

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

**Board of Directors Meeting Minutes from November 15, 2025**  
**CCESD #4 Center Hill Fire Station, 3760 FM1841, Linden, TX 75563**

**Board Members Present:**

Johnny Duncan  
Vin Robinson  
John Baxter

**VFD Members Present:**

James Burbridge  
Dana Hall

**Public Attendance:**

1. Call to Order and Pledge
  - a. The meeting was called to order at 9:07 AM 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. 9 Calls, 2 false calls, 1 test only, 2 fires, 2 auto fires, 1 vehicle accident, and 1 lift assist.
  - b. Status of current equipment and action plan to address:
    - i. Hummer: 95% complete.
    - ii. Put the grant check in the mail should be received next week.
  - c. Discussion and review of status on activities for construction/maintenance on CCESD4 physical fire station buildings:
    - i. Additional work targeted for both fire stations starting in December 2025.
  - d. Update, discussion and action on Training for VFD Personnel:
    - i. Nothing to report
  - e. Truck stop no longer allowing lines of credit or charge accounts.
4. Approval of October 6, 2025, meeting minutes:
  - a. Commissioner Baxter made the motion to approve the minutes as written; Commissioner Duncan made the second. All commissioners voted to approve, and the motion passed.
5. Review of and act on Financial Report and Monthly Budget for the month of October.

- a. Bank balances:
    - i. CNB \$14,933.72 (Operational Account) as of October 31.
  - b. Exceeded forecast by \$1,615.79 at Lowes for repairs and upgrades to the Center Hill fire station.
  - 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. Commissioner Duncan made the second. All commissioners voted to approve, and the motion passed.
6. Review and act on payment of outstanding district bills.
- a. Commissioner Duncan made the motion to accept as presented and commissioner Robinson made the second. All commissioners voted to approve, and the motion passed.
7. Update on the building progress for the new fire truck.
- a. The truck targeted to be complete by January 7<sup>th</sup> through January 9<sup>th</sup>. Travel to pick up the truck will be cheaper after January 6<sup>th</sup>.
8. Discussion and action on planning for SAFE-D conference attendance.
- a. All conference and hotel reservations are complete.
9. Executive Session Pursuant to Chapter 551, Texas Government Code to discuss as may be necessary.
- a. No executive session was required.
10. Adjournment.
- a. The next meeting will be on December 8, 2025 at the Center Hill Fire Station at 6:00 pm.
  - b. The meeting was adjourned at 9:52 am. Commissioner Baxter led a motion to adjourn, and Commissioner Robinson made the second.
  - c. All commissioners voted to approve, and the motion passed.

PASSED, APPROVED AND ADOPTED THIS 8th day of December 2025.



Secretary, Board of Commissioners

