

**BRAZOS COUNTY ESD 1
PO BOX 696
MILLCAN TX 77866**

REGULAR MEETING MINUTES

November 20, 2025

1. Call to order and establish a quorum. Commissioner Stout called the meeting to order at 5:36 p.m. A quorum was established with Commissioner Stout, Jones, and Day III present. Commissioner Carlyle joined the meeting at 5:45 p.m.

Also present during the meeting was General Manager Mike Montgomery, Fire Chief David Cooper, Assistant Chief Jonathon Collins, Luther Olden, Bianca Espinosa (RIT-HR), and Maddie Corza (Paycom).

2. No Citizens present.
3. There were no citizen comments.
4. Commissioner Day III moved to approve minutes from the October 8, 2025 regular meeting and the October 30, 3035 special meeting. Commissioner Jones seconded the motion. The motion passed unanimously.
5. Administrative Matters

a. Financial matters

- i. Commissioner Day III moved to table the report from the financial consultant. Commissioner Fraser seconded the motion. The motion passed unanimously.
- ii. Commissioner Jones moved to accept the sales tax report. Commissioner Fraser seconded the motion. The motion passed unanimously.
- iii. Commissioner Day III moved to table the investment report. Commissioner Fraser seconded the motion. The motion passed unanimously.
- iv. Commissioner Jones moved to accept the cash activity report. Commissioner Fraser seconded the motion. The motion passed unanimously.
- v. There were no tax refund requests.
- vi. Commissioner Fraser moved to approve the tax levy approval resolution. Commissioner Jones seconded the motion. The motion passed unanimously.

b. The Board received a report from the HR consultant. No action was taken.

- i. Commissioner Day III moved to approve a proposal from RIT-HR at a monthly cost not to exceed \$2,750 with a possible increase to \$3,000 in accordance with the terms of the agreement, effective December 1, 2025. Commissioner Jones seconded the motion. The motion passed unanimously.
- ii. The Board received an update on the administrative services manager position. No action was taken.
- iii. On the request for approval to replace two existing part-time firefighter positions with two new full-time firefighter positions, Commissioner Day III made a motion to reaffirm the Board decision to authorize the Command Staff to manage personnel positions and crew staffing within the approved budget. Commissioner Fraser seconded the motion. The motion passed unanimously.

c. The Board received a report from the General Manager. No action was taken.

- i. Commissioner Fraser moved to approve the capital plan. Commissioner Day III seconded the motion. The motion passed unanimously.

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- ii. The Board received an update on the strategic plan's 10-year financial outlook. After discussion, staff was asked to provide an updated plan with *de minimus* tax rates for FY 27 and FY 28. No other action was taken.
- iii. The Board received an update on the cyber situation. No action was taken.
- iv. Commissioner Fraser moved to approve a proposal from Prime ITS for IT administration, security, and support in accordance with the terms of the agreement. Commissioner Day III seconded the motion. The motion passed unanimously.
- v. The Board received a presentation from Paycom for personnel management system software. Commissioner Day III moved to approve a proposal for personnel management system software in accordance with the terms of the agreement. Commissioner Jones seconded the motion. The motion passed unanimously.
- vi. The Board received an update on revisions to the Purchasing and Procurement policy and the ACH-DD form. No action was taken.
- vii. The Board received an update on Public outreach matters, to include website, social media, newsletter, and marketing proposals. After discussion about the content of the newsletter, no action was taken.
- viii. The Board received an update on Attendance at the 2026 SAFE-D conference in San Antonio, January 29-31, 2026. After discussion, no action was taken.

6. Operational matters

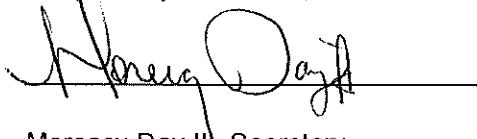
- a. The Board received a report from the Fire Chief. No action was taken.
- b. The Board received an update on real estate matters, including future stations. After discussion about the Millican Reserve property, staff was requested to continue its research to include the feasibility of core sampling. No additional action was taken.
 - i. The Board received an update on the Millican Townsite, Block 5-6 & 22. After discussion, no action was taken.
- c. Commissioner Fraser moved to approve the purchase of cabinets for station 6 in an amount not to exceed \$8,000. Commissioner Day III seconded the motion. The motion passed unanimously.

7. No additional agenda items were requested.

8. No action was taken for scheduling special meetings. The Board received notification about the South Brazos County Fire Department Christmas party on December 2.

9. There being no further business, Commissioner Stout adjourned the meeting at 9:28 p.m.

Respectfully Submitted,



Moreecy Day III, Secretary