

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

Notice is hereby given that on the 28th day of June 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 May 24, 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. Request to ESD for Radios, Alarm System, and Financial Audit funding
6. Edwards Aquifer/Garden Ridge Water Status

New Business

1. Disposition of Truck Fund

Adjourn

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

Minutes - Board Meeting of the Bracken VFD Monday, June 28, 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	

Board Members Absent

Bob Schoeler, Member
E. J. Fiedler, 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 May 24, 2010 board meeting. There was one minor change requested on page 3 of the minutes to change "265" to "260.65."

Treasurer's Report –Treasurer Peggy Campbell

- Budget Recap January 1, 2010 – May 31, 2010
 - Through 41.7% of the year
 - Income 51.5%
 - Expense 25.5%
- Cash on Hand as of 6/28/10 is \$234,583.49
- Financial Audit Status
 - Approval of ESD #6 at June 14, 2010 meeting to pay up to \$6,000.
 - Submitted completed questionnaire and provided requested legal documents to audit firm
 - Audit field work scheduled for July 13-16
- Payment of Alarm System at Central Station
 - Approval of ESD #6 at June 14, 2010 meeting to pay up to \$12,000 for alarm system.
- BVFD 2011 Budget
 - Committee meeting scheduled for June 30, 2010, 6:30 p.m.
 - Plan to brief BVFD Board at July Board meeting and ESD #6 at August Commissioner's meeting.

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

There was additional discussion with regard to the report. Donald has chosen Firetrol Protection Systems to install the station alarm system based on excellent previous work. Also discussion of the accounting for the alarms as being capital improvements versus fixed capital asset pursued. Peggy will discuss this more with Marilyn as to the best way to account for the new purchases.

Unfinished Business and General Orders

Fire Chief Report – Provided by Chief Donald Zipp.

- The chief reported that Bill Anz, the Fire Marshal was unable to attend the meeting and the incident reports will be presented next month.
- During the June 9th rain, up to 10 inches of rain were measured which resulted in BVFD being dispatched and participating in high water rescue and other traffic incidents.
- There was a minor mishap at the fire station involving a truck and one of the overhead doors. It is being repaired.
- The new firefighter has been hired and is on board.
- The George Ranch presentation was well received.
- The July 4th parade is coming up and BVFD will participate.
- The new construction of the elementary school is going well and problems with the alarm system were found during inspections. These problems are being corrected and will require subsequent inspections.
- Chief Zipp thought operations were going well.
- Neighboring Fire Chief wants to give BVFD an older breathing apparatus compressor filler unit which originally sold for \$30K to \$40K.

Fire Marshal Report - Fire Marshal