



Brazos County Emergency Services District #4

MEETING MINUTES

March 25, 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; John Foster, Jill Jones, 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. (Foster)**
Quorum established.
2. **Citizen comments** – No comments were received from citizens.
3. **ESD Gifts & Donations, public recognitions. (Foster)**
None
4. **Approval of BCESD4 February 11th Regular Meeting Minutes (Foster)**
Motion was made by Sherry Waldrum to “accept” the minutes of the February 11th 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 and payments (Jones)**
Jill Jones reported that there are two upcoming payments for USDA loan. The first is due March 2021 and the second April 2021. Jill Jones is currently in the process of confirming that the payments will be automatically drafted from the Wells Fargo account.

Jill Jones confirmed that Quick Books and Bottom Line are linked to the Wells Fargo account and the account was reconciled through February 2021. The current BCESD4 reserve account is \$45,034.20. The regular account balance is \$365,091.91. The total balance is \$410,126.11.

Jill Jones made a motion to transfer the Brazos County Emergency Services District 4 Treasurer responsibilities to Dina Nutall. The motion was unanimously approved.

Effective April 15th at 5 pm the Brazos County Emergency Services District 4 Treasurer role will officially transfer from Jill Jones to Dina Nutall.

Dina Nutall's name and signature will be added to the Wells Fargo bank account.

Jill Jones reported that the audit is about 85% completed. There are a few more receipts that need to be submitted.

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 \$3,523.91. The February Exxon bill was \$1,302.41. Annual payment to VFIS was made for \$7,756.00.

There is an outstanding bill for \$2,347.37 for ESO reporting. This will be paid when the automatic payment is received by Chief Warren.

The five-hundred-gallon propane tank at Station One is too small to fuel the generator and heaters. A certified, used, one-thousand-gallon propane tank is available from Texas Propane. The cost for the tank is \$2,990.00. Motion was made by Jill Jones to "approve" the purchase of the propane tank. John Foster seconded. Motion Passed.

Brush Truck 420 is in service ready to respond to grass fires and flood water rescues. Additional equipment will be added later.

The Brazos County Precinct 4 VFD website is up and running. The website will be managed by the firefighters. This will save \$715.00 per year.

Chief Joe Don Warren proposed to award a Cairns Black N6A Leather Fire Helmet to recognize outstanding firefighters. Chief Warren and Assistant Chief Chris Ford will write up criteria for the award. The criteria will be presented at a future ESD4 monthly meeting.

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

The newsletter is complete and will be mailed out to area residents shortly.

8. **Fire Station Apartment Lease Review (Chief Warren)**

The Apartment Lease will be reviewed at the next meeting. The original lease and a few more current example leases will be compared.

9. **Civil Unrest Protocol Discussion (Foster/Chief Warren)**

The Civil Unrest Protocol will be discussed at the next meeting. Additional research is needed to prepare for the meeting.

10. Fire Station Bay Heater Proposal (Chief Warren)

Chief Joe Don Warren requested three bids to purchase bay heaters for Station one and three. Bids were received from Mallek Services and Dailey Company, Inc.

The ESD4 Board members unanimously approved to accept the Mallek Services bid for bay heaters for Station 1 and 3. Mallek Services will install the bay heaters.

11. BCESD4 Treasurer Responsibilities Transfer

Jill Jones' responsibility in the role of Brazos County Emergency Services District 4 will end on April 15th, 2021 at 5 pm, Dina Nutall's responsibility in the role of Brazos County Emergency Services District 4 Treasurer will start on April 15th, 2021 at 5 pm. A letter will be prepared to document the Treasurer transition.

12. Future Agenda Items

- Apartment Lease Review
- Civil Unrest Protocol Review
- Select another bank to handle ESD4 banking needs

13. Next BCESD4 Meetings

April 22nd - 5:30 pm – Brushy Creek Fire Station
May 27th - 5:30 pm – Brushy Creek Fire Station

14. Adjournment

The BCESD4 Board Meeting adjourned at 7:14 pm

Respectfully submitted,

Sherry Waldrum
BCESD4 Secretary