

**Minutes - Board Meeting of the Bracken VFD
Monday, February 22, 2010**

Board Members Present

Mark Schroeder, President	Bob Schoeler, Member
Peggy Campbell, Treasurer	E. J. Fiedler, Member
Tim Fey, Secretary	Tom Potter, Member
Charlie Flink, Member	

Board Members Absent

Buddy Boone, Vice President
Fred Moos, 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 January 18, 2010 board meetings. There were several noted and changed by the secretary, and the minutes were approved as noted.

Treasurer's Report – Provided by Treasurer Peggy Campbell.

- Budget Recap January 1, 2010 – January 31 2010
 - Through 8.33% of the year
 - Income 22.8%
 - Expense 6.6%
- Cash on Hand as of 2/22/10 is \$256,589.52
- Financial Audit Status
 - Received a list of names from Ken Campbell
 - Contacted Holtman, Wagner, & Company, L.L.P, in NB and waiting on bid.
 - ESD #6 Mark Delaney also provided names to Peggy of auditors he collected at the Safety Convention. Comal County provides the audit of ESD #6, but cannot provide BVFD's audit.
- Texas Mutual Insurance Amended Premiums based on estimated payroll amounts:
 - Policy period 06/03/09 – 12/31/09 (additional \$611 due)
 - Policy period 12/31/09 – 12/31/10 (additional \$1,322 due)
- Peggy distributed an "Expense by Vendor" report which the Board then agreed is helpful and she agreed to include it in her future reports.
- Charlie asked for clarification on the deficit budget, the truck fund, and Capital Improvements. After discussion, the Board agreed that the philosophy is to fund the operation first and then apply income from fundraisers and ESD for any new truck purchases.

The Treasurer's Report with full details is attached (Attachment A)

Unfinished Business and General Orders

Fire Chief Report – Provided by Chief Donald Zipp.

- Attended a safety class for parking emergency vehicles on highways and right of ways last Saturday. This included discussions on the use of portable signs and other

hazard markers in addition to personnel wearing safety vests. He may need to buy these items for future use.

- The driveway in Cavern Oaks that was recently damaged while turning around a fire truck, as reported in the January meeting, was repaired at no cost to BVFD.
- As requested by the Board, Chief Zipp talked to other departments about their false alarm policies. Most allow 3 false alarms at the same address before they start to charge a fee, but their policies are loosely enforced. He will continue to check with other Fire Chiefs.
- Chief Zipp reported the first of the year is fortunately beginning slow with regard to emergency calls.

Fire Marshal Report - Fire Marshal Bill Anz reported that calls have slowed down compared with January. There were 27 total Incident Responses for January 2010, with 9 being fire related responses and 18 being rescue related responses. A list of Incident Responses is available through the Secretary.

Emergency Rescue Report – Chief Zipp reported for Craig Ackerman that there were 18 rescue related responses for January 2010.

Emergency Services District (ESD) Update – Comal County ESD #6 Board Assistant Treasurer Mr. Mark Delaney was present and highlights of his discussion follow.

- Mark provided a list of accounting firms that he collected at the recent safety convention to Peggy for BVFD audit consideration.
- He read notes from lawyer, Ken Campbell, requiring a notice be sent prior to a public hearing before proposing or setting false alarm fees.
- Tax revenue from sales tax in ESD #6 is weak. The ESD may spend \$40K to \$50K more than it receives in tax revenue this year.
- Mark gave a commitment to construct a visual presentation to give at different venues including public addresses to discuss funding and other aspects of ESD#6 and BVFD.
 - Asked Roger Sassman for help.
 - Looking at arguments for raising tax rate.
 - BVFD consider donating a person to help him with the presentation.
- As previously mentioned, Mark attended the Conroe Safety Convention:
 - 257 people attended, 120 ESD represented out of 288 ESD statewide
 - BVFD consider upgrading decision making software and incident reporting. Mark gave a copy of trial software to Chief Zipp.
 - Mark gave about 20 packages of information to Chief Zipp for his review and then the information can be distributed to the BVFD Board for review. The information contains various topics such as public funding, financial topics, tax capping, lobbyist questionnaire, and retirement programs.
 - Mark is preparing a report on questions and answers and dialogues from formal briefings.
- Mark stated there are currently very good deals taking place on purchasing emergency vehicles, specifically on second vehicles. Departments should consider pooling together on purchases for reduced pricing.

