



# **Brazos County Emergency Services District #4**

## **MEETING MINUTES**

December 6, 2021 - 5:30 pm

Brazos County ESD #4 Brushy Creek Fire Station  
6357 Raymond Stotzer Parkway  
College Station, Texas 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, Jill Jones, Dina Nutall, and Sherry Waldrum. BCESD4 Fire Chief Warren, Simon VanDyk and Michael Willett were in attendance as guests.

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 citizen comments were given.
3. **ESD Gifts & Donations, public recognitions. (Godby)**  
None
4. **Approval of BCESD4 November 18<sup>th</sup> Meeting Minutes (Godby)**  
Motion was made by Jill Jones to "accept" the Minutes of the November 18<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)**  
Steve Godby and Dina Nutall discussed the current account balances, upcoming expenses, and financial projections for the remainder of the year.

The Brazos County ESD#4 Cash Flow Report 2021-2022 was reviewed. The total Cash Available (before cash out) for November 2021 was \$156,143. The Total Cash Paid Out was \$27,983. The Cash Position (end of month) was \$128,160.

Dina Nutall confirmed that Quick Books and Bottom Line are linked to the Wells Fargo account and the account was reconciled through November 2021.

After discussion the BCESD4 Board Members unanimously agreed to award \$5,000 to Chief Warren for outstanding performance for 2021. All Board Members unanimously

agreed to award \$3,000 to Assistant Fire Chief Chris Ford for outstanding performance in his new role.

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 \$20, 440.91. The total available funds are \$43, 789.32.

Precinct 4 VFD had 55 calls for service in November 2021. The total number of calls for 2021 is 675.

BCVFD4 and BCVFD2 will participate in joint training for nasal Narcan.

Epinephrine has been ordered. Once it is received and all personnel are trained the new EMS protocol can be implemented.

BCVFD4 has 17 members on the roster.

7. **Sales Tax Collection Discussion & Action on Touchstone District Service Proposal (Godby)**

Simon VanDyk and Michael Willett, Representatives for Touchstone District Services, LLC presented a detailed overview of the services and community support that they offer ESDs seeking voter approval for sales tax elections.

Motion was made by Steve Godby to "accept" the proposed engagement fee of \$3,450 and a monthly fee of \$2,750 to Touchstone District Services, LLC for community outreach and community education services beginning with Phase 1 (December 2021) through the end of Phase 2 (approximately February 2022). Sherry Waldrum seconded. The motion passed with a unanimous vote in favor of the vote.

8. **BCVFD4 Operations Financial Review Status (Chief Warren)**

Chief Warren is in contact with Gay Craig, Audit Manager for Thompson, Derrig, & Craig to initiate the Financial Review for BCVFD4 Operations.

9. **Next BCESD4 Meetings**

January 13<sup>th</sup> – 5:30 pm – Brushy Creek Fire Station  
February 7<sup>th</sup> – 5:30 pm – Brushy Creek Fire Station

10. **Adjournment**

The BCESD4 Board Meeting adjourned at 7:10 pm

Respectfully submitted,

Sherry Waldrum  
BCESD4 Secretary