



Brazos County Emergency Services District #4

REGULAR MEETING MINUTES

December 16, 2019, 5:30 pm

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

The following agenda items were discuss, consider, and action taken:

- 1. Call to order and establish a quorum.**
Meeting called to order by Steve Godby.
- 2. Citizen comments**
No citizen comments.
- 3. ESD Gifts & Donations, public recognitions –**
Donations were received from the Hicks Family (\$50), the Jericho Christian Motorcycle Association (\$50) and Apache Corporation (\$1000) to the BCVFD4.
- 4. Approval of ESD #4 November 7th Regular Meeting Minutes**
John Foster motions, Jill Jones seconds. Motion passes.
- 5. Treasurers Report:**
Financial status, budget reports, account balances, bills & payments (Jones)
Jill Jones provided the financial formation provided by Bottom Line Bookkeeping. There were comments about the information listed in the Quick Books information not consistent with the respective Wells Fargo Bank Statements. And work will continue to obtain a Profit and Loss Statement that is aligned with the BCESD4 2019-2020 Budget.

6. Discussion and Possible Adoption of Two New ESD4 Policy Documents and Review of Code of Ethics Policy and Possible Revision of Procurement Policy (Godby)

- BCESD4 Commissioner Orientation – Following a review, this policy will be revised to include reference to a Background Check, a signed Conflict of Interest Statement, signed Code of Ethics and a VFD Orientation.
- Media Communications – Following a review, this policy will be revised to include reference to the authorization of the Fire Chief to respond to the media at the emergency scene.
- Code of Ethics – Accepted with minor editorial revisions.
- Procurement – Additional reference was made to the Procurement Policy to include existing Procurement Cooperatives.

A motion was made to accept the four policies with board revisions. John Foster motions, Jill Jones seconds. Motion passes.

7. Report from Brazos County Precinct 4 VFD included:

Financials, operations, training, apparatus, facilities, immediate and future needs (Chief Warren)

Chief commends Bottom Line Bookkeeping on records keeping efforts. Board discussed future contributions toward funding goals for next fiscal year.

Motion to appoint a committee to develop a draft BCVFD4 budget proposal by February 15th on required equipment/modernization. (John Foster and Chief Joe will comprise the committee)

John Foster motions, Jill Jones seconds. Motion passes.

Discussion and motion to purchase BCESD4 Fire Chief Vehicle with a price range of \$90,000 to \$97,000. Jill Jones motions, Sherry seconds. Motion passes.

Discussion and motion to purchase radios and excavation tools, as requested by the Fire Chief, within a price range of \$85,000 to \$95,000. John Foster motions, Jill Jones seconds. Motion Passes.

The BCESD4 Board instructs BCESD4 Fire Chief to deplete appropriate funds in VFD4 savings to pay portion of vehicle, radios and excavation tools.

Chief Joe advised his decision to not purchase an additional phone and requested a stipend for his personal phone. Include as future agenda item.

8. Future Agenda items

ATT Phone presentation – First Net
Fire Chief Cell Phone Stipend
1954 Surplus Fire Truck
Insurance Presentation @ February
Annexation Status
Progressive Discipline Policy Review/Adoption
BCESD4 Policy Manual – Spring Revision

9. Next BCESD4 Meetings:

January 14, 2020 – 5:30 pm @ Brushy Fire Station
February 18, 2020 – 5:30 pm @ Brushy Fire Station

10. Adjournment

Meeting adjourned at 7:15 pm.