

**Brazos County Emergency Services District 1**

**PO Box 244**

**Wellborn, TX 77881-0244**

**October 10<sup>th</sup>, 2019 MINUTES**

**Regular Session:**

1. Commissioner Elliott called the meeting to order at 5:30 P.M. after establishing a quorum consisting of Commissioners Gibson, Robertson, and Kissel; along with Chief Chet Barker, Jim Barker, Ken Utz, County Commissioner Steve Aldrich, Tax Assessor Kristeen Roe and Julie Flores.
2. *No citizens were present.*
3. Kristeen Roe – Brazos County Tax Assessor presented how the tax rate calculations are accomplished.
4. Commissioner Robertson moved to approve the Consent Agenda (Minutes from last meeting(s), Financial Report), Commissioner Kissel seconded and all voting unanimously to accept as written/presented.
5. Treasurer's Report was presented
6. Action Items:
  - a. Review of Accounts Payable Items – Julie presented check detail and checks to be signed by the Commissioners; Commissioner Robertson moved to approve, Commissioner Gibson seconded and all voting unanimously to accept check detail as presented.
  - b. 2019 Tax Rate Resolution Letter - Commissioner Gibson moved to approve and sign the letter: Commissioner Kissel seconded and all voting unanimously agreed.
  - c. Sales Tax Revenue – Part of discussion with Law Firm options.
  - d. Law Firm Options – Julie to send Commissioner Elliott contact information for further discussion with John Peeler with Coveler & Peeler Law Firm and Kelli Carlton with the Carlton Law Firm. Will discuss our current action items of Sales Tax Revenue, Service contract and recent state legislature.
  - e. Recent State Legislature – Bills passed that may impact ESD #1 – Part of discussion with Law Firm options
  - f. Volunteer Recruitment – Chief Barker stated he has sent off for packets to get banners, etc. and has many events to show their presence.
  - g. SBCFD Fire Protection Service Contract (SBCFD Agreement) – Commissioner Elliott asked for more time to review and speak with an attorney – tabled until next meeting.
  - h. Brazos County ESD #1 Website Creation – Julie presented quotes from Computer Works, Aggieland Design and Web Unlimited. Commissioner Gibson to review all three quotes and bring proposal at next month's meeting.
  - i. 2018/2019 Fiscal Year Audit – Julie presented engagement letter and Tax Assessor confirmation letter from Thompson, Derrig & Craig P.C.; along with the request for permission for Julie to sign the SBCFD Confirmation letter when received; Commissioner Gibson moved; Commissioner Robertson seconded and all voting unanimously to approve and sign the engagement letter and for Julie to sign the SBCFD Confirmation letter once Thompson, Derrig & Craig sent it.
7. Miscellaneous Items:
  - a. Provident Updated Roster – renewal in January
  - b. Cascade & Compressor Order Status – Chief stated every has been set up and is in service.
  - c. Grass Truck Build Status – Chief stated all is going well on build and he does have pictures.
  - d. Change in carrier – VFIS Property & Casualty Insurance – All Commissioner stated no questions regarding this announcement.

**Brazos County Emergency Services District 1**

**PO Box 244**

**Wellborn, TX 77881-0244**

- e. Review Reconciled Bank Statements – Julie presented reconciled bank statements since last month's meeting; all Commissioners reviewed
  - f. Additional Miscellaneous – N/A
8. Fire Chief's Report – Chief Barker stated pump testing on trucks is complete, flow testing on air packs is completed successfully. Hose testing scheduled for later this month.

*There being no other business, Commissioner Elliott adjourned regular session at 7:10 P.M.*

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Taylor Gibson", is written over a horizontal line.

Taylor Gibson, Secretary