



Brazos County Emergency Services District #4

MEETING MINUTES

March 26, 2020, 5:30 pm

Brazos County Precinct 4 - Brushy Creek Fire Station
6357 Raymond Stotzer Parkway, College Station

The following agenda items to discuss, consider and action taken as appropriate. The following members were in attendance; John Foster, Sherry Waldrum, Matt Andrews (via Zoom) and Steve Godby.

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** – The board cannot discuss or act on matters listed on the agenda. The board will not respond to questions or comments from the public at this time. Public comments are limited to 3 minutes.
No citizen comments were given.
3. **ESD Gifts & Donations, public recognitions. (Godby)**
No gifts or donations were received.
4. **Approval of ESD #4 February 17th Regular Meeting Minutes (Godby)**
Steve Godby suggested two edits to the February 17th Meeting Minutes. Following the edits, the Motion was made by Sherry Walden to accept the minutes as edited.
Motion passed.
5. **Disaster Declaration Effort by Brazos County.**
John Foster and Sherry Walden represented BCESD4 on a tele-conference pertaining to the recent COVID-19 Disaster Declaration for Emergency Service Districts.

The two key points of the declaration are to 1) maintain continuity in the core services of the BCESD4 and 2) provide means to keep citizens informed as to BCESD4 activities during these times.

Several key actions are required during the Disaster Declaration:

- The BCESD4 President shall declare a Disaster Declaration for BCESD4 congruent with the Brazos County Disaster Declaration and renew it every 7 days.

[President Steve Godby issued a Disaster Declaration for the Brazos County Emergency Services District on March 26, 2020 and subsequently, every 7 days for the BCESD4, via a group email to Board Members, until the Brazos County Disaster Declaration is cancelled.]

- The BCESD4 shall develop Continuity of Operation Plans.

[Chief Warren and President Godby will work together to prepare Continuity of Operations Plans for BCESD4 as soon as practical.]

- A contact phone number shall be posted on the BCESD4 Website.

[Board Member Matt Andrews will install President Godby's phone number on the BCESD4 Website.]

- The BCESD4 Board Meeting shall be recorded.

[The March 2020 BCESD4 Board Meeting utilized Zoom Teleconference media for the meeting and Zoom provides an option to record the meeting. The March meeting and all subsequent BCESD4 Board Meetings will be recorded during the duration of the Disaster Declaration.]

- The BCESD4 Board shall designate a replacement for the BCESD4 President, should the President not be able to serve in the role.

[The BCESD4 Vice President was designated as the replacement designate for the BCESD4 President, in the event the President cannot serve in this role.]

6. **Treasurers Report including, but not limited to financial status, budget reports and account balances, bills and payments (Jones)**

Treasurer Jill Jones was absent, President Steve Godby discussed the current account balances, upcoming expenses and financial projections for the remainder of the year.

Discussion also included means to provide financing for the new Chief Vehicle.
Godby will work with local financial institutions to obtain loan proposals.

7. **Report from Brazos County Precinct 4 VFD report (Chief Warren)**

Chief Warren reviewed the status of select "Chief's Punchlist" items that are in various stages of completion.

Chief Warren also reviewed the operational readiness of the BCVFD4 and discussed the movement and training of emergency responder personnel.

The Board also requested that Chief Warren obtain bid proposals to equip each fire station with generator power back-up.

8. **SAFE-D Conference Report / Action Items (Godby)**

Steve Godby provided a list of key "takeaways" from the recent SAFE-D Conference.

Of special interest, several items such as the required "creation process documentation", website posting requirements under the new Texas Property Tax Reform & Transparency Act, a debt service fund (separate from the M&O Budget, SAFER Grant for Volunteer Retention and Recruitment and Emergency Responder health care available from the Texas Association of Counties.

9. **Annexation Status Report (Foster)**

John Foster reported that he has engaged the services of Attorney Ken Campbell to provide legal assistance related to the City of Bryan annexation.

10. **BCESD4 Policy & Procedure Manual Discussion (Godby)**

Godby reviewed the content of the draft Spring Version of the BCESD4 Policy & Procedure Manual.

Two new BCESD4 Policy & Procedures were discussed; A-7 Anti-Harassment Policy & F-9 Reimbursement of Funds Policy.

Upon review, the BCESD4 Board reviewed and accepted F-9 Reimbursement of Funds Policy and delayed acceptance of A-7 Anti-Harassment Policy until the April BCESD4 Board Meeting.

11. **Future Agenda Items**

Proposed VFD Suggestion Award System
Disaster Post-Celebration / VFD Recognition

12. **Next BCESD4 Meetings**

April 23rd – 5:30 – Brushy Creek Fire Station
May 14th – 5:30 pm – Brushy Creek Fire Station

13. **Adjournment**

The meeting was adjourned at 7:18 pm