

# Brazos County Emergency Services District #4

## REGULAR MEETING MINUTES

October 28, 2019, 5:30 pm

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

Members Present: John Foster, Jill Jones, Steve Godby

The following agenda items were discussed at the October 28, 2019 Brazos County ESD4 Board Meeting:

**1. Call to order and establish a quorum.**

Steve Godby called the meeting to order and a quorum of members were present.

**2. Citizen comments** – There were no citizen comments. One citizen attended the meeting.

**3. ESD Gifts & Donations, public recognitions**

A donation for \$200 was received for the VFD. John Foster will follow-up with an appropriate thank you letter.

**4. Approval of ESD4 September 23<sup>rd</sup> ESD4 Regular Meeting Minutes**

The September 23<sup>rd</sup> Regular Meeting Minutes for ESD4 were not available for this meeting and will be approved at the November 7<sup>th</sup> meeting.

**5. Treasurers Report including but not limited to Financial status, budget reports, and account balances, bills & payments:**

Jill Jones reviewed the existing Well Fargo balances for the end of FY 2019 and current, upcoming expenditures. Through the end of FY 2019, the ESD4 balance was \$313,827.68.

Steve also presented several invoices for payment.

**6. 2019 Financial Audit Authorization**

Steve Godby presented the Agreed-Upon Procedures Engagement Letter, along with the Tax Revenue Confirmation Form and the listing of needed items for conducting the 2018-2019 Final Audit for ESD4.

A motion was made by Jill Jones to accept the Agree-Upon Procedures and request Thompson, Derrig & Craig, PC to conduct the 2018-2019 ESD4 Final Audit. John Foster second the motion and the motion passed unanimously.

## **7. Brazos County Tax Assessor Taxing Unit Information**

Steve Godby presented the Taxing Unit Information provided by the Brazos County Tax Assessor for the ESD4. A motion was made by Jill Jones to approve the Taxing Unit Information as provided by the Brazos County Tax Assessor. The motion was seconded by John Foster and the motion passed with unanimous consent.

## **8. Report from Brazos County Precinct 4 VFD included but not limited to:**

Financials, operations, training, apparatus, facilities, immediate and future needs.

A Member of the Brazos County VFD4 was not present to discuss any of these items.

## **9. VFD #4 Fire Chief Replacement Discussion**

Steve Godby and John Foster described the current status of the ESD4 Fire Chief Replacement. Twenty-two applications were received and formal interviews were scheduled for Wednesday, October 28<sup>th</sup> with the top tier candidates.

Following the interviews, it was hopeful that a clear choice will emerge and this candidate will be submitted to the full ESD4 Board for a vote.

Members of the ESD4 Fire Chief Selection Committee include; John Foster, Joe Ondrasek, Chris Barron & Steve Godby

## **10. BCESD4 Community Room**

John Foster described the new rules and conditions for use of the ESD4 Community Room. An application to use the room is available in hard copy and on the ESD4 Website.

## **11. VFD / ESD4 Open House Report**

Jill Jones and John Foster discussed the Open House activities and the benefits of holding such an event. It was also discussed that we might consider making this Open House, a regular event at each of the ESD4 Fire Stations.

## **12. ESD4 Strategic Plan Review**

According to John Foster, efforts to work on the ESD4 Strategic Plan have been placed on a 90-day hold, in recognition of the Fire Chief changes. Once the new Fire Chief is in place, work will continue on changes and additions to the Strategic Plan.

## **13. Future agenda items submitted include;**

VFS Insurance Status (Foster)

Consider New Board Nominee – Sherry Ann Waldrum (Godby),

Executive Session: ESD4 Fire Chief Selection Committee Recommendation/ Discussion (Godby)

ESD Policy / Procedure Drafts (X2) (Godby)

**14. Set date and time of next meeting**

Thursday, November 7<sup>th</sup> @ 5:30 pm at Brushy Fire Station

**15. Adjournment**

The ESD4 Board Meeting was adjourned at 6:10 pm.

Respectfully Submitted,

Steve Godby  
President  
Brazos County CESD4