



# Brazos County Emergency Services District #4

## MEETING MINUTES

May 27, 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 Joe Don Warren attended as a guest.

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 April 22<sup>nd</sup> Regular Meeting Minutes (Godby)**  
Motion was made by Sherry Waldrum to “accept” the minutes of the April 22<sup>nd</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 and payments (Jones/Nutall)**  
Jill Jones reported that USDA Loan #1 (Station # 3) due April 1<sup>st</sup> payment amount \$4,298.00, USDA Loan #3 (Smetana Station) due April 1<sup>st</sup> payment amount \$10,132.00, and USDA Loan #8 (2007 Ferrara Unit 421) due May 1<sup>st</sup> payment amount \$19,119.00 are all set up for payment by auto draft.

The BCESD4 Cash Flow Report 2020-2021 was reviewed. The Cash Position on April 30, 2021 was \$273,314.96.

Jill Jones/Dina Nutall confirmed that Quick Books and Bottom Line are linked to the Wells Fargo account and the account was reconciled through April 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 \$4,937.78.

There are no outstanding bills for the month of May 2021.

Two citizens, Jim Jett, and Chris Garrison want to help purchase equipment for BC Precinct 4 VFD. Jim Jett is very excited to donate a Bullard Thermal Imaging camera. Chris Garrison is going to help with the purchase of a special nozzle for Truck 420.

Precinct 4 VFD had 60 calls for service for April 2021. Approximately 78% of the calls were rescue/EMS.

Truck 401 still needs to be repaired from the hailstorm damage.

Chief Warren is waiting on the roofing companies' bids to repair Station 2.

Two certified firefighters were voted into VFD 4.

Chief Joe Don Warren was asked to be the Training Coordinator for the Brazos County Firefighters. Chief Warren accepted the position.

7. **BCESD4 Financial Audit (Jones)**

Jill Jones reported that the audit is still ongoing. There are additional receipts and deposit clarifications that are needed.

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

BCESD4 Vice President John Foster submitted his Letter of Resignation on May 20, 2021. John generously shared his talents and expertise with members of the ESD board and Precinct 4 Volunteer Fire Department. A search to fill the Board vacancy will commence.

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

Chief Warren stated that the **Brazos County Emergency Management Plan** already provides emergency management guidance on the county level. An additional Civil Unrest Protocol may not be necessary. Chief Warren will send a copy to the Board members to review prior to the next Board Meeting.

10. **Future Agenda Items**

- Brazos County Emergency Plan & VFD4 Involvement
- VFD Recognition Awards / Retention
- VFD Apartment Lease
- BCESD4 Board Member Vacancy
- Budget

**11. Next BCESD4 Meetings**

June 17<sup>th</sup> - 5:30 pm – Brushy Creek Fire Station

July 22<sup>nd</sup> - 5:30 pm – Brushy Creek Fire Station

**12. Adjournment**

The BCESD4 Board Meeting adjourned at 7:00 pm

Respectfully submitted,

Sherry Waldrum  
BCESD4 Secretary