



Brazos County Emergency Services District #4

MEETING MINUTES

November 12, 2020 - 5:30 pm

Brazos County ESD Precinct 4
Central Fire Station
3098 Fazzino Lane
Bryan, Texas 77807

The following are the minutes of the agenda items discuss, consider and action taken as appropriate. The following members were in attendance; Steve Godby, John Foster, Jill Jones, and Sherry Waldrum. BCESD4 Fire Chief Warren and Firefighter Andrew Pool 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 Joe Don Warren was recognized for one year of outstanding service for Brazos County District 4.

Chief Joe Don Warren reported receiving a one-hundred-dollar donation from the Windchip family.

A full-page ad was published in *The Eagle* to publicly acknowledge BCESD4 appreciation for all local First Responder partners.

4. **Approval of BCESD4 October 22nd Regular Meeting Minutes (Godby)**

Motion was made by John Foster to “accept” the minutes of the October 22nd Regular Meeting as submitted. Sherry Waldrum seconded. Motion Passed.

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

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

The check distribution approval process was reviewed.

Current bank accounts are \$118,496.23 and savings \$45,032.72.

The USDA #5 "Smetana Cost Overrun" Loan \$22,165 was paid off with the proceeds from the annexation reimbursement. The remaining funds, \$11,808 will be used for debt reduction and will be determined at the December BCESD4 Board Meeting.

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

Chief Warren provided the Fire Chief Update including financial review, operations, training, apparatus, personnel and facilities.

The Fire Chief requested an advance of the January Quarterly VFD4 Payment to help with some large expenses. A motion was made by John Foster to provide a \$26,000 advance to the January Quarterly VFD4 Payment and provide the remaining balance of the Quarterly payment in January. Steve Godby seconded the motion. The motion passed with a unanimous vote.

Truck 420 has been painted. A water tank will need to be ordered at the end of the month. This truck will be built and named by Precinct 4 firefighters.

Squad 453 was placed in service for medical calls in the Station Three at the end of October.

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

The BCESD4 Newsletter release will be delayed a couple of months to allow members time to complete the articles.

8. **BCESD4 Strategic Plan Discussion (Foster)**

Options are being weighed and considered as to the best method to get maximum citizen participation on the BCESD4 Customer Survey. Several options are under consideration.

9. **BCESD4 Board Candidate Discussion (Godby)**

A potential Board Member, Dina Nutall, has applied for Board membership. The candidate looks promising. Jill Jones and Sherry Waldrum will meet with Dina Nutall over lunch to answer questions.

10. **SAFE-D Conference Speakers @ February 2021 (Godby)**

Steve Godby and John Foster will be speakers at the SAFE-D Conference scheduled February 2021. They will provide guidance for small to medium-sized ESDs in Strategic Planning, etc.

11. **BCESD4 Policy/Procedure Review**

Steve Godby reviewed the following BCESD4 Policies / Procedures with the Board:

- Policy A-2 (Rev 1/2020) Board Member Orientation.
- Policy A-3 (Rev 11/2019) Conflict of Interest Policy.
- Policy F-4 (Rev 5/2019) Fixed Assets.

The annual Conflict of Interest was signed by Steve Godby, John Foster, Jill Jones, and Sherry Waldrum.

12. **Future Agenda Items**

Pay off loan versus debt reduction from annexation reimbursement.

13. **Next BCESD4 Meetings**

December 9th – 5:30 pm – Brushy Creek Fire Station

January 14th – 5:30 pm – Brushy Creek Fire Station

14. **Adjournment**

The BCESD4 Board Meeting adjourned at 7:01 pm

Respectfully submitted,

Sherry Waldrum
BCESD4 Secretary