



# Brazos County Emergency Services District #4

## MEETING MINUTES

January 14, 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, and Sherry Waldrum, and Dina Nutall. 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)**  
Chief Joe Don Warren reported receiving a \$400 donation from Ross and Deborah Pike.  
  
Chief Joe Don Warren reported receiving a \$500 donation from David Thornburgh.
4. **Approval of BCESD4 December 9<sup>th</sup> Regular Meeting Minutes (Godby)**  
Motion was made by John Foster to “accept” the minutes of the December 9<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 (Jones)**  
Jill Jones reported that she will submit a check to cover the yearly post office box rental.

The total received from recent annexation was \$33, 973.01. A motion was made by John Foster and seconded by Jill Jones to utilize the remaining \$11, 807.08 to pay down the USDA #2 Fire Station 1 Smetana loan.

Jill Jones confirmed that Quick Books and Bottom Line are linked to the Wells Fargo account and the account was reconciled through December 2020. The current BCESD4 balance is \$271,093.79.

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 \$13,644.87. The total outstanding bills for January are \$22,920.00. In light of this, a motion was made by Steve Godby to set up reoccurring monthly automatic drafts (vs. the quarterly payments) in the amount of \$13,200.00 for the next 8 months from the Wells Fargo account to Brazos County Precinct 4 VFD. The goal is to provide better cash flow for Fire Chief Joe Don Warren to pay the monthly expenses. Jill Jones seconded. Motion Passed. Jill Jones will work with Wells Fargo to set up the automatic payments starting in March.

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

The upcoming newsletter will contain articles from Fire Chief Warren on controlled burns, firefighter promotions Assistant Chief Chris Ford and Lieutenant Henry Speer, firefighter spotlight, the Chief's new vehicle and extraction tools. A brief explanation for the Customer Survey will be provided along with a website link for residents to complete. New Board Member, Dina Nutall will be introduced. Contact information for future Community Emergency Response Teams, (CERT), will be included.

8. **Inventory Task Force Status (Waldrum)**

Sherry Waldrum described the inventory process. All items valued greater than \$5000 are given a property id number, label, and recorded on an Excel spreadsheet. The air packs, air compressor, PPE extractor, thermal imaging cameras, and extraction tools have been inventoried. This process is approximately 50% complete. Remaining are the radios and vehicles. The vehicles will also be photographed.

9. **Texas Forest Service Orientation (Nutall)**

Dina Nutall's presented services, resources and grants for rural volunteer fire departments available through the Texas A & M Forest Service. Training tuition, equipment grants, volunteer fire department insurance grants, and fire vehicle liability insurance are just a few of the resources.

10. **BCESD4 Policy/Procedure Review**

Steve Godby reviewed the following BCESD4 Policies / Procedures with the Board:

- Policy F-1 (Rev 11/2019) Account Reporting Reconciliation.
- Policy G-3 (Rev 4/2020) Purpose of Manual.

The ***BCESD4 Policy and Procedure Manual*** review was completed. The next full review will be in two years.

John Foster suggested creation of an ESD Handbook to compliment the ***Policy and Procedure Manual***. The Handbook would list the ESD4 Board Member's job-related duties and responsibilities.

11. **Future Agenda Items**

- Apartment Lease Review
- Civil Unrest Protocol Review

12. **Next BCESD4 Meetings**

February 11<sup>th</sup> - 5:30 pm – Brushy Creek Fire Station

March 25<sup>th</sup> - 5:30 pm – Brushy Creek Fire Station

13. **Adjournment**

The BCESD4 Board Meeting adjourned at 7:22 pm

Respectfully submitted,

Sherry Waldrum  
BCESD4 Secretary