

Brazos County Emergency Services District # 4  
Minutes from Meeting held on:  
July 24<sup>th</sup>, 2019 5:30pm  
Location:  
Brushy Creek Station  
6357 Raymond Stotzer Pkwy | College Station, Texas  
First Floor Meeting Room

1. Call to order: Meeting was called to order by John Foster at 5:33pm  
Board Members Present: Jill Jones, John Foster, Steve Godby, Matt Andrews

Board Members Absent: None

2. Citizen comment – None
3. ESD Gifts & Donations, public recognitions: None
4. Approval of ESD #4 minutes from May 28, 2019 - Motion Approved by John Foster, Seconded by Jill Jones – Motion Passes
5. ESD treasurer's Report – Financial reports are now in Quickbooks – reviewed by the Board  
Discussion of reimbursement procedures in order to comply with existing policies
  1. We have signed an agreement with Bottomline Bookkeeping to maintain accounting records for the ESD.
6. Report for BCVFD Precinct # 4 – Joe presented bank statements, Volunteer roster
  1. Joe and Martha Dannenbaum gave notice of resignation from their VFD board positions effective September 30<sup>th</sup>
  2. Beginning September 1' all VFD volunteers will need to be in compliance with lease requirements for the dorm program.
  3. Joe filled out form from county commissioners court to get \$29,000. (This can be done each year)
  4. Joe has paid for radios but still has not received them. Requested reimbursement. Matt will be contacting Motorola to get ETA for delivery.
7. Strategic Plan Report  
Waiting for engine replacement plan  
Future Goal – Set a specific date each month for meetings
8. General Issues
  - Discussion on Property Tax Reform and how it affects the ESD – New regulations will begin January 2020
  - John and Steve met with Kristeen Roe to ask questions
  - Rellis Campus issues / Annexation update – Ground Breaking Ceremony coming up in October
  - Fire House software activities – Matt and Joe are working on researching this
  - Background checks – John Foster is only board member that currently doesn't have one; other members need to bring a copy of their past report to keep on file with the Board
9. Discussion of presenting slate for ESD Officers and possible adoption of the slate  
Steve Godby – President  
John Foster – Vice President  
Jill Jones – Treasurer  
Matt Andrews – Board Member  
Vote – Jill made a motion to approve slate; John seconded motion; motion passed.

- Need to order business cards for public outreach
- Need to come up with public engagement plan

10. Bottomline Bookkeeping agreement – John made a motion to approve relationship with Bottomline Bookkeeping; Steve seconded; motion passed.

11. Volunteer Physicals – Discussion of whether or not these should be required or just offered to all volunteers

12. Possible Future agenda Items

- a. Employee Physicals
- b. Inventory procedures & Due dates
- c. Need for Tactical Gear
- d. Finalize Engine Replacement Plan
- e. Completion dates for Uniform Drying Project (Three Stations)

12. Steve working on Summer/Fall Newsletter

To include: October 27<sup>th</sup> from 1-4pm for BBQ Open House @ Brushy Station

13. Set Date & Time of next meetings:

August 26th @ 5:30PM

September 23<sup>th</sup> @ 5:30PM

14. Adjournment @ 7:26PM