



Brazos County Emergency Services District #4

MEETING MINUTES

September 16, 2020, 5:30 pm

Brazos County Precinct 4 Brushy Creek Fire Station
6357 Raymond Stotzer Parkway
College Station, Texas 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, John Foster, Jill Jones, and Sherry Waldrum. BCESD4 Fire Chief 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)**
John Foster recognized Chief Joe Don Warren and firefighters Henry Speer, Bryan Mena, and Riley Richter for representing Precinct 4 on September 11th. The FFs walked over five miles in their turn out gear.

Chief Joe Don Warren said they received support and encouragement from many citizens as they walked, displaying the flag. Chief Warren would like to make this an annual event. Plans for next year will begin, as well as a search for sponsors.
4. **Approval of BCESD4 August 13th Regular Meeting Minutes (Godby)**
Motion was made by John Foster to “accept” the minutes of the August 13th 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 (Godby)**
Steve Godby and Jill Jones discussed the current account balances, upcoming expenses and financial projections for the remainder of the year.

Jill Jones reported that the audit engagement letter, with Thompson, Derrig & Craig, P.C., has been signed. This will initiate the financial audit process.

Jill Jones said that Wells Fargo has been very slow to respond to our request for credit cards. After a brief discussion the Board members agreed that it is time to find another bank. Jill Jones will get recommendations from Thompson, Derrig & Craig, P.C.

The Board unanimously approved the purchase of thirty-six stackable, burgundy, fabric covered banquet chairs, for the Brushy Creek Fire Station Community Room, from Restaurant 4 Less. The total amount including shipping and handling, plus tax is \$952.81.

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.

A motion was made by John Foster authorizing Chief Joe Don Warren to spend \$52,000 to remodel Station Two. Sherry Waldrum seconded the motion. The motion passed with a unanimous vote.

Chief Warren is looking into purchasing a 2.5-ton Military Surplus truck. The truck would serve dual purposes as a flood water rescue and wildland firefighting vehicle.

7. **Brazos County Tax Assessor –2020 Tax Rate Action Discussion/Adoption**

John Foster made a motion to adopt Motion #1 "No New Revenue" Rate of \$0.047790/\$100.00 for 2020. Jill Jones seconded the motion. The motion passed with a unanimous vote.

8. **Annexation – Order to Disannex Territory (Godby)**

A motion was made by Jill Jones to accept as written the "Brazos County Emergency Services District 4 Order Removing Territory Annexed by the City of Bryan, Texas from the Territorial Limits of Brazos County of Brazos County Emergency Services District 4" – Order No. 09-16-2020-08. John Foster seconded the motion. The motion passed with a unanimous vote.

Godby will provide copies of the Order to the Brazos County Tax Assessor and Brazos County Appraiser as directed by our attorney.

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

John Foster provided information on the revision to our Strategic Support Plan 2020-2022. This will involve input from Firefighters, area Fire Chiefs, and ESD#4 Citizens. The information will be collected by a survey from Foster.

10. **BCESD4 Board Vacancy**

Efforts were discussed to identify BCESD4 Board Candidates to fill the current vacancy on the BCESD4 Board.

11. **BCESD4 Winter Newsletter**

Articles in the next newsletter will include fire prevention and winter checklists, Fire Chief Warren editorial, volunteer firefighter hi-lite, Chief Warren's new truck, tools used on the eighteen-wheeler crash, outside burn considerations, citizen input, and advertising the BCESD4 Board Member vacancy.

12. **Investment Policy Discussion—TX Government Investment Pool**

John Foster provided a handout, "Quarterly Update TexPool and TexPool Prime". There are many regulations and we will need an attorney if we decide to invest.

13. **BCESD4 Policy/Procedure Review**

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

- Policy A-1 (Rev 12/2019) BCESD4 Commissioner Code Of Ethics.
- Policy A-5 (Rev 3/2020) Media Communication Policy.
- Policy F-7 (Rev 2/2020) Procurement.

14. **Future Agenda Items**

Investment of Annexation check

15. **Next BCESD4 Meetings**

October 22nd – 5:30 pm – Brushy Creek Fire Station

November 12th – 5:30 pm – Brushy Creek Fire Station

16. **Adjournment**

The BCESD4 Board Meeting adjourned at 7:16 pm

Respectfully submitted,

Sherry Waldrum
BCESD4 Secretary