



# Brazos County Emergency Services District #4

## MEETING MINUTES

March 24, 2022 - 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, Assistant Fire Chief Chris Ford, attended as guests. Jordan Mitchell was in attendance as an observer.

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 February 7<sup>th</sup> Regular Meeting Minutes (Godby)**  
Motion was made by Sherry Waldrum to “accept” the minutes of the February 7<sup>th</sup> Regular Meeting as submitted. Jill Jones seconded. Motion Passed.
5. **Treasurers Report including, but not limited to financial status, budget reports and account balances, bills, Wells Fargo banking and payments (Nutall)**  
Dina Nutall reported the current account balances. The checking account balance is \$369,733.10. The savings account balance is \$80,000. All bills and invoices are paid for the month.

Motion was made by Dina Nutall to move \$15,000 to the savings account. Jill Jones seconded the motion. The motion passed with a unanimous vote.

Quick Books and Bottom Line are linked to the Wells Fargo account and the account was reconciled through February 2022.

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 \$41,895.35

Chief Warren reported 38 BCVFD Precinct 4 service calls for March. The number of calls for the year is 168.

Chief Warren reported that the Epi 1:1,000 has arrived. Firefighters will be trained on the new EMS protocols with drugs on March 29<sup>th</sup>.

Chief Warren reported that the rescue tools on 432 are not working and beyond repair. Currently BCVFD 4 is borrowing rescue tools from District 2 VFD.

Motion was made by Dina Nutall to give Chief Warren \$15,000.00 towards the purchase of rescue tools. Sherry Waldrum seconded. The motion passed with a unanimous vote.

There will be two fire apparatus displays planned with 1775 and Top of the Hill before the upcoming election.

Currently there are 15 VFD members on the roster.

7. **Sales Tax Collection Discussion (Jones/Waldrum)**

Touchstone District Services is nearing completion of the sales tax video. Once finalized the video will be posted on the ESD4 and BCVFD 4 websites. The BCESD4 Election Education Newsletter will be mailed to all property owners in the district. The BCESD4 Proposition Election Frequently Asked Questions will be ready for release after a few final edits. Touchstone District Services will also prepare a bulleted, condensed version of the Education Newsletter which can be handed out at upcoming events.

A Pet First Aid and Meet the Chief event will be held at Station 3 on Saturday April 2<sup>nd</sup>.

8. **Brazos County Tax Assessor/Collector Reimbursement Request (Nutall)**

A reimbursement was approved to Sooner Pipe L.L.C for \$1,126.18. This reimbursement is in response to a tax protest to the Brazos County Tax Assessor / Collector. As requested by Kristy Roe, the check will be sent directly to Sooner Pipe L.L.C. and copy Kristeen Roe Tax Assessor/Collector.

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

The process is still ongoing. Chief Warren will provide an update next month.

10. **Future Agenda Items**

- BCVFD4 Operations Financial Review
- Sales Tax Collection Events

11. **Next BCESD4 Meetings**

April 21<sup>st</sup> - 5:30 pm – Brushy Creek Fire Station

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

12. **Adjournment**

The BCESD4 Board Meeting adjourned at 6:22 pm

Respectfully submitted,

Sherry Waldrum  
BCESD4 Secretary