

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

**MINUTES OF REGULAR MEETING
March 12, 2026**

1. Call meeting to order and establish a quorum.

Commissioner Stout called the meeting to order at 5:38 pm.

Commissioner Stout announced that a quorum was present. The Commissioners present were:

Rodger Stout	Present
Carlyle Fraser	Present
Moreeey Day III	Present
Jim Jones	Present
Marne Boyle	Absent

Also present at the meeting were Fire Chief David Cooper, Assistant Chief Chet Barker, Assistant Chief Jonathan Collins, General Manager Mike Montgomery, department members, and Randall Parr (RF Parr LLC).

2. Recognition of citizens and citizen comments.

No citizens were present. There were no citizen comments.

3. Review and approval of minutes of all regular, special and workshop meetings.

After discussion, Commissioner Fraser made a Motion, seconded by Commissioner Day III, to approve the minutes of the regular meeting held on February 12, 2026, and the interview workshop held on February 5, 2026, as corrected. Thereafter, the Motion passed by a vote of 4 to 0.

The following agenda items have been requested for review, update, consideration, and possible action, including the authorization of staff to take necessary action:

4. Financial matters, to include:

- a. Financial report.**
- b. Sales tax report.**
- c. Investment report.**
- d. Cash activity report, including payment of invoices and tax refund requests.**
- e. Approve acceptance of an overpayment for the countywide CAD project.**

After discussion, Commissioner Day III made a Motion, seconded by Commissioner Fraser, to approve the financial report, sales tax report, cash activity report including the payment of invoices, and the investment report, with the correction to return the recovered funds from the fraud loss to the reserve account. Thereafter, the Motion passed by a vote of 4 to 0.

There were no tax refund requests.

After discussion, Commissioner Fraser made a Motion, seconded by Commissioner Day III, to approve acceptance of an overpayment in the amount of \$352.18 for the countywide CAD project. Thereafter, the Motion passed by a vote of 4 to 0.

5. *Human Resources matters, to include:*

a. A report from the HR consultant.

b. Convert a part-time admin position or create a full-time admin assistant position.

After discussion, Commissioner Fraser made a Motion, seconded by Commissioner Jones, to approve the HR report from RIT-HR. Thereafter, the Motion passed by a vote of 4 to 0.

The Board met in Closed Session, beginning at 7:58 pm, pursuant to Government Code §551.074 to discuss personnel matters. The Board returned from Closed Session at 8:32 pm.

After discussion, Commissioner Fraser made a Motion, seconded by Commissioner Day III, to create a full-time position effective October 1, 2026, and directed staff to include the position in the FY 2027 budget. Thereafter, the Motion passed by a vote of 4 to 0.

6. *District Administration matters, to include:*

a. A report from the General Manager to include updates on the Strategic Plan, cyber situation, IT project, HR activities and other personnel matters, outreach activities, audit, and possible action items.

b. Discussion on HB103 and cybersecurity reporting requirements.

c. Discussion on commissioners' training requirements and activities.

d. Recognition of BCSO for their investigative efforts and the ultimate recovery of misdirected funds.

After discussion, Commissioner Day III made a Motion, seconded by Commissioner Jones, to accept the report from the General Manager, HB103 and cybersecurity reporting requirements, commissioners' training requirements and activities, and approval to contract with MailChimp for email marketing management services. Thereafter, the Motion passed by a vote of 4 to 0.

After discussion, Commissioner Jones made a Motion, seconded by Commissioner Fraser, to approve recognition of BCSO in the form of plaque and letter of commendation for their investigative efforts and the ultimate recovery of misdirected funds. Thereafter, the Motion passed by a vote of 4 to 0.

7. *Operational matters, to include:*

a. Report from the Fire Chief, to include updates on emergency response.

b. Real estate matters, including updates on future Stations and the Station 5 land contract.

c. Capital purchases to include a gear extractor, dryer, and station alerting system.

After discussion, Commissioner Fraser made a Motion, seconded by Commissioner Day III, to accept the Fire Chief's report. Thereafter, the Motion passed by a vote of 4 to 0.

After discussion, Commissioner Fraser made a Motion, seconded by Commissioner Day III, to approve the report on real estate matters and the Station 5 contract. Thereafter, the Motion passed by a vote of 4 to 0.

After discussion, Commissioner Fraser made a Motion, seconded by Commissioner Jones, to approve the purchase of a station alerting system gear extractor and gear drying cabinet for an amount not to exceed \$15,000. Thereafter, the Motion passed by a vote of 4 to 0.

After discussion, Commissioner Fraser made a Motion, seconded by Commissioner Day III, to approve the purchase of a station alerting system for an amount not to exceed \$120,000. This system is available from Sourcewell cooperative purchasing and is not subject to formal bid. Thereafter, the Motion passed by a vote of 4 to 0.

8. Travel, to include:

- a. Recap of the SAFE-D conference and possible action items from the conference.**
- b. SFFMA Fire Chief Development program.**

After discussion and recap of each item, there was no action taken.

9. To discuss the need for and scheduling of special meeting(s).

- a. Audit workshop.**
- b. IT workshop.**
- c. Insurance workshop.**
- d. Budget workshop.**

After discussion, Commissioner Stout set the schedule for special meetings and workshops.

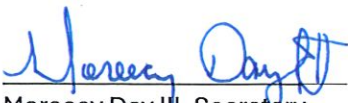
- a. Audit meeting Mar 17
- b. IT workshop Apr 2
- c. Insurance workshop Mar 25
- d. Budget workshop TBD, late April

10. Adjourn.

There being no further business, Commissioner Stout adjourned the meeting at 8:35 pm.

BRAZOS COUNTY EMERGENCY
SERVICES DISTRICT NO. 1

Respectfully submitted,



Moreecy Day III, Secretary

4-9-26
Date