

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

Notice is hereby given that on the 19th day of April 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 March 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. Presentation by Mr. Loehman—Firefighters Training Fund

Adjourn

Next Meeting is May 24, 2010 at 7:00 PM.

**Minutes - Board Meeting of the Bracken VFD
Monday, April 19, 2010**

Board Members Present

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

Board Members Absent

None

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

Treasurer's Report –Treasurer Peggy Campbell.

- Budget Recap January 1, 2010 – March 31, 2010
 - Through 25% of the year
 - Income 23.3%
 - Expense 15.5%
- Cash on Hand as of 4/19/10 is \$291,308.08
- Financial Audit Status
 - Wait until June/July to identify/engage audit firm
 - Start documenting processes in interim
 - Keep ESD #6 in loop.
- Peggy's discussed new format of her report. The Board agreed to the new format.
- Member Potter asked for clarification on the CASCO expense on the Vendor Expense Summary. Chief Zipp stated that this expense is covered under his Fire Protection Budget and is for hoses, Bunker Gear, etc., and is the Texas Dealer.

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 had medium activity, mostly medical and accidents.
- The Chief reported that we have lost a fireman to Cibolo and BVFD may need to look at starting salary which he said is the lowest in the County. He is looking for a new fireman and testing will begin in May.
- Truck #851, the new brush truck, is down due to a pump seal.
- The radios were ordered taking advantage of an April promotion which saved \$300 per radio x 10 radios = \$3,000. All mobile radios for trucks are now purchased. He priced the repeater for next year which will be installed with other Garden Ridge

equipment in a new environmentally controlled building behind the Community Center. It may cost BVFD a minor fee for the new installations. Chief Zipp is working with Mr. Royce at the Water Department.

- A lengthy discussion transpired with regard to radios and alarms:
 - Peggy mentioned the ~\$30,000 expense for radios and alarms. It was noted that the ESD #6 had funded us for operational budget. BVFD will use \$30K of our Capital Fund and suggest we ask ESD#6 for reimbursement of radios and alarms.
 - Chief Zipp is holding off on the \$12K alarm system until after the fundraiser. This will also require Board approval since it will come out of a special fund. Zipp is concerned about the safety of the station personnel in case of a fire caused by a truck or related incident in the bay. He would like to proceed in May with the purchase.
 - Charlie asked for clarification of the \$30K on Treasurer's report. Peggy mentioned the funding will likely come from the Schertz Money Market account. Another question arose as to the amount required in our reserve. Peggy said it was \$90K to \$100K. Charlie suggested we wait until after the Firefighter's Festival and approach ESD#6 on the radios and alarm system. The Board requested that this presentation to ESD#6 should be placed on the May BVFD Board meeting agenda. The Board agree to proceed with the Fire Alarm because it is budgeted. Charlie made a motion to allow Donald to proceed with the Fire Alarm and the money come from the reserve. Bob Schoeler seconded. Charlie suggested he would not a problem doing this later in the year. The vote carried unanimously.
- Chief Zipp mentioned that work was moving forward to prepare for the upcoming Firefighter's Festival.

Fire Marshal Report - Fire Marshal Bill Anz reported that there were 29 total Incident Responses for March 2010, with 8 being fire related responses and 21 being rescue related responses. A list of Incident Responses is available through the Secretary. Marshal Anz also mentioned that BVFD is running about 10 calls per month down from previous years. The new Comal ISD Elementary school in Garden Ridge was inspected for Fire Sprinklers. The school needs one more inspection. Overall the inspections have gone well.

Emergency Rescue Report – Chief Zipp reported for Craig Ackerman that there were 21 rescue related responses for March 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 said Chief Zipp provided a great orientation on equipment and other issues. He was grateful to BVFD and Zipp for the time.
- Mark stated that the ESD continues to be supportive of the audit and is waiting on price and scope.
- The public relations presentation is about 80% complete. He is trying to correlate coverage numbers and running “what ifs?”.
- Mark suggested BVFD Board give ESD #6 advance notice when we want to discuss radio/alarm request.

May 1st Firefighters Festival – BVFD Board member and festival chairman Mr. Bob Schoeler said the festival plans are in pretty good shape. He also said we are still looking for live auction items. The live action donation cutoff date is April 23rd and after that items will go to the silent auction. Everyone should have received their raffle tickets in the mail. Donald asked Tim to help lead the fajita cooking. Buddy asked for volunteers for the raffle ticket collection, address signs, and meal tickets. He also said we would be organizing the corner boot collection. Auction ring leaders will also be needed. Everyone needs to sell more raffle tickets.

New Business

Mr. Lloyd (Ken) Loehman presented Chief Zipp and BVFD a \$1000 check toward a training fund on behalf of himself and his family in appreciation of the BVFD reaction to a medical emergency.

