



Brazos County Emergency Services District #4

MEETING MINUTES

April 23, 2020, 5:30 pm

Brazos County Precinct 4 - Brushy Creek Fire Station
6357 Raymond Stotzer Parkway, College Station

The following agenda items to discuss, consider and action taken as appropriate. The following members were in attendance; John Foster, Sherry Waldrum*, Matt Andrews*, Jill Jones* and Steve Godby. Also in attendance, Chief Warren. (* attended via Zoom)

The Executive Board reserves the right to go into Executive Session on any agenda item.

1. **Call to order and establish a quorum. (Godby)**
Quorum established.
2. **Citizen comments** – The board cannot discuss or act on matters listed on the agenda. The board will not respond to questions or comments from the public at this time. Public comments are limited to 3 minutes. No citizen comments were given.
3. **ESD Gifts & Donations, public recognitions. (Godby)**
No gifts or donations were received.
4. **Approval of BCESD4 March 26th Regular Meeting Minutes (Godby)**
Motion was made by John Foster to “accept the minutes of the March 26th Regular Meeting as submitted”. Motion Passed.
5. **Treasurers Report including, but not limited to financial status, budget reports and account balances, bills and payments (Jones)**
Treasurer Jill Jones and Steve Godby discussed the current BCESD4 account balances, upcoming expenses and financial projections for the remainder of the year.

Additionally, all pending invoices were reviewed and approved by the board.

John Foster related the current status of the annexation by the City of Bryan involving RELIS Campus and surrounding area, per Attorney Ken Campbell's initial review.

Godby reviewed the information prepared and ready to be installed on the BCESD4 website as required under the State of Texas "Property Tax Reform and Transparency Act." The board reviewed the information and now this information will be forwarded to Matt Andrews in order to get it installed on our website.

Lastly, Jill Jones presented the final draft of the 2018-2019 Financial Audit prepared by Thompson, Derrig & Craig, P.C.

6. **Report from Brazos County Precinct 4 VFD report (Chief Warren)**

Chief Warren provided the Fire Chief Update including financial review, new equipment, capital project involving standby generators, fire station reports, training, call volume, compliance testing, membership status and other items.

A motion was made by John Foster "to empower Chief Warren to accept the bid of Malik Electric to install stand-by generators at Station 3 (Option 1) and Station 2 (Option 2)". Motion Passed.

Several items from the "Chief's Punchlist" were also reviewed with Chief Warren and the board felt he was moving along on getting these items addressed.

7. **Future VFD Suggestion Award Program (Foster)**

John Foster presented a VFD Suggestion Award Program for review and comment. John asked members to reply to him with edits or changes prior to the next board meeting.

8. **Disaster Post-Activities / VFD Recognition (Foster)**

John Foster presented a formal VFD Recognition Program for review and comment. John asked members to reply to him with edits or changes prior to the next board meeting.

9. **BCESD4 Board Secretary Replacement Discussion & Action (Godby)**

Godby proposed that Sherry Waldrum assume the role of BCESD4 Board Secretary and Matt Andrew fill the role as BCESD IT Support.

A motion was made by John Foster "to transition Sherry Waldrum to Board Secretary, effective immediately, and designate Matt Andrews as IT Support for the BCESD4." Motion Passed.

10. **Discuss and Act Upon a Resolution Regarding a Financing Agreement for the Purpose of Procuring a Truck and Related Equipment (Godby)**

A resolution regarding a financing agreement for the purpose of procuring a truck and related equipment was presented by Godby.

A motion was made by John Foster to “adopt the resolution regarding a financing agreement for the purpose of procuring a truck and related equipment and empower the BCESD4 Board to borrow the funds for the truck and related equipment” as presented. Motion Passed.

A motion was made by Steve Godby to “accept the 7 year annual payment option (\$14,910.81 / year) from Government Capital to finance the truck and related equipment”. Motion Passed.

It was also agreed, by the BCESD Board, that Chief Warren would pass on the cost of the radios for the new Fire Chief truck to the BCESD4 for payment. Estimated cost of the radios is \$10,000.

11. BCESD4 Policy & Procedure Manual Discussion (Godby)

Godby presented and reviewed 2 new BCESD4 Policies (A-7 “Anti-Harassment Policy” & A-8 “Continuity of Operation Plan” and 1 revised Policy G-7 “BCESD4 Creation Document”).

Following a review and question & answers, a motion was made Jill Jones to “accept the two new policies – A-7 “Anti-Harassment” & A-8 “Continuity of Operation Plan”, along with the changes to G-7 “BCESD4 Creation Document” as proposed.” Motion Passed.

Additionally, Steve Godby was instructed to proceed with the printing of the Summer, 2020 Edition BCESD4 Policy & Procedure Manual.

12. Future Agenda Items

First Net (Chief Warren)

13. Next BCESD4 Meetings

May 14th – 5:30 pm – Brushy Creek Fire Station

June 25th – 5:30 pm – Brushy Creek Fire Station

14. Adjournment

The meeting was adjourned at 7:50 pm