



Brazos County Emergency Services District #4

MEETING MINUTES

June 25, 2020, 5:30 pm

Brazos County Precinct 4 -Station 1
3098 Fazzino Lane, Bryan, TX 77807

The following agenda items to discuss, consider and action taken as appropriate. The following members were in attendance; Steve Godby, John Foster, Jill Jones, Sherry Waldrum, and Chief Warren. Firefighters Captain Dani Vacek, Lieutenant Chris Ford, Probationary Firefighter Andrew Pool were in attendance.

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 April 23rd Regular Meeting Minutes (Godby)**
Motion was made by John Foster to “accept the minutes of the April 23rd Regular Meeting as submitted”. Motion Passed.
5. **Treasurers Report including, but not limited to financial status, budget reports and account balances, bills and payments (Jones)**
Treasurer Jill Jones and Steve Godby discussed the current account balances, upcoming expenses and financial projections for the remainder of the year.

Additionally, Wells Fargo credit card application will be completed.

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

Chief Warren provided the Fire Chief Update including financial review, fire station reports, training, call volume, quarterly incentive pay, progress of cleanup and organization efforts at the Stations and other items.

Additionally, Chief Warren will get quotes for repairs/replacement for flooring, vent work, and roof damage at Station 1.

John Foster suggested that the Chief set up a firefighter assistance fund.

7. **City of Bryan Annexation Status (Foster)**

John Foster related that the City of Bryan has not completed the calculations to determine the dollar amount that we are owed for the property that has been annexed.

8. **Future VFD Suggestion Award Status (Foster)**

A motion was made by John Foster "to accept the Suggestion Award Program as detailed in Brazos County ESD 4 Policy and Procedure Manual A- 9 (Revised 7/2020). Jill Jones seconded the motion. Motion passed.

Best practice review of Brazos County ESD 4 Policy and Procedure Manual F-3 (Rev 2/2020) Disbursement of Funds, F-6 (Rev 11/2019) Budget Preparation Timeline, and F-9 (Revised 7/2020) Surplus and Salvage Assets were completed.

Members were given a copy of the Brazos County Emergency Services District 4 Policies and Procedures Manual Summer, 2020.

9. **Disaster Post-Activities/VFD Recognition (Foster)**

John Foster presented a new program that will be administered and ledged by the Chief and firefighter leadership. Fire fighters will be awarded gift certificates for exceptional performance. There will be thirty gift certificates in the amount of one hundred and fifty dollars.

10. **First Net Status (Chief Warren)**

Chief Warren presented an option for firefighter officers to receive a stipend which they would use for First Net or another company of their choice. More firefighter feedback is needed before a decision is made.

11. **Future Agenda Items**

Cell phone stipend for firefighter officers (Chief Warren)

Firefighter Service Awards (John Foster)

12. **Next BCESD4 Meetings**

July 29th – 5:30 pm – Brushy Creek Fire Station

August 13rd – 5:30 pm – Brushy Creek Fire Station

13. **Adjournment**

The meeting was adjourned at 6:39 pm

14. **Executive Session** 6:39-6:46 pm

The Board unanimously approved a cash bonus and pay increase for Chief Warren's exceptional performance.