

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

Board of Directors Meeting Minutes from October 6, 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:

1. Call to Order and Pledge
 - a. The meeting was called to order at 6:02 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. 6 runs 3 EMS, 1 auto and 2 fires.
 - b. Status of current equipment and action plan to address:
 - i. Hummer: 3 more lights to install & all wiring is functional by Oct 7th. Roof is cut but pending install.
 - ii. Tanker had a pinhole leak repaired.
 - iii. All other trucks are functional.
 - iv. No issues identified with any additional equipment.
 - v. All trucks are in working order.
 - c. Discussion and review of status on activities for construction/maintenance on CCESD4 physical fire station buildings:
 - i. Center Hill station will have the wiring completed and the restroom presentable by Oct 18th. Cabinets and sink were completed in the meeting room.
 - ii. Kildare Station: No activity

- iii. 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.
 - e. No additional matters to discuss.
- 4. Approval of September 8, 2025, meeting minutes:
 - a. Commissioner Braddock made the motion to approve the minutes as written; Commissioner Baxter 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 \$21,741.78 (Operational Account) as of September 30th.
 - b. Financial software still exists on Pennington's software license which allows him access, which is a violation.
 - c. John Baxter will take action to find other financial software to get us in compliance.
 - d. Commissioner Robinson made the motion to accept the report as presented and move forward with any different software license purchase to get us in compliance. Commissioner Braddock made the second. All commissioners voted to approve, and the motion passed.
- 6. Review and act on monthly budget:
 - a. Commissioner Braddock made the motion to accept as presented and commissioner Robinson made the second. All commissioners voted to approve, and the motion passed.
- 7. Review and act on payment of outstanding district bills.
 - a. All outstanding September bills were paid.
 - b. Commissioner Duncan 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 building progress for the new fire truck.
 - a. The truck may be ready as early as end of December or 1st quarter of the new year. Travel to pick up the truck will be cheaper after January 6th.
- 9. Discussion and action on Nominees for Cass County Appraisal District Board of Directors.
 - a. Motion to keep all officer positions for CCESD4 Board of Commissioners the same as currently exist by Commissioner Braddock:
 - i. President Johnny Duncan
 - ii. Vice President Elmore Braddock
 - iii. Secretary Vin Robinson
 - iv. Treasurer John Baxter
 - b. Commissioner Baxter made the second. All commissioners voted to approve and the motion passed. The 2025-2026 Board of Commissioners are:
 - i. President Johnny Duncan

- ii. Vice President Elmore Braddock
- iii. Secretary Vin Robinson
- iv. Treasurer John Baxter
- v. Open Seat - TBD

- 10. Discussion on the fish fry community event.
 - a. We will have about 75 lbs of fish and will start setting up at 8:00 am. Lunch starts serving at 11 AM.
- 11. Discussion on proposed CCESD4 Chilli cookoff.
 - a. 2 judges have been identified.
- 12. Discussion on participation on Nation Night Out.
 - a. We will have 3 trucks and can discuss sales tax if asked.
- 13. Discussion and action on planning for SAFE-D Conference.
 - a. Event will be Jan 29th through Jan 31st.
 - b. Johnny Duncan, Dana Hall, Elmore Braddock +1, and John Baxter will attend.
- 14. Executive Session Pursuant to Chapter 551, Texas Government Code to discuss as may be necessary.
 - a. No executive session was required.
- 15. Adjournment.
 - a. The next meeting will be on November 15th at Center Hill Fire Station at 9:00 am.
 - b. The meeting was adjourned at 7:29 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 15th day of November 2025.



Secretary, Board of Commissioners

