Volunteer Fire Department.

Michael Hering passed out handouts with formats for budget reporting and items required by the Service Agreement. Monthly financial reporting will utilize the VFD's Quick Book reports and bank statements. The June 2022 reports was set as the standard. Chief Boyd agreed this was what they needed for reporting.

Motion by Michael Hering and seconded by Joe Matejka to approve the format.

9. Discuss and consider the approval of the 2022-2023 Brazos County Emergency Services District No. 2 Volunteer Fire Department Provider Agreement.

Due to 2 members of the ESD Board not being able to attend, this items was not taken up.

10. Discuss and consider approval of the District's Purchasing Policies and Procedures.

The Purchasing Policy was reviewed. It was noted that bidding and disposition of equipment

requirements were added to comply with State law and attached to the policy. It was also noted that purchasing cooperatives could be utilized in purchasing equipment.

Motion by Joe Matejka, seconded by Michael Hering to approve the District's Purchasing Policies and Procedures. Motion carried.

11. Receive update on HDL contract.

It was noted that ESD 2 is receiving payments from a Direct Pay User. Direct Pay Users pay sales taxes on material/equipment installed in the District. If for some reason, this material/equipment is not installed, the sales tax revenue can be clawed back. HDL has recommended that ESD2 consider holding back a percentage of this revenue in case this should happen.

Dan Wilkerson adjourned the meeting at 8:25 p.m.