



# Brazos County Emergency Services District #4

## MEETING MINUTES

April 22, 2021 – 5:30 pm

Brazos County ESD #4  
Brushy Creek Fire Station  
6357 Raymond Stotzer Parkway  
College Station, TX 77845

The following are the minutes of the agenda items discuss, consider and action taken as appropriate. The following members were in attendance; Steve Godby, John Foster, Jill Jones, Dina Nutall, and Sherry Waldrum. BCESD4 Fire Chief Warren attended as a guest.

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** – No comments were received from citizens.
3. **ESD Gifts & Donations, public recognitions. (Godby)**  
None
4. **Approval of BCESD4 March 25<sup>th</sup> Regular Meeting Minutes (Godby)**  
Motion was made by John Foster to “accept” the minutes of the March 25<sup>th</sup> Regular Meeting as submitted. Sherry Waldrum seconded. Motion Passed.
5. **Treasurers Report including, but not limited to financial status, budget reports and account balances, bills and payments (Nutall)**  
Jill Jones confirmed that the two payments for USDA loan were automatically drafted from the Wells Fargo account.

Jill Jones confirmed that Quick Books and Bottom Line are linked to the Wells Fargo account and the account was reconciled through March 2021.

The Treasurer role was officially transferred from Jill Jones to Dina Nutall. The Wells Fargo signature card has been updated with Dina Nutall’s name and signature.

Discussion regarding changing banking services will be postponed to a future date to allow for a smoother transition for the Treasurer, and preparation for the upcoming audit.

The Board unanimously agreed to award \$500.00 checks to Firefighter Colton Wiseman and Firefighter Bryan Mena. Firefighter Wiseman and Mena were spotlighted in the Brazos County Emergency Services District 4 Newsletter.

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

Chief Warren provided the VFD Operations Update including financial review, operations, training, apparatus, personnel and facilities.

The current Prosperity Bank checking account balance is \$3,425.23.

Four invoices have been received and require payment. Texas Propane \$2,990.00 for the tank at Station One. Another one for Texas Propane \$1,771.00 for propane at Station One. The third one is for Malek \$20,724.00 for the heater in Station One. Lastly, Malek \$8,028.00 for the heater in Station Three. Checks will be written, signed and issued to Chief Warren at the end of this meeting.

Precinct 4 VFD had 47 calls for service in March 2021. Approximately 63% of the calls were rescue/EMS.

Truck 401 received significant hail damage during the recent storm. The windshield has been replaced. Truck 401 will be in the Body Shop for repairs for the next couple of weeks.

Station Two received hail damage during the storm. A claim has been filed with VFIS of Texas. The adjuster has been out to evaluate the damage. The Chief is awaiting the report.

The bay heaters have been installed at Station One and Station Three.

The 1,000-gallon propane tank has been installed at Station One.

Reimbursement from the Texas Forest Service for PPE is expected mid to late May 2021. The grant was for \$15,000. Reimbursement for \$17,498.63 was submitted.

7. **BCESD4 Newsletter Status Report (Foster)**

The newsletter has been mailed to all landowners in District 4. Chief Warren will give copies of the newsletter to the Brazos County Commissioners Court District 4.

8. **Fire Station Apartment Lease Review (Chief Warren)**

Jill Jones presented an example Residential Lease and a Residential Lease Inventory and Condition Form. Discussion will resume in a couple of months after a thorough review of the forms.

9. **Civil Unrest Protocol Discussion (Foster/Chief Warren)**

The Civil Unrest Protocol development will continue after review and comparison of Civil Unrest protocols in area Fire Departments. This information will be discussed at a future ESD4 meeting.

10. **Future Agenda Items**

- Proposed Comprehensive Awards Document Review

11. **Next BCESD4 Meetings**

May 27<sup>th</sup> - 5:30 pm – Brushy Creek Fire Station

June 17<sup>th</sup>- 5:30 pm – Brushy Creek Fire Station

12. **Adjournment**

The BCESD4 Board Meeting adjourned at 6:35 pm

Respectfully submitted,

Sherry Waldrum  
BCESD4 Secretary