



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

## **MEETING MINUTES**

January 13, 2022 - 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. BCVFD4 Fire Chief Warren and Assistant Chief Christopher Ford attended 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 and meeting called to order.
2. **Citizen comments** –No citizen comments were submitted.
3. **BCESD4 Gifts & Donations, public recognitions. (Godby)**  
None
4. **Approval of BCESD4 December 6<sup>th</sup> Meeting Minutes (Godby)**  
Motion was made by Sherry Waldrum to “accept” the December 6<sup>th</sup> Meeting Minutes. Dina Nutall seconded. Motion passed.
5. **Treasurers Report including, but not limited to financial status, budget reports, account balances, bills, Wells Fargo banking and payments (Godby)**

Treasurer Dina Nutall and Steve Godby 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 Forecast was reviewed. The total Cash Available (before cash out) for December 2021 was \$117,905. The Total Cash Paid Out was \$48,821. The Cash Position (end of month) for December was \$69,084.

Quick Books and Bottom Line are linked to the Wells Fargo account and the account was reconciled through December 2021.

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 Prosperity Bank checking account balance was \$16,995.58. Payments pending as of November 19<sup>th</sup>, 2021, \$9,983.63, leaving total available funds \$7,671.95.

Precinct 4 VFD service calls for January is 30.

Chief Warren reported that the LMTV truck has been painted. The radio and warning equipment has been installed. The skid unit and graphics have been ordered.

Chief Warren reported that Rescue Truck 451 was sold for \$3,000.00 because the engine and suspension was worn out. The funds from the sale of Rescue Truck 451 were deposited into BCVFD 4 checking account and will be applied towards the purchase of a top cover for Rescue 453.

Chief Warren provided an update on the radio equipment. Precinct 4 received ten new pagers from the county wide radio purchase. The mobile units and repeaters are scheduled to be installed in March or April.

Station 2 has a beautiful cedar table. The materials were donated. Firefighters Pool, Richer and Chief Warren worked on the table. Well done!!

There will be a joint EMS training with District 2 VFD on Nasal Narcan and how to identify patients involved in human trafficking on EMS calls.

Currently there are 16 VFD members on the roster.

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

Simon Van Dyk, Touch Stone District Services, provided a update on their services. They are working closely with the Comptroller's Office. Simon will follow up with the Board once he has obtained and analyzed the data. This will be placed on the agenda for the February 7<sup>th</sup> Board meeting.

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

Chief Warren has initiated an audit request from Gay Craig Audit Manager for Thompson, Derrig, & Craig.

9. **Future Agenda Items**

The following agenda items need to be added to the agenda for the February 7<sup>th</sup> BCESD4 Board Meeting.

- Sales Tax Collection Discussion & Action on Touchstone District Service Proposal
- BCVFD4 Operations Financial Review Status

10. **Next BCESD4 Meetings**

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

March 24<sup>th</sup> – 5:30 pm – Brushy Creek Fire Station

11. **Adjournment**

The BCESD4 Board Meeting adjourned at 6:28 pm

Respectfully submitted,

Sherry Waldrum  
BCESD4 Secretary