



**Minutes - Board Meeting of the Bracken VFD  
Monday, January 18, 2010**

**Board Members Present**

Mark Schroeder, President	Buddy Boone, Vice President
Peggy Campbell, Treasurer	Fred Moos, Member
Tim Fey, Secretary	Tom Potter, Member
Charlie Flink, Member	E. J. Fiedler, Member

**Board Members Absent**

Bob Schoeler, Member

**Regular Board and Member Meeting**

The meeting was called to order by President Mark Schroeder at 7:00 p.m.

As the first order of business, Mark asked if there were any questions or corrections to the minutes of the November 16, 2009 board meeting. There were none, and the minutes were approved as written.

**Treasurer's Report** - Treasurer Peggy Campbell provided a budget recap (as of 01/18/10) reporting that through 100% of the year, expenses were at 87.9% of budget and income was at 97.1% of budget. The Treasurer's Report with full details is attached (Attachment A). Peggy reported that the ESD #6 check for 1Q 2010 was received on January 4, 2010 in the amount of \$135,492.50. She stated that the transition tasks were completed for changing Treasurers. Also, she stated that she is still looking for someone to perform financial audit. Our previous auditor does not audit not-for-profits. Marilyn found an auditor that would charge about \$8,000. Peggy will be calling Ken Campbell for ideas. She stated that there will be possible new financial reports beginning next month. The approach for adding to our Vehicle Accrual Account:

- Deposit now the amount of \$2,876 identified during the ESD/BVFD budget process for capital expenditures.
- At the end of each quarter, review for any available funds that could be moved at that time.

**Unfinished Business and General Orders**

**Fire Chief Report** – Report by Chief Zipp:

- Windows on north and west of fire house completed on first floor. Several left which he plans to replace.
- Alarm company getting plans for estimate.
- Four firemen during days without part time which include 3 plus the Chief.
- Pieces damaged on driveway in Cavern Oaks from BVFD truck turning around is being priced for repair and compared to insurance deductible. Board suggested Chief Zipp send a letter to homeowners group of Cavern Oaks to monitor road conditions for emergency vehicle access.
- Class was offered for safety practices on highway safety by TAMU
- New law requires green fluorescent vests on fireman on highways.
- 427 calls in 2009. 358 calls in 358. Average response time of 7 minutes.
- Continues to update equipment to meet fire standards.

- 11 mobile unit radios will be mounted in trucks.
- Year is starting out pretty good.
- Chief reminded all to clean heat pump emergency heaters before winter.

**Fire Marshal Report** - Fire Marshal Bill Anz reported that there were 32 total calls for November 2009, with 9 being fire calls. Also, he reported that there were 29 total calls for December 2009, with 5 being fire calls. A list of the fire and rescue calls is available through the Secretary. Fred asked about false alarms and how BVFD handled them. A note is left on the door for more than 2 false alarm calls. Fred asked to consider billing the owner if they have 3 false alarms in a 6 month period. Chief said he would check with neighboring chiefs to see how their departments handle false alarms and report at next meeting.

**Emergency Rescue Report** – Chief Zipp reported for Craig Ackerman that there were 23 rescue related calls for November 2009 and 24 for December 2009.

**Emergency Services District (ESD) Update** – Mark Delaney, the new Director, and Gary Stegman, the new secretary, were in attendance. Mark will attend the State Association of Fire and Emergency Districts Convention. The annual report is due January 28.

### New Business

**State Association of Fire and Emergency Districts 9<sup>th</sup> Annual Convention** – Mark Schroeder discussed upcoming convention in Conroe. As mentioned previously, Mark Delaney, ESD #6 Director will attend. ESD #6 will support expenses. Members were asked to let him know if they had items to be brought up at the Convention. Chief Zipp said he would discuss his views with Mark Delaney.

**Fundraisers and Christmas Dinner 2010 Discussions/Decisions** – The Board agreed to have a Christmas Dinner at the Garden Ridge Community Center on December 3, 2010 and approved \$220 for hall rental and \$1000 expenses. Peggy will book the Center for December 3<sup>rd</sup>. Peggy passed out historical data on past BVFD fundraisers (see attachment 2). Several options were discussed including a mailing like Canyon Lake and more boot collections. It was recommended that we hold one festival. Charlie motioned that the BVFD Firefighters Festival be held on May 1, 2010 at the fire station. E. J. second. There was a unanimous vote in favor of the motion. The Fundraiser Committee should consider the recommendations and move forward. Mark Schroeder asked for a volunteer for chairman of the Fundraiser but none came forward and no one was appointed.

