

Brazos County Emergency Services District #4
Minutes from Meeting held on: February 5, 2018
Brazos County Precinct 4 Fire Station: 3098 Fazzino Lane – Bryan, Texas 77807

1. Call to order: Meeting was called to order at 5:17 pm by Scott Hill
Board Member Present: Joe Ondrasek, John Foster, Rick Gardner, Scott Hill
Board Members Absent: Steve Godby
2. Citizen comment –
 - a. Guest: Chief Devries, reported on an email he got in support of the newsletter that the ESD sent out.
3. ESD Gifts & Donations, public recognitions: Pct.4 reported on 1,000.00 donation they got from a cotton gin fire they were out on for about 7-8 hours.
4. Approval of ESD #4 minutes from: Meeting held on January 11, 2018
Motion to approve as presented by Rick Gardner, Seconded by Scott Hill. Passed unanimously
5. Treasurers Report with possible action, including but not limited to:
 - a. Financial status, Budget reports, and account balances, Bills & payments
 - b. Steve was not at the meeting but he had emailed the reports to the board members prior to the meeting.
6. Report with possible action from Brazos County Precinct 4 VFD, including but not limited to:
 - a. Financial & Activity reports provided
 - Angie the CPA is almost done with the books. She is hired to keep the books, J. Dannenbaum will continue to pay bills and provide reports to the ESD
 - b. Station one remodel is ongoing, the board reviewed the work and it looks good
 - c. The floor at station 3 downstairs is going to be replaced as well
 - d. New engine and booster delayed by vendor as result of Hurricane backlog. Around August
 - e. Booster pump on 443 broke due to normal wear, tear and age. Replacement pump purchased and installed by the Chief total cost is 4,000.00. requesting reimbursement from additional equipment funds.
 - f. Chief reported some technology needs at the fire station surrounding wi-fi and network needs, using “I am responding” software and its applications. Chief is looking at consultant to help with networking assessment. Fire Department is using drop box for document access and training.
 - g. SCBA’s delayed as well till around March
 - h. Chief will have recruitment and retention ideas for next ESD meeting and should be tied to performance benchmarks.
 - i. Joe Ondrasek talked to Chief and to ESD board members about the National Fire Academy course.

7. Discussion and possible action on contingency resolutions and Operations Manual, included but not limited to:

a. Procurement policy handed out for approval

Motion to approve as presented by John Foster, Seconded by Joe Ondrasek. Passed unanimously

b. Conflict of interest policy handed out for approval

Motion to approve as presented by Joe Ondrasek, Seconded by Scott Hill. Passed unanimously

8. Discussion and possible action of any up-coming ESD training

a. SAFE D Conference February 22-24, 2018, Moody Gardens. Galveston Texas

b. All board members are going

c. Steve Godby will need to do per diems for fuel and food

9. Discussion of ESD #4 and Precinct 4 VFD contract for services

a. Draft sent to Chief Devries and Assistant Chief Dannenbaum

10. Discussion and possible action on ESD annual Audit

a. All information is at the Auditors

b. Some items still needed. Steve is working on items needed

11. Strategic Plan review and update

a. John Foster handed out draft year end report and ask for feedback and ideas. Closing 2017 and updating the other years.

12. Annual State filings

a. Filing for state thru SAFE D is done

b. Working on second filing regarding transparency

13. Rellis Campus

a. General discussion of all the work going on

b. Chief Devries reported the VFD has done one walk thru of one of the building and working on the others as they develop.

c. John Foster will reach out to City of Bryan to ask someone to come to the March ESD meeting and explain their process

14. Future Agenda items.

a. nothing

15. Set date and time of next meeting. Next meeting March 26, 2018 at 5:15pm

16. Adjournment at 7 pm

Respectfully Submitted
Joe Ondrasek