

BRAZOS COUNTY EMERGENCY SERVICES DISTRICT NO.2

**P.O. Box 105 | Kurten, TX 77862 | (979) 589-3263
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**Meeting Minutes
November 21st, 2024**

Location: Kurten Fire Station

1. **Call meeting to order.** The meeting was called to order at 6:30 P.M. by Dan Wilkerson.

Attendance:

Elected Officers:

Dan Wilkerson – President
Michael Hering – Vice President
Lloyd Scasta – Treasurer
Joe Matejka – Assistant Treasurer

2. **Public comment on items not on the agenda.** Matthew Hannes, 5300 Winchester Drive, Bryan spoke on ISO audit and possible participation by all departments in Brazos County
3. **Public comment on agenda items.** There were no comments.
4. **District 2 operations report.** Chief Watkins was unable to attend the meeting and provided the operations report via email.
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:**

a. Nine invoices were discussed and considered:

1. Thompson Derrig & Craig ESD Acct	\$2,450.00
2. Thompson Derrig & Craig VFD Audit	\$6,450.00
3. Lion Group Inc.	\$8,517.94
4. Carlton Law Firm	\$450.50
5. SAFE-D	\$2,431.25
6. RIT Management	\$2,500.00
7. Municipal Emergency Services	\$130,084.76

8. Dan Wilkerson – Safe-D registration	\$205.00
9. Michael Hering – Safe-D registration	\$205.00

Michael Hering made a motion to pay the submitted invoices 1 -7. Joe Matejka seconded the motion. Motion carried 4-0. Lloyd Scasta made a motion to reimburse Dan Wilkerson for Safe-D registration. Joe Matejka seconded the motion. Motion carried 3-0-1 with Dan Wilkerson abstaining. Lloyd Scasta made a motion to reimburse Michael Hering for Safe-D registration. Joe Matejka seconded the motion. Motion carried 3-0-1 with Michael Hering abstaining.

b. Bank Statements were reviewed, and Lloyd Scasta presented the financial status of the ESD. Joe Matejka made a motion to accept the Treasurer’s report for October, Michael Hering seconded the motion. Motion carried 4-0.

6. **Discuss and possibly approve November payments to service providers.** None required at this time. No action taken.
7. **Receive monthly commissioner activity reports on district related activities since the last board meeting.** Michael Hering provided an update on November sales tax income and activities relating to the audit, Thompson Derrig & Craig report, and Amarillo National Bank. Dan Wilkerson also provided information on the current audit and stated all information requested by Ingram & Wallis has been submitted.
8. **Discuss and consider approval of minutes for the October 15, 2024, regular meeting.** Michael Hering made a motion to approve the minutes for the October 15, 2024 meeting. Lloyd Scasta seconded the motion. Motion carried 4-0.
9. **Discuss and approve the 2024 tax levy.** Dan Wilkerson discussed the requirement of approving the 2024 tax levy. Michael Hering made a motion to approve the tax levy of \$256,301.40 as submitted by Melissa Leonard, Brazos County Tax Assessor-Collector. Lloyd Scasta seconded the motion. Motion carried 4-0.
10. **Discuss and consider Commissioner’s terms of office expiring at year end.** The terms of office of Michael Hering and Larry West expire at years end, and both are willing to serve another term. Joe Matejka made a motion to reappoint Michael Hering and Larry West to the Brazos County ESD 2 Board of Commissioners and for Dan Wilkerson to send a letter to the Brazos County Commissioners Court affirming the recommendation. Lloyd Scasta seconded the motion. Motion carried 4-0.
11. **Discuss and consider authorizing changes to the Simmons account, including opening another Simmons account, to make it the District’s primary checking account and authorizing all five Commissioners signing the signature card and approve a resolution for the same.** Dan Wilkerson provided information regarding the changes and reasons for changes to the Simmons account. Michael Hering made a motion to approve the above changes to the Simmons account and approve the resolution for the same. Joe Matejka

seconded the motion. Motion carried 4-0.

12. **Discuss time and date of the next meeting.** The next meeting will be held December 17, 2024 at the Edge Fire Station with the start time of 5:00 or 5:30 PM to be determined prior to the meeting. Meeting time is adjusted to allow Commissioners to attend the District 2 VFD Christmas Party

13. **Adjourn.** Joe Matejka made a motion to adjourn the meeting. Lloyd Scasta seconded the motion. Motion carried 4-0. Dan Wilkerson adjourned the meeting at 6:58 p.m.

Approved November 21, 2024.

Michael Hering, Vice-President