

**NOTICE OF MEETING
BRACKEN VOLUNTEER FIRE DEPARTMENT
BOARD OF DIRECTORS**

Notice is hereby given that on the 22nd day of March 2010 the Board of Directors of the Bracken Volunteer Fire Department will hold a Meeting at 7:00 PM at the Central Fire Station located at 23600 FM 3009, San Antonio, Texas.

The subjects to be discussed are listed on the agenda, which is a part of this notice. If, during the course of the meeting covered by this notice, the Board of Directors should determine that a closed meeting or session of the Board is required, then such closed meeting or session as authorized by the Texas Open Meetings Act will be held by the Board at the date, hour and place given in the notice or as soon after the commencement of the meeting covered by this notice as the Board may conveniently meet in such closed meeting concerning any and all purposes permitted by the Act.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed meeting, then the final action, decision or vote shall be in open session.

| | |
|----------------|------------------|
| <u>Tim Fey</u> | <u>Secretary</u> |
| Signature | Title |

AGENDA

Regular Board Meeting - Call to Order by Board President (Mark Schroeder)

1. Approve minutes of the February 22, 2010 Board Meeting
2. Report of the Treasurer (Peggy Campbell)

Unfinished Business and General Orders

1. Fire Chief Report (Donald Zipp)
2. Fire Marshal Report (Bill Anz)
3. Emergency Rescue Report (Craig Ackerman)
4. ESD Update
5. May 1st Firefighter's Festival (Chairman Bob Schoeler)

New Business

1. none

Adjourn

Next Meeting is April 26, 2010 at 7:00 PM.

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

Board Members Present

| | |
|-----------------------------|-----------------------|
| Mark Schroeder, President | Bob Schoeler, Member |
| Buddy Boone, Vice President | E. J. Fiedler, Member |
| Tim Fey, Secretary | Fred Moos, Member |
| Charlie Flink, Member | |

Board Members Absent

Tom Potter, Member
Peggy Campbell, Treasurer

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 February 22, 2010 board meeting. There were none and the minutes were approved.

Treasurer's Report – Presented by Fred Moos for Treasurer Peggy Campbell.

- Budget Recap January 1, 2010 – February 28, 2010
 - Through 16.66% of the year
 - Income 22.8%
 - Expense 11.7%
- Cash on Hand as of 3/22/10 is \$216,758.64
- Financial Audit Status
 - Busy time of year for CPAs
 - Bids start at \$5,000 and up to \$10,000
 - Still waiting on some bids
 - Fred suggested that ESD #6 consider requesting BVFD to have the audit and ESD #6 pay for the audit. ESD Mr. Loehman said he would discuss it at the next ESD meeting.
 - The Board starting looking at having the audit because of the change in Treasurer.
- Peggy's report had a slightly different format. The Board agreed that the report as presented is sufficient.

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

Unfinished Business and General Orders

Fire Chief Report – Provided by Chief Donald Zipp.

- The Chief reported that the month has been slow, which is good.
- The Chief and Fire Marshal have been checking on the new Comal ISD Elementary School.
- The Chief pointed out the Treasurer's Vendor Report major equipment was boots.
- We may be losing a Fireman. The Chief has will begin to advertise the position and begin testing as required.

- Fred asked about the bunker gear inspections. The Chief said that there have not been any inspections of the bunker gear yet because the old inspector has not been replaced yet and he is waiting on a new inspector. Chief Zipp has upgraded most of the gear already, but he is concerned about the interpretation of the new inspector. Charlie Flink asked about the new inspector and where he comes from. Per the Chief, the new inspector comes from the Texas Fire Commission.
- Charlie also asked about the sign in front of the Fire Station which is requesting new firefighters and if that was the result of the leaving fireman. Chief Zipp said this was just coincidental with the fireman leaving.

Fire Marshal Report - Fire Marshal Bill Anz reported that there were 24 total Incident Responses for February 2010, with 5 being fire related responses and 19 being rescue related responses. A list of Incident Responses is available through the Secretary. Marshal Anz also mentioned that there is a new County fire rule that outside fires are not allowed during burn bans even in a fire ring. Fires inside of a BBQ pit are still allowed.

Emergency Rescue Report – Chief Zipp reported for Craig Ackerman that there were 19 rescue related responses for February 2010.

Emergency Services District (ESD) Update – Comal County ESD #6 Board Assistant Treasurer Mr. Mark Delaney and President Lloyd Loehman were present and highlights of their discussion follow.

- Mark will be the primary liaison to BVFD Board and will attend most of the monthly meetings.
- Mark is still working with Peggy Campbell on finding an auditor.
- The public relations presentation is under construction and Roger Sassman is helping.
- The Chief has tested the new call tracking software and the Chief said there was not enough change so he declined on purchasing the new software. Mark notified the software company and asked them to send a copy of new software when major changes or revisions are made.

