

**The State of Texas  
County of Cass  
Cass County Emergency Services District #4**

**Board of Directors Meeting Minutes from September 8, 2025**

**Center Hill Baptist Church, 4677 FM1841, Linden, TX 75563**

**Board Members Present:**

Johnny Duncan

Vin Robinson

John Baxter

Elmer Braddock

**VFD Members Present:**

Stacey Robinson

James Burbridge

Dana Hall

Dallas Baxter

**Public Attendance:**

Kaetlin Braddock

Jo Anna Duncan

1. Call to Order and Pledge
  - a. The meeting was called to order at 6:01 PM CT. Commissioner Duncan led the Pledge of Allegiance to the US and Texas flags.
2. Prayer
  - a. Commissioner Baxter led the meeting in prayer.
3. Center Hill VFD Matters:
  - a. Run Report and CCESD4 Accident status:
    - i. 7 runs 3 EMS, and 4 fires.
  - b. Status of current equipment and action plan to address:
    - i. Hummer: 90 to 95% complete, Forest Service approval reimbursement paperwork will be submitted on Sept 9<sup>th</sup>. Going forward in 2026 the grants will have more \$ and the cost share will be only 5% for a 90% funded and a 5 % share on all grants. We are planning on submitting additional grants. Red Hill VFD wants to purchase our Douglassville truck for \$15,000. We have offered them the truck and the pump for \$15,000. Commissioner Braddock made the motion to sell Red Hill VFD the truck and pump for \$15,000. Commissioner Baxter made the 2<sup>nd</sup>. All commissioners voted to approve, and the motion passed.
    - ii. All trucks are in working order.

- c. Discussion and review of status on activities for construction/maintenance on CCESD4 physical fire station buildings:
  - i. Kildare needs rafters (2 to 3) raised to allow clearance for the military truck and other tall vehicles.
  - ii. Center Hill station still requires the completion of bathroom and shower. The conference room requires finishing of the cabinet and sink + fixtures.
  - iii. Both stations require cleaning and general organization.
  - iv. Muggy is working on the metal building at Kildare station.
  - v. Additional work targeted for both fire stations starting in December 2025.
- d. Update, discussion and action on Training for VFD Personnel:
  - i. 2 structures are targeted for a control burn / Date TBD.
  - ii. Training on how to operate the trucks targeted for September 20<sup>th</sup> including how to complete the paperwork for runs.
- e. No additional matters to discuss.

4. Approval of August 11, 2025, meeting minutes:

- a. Commissioner Baxter made the motion to approve the minutes as written; Commissioner Braddock made the second. All commissioners voted to approve, and the motion passed.

5. Review of and act on Financial Report:

- a. Bank balances:
  - i. CNB \$6,953.83 (Operational Account) as of August July 31st.
  - b. Commissioner Robinson made the motion to accept the report as presented and Commissioner Braddock made the second. All commissioners voted to approve, and the motion passed.

6. Review and act on monthly budget:

- a. Discussion on how to format a monthly budget. Commissioner Robinson & Commissioner Baxter will get together to work out the format.
- b. The monthly budget should be a forecast of items to be made in the month, and the actual expenses paid and the variance between the forecast and the actuals. Any items that are not expected to be paid for should state a forecast of \$0.00.

7. Review and act on payment of outstanding district bills.

- a. All outstanding August bills were paid out of the VFD account.
- b. Commissioner Robinson made the motion to approve payment of bills as stated. Commissioner Braddock made the second. All voted to approve, and the motion passed.

8. Update on the loan for the new fire truck from Commissioner Baxter.

- a. Part A of the loan is 100% complete and we paid 2 loans off with CNB (\$200,000). Another \$240,000 will be required @ the end of the truck building phase prior to delivery.
- b. Commissioner Braddock made the motion to approve the bridge loan for the new fire truck and Commissioner Duncan made the second. All Commissioners voted to approve and the motion passed.

9. Discussion and action for any Nominees for the Cass County Appraisal District Board of Directors.

- a. No recommendations were made and no action taken.

10. Discussion and action on adoption of posted 2025 / 2026 tax rate for CCESD4.

- a. Commissioner Robinson made the motion to accept the "no new revenue" rate of \$0.090293 for property taxes as posted. Commissioner Braddock made the second.

Vote record:

Commissioner Robinson voted yes  
Commissioner Braddock voted yes  
Commissioner Baxter voted yes  
Commissioner Duncan voted yes  
None Opposed  
The Motion passed.

11. Discussion and action on the fish supper for the district in prep for the November election.

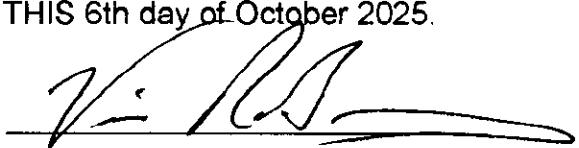
- a. Date was set for October 18<sup>th</sup> at 5:00 pm CT start. Target date to mail brochures was Oct 6<sup>th</sup> and 7<sup>th</sup>.
- b. Commissioner Robinson made the motion to move forward with the fish fry as discussed and mail out the sales tax info brochures on Oct 6<sup>th</sup> and 7<sup>th</sup>. Jo Anna Duncan will get the district property owners mailing list.
- c. Commissioner Baxter made the second.
- d. All commissioners voted to approve, and the motion passed.

12. Discussion and action on proposed CCESD4 Auxiliary fundraiser.

- a. Discussion led by Kaetlin Braddock and Jo Anna Duncan, Fundraiser will be a chili cookoff with tasting and judging. Auxiliary will find judges (cannot be any Board member). Plan is to also have a silent auction. We can use Facebook for advertising. Targeting November 8<sup>th</sup> with a 1:00 pm CT start.

13. Executive Session Pursuant to Chapter 551, Texas Government Code to discuss as may be necessary.
  - a. No executive session was required.
14. Adjournment.
  - a. The next meeting will be on October 6th at Center Hill Baptist Church at 6:00 pm.
  - b. The meeting was adjourned at 7:40 pm. Commissioner Braddock led a motion to adjourn, and Commissioner Baxter made the second.
  - c. All commissioners voted to approve, and the motion passed.

PASSED, APPROVED AND ADOPTED THIS 6th day of October 2025.



Secretary, Board of Commissioners