New Business

May 1st Firefighters Festival – BVFD Board member Mr. Bob Schoeler has agreed to chair the event. He is looking for other volunteers to help in planning the event. Rounding up of raffle prizes needs to begin quickly and everyone present at the meeting was asked to help with this action

Adjourn

Mark announced that the next board meeting was scheduled for March 22, 2010. Member E. J. Fiedler made a motion for the meeting to be adjourned, which was seconded by Bob Schoeler. Motion carried, and the meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Tim Fey

Tim Fey
Secretary

Attachment A: Treasurer's Report
Attachment B: ESD #6 Board Members

ATTACHMENT A
Treasurer's Report, page 1

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

Treasurer's Report
as of February 22, 2010

• **Budget Recap January 1, 2010 – January 31, 2010:**

Through 8.33% of the year

Income	22.8%
Expense	8.6%

• **Cash on hand as of 2/22/10:** \$ 256,589.52

American Bank Checking	\$ 7,497.55
American Bank Vehicle Accrual	\$ 53,273.19
Schertz Bank Checking	\$ 16,231.48
Schertz Bank Payroll	\$ 38,421.85
Schertz Money Market	\$ 141,165.45

• **Financial Audit Status:**

Received a list of names from Ken Campbell
Contacted Holtzman, Wagner & Company, L.L.P. in NB; waiting on bld

• **Texas Mutual Insurance Amended Premiums:**

Premiums based on estimated payroll amounts
Policy Period 6/09/09 – 12/31/09 (additional \$611 due)
Policy Period 12/31/09 – 12/31/10 (additional \$1,322 due)

Respectfully Submitted,



Peggy H Campbell
Treasurer

Attachments:

Profit & Loss as of 1/31/2010
Budget/Actual as of 1/31/2010
Balance Sheet as of 1/31/2010

ATTACHMENT A Treasurer's Report, page 2

1:46 PM
02/19/10
Cash Basis

Bracken Volunteer Fire Department Profit & Loss January 2010

	Jan 10
Income	
CONSULTING FEES	327.00
DONATIONS	100.00
ESD #6	135,492.50
FUNDRAISERS	
Address Signs	110.00
Soda Machine Operations	117.86
Total FUNDRAISERS	227.86
INTEREST INCOME	200.72
MEMBERSHIP DUES	5.00
TRAINING CPR/FIRST AID	45.00
Total Income	136,398.08
Expense	
ADMINISTRATION	
Membership	400.00
Office Equipment	19.48
Dues and Subscriptions	41.95
Total ADMINISTRATION	461.43
FIREFIGHTING & RESCUE	
Cellular telephone	96.32
Fuel	510.19
Maintenance	
Equipment	40.60
Vehicles	324.70
Total Maintenance	365.30
Supplies	
Rescue	560.16
Total Supplies	560.16
Training	
Firefighting	14.00
Total Training	14.00
Total FIREFIGHTING & RESCUE	1,545.97
INSURANCE	
Dental/Vision	-129.15
Business/Liability	-57.00
Total INSURANCE	-186.15
MAINTENANCE	
Central Station	280.27
Total MAINTENANCE	280.27
PAYROLL EXPENSES	
ADP Invoice	453.30
Employee Health/Life Insurance	2,831.15
Employer Payroll Tax	3,314.01
Pension Expense	744.14
Wages	36,213.34
Total PAYROLL EXPENSES	43,555.94
UTILITIES	
Electric - Station 2 - Comal	26.42
Gas - Central Station	420.00
Telephone	247.20
Total UTILITIES	693.62
Total Expense	46,351.08
Net Income	90,047.00

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**ATTACHMENT A
Treasurer's Report, page 3**

