



Brazos County Emergency Services District #4

MEETING MINUTES

October 22, 2020, 5:30 pm

Brazos County Precinct 4 Brushy Creek Fire Station
6357 Raymond Stotzer Parkway
College Station, Texas 77845

The following agenda items to 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 Lieutenant Chris Ford were in attendance 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** – 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 BCESD4 September 16th Regular Meeting Minutes (Godby)**
Motion was made by John Foster to “accept” the minutes of the September 16th 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 (Godby)**

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

The Board unanimously approved to utilize the recent annexation payment from the City of Bryan to pay off the remaining debt on the USDA Loan for the "Smetana Cost Overrun). Jill Jones will contact the USDA to obtain the pay-off amount.

Jill Jones has initiated the collection of material for the full financial audit required this year. Thompson, Derrig & Craig, P.C. will be conducting the 2019-2020 financial audit.

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

Chief Warren provided the Fire Chief Update including financial review, operations, training, apparatus, and facilities including status of repairs needed at Station 1, Station 2 and Station 3.

This is an opportune time to replace the flooring at Station 2 since everything has been removed for the remodeling job. The Board authorized Chief Joe Don Warren to replace the flooring at Station 2 at a cost of \$8,200.00.

Chief Warren purchased the 2.5-ton Military Surplus truck. Brush Truck 420 will be sent out to be painted next month. A 400-gallon water tank will be installed to make Brush Truck 420 ready for Wildland Fires.

New member Nicholas Wayne Brown SFFMA FF I&II Certified was voted into the Brazos County Precinct 4 Fire Department.

7. **Brazos County Tax Assessor –Approval of the 2020 Tax Levy**

The BCESD4 Board reviewed the final 2020 Levy Totals for Brazos County and board members cast votes on two separate motions:

Motion 1 – A motion was made by John Foster to adopt the “M&O” Rate of 0.030473. Sherry Waldrum seconded the motion. The motion passed with a unanimous vote.

Motion 2 – A motion was made by Sherry Waldrum to adopt the “I&S” Rate of 0.017317. The motion passed with a unanimous vote.

8. BCESD4 Strategic Plan Discussion (Foster)

John Foster summarized the Strategic Support Plan 2020-2022. The Plan will be comprehensive gathering input from Firefighters, area Fire Chiefs, and ESD#4 Citizens. Chief Joe Don Warren will hand out questionnaires to Precinct 4 Firefighters. Letters and return envelopes will be sent to area Fire Leaders. The upcoming newsletter will encourage ESD4 citizens to go online and complete a survey. A drawing for citizens that complete the survey is being considered.

9. BCESD4 Board Vacancy

Efforts continue to identify one additional BCESD4 Board member. Chief Warren will be contacting to prospective candidates.

10. BCESD4 Policy/Procedure Review

Steve Godby reviewed the following BCESD4 Policies / Procedures with the Board:
Policy A-4 (Rev 4/2020) ESD Member Bond Requirement.
Policy G-4 (Rev 4/2020) General Goals.
Policy G-6 (Rev 4/2020) Document/Records Retention.

11. Future Agenda Items

Records System Management
Brazos County Precinct 4 Volunteer Fire Department Christmas Party

12. Next BCESD4 Meetings

November 12th – 5:30 pm – Central Station, 3098 Fazzino Lane, Bryan, TX 77807
December 9th – 5:30 pm – Brushy Creek Fire Station

13. Adjournment

The BCESD4 Board Meeting adjourned at 6:47 pm

Respectfully submitted,

Sherry Waldrum
BCESD4 Secretary