Adjourn

Mark announced that the next board meeting was scheduled for May 24, 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 8:00 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
 Profit & Loss
 March 2010**

	<u>Mar 10</u>
Income	
DONATIONS	2,500.00
INTEREST INCOME	26.62
TRAINING CPR/FIRST AID	80.00
Total Income	<u>2,606.62</u>
Expense	
ADMINISTRATION	
Office Equipment	19.48
Office Supplies	99.16
Postage	185.00
Total ADMINISTRATION	<u>303.64</u>
FIREFIGHTING & RESCUE	
Cellular telephone	115.97
Dues/Licenses(Firefighting)	150.00
Equipment	
Personnel	5,357.80
Total Equipment	<u>5,357.80</u>
Fuel	374.81
Maintenance	
Equipment	809.58
Total Maintenance	<u>809.58</u>
Supplies	
Rescue	41.70
Total Supplies	<u>41.70</u>
Training	
Firefighting	201.02
Rescue	28.00
Total Training	<u>229.02</u>
Total FIREFIGHTING & RESCUE	<u>7,078.88</u>
INSURANCE	
Dental/Vision	100.44
Total INSURANCE	<u>100.44</u>
MAINTENANCE	
Central Station	370.25
Total MAINTENANCE	<u>370.25</u>
PAYROLL EXPENSES	
ADP Invoice	207.72
Employee Health/Life Insurance	2,952.80
Employer Payroll Tax	2,104.17
Pension Expense	606.93
Wages	25,295.33
Workers Compensation Ins.	-542.00
Total PAYROLL EXPENSES	<u>30,624.95</u>
UTILITIES	
Electric - Central Station	431.17
Electric - Station 2 - Comal	103.03
Gas - Central Station	562.50
Solid Waste Removal	86.46
Telephone	158.01
Water - Station 2 - Comal	37.37
Total UTILITIES	<u>1,378.54</u>
Total Expense	<u>39,856.70</u>
Net Income	<u><u>-37,250.08</u></u>

ATTACHMENT A
Treasurer's Report, page 2

BVFD Treasurer Report
April 19, 2010

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Bracken Volunteer Fire Department
Profit & Loss
March 2010

	<u>Mar 10</u>
Income	
DONATIONS	2,500.00
INTEREST INCOME	26.62
TRAINING CPR/FIRST AID	80.00
Total Income	<u>2,606.62</u>
Expense	
ADMINISTRATION	303.64
FIREFIGHTING & RESCUE	7,078.88
INSURANCE	100.44
MAINTENANCE	370.25
PAYROLL EXPENSES	30,624.95
UTILITIES	1,378.54
Total Expense	<u>39,856.70</u>
Net Income	<u><u>-37,250.08</u></u>

ATTACHMENT A
Treasurer's Report, page 3

BVFD Treasurer Report
April 19, 2010

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Bracken Volunteer Fire Department
Expenses by Vendor Summary
March 2010

	Mar 10
ACS- Firehouse Software	625.00
AMCORP Insurance and Financial	100.00
American Red Cross	28.00
AT&T	280.16
Atwood Printing and Trophy	39.60
Bexar Waste	86.46
Blue Cross Blue Shield	2,709.50
Casco Industries Incorporated	5,278.00
CPS Energy	431.17
Dealer's Electrical	16.20
Dearborn National	243.30
Green Valley Special Utility District	37.37
Guadalupe Gas Co.	562.50
New Braunfels Utilities	103.03
New Braunfels Welders Supply, Inc.	41.70
Roger Sassman	57.12
Siddons Fire Apparatus, Inc.	80.63
Southwest Fire Protection	52.00
Texas Fire Chiefs Association	150.00
Texas Fleet Fuel	301.49
United Healthcare	186.54
US Postmaster	185.00
Valero Marketing and Supply Company	73.32
VISA	689.26
Xerox Corporation	19.48
TOTAL	<u>12,376.83</u>

ATTACHMENT A

Treasurer's Report, page 4

BVFD Treasurer Report
April 19, 2010

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

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	Jan - Mar 10	Budget	\$ Over Budget	% of Budget
Income				
CONSULTING FEES	327.00			
DONATIONS	2,700.00	12,000.00	-9,300.00	22.5%
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	381.35	1,500.00	-1,118.65	25.4%
MEMBERSHIP DUES	5.00	12,000.00	-11,995.00	0.0%
TRAINING CPR/FIRST AID	125.00			
Total Income	139,258.71	598,220.00	-458,961.29	23.3%
Expense				
CAPITAL TRUCK FUND	0.00	50,000.00	-50,000.00	0.0%
ADMINISTRATION	1,099.56	8,000.00	-6,900.44	13.7%
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	12,201.14	64,500.00	-52,298.86	18.9%
INSURANCE	-35.49	18,000.00	-18,035.49	-0.2%
MAINTENANCE	1,196.57	6,000.00	-4,803.43	19.9%
PAYROLL EXPENSES	92,212.82	424,194.00	-331,981.18	21.7%
UTILITIES	2,839.09	10,600.00	-7,760.91	26.8%
Total Expense	109,513.69	705,008.00	-595,494.31	15.5%
Net Income	29,745.02	-106,788.00	136,533.02	-27.9%

ATTACHMENT A
Treasurer's Report, page 5

BVFD Treasurer Report
 April 19, 2010

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

	Mar 31, 10
ASSETS	
Current Assets	
Checking/Savings	
ABT - Checking	10,616.25
Schertz Bank - Checking #23540	19,459.71
ABT - Vehicle Accrual MM	53,320.22
Schertz Bank - MM #1154	83,295.43
Schertz Bank - Payroll #23531	35,034.89
Total Checking/Savings	201,726.50
Total Current Assets	201,726.50
Fixed Assets	
Property & Equipment	
Accumulated Depreciation	-1,281,598.00
Equipment	1,304,429.84
Fire Station	407,563.20
Land	31,800.00
Office Equipment	6,934.96
Total Property & Equipment	469,130.00
Total Fixed Assets	469,130.00
TOTAL ASSETS	670,856.50
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
401(k) Withholding Payable	480.75
R401(k) Withholding Payable	-480.75
Total Other Current Liabilities	0.00
Total Current Liabilities	0.00
Total Liabilities	0.00
Equity	
RETAINED EARNINGS	641,111.48
Net Income	29,745.02
Total Equity	670,856.50
TOTAL LIABILITIES & EQUITY	670,856.50