### **First of Year Administrative Tasks**

- The Board Roster was updated prior to the meeting and was distributed to the members and reviewed for accuracy.
- Peggy stated she had reviewed action items from 2009 and all had been completed except for the mailing and fundraiser reviews which were the previous discussion in the meeting.
- Standing committees assignments were reviewed and Peggy replaces Marsha Kern on the Finance Committee. Charlie Flink replaces Peggy on the Bylaws Committee. Buddy Boone asked to be taken off the Fund Raising Committee and Craig Ackerman was not present to discuss his participation. Also Bob Schoeler was not present but might be an option for the Fund Raising Committee. See attachment 3 for list.

**Other Items**

Fred suggested that the ESD #6 use their discretion for tax increase based on the previous discussions of BVFD budget deficit.

Tom Potter asked Board Members and attendees to sign a get well card for Wanda Jungman, a long time member of BVFD.

**Adjourn**

Mark announced that the next board meeting was scheduled for February 22, 2010. Member E. J. Fiedler made a motion for the meeting to be adjourned, which was seconded by Buddy Boone. Motion carried, and the meeting was adjourned at 8:10 p.m.

Respectfully submitted,

*Tim Fey*

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Tim Fey  
Secretary

Attachment A: Treasurer's Report  
Attachment B History of Fund Raisers  
Attachment C Standing Committees

**Bracken Volunteer Fire Department**  
23600 FM 3009  
San Antonio, Texas 78266

**Treasurer's Report**  
**as of January 18, 2010**

- **Budget Recap for 2009**

Through 100% of the year:

Income	97.1%
Expense	87.9%

- **Cash on hand as of 1/18/10: \$293,185.09**

American Bank Checking	\$ 7,817.55
American Bank Vehicle Accrual	\$ 50,373.66
Schertz Bank Checking	\$ 18,538.43
Schertz Bank Payroll	\$ 35,451.27
Schertz Money Market	\$181,004.18

We received the ESD#6 check for 1Q 2010 on January 4, 2010 in the amount of \$135,492.50.

- **Transition tasks completed for changing Treasurers**
- **Still trying to find someone to perform financial audit**
- **Possible new financial reports beginning next month**
- **Approach for adding to our Vehicle Accrual Account recommendation:**

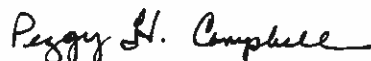
Deposit now the amount of \$2,876 identified during the ESD/BVFD budget process for capital expenditures.

At end of each quarter, review for any available funds that could be moved at that time.

- **Peggy will be out of town from 1/21/10 to 1/29/10.**

Mark and/or Buddy will need to be available to sign checks.

Respectfully Submitted,



Peggy H Campbell  
Treasurer

**Attachments:**

Balance Sheet as of 12/31/2009  
Profit & Loss as of 12/31/2009  
BudgetvActual as of 12/31/2009

01/14/10

# Bracken Volunteer Fire Department Balance Sheet

As of December 31, 2009

Dec 31, 09

<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
ABT - Checking	7,494.39	
Schertz Bank - Checking #23540	4,962.18	
ABT - Vehicle Accrual MM	50,373.66	
Schertz Bank - MM #1154	90,511.68	
Schertz Bank - Payroll #23531	30,972.47	
<b>Total Checking/Savings</b>	184,314.38	
<b>Total Current Assets</b>	184,314.38	
<b>Fixed Assets</b>		
<b>Property &amp; Equipment</b>		
Accumulated Depreciation	-1,186,948.00	
Equipment	1,273,313.06	
Fire Station	407,563.20	
Land	31,800.00	
Office Equipment	6,874.03	
<b>Total Property &amp; Equipment</b>	532,602.29	
<b>Total Fixed Assets</b>	532,602.29	
<b>TOTAL ASSETS</b>	716,916.67	
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Other Current Liabilities</b>		
401(k) Employer Match Paya...	-127.32	
401(k) Withholding Payable	2,540.23	
R401(k) Withholding Payable	-3,335.45	
<b>Total Other Current Liabilities</b>	-922.54	
<b>Total Current Liabilities</b>	-922.54	
<b>Total Liabilities</b>	-922.54	
<b>Equity</b>		
<b>RETAINED EARNINGS</b>	663,311.70	
Net Income	54,527.51	
<b>Total Equity</b>	717,839.21	
<b>TOTAL LIABILITIES &amp; EQUITY</b>	716,916.67	