New Business

May 1st Firefighters Festival – BVFD Board member and festival chairman Mr. Bob Schoeler said the web site has been updated to include the festival announcement. He asked about the size and location of the vendor area. The area will be outside the community center and each vendor will need to provide their own tables and covers. Chief Zipp mentioned he is working on getting raffle prizes and needs help on finding them and also finding auction items. Also questions about advertising were discussed such as the newsletter for property owners and what newspapers and publications should be contacted. Mr. Schoeler mentioned he needs help in finalizing plans for the festival.

Adjourn

Mark announced that the next board meeting was scheduled for April 26, 2010. Buddy Boone said he would be out of town and would not make the meeting and requested the Board consider having the meeting a week early. This would also give an additional week to make final arrangements for the festival. The Board agreed to hold the meeting on the 26th as usual. 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 7:51 p.m.

Respectfully submitted,
Tim Fey

Tim Fey
Secretary

Attachment A: Treasurer's Report

ATTACHMENT A
Treasurer's Report, page 1

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

**Treasurer's Report
as of March 22, 2010**

- **Budget Recap January 1, 2010 – February 28, 2010:**

Through 16.66% of the year

| | |
|---------|-------|
| Income | 22.8% |
| Expense | 11.7% |

- **Cash on hand as of 3/22/10:** \$ 216,758.64

| | |
|-------------------------------|---------------|
| American Bank Checking | \$ 7,574.25 |
| American Bank Vehicle Accrual | \$ 53,295.32 |
| Schertz Bank Checking | \$ 12,641.36 |
| Schertz Bank Payroll | \$ 19,952.28 |
| Schertz Money Market | \$ 123,295.43 |

- **Financial Audit Status:**

Busy time of the year for CPAs
Bids start at \$5,500 up to \$10,000
Still waiting on some bids
Recommendation at next board meeting

- **Revised Reports**

Will continue to send financials week before board meeting
Will continue to send same reports as this month
Will assess what is wanted in a few months

Respectfully Submitted,

Peggy H Campbell
Treasurer

Attachments:

Profit & Loss for February 2010 (Current)
Profit & Loss for February 2010 (Proposed)
Expenses by Vendor Summary for February 2010
Profit & Loss Budget vs. Actual as of February 28, 2010
Balance Sheet as of February 28, 2010

ATTACHMENT A

Treasurer's Report, page 2

BVFD Treasurer Report
March 22, 2010

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Bracken Volunteer Fire Department Profit & Loss February 2010

CURRENT P & L REPORT

| | Feb 10 |
|--|------------|
| Income | |
| DONATIONS | 100.00 |
| INTEREST INCOME | 154.01 |
| Total Income | 254.01 |
| Expense | |
| ADMINISTRATION | |
| Bookkeeping Expense | 273.75 |
| Office Equipment | 19.48 |
| Office Supplies | 33.45 |
| Postage | 7.81 |
| Total ADMINISTRATION | 334.49 |
| FIREFIGHTING & RESCUE | |
| Cellular telephone | 87.59 |
| Equipment | |
| Personnel | 1,363.00 |
| Total Equipment | 1,363.00 |
| Fuel | 294.82 |
| Maintenance | |
| Equipment | 931.77 |
| Vehicles | 122.11 |
| Total Maintenance | 1,053.88 |
| Supplies | |
| Firefighting | 756.00 |
| Total Supplies | 756.00 |
| Training | |
| Rescue | 21.00 |
| Total Training | 21.00 |
| Total FIREFIGHTING & RESCUE | 3,576.29 |
| INSURANCE | |
| Dental/Vision | 7.17 |
| Total INSURANCE | 7.17 |
| MAINTENANCE | |
| Central Station | 546.05 |
| Total MAINTENANCE | 546.05 |
| PAYROLL EXPENSES | |
| ADP Invoice | 203.88 |
| Employer Payroll Tax | 2,230.82 |
| Pension Expense | 1,005.30 |
| Wages | 25,304.79 |
| Workers Compensation Ins. | 1,933.00 |
| Total PAYROLL EXPENSES | 30,677.79 |
| UTILITIES | |
| Electric - Central Station | 481.40 |
| Electric - Station 2 - Comal | 104.27 |
| Gas - Central Station | 50.00 |
| Telephone | 114.38 |
| Water - Station 2 - Comal | 16.88 |
| Total UTILITIES | 766.93 |
| Total Expense | 35,908.72 |
| Net Income | -35,654.71 |

ATTACHMENT A
Treasurer's Report, page 3

BVFD Treasurer Report
March 22, 2010

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Bracken Volunteer Fire Department
Profit & Loss
February 2010

| | <u>Feb 10</u> |
|------------------------|--------------------------|
| Income | |
| DONATIONS | 100.00 |
| INTEREST INCOME | 154.01 |
| Total Income | <u>254.01</u> |
| Expense | |
| ADMINISTRATION | 334.49 |
| FIREFIGHTING & RESC... | 3,576.29 |
| INSURANCE | 7.17 |
| MAINTENANCE | 546.05 |
| PAYROLL EXPENSES | 30,677.79 |
| UTILITIES | 766.93 |
| Total Expense | <u>35,908.72</u> |
| Net Income | <u><u>-35,654.71</u></u> |

