



Brazos County Emergency Services District #4

MEETING MINUTES

July 22, 2020, 5:30 pm

Brazos County ESD #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, Dina Nutall, and Sherry Waldrum. BCESD4 Fire Chief Warren and Assistant Fire Chief Chris Ford attended 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** –No citizen comments.
3. **ESD Gifts & Donations, public recognitions. (Godby)**
Chief Warren reported receiving a check from Texas Mutual in the amount of \$2,267.66. The check was awarded for customer appreciation.
4. **Approval of BCESD4 June 17th Regular Meeting Minutes (Godby)**
Motion was made by Sherry Waldrum to “accept” the minutes of the June 17th Regular Meeting as submitted”. Steve Godby seconded. Motion Passed.
5. **Treasurers Report including, but not limited to financial status, budget reports and account balances, bills, and payments (Nutall)**
A \$5,000 check was written to Thompson, Derrig & Craig, P.C. as payment for the audit. A \$60.00 check was written to Attorney Barnes, Anderson as payment for a phone consultation.

Dina Nutall confirmed that Quick Books and Bottom Line are linked to the Wells Fargo account and the account was reconciled through June 2021.

Jill Jones will continue to make Wells Fargo credit card payments until Dina Nutall has privileges.

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

Chief Warren provided the VFD Operations Update including financial review, operations, training, apparatus, personnel, and facilities.

The current Prosperity Bank checking account balance is \$6,089.99.

Chief Warren reported that quarterly payment to VFIS was made in July for a total of \$7,750.00.

Additional expenditures include Engine 421 and Engine 423 annual preventive maintenance service for \$1,300.95. Engine 423 sustained water damage to the rear end seals and bearings and had to be replaced at a cost of \$1,649.00.

Chief Warren requested reimbursement for the over expenditures this month. Steve Godby made a motion to reimburse the VFD \$10,699.95 out of operating funds to compensate for the additional repair expenditures. Sherry Waldrum seconded. Motion passed.

Precinct 4 VFD had 65 calls for service in June 2021.

Motion was made by Steve Godby to pay for 3rd party financial review for the BCVFD finances. Dina Nutall seconded. Motion was approved.

Steve Godby requested Chief Warren to begin work on a ten-year equipment replacement Task Force. Chief Warren will get the help of a Board Member or firefighter.

7. **BCESD4 Financial Audit Update (Godby)**

Motion was made by Steve Godby to "accept" the Thompson, Derrig & Craig, P.C. audit report as written for the year ended September 30, 2020. Dina Nutall seconded. Motion Passed. The report will be filed with County Judge Duane Peters.

8. **BCESD4 Budget Workshop Results Discussion / 2021 -2022 Budget Vote (Godby)**

A motion was made by Dina Nutall to accept the Brazos County ESD4 2021-2022 budget presented in the amount of \$684, 817.00. Sherry Waldrum seconded. The motion passed with a unanimous vote.

9. **BCVFD4 Comprehensive Award/ Retention Policy Review (Chief Warren)**

Chief Warren has decided to continue with the current award program. Awards are given at the end of the year for the following:

- *Rookie of the Year*
- *Firefighter of the Year*
- *Probationary Firefighter of the Year*
- *Top Three Responders of The Yea,*
- *Top Three Personnel Attending the Most Training Nights*
- Firefighters receive \$25.00 per certification

A motion was made by Steve Godby to increase the payment of the BCVFD4 Fire Fighters from \$10 to \$15, pending 2021-2022 BCESD4 Budget Approval. Sherry Waldrum seconded. The motion passed with a unanimous vote.

Payment is scheduled to be effective October 1, 2021. Firefighters must respond to the call. The pay starts at the beginning of tone until the last unit is back in service at the station.

10. Fire Station Apartment Lease Review (Warren)

The Apartment Lease is not finalized. This will be a future Agenda item.

11. SAFE-D Conference Sign-Up Fort Worth, Texas September 16-18, 2021

Three hotel rooms have been reserved for Board Members attending the conference.

12. Future Agenda Items

The following agenda items need to be added to the agenda for the August 12th BCESD4 Board Meeting.

- 2021 Property Tax Rate
- 10 Year Apparatus Replacement Schedule
- BCVFD4 Financial Review Status

13. Next BCESD4 Meetings

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

September 23rd – 5:30 pm – Brushy Creek Fire Station

14. Adjournment

The BCESD4 Board Meeting adjourned at 6:42 pm

Respectfully submitted,

Sherry Waldrum
BCESD4 Secretary