4:02 PM

01/14/10

Cash Basis

# Bracken Volunteer Fire Department

## Profit & Loss

January through December 2009

Jan - Dec 09

<b>Income</b>	
<b>FIRE EQUIPMENT SALES</b>	100.00
<b>DONATIONS</b>	12,874.25
<b>ESD #6</b>	492,700.00
<b>FIREFIGHTER'S FESTIVAL INCOME</b>	
Station Sales	892.24
Soda/Tea	314.25
Auction	12,382.00
Beer Booth	501.50
Bucket Collection	2,042.33
Caps	85.00
Concession Vendor	215.00
Dessert Sales	428.00
Meal Tickets	4,698.00
Meat/Pit Sales	139.00
Raffle	9,909.00
<b>Total FIREFIGHTER'S FESTIVAL INCOME</b>	<b>31,606.32</b>
<b>FUNDRAISERS</b>	
Address Signs	118.10
Soda Machine Operations	-76.56
<b>Total FUNDRAISERS</b>	<b>41.54</b>
<b>INTEREST INCOME</b>	2,240.55
<b>MEMBERSHIP DUES</b>	9,785.00
<b>MEMORIALS</b>	50.00
<b>TRAINING CPR/FIRST AID</b>	406.50
<b>Total Income</b>	<b>549,804.16</b>
<b>Expense</b>	
<b>ADMINISTRATION</b>	
Bookkeeping Expense	1,361.25
Alarm System	258.00
Bank Service Charges	26.20
Directors	146.75
Gifts & Memorials	79.99
Legal/Professional	915.00
Membership	1,262.05
Office	99.00
Office Equipment	284.64
Office Equipment Maintenance	163.80
Office Supplies	1,273.70
Postage	269.50
Refreshments	0.00
Dues and Subscriptions	248.88
<b>Total ADMINISTRATION</b>	<b>6,388.76</b>
<b>FIREFIGHTER'S FESTIVAL EXPENSE</b>	
Security	206.00
Hall rental	200.00
Advertising	150.00
Auction	504.46
Beer	135.92
Concession supplies	816.94
Entertainment	303.00
Food supplies	2,631.71
Mailout	963.32
Non food supplies	182.46
Raffle	2,501.50
<b>Total FIREFIGHTER'S FESTIVAL EXPENSE</b>	<b>8,595.31</b>
<b>FIREFIGHTING &amp; RESCUE</b>	
Cellular telephone	1,841.16
Dues/Licenses(Firefighting)	150.00
Equipment	
Firefighting	490.55

**Bracken Volunteer Fire Department  
Profit & Loss  
January through December 2009**

	Jan - Dec 09
Personnel	10,773.89
Radios/Pagers	29,819.30
Rescue	121.00
<b>Total Equipment</b>	<b>41,204.74</b>
Fire prevention	45.00
Fuel	6,414.39
<b>Maintenance</b>	
Equipment - Rescue	841.02
Equipment	5,195.27
Radios	1,044.96
Vehicles	8,130.46
<b>Total Maintenance</b>	<b>15,211.71</b>
Operating expense	800.00
<b>Supplies</b>	
Firefighting	1,119.33
Rescue	1,338.85
<b>Total Supplies</b>	<b>2,458.18</b>
<b>Training</b>	
Firefighting	2,211.70
Rescue	1,121.03
<b>Total Training</b>	<b>3,332.73</b>
<b>Total FIREFIGHTING &amp; RESCUE</b>	<b>71,457.91</b>
<b>INSURANCE</b>	
Dental/Vision	200.88
Business/Liability	16,858.00
<b>Total INSURANCE</b>	<b>17,058.88</b>
<b>KARTOFFEL PUFFER FEST EXPENSE</b>	
Sales Tax Payable	191.31
<b>Total KARTOFFEL PUFFER FEST EXPEN...</b>	<b>191.31</b>
<b>MAINTENANCE</b>	
Central Station	7,810.02
<b>Total MAINTENANCE</b>	<b>7,810.02</b>
<b>PAYROLL EXPENSES</b>	
ADP Deposit Responsibility	-236.24
ADP Invoice	2,530.83
Employee Health/Life Insurance	17,674.36
Employer Payroll Tax	23,580.92
Pension Expense	8,166.55
Wages	297,601.20
Workers Compensation Ins.	24,511.19
<b>Total PAYROLL EXPENSES</b>	<b>373,828.81</b>
<b>UTILITIES</b>	
Electric - Central Station	5,911.24
Electric - Station 2 - Comal	307.27
Gas - Central Station	959.65
Solid Waste Removal	345.84
Telephone	2,163.36
Water - Station 2 - Comal	258.29
<b>Total UTILITIES</b>	<b>9,945.65</b>
<b>Total Expense</b>	<b>495,276.65</b>
<b>Net Income</b>	<b>54,527.51</b>

Bracken Volunteer Fire Department  
**Profit & Loss Budget vs. Actual**  
 January through December 2009