PROPOSED P&L REPORT
PLUS
EXPENSES BY VENDOR
SUMMARY REPORT

ATTACHMENT A
Treasurer's Report, page 4

BVFD Treasurer Report
March 22, 2010

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Bracken Volunteer Fire Department
Expenses by Vendor Summary
February 2010

| | <u>Feb 10</u> |
|---------------------------------------|------------------------|
| American Red Cross | 21.00 |
| AT & T Mobility | 12.49 |
| AT&T | 189.48 |
| Casco Industries Incorporated | 2,765.00 |
| Costco | 52.36 |
| CPS Energy | 481.40 |
| Dealer's Electrical | 69.96 |
| Green Valley Special Utility District | 16.88 |
| Guadalupe Gas Co. | 50.00 |
| Kimco Services, Inc. | 46.50 |
| Marilyn Winters | 273.75 |
| New Braunfels Utilities | 104.27 |
| Scholz, Klein & Friends | 500.00 |
| Texas Facilities Commission | 75.00 |
| Texas Fleet Fuel | 115.71 |
| Texas Mutual Insurance Company | 1,933.00 |
| Texdoor, Ltd. | 140.00 |
| Trans Texas Inspection | 29.00 |
| United Healthcare | 93.27 |
| Valero Marketing and Supply Company | 179.11 |
| VISA | 582.37 |
| Xerox Corporation | 19.48 |
| TOTAL | <u>7,750.03</u> |

ATTACHMENT A

Treasurer's Report, page 5

BVFD Treasurer Report
March 22, 2010

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

| | Jan - Feb 10 | Budget | \$ Over Budget | % of Budget |
|---------------------------------|-------------------|--------------------|--------------------|---------------|
| Income | | | | |
| CONSULTING FEES | 327.00 | | | |
| DONATIONS | 200.00 | 12,000.00 | -11,800.00 | 1.7% |
| 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 | 354.73 | 1,500.00 | -1,145.27 | 23.6% |
| MEMBERSHIP DUES | 5.00 | 12,000.00 | -11,995.00 | 0.0% |
| TRAINING CPR/FIRST AID | 45.00 | | | |
| Total Income | 136,652.09 | 598,220.00 | -461,567.91 | 22.8% |
| Expense | | | | |
| CAPITAL TRUCK FUND | 0.00 | 50,000.00 | -50,000.00 | 0.0% |
| ADMINISTRATION | 795.92 | 8,000.00 | -7,204.08 | 9.9% |
| 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 | 5,122.26 | 64,500.00 | -59,377.74 | 7.9% |
| INSURANCE | -178.98 | 18,000.00 | -18,178.98 | -1.0% |
| MAINTENANCE | 826.32 | 6,000.00 | -5,173.68 | 13.8% |
| PAYROLL EXPENSES | 74,233.73 | 424,194.00 | -349,960.27 | 17.5% |
| UTILITIES | 1,460.55 | 10,600.00 | -9,139.45 | 13.8% |
| Total Expense | 82,259.80 | 705,008.00 | -622,748.20 | 11.7% |
| Net Income | 54,392.29 | -106,788.00 | 161,180.29 | -60.9% |

SAME REPORT AS ALWAYS
(IT IS JUST PRINTED ON
THE PAGE TOP-TO-BOTTOM
VERSUS SIDEWAYS.)

(PORTRAIT VERSUS LANDSCAPE)

ATTACHMENT A
Treasurer's Report, page 6

BVFD Treasurer Report
 March 22, 2010

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Bracken Volunteer Fire Department
Balance Sheet
 As of February 28, 2010

| | Feb 28, 10 |
|--|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| ABT - Checking | 7,545.19 |
| Schertz Bank - Checking #23540 | 14,340.13 |
| ABT - Vehicle Accrual MM | 53,295.32 |
| Schertz Bank - MM #1154 | 141,295.43 |
| Schertz Bank - Payroll #23531 | 23,061.92 |
| Total Checking/Savings | 239,537.99 |
| Total Current Assets | 239,537.99 |
| 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 | 707,309.58 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| 401(k) Withholding Payable | 316.39 |
| R401(k) Withholding Payable | -316.39 |
| Total Other Current Liabilities | 0.00 |
| Total Current Liabilities | 0.00 |
| Total Liabilities | 0.00 |
| Equity | |
| RETAINED EARNINGS | 652,917.29 |
| Net Income | 54,392.29 |
| Total Equity | 707,309.58 |
| TOTAL LIABILITIES & EQUITY | 707,309.58 |