1:24 PM
02/19/10
Cash Basis

**Bracken Volunteer Fire Department
Profit & Loss Budget vs. Actual
January 2010**

	Jan 10	Budget	\$ Over Budget	% of Budget
Income				
CONSULTING FEES	327.00			
DONATIONS	100.00	12,000.00	-11,900.00	0.8%
ESD #6	135,492.50	541,970.00	-406,477.50	25.0%
FIREFIGHTER'S FESTIVAL INCOME	0.00	30,000.00	-30,000.00	0.0%
FUNDRAISERS	227.86	750.00	-522.14	30.4%
INTEREST INCOME	200.72	1,500.00	-1,299.28	13.4%
MEMBERSHIP DUES	5.00			
TRAINING CPR/FIRST AID	45.00	12,000.00	-11,995.00	0.0%
Total Income	136,398.08	596,220.00	-461,821.92	22.8%
Expense				
CAPITAL TRUCK FUND		50,000.00	-50,000.00	0.0%
ADMINISTRATION	461.43	8,000.00	-7,538.57	5.8%
CAPITAL IMPROVEMENTS	0.00	42,000.00	-42,000.00	0.0%
DEPRECIATION EXPENSE	0.00	73,914.00	-73,914.00	0.0%
FIREFIGHTER'S FESTIVAL EXPEN...	0.00	7,800.00	-7,800.00	0.0%
FIREFIGHTING & RESCUE	1,545.97	64,500.00	-62,954.03	2.4%
INSURANCE	-186.15	18,000.00	-18,186.15	-1.0%
MAINTENANCE	280.27	6,000.00	-5,719.73	4.7%
PAYROLL EXPENSES	43,565.94	424,194.00	-380,638.06	10.3%
UTILITIES	693.62	10,600.00	-9,906.38	6.5%
Total Expense	46,351.08	705,008.00	-658,656.92	6.6%
Net Income	90,047.00	-106,788.00	196,835.00	-84.3%

ATTACHMENT A
Treasurer's Report, page 4

1:17 PM
02/19/10
Cash Basis

Bracken Volunteer Fire Department
Balance Sheet
As of January 31, 2010

	Jan 31, 10
ASSETS	
Current Assets	
Checking/Savings	
ABT - Checking	7,497.55
Schertz Bank - Checking #23540	14,913.15
ABT - Vehicle Accrual MM	50,397.19
Schertz Bank - MM #1154	181,165.45
Schertz Bank - Payroll #23531	21,219.36
Total Checking/Savings	275,192.70
Total Current Assets	275,192.70
Fixed Assets	
Property & Equipment	
Accumulated Depreciation	-1,281,598.00
Equipment	1,303,132.36
Fire Station	407,563.20
Land	31,800.00
Office Equipment	6,874.03
Total Property & Equipment	467,771.59
Total Fixed Assets	467,771.59
TOTAL ASSETS	742,964.29
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
401(k) Withholding Payable	138.13
R401(k) Withholding Payable	-138.13
Total Other Current Liabilities	0.00
Total Current Liabilities	0.00
Total Liabilities	0.00
Equity	
RETAINED EARNINGS	652,917.29
Net Income	90,047.00
Total Equity	742,964.29
TOTAL LIABILITIES & EQUITY	742,964.29

ATTACHMENT A
Treasurer's Report, page 5

4:35 PM
02/22/10
Cash Basis

Bracken Volunteer Fire Department
Expenses by Vendor Summary
January 2010

	<u>Jan 10</u>
A-1 Fire and Safety	40.60
ADP EasyPay San Antonio	155.14
American Red Cross	14.00
AT&T	343.52
B & R Pest Services	65.00
Bear Oil Company	42.58
Blue Cross Blue Shield	2,709.50
Bound Tree Corporation	181.46
City of Garden Ridge	400.00
Energy Savings Systems of Texas, Inc.	324.70
Fire Rescue Magazine	41.95
Ft Dearborn Insurance	121.65
Guadalupe Gas Co.	420.00
New Braunfels Utilities	26.42
New Braunfels Welders Supply, Inc.	46.70
PMI	332.00
Sam's Club	195.27
The Window Guide Company	20.00
Valero Marketing and Supply Company	467.61
Xerox Corporation	19.48
TOTAL	<u>5,967.58</u>

**Attachment B
ESD #6 Board Members**

Comal County ESD#6 board for 2010

Lloyd Loehman, Jr.- President Term ends 12/31/2010

18910 Marbach Rd

San Antonio TX 78266

(H) 210-651-9670

kloehman@frostbank.com

Charles Wittler -Vice President Term ends 12/31/2010

8353 Bindseil Ln

San Antonio TX 78266

(H) 210-651-9546

cwittler@netzero.com

Gary Stegman- Secretary Term ends 12/31/2010

21019 Plum Ranch Rd

Garden Ridge TX 78266

(H) 210-651-5528

gcstegman@yahoo.com

William Waechter –Treasurer Term ends 12/31/2011

10646 Dedeke Dr

New Braunfels TX 78132

(H) 830-609-3120 (C) 210-725-3198

wwaechter@yahoo.com

Mark Delaney – Asst Treasurer Term ends 12/31/2011

22017 Paseo Corto Drive

Garden Ridge, Texas 78266

(H) 210-455-6895 (O) 210-677-5268

m.delaney@satx.rr.com