



Brazos County Emergency Services District #4

MEETING MINUTES

June 17, 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, Jill Jones, Dina Nutall, and Sherry Waldrum. BCESD4 Fire Chief Warren and Assistant Chief Chris 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.
2. **Citizen comments** – No comments were received from citizens.
3. **ESD Gifts & Donations, public recognitions. (Godby)**
Chief Warren reported that a \$100.00 donation was received from Mr. and Mrs. Dean Meyer.
4. **Approval of BCESD4 May 27th Regular Meeting Minutes (Godby)**
Motion was made by Sherry Waldrum to “accept” the minutes of the May 27th Regular Meeting as submitted. Steve Godby seconded. Motion Passed.
5. **Treasurers Report including, but not limited to financial status, budget reports and account balances, bills and payments (Nutall)**
USDA Loan #8 – 2007 Ferrara Unit 421 payment amount \$19,119 and Fire Chief’s Truck payment amount \$14, 990 were made for the May 1st due date.

The BCESD4 Cash Flow Report 2020-2021 was reviewed. The Cash Position on May 31, 2021 was \$240, 686.00

Dina Nutall confirmed that Quick Books and Bottom Line are linked to the Wells Fargo account and the account was reconciled through May 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 current Prosperity Bank checking account balance is \$7,664.59.

Precinct 4 VFD had 60 calls for service in May 2021.

Chief Warren requested three bids for roof repairs at Station Two. CR Systems bid \$48,690.00. Brazos Valley Roofing bid \$55,900.00. Schulte Roofing has not submitted a bid. Schulte Roofing stated that they could not provide a "locked down" price due to the daily price increase of building materials.

A motion was made by Steve Godby authorizing Chief Joe Don Warren to proceed with the roof repairs at Station Two, not to exceed \$57,000. Jill Jones seconded the motion. The motion passed with a unanimous vote.

The Assistance to Firefighters Grant (AFG) award is to purchase radios for each VFD in Brazos County. The Brazos County Precinct 4 Volunteer Fire Department payment portion is \$27,421.21.

A motion was made by Steve Godby authorizing payment for our portion of the AFG grant cost share in the amount of \$27,421.21. Dina Nutall seconded the motion. The motion passed with a unanimous vote.

7. **2021-2022 Budget Discussion -- BCESD4 & VFD4**

ESD4 Board Members and Chief Warren will attend a budget planning workshop on July 8th at 5:30 pm at the Brushy Creek Fire Station, 6357 Raymond Stotzer Parkway.

8. **BCESD4 Financial Audit Status (Jones)**

The financial audit by Thompson, Derring & Craig is nearly completed. Final responses for the auditor are a top priority.

9. **BCESD4 Board Member Vacancy (Godby)**

There are a couple of potential candidates. At this point, the candidates have not made a final decision to pursue Board membership.

10. **Brazos County Emergency Management Plan & The VFD4 Connection (Chief Warren)**

It was determined that there is no need to have a separate "*Unrest Policy*" for the Brazos County Volunteer Fire Department. The Brazos County Emergency Management Plan is adequate.

11. **BCESD Organization Concept Discussion (Godby)**

Steve Godby presented *The Brazos County Volunteer Fire Department Organization Proposal*. Two organizational models were offered. The proposal would create a "County-Wide Fire Chief" position to cover the four Brazos County ESDs. The individual ESDs and corresponding ESD Commissioners would continue to function and serve. The ESDs would share the cost of the Fire Chief.

At this time, ESD 1 has decided not to participate in the Proposal.

12. **VFD4 Recognition Award / Retention Program (Chief Warren)**

Chief Warren is still crafting the finer points of the program. Chief Warren will present the final version to the Board members at a future meeting.

13. **SAFE-D Conference Sign-Up @Fort Worth, TX – Sept 16-18, 2021**

Steve Godby has reserved hotel rooms for Board Members attending the SAFE-D Conference in September. Board Members are encouraged to register for the conference by August 19th to receive the early bird special.

14. **Future Agenda Items**

- Comprehensive Award Review (Chief Warren)
- Fire Station Apartment Lease Review (Chief Warren)
- Budget 2021-2022

15. **Next BCESD4 Meetings**

July 22nd - 5:30 pm – Brushy Creek Fire Station

August 19th- 5:30 pm – Brushy Creek Fire Station

16. **Adjournment**

The BCESD4 Board Meeting adjourned at 6:56 pm

Respectfully submitted,

Sherry Waldrum
BCESD4 Secretary