	Jan - Dec 09	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
FIRE EQUIPMENT SALES	100.00			
DONATIONS	12,874.25	11,000.00	1,874.25	117.0%
ESD #6	492,700.00	492,700.00	0.00	100.0%
FIREFIGHTER'S FESTIVAL INCOME	31,606.32	31,000.00	606.32	102.0%
FUNDRAISERS	41.54	700.00	-658.46	5.9%
GAIN ON SALE OF ASSETS	0.00	100.00	-100.00	0.0%
GRANT INCOME	0.00	100.00	-100.00	0.0%
INTEREST INCOME	2,240.55	1,500.00	740.55	149.4%
KARTOFFEL PUFFER FEST INCOME	0.00	12,000.00	-12,000.00	0.0%
MEMBERSHIP DUES	9,785.00	17,000.00	-7,215.00	57.6%
MEMORIALS	50.00	100.00	-50.00	50.0%
TRAINING CPR/FIRST AID	406.50	100.00	306.50	406.5%
<b>Total Income</b>	<b>549,804.16</b>	<b>566,300.00</b>	<b>-16,495.84</b>	<b>97.1%</b>
<b>Expense</b>				
ADMINISTRATION	6,388.76	10,000.00	-3,611.24	63.9%
FIREFIGHTER'S FESTIVAL EXPENSE	8,595.31	8,400.00	195.31	102.3%
FIREFIGHTING & RESCUE	71,457.91	64,500.00	6,957.91	110.8%
INSURANCE	17,058.88	22,000.00	-4,941.12	77.5%
KARTOFFEL PUFFER FEST EXPENSE	191.31	6,000.00	-5,808.69	3.2%
MAINTENANCE	7,810.02	7,400.00	410.02	105.5%
PAYROLL EXPENSES	373,828.81	375,000.00	-1,171.19	99.7%
UTILITIES	9,945.65	11,000.00	-1,054.35	90.4%
<b>Total Expense</b>	<b>495,276.65</b>	<b>504,300.00</b>	<b>-9,023.35</b>	<b>98.2%</b>
<b>Net Income</b>	<b>54,527.51</b>	<b>62,000.00</b>	<b>-7,472.49</b>	<b>87.9%</b>

## BVFD Fundraiser Historical Data

YEAR	DONATIONS	AUCTION	RAFFLE	DUES	FAJITA	PUFFERS	BUCKET	Comments
2005	\$7,206.77	\$10,126.02	\$10,724.01	\$10,961.00	\$333.21	\$38,696.23	\$0	Wurstfest
2006	\$12,055.00	\$10,435.85	\$10,756.00	\$10,720.00	\$1,599.92	\$43,818.34	\$0	Last year for Wurstfest
2007	\$18,695.44	\$13,525.81	\$11,102.82	\$17,545.00	\$612.82	\$5,493.95	\$1,303.57	First year of Puffer Fest (2 days)
2008	\$13,997.05	\$12,117.25	\$10,577.00	\$19,980.00	\$1,231.61	\$1,537.21	\$2,036.10	Puffer Fest (2days); Hats and Aprons
2009	\$12,874.25	\$11,877.54	\$7,407.50	\$9,785.00	\$0.00	\$2,646.96	\$2,042.33	1 Event; 1 Day; Puffers
	\$64,828.51	\$58,082.47	\$50,567.33	\$68,991.00	\$3,777.56	\$9,678.12	\$5,382.00	Totals (doesn't include Wurstfest #s)

### Conclusions/Assumptions:

- We have made the most from dues and donations. Then, auctions and raffles are next. They are headed in downward trend.
- Food is not a real money maker for us.
- Bucket sales seem to work well . . . only requires man hours.
- The community still supports our events with willing workers.
- We typically get good community turnout at our events. We do not get much "outside" money, if any.
- The community seems to enjoy the "fellowship" part of our events, regardless of the food menu.
- We should still continue providing visibility for our fire department and fire fighters through a community centered event.
- Potato pancakes are too much effort to serve for the one day.
- We still need to augment BVFD income because of continued unfunded mandates, capital expenditures, unknowns, etc.

### Recommendation:

- Have one event in 2010, *Firefighter's Festival*
- Schedule for the traditional first Saturday in May (less conflict with other community events) *May 1, 2010*
- Conduct it at the *fire station* for visibility
- Serve the *Fajita* menu
- Have a *raffle* and *auction* (effort could be modified)
- Have "*bucket collection*" at multiple corners

**BVFD BOARD COMMITTEES  
2010**

**Standing Committees**

Finance Committee – Peggy Campbell, Fred Moos

Bylaws Committee - Tim Fey, Charlie Flink

Personnel Committee - Tom Potter, Cindy Fleming, Donald Zipp

Membership Committee - Donald Zipp, E.J. Fiedler

Fund Raising Committee - TBD

Nominating Committee - Mark Schroeder, Buddy Boone, Bob Schoeler

Last Revised: 02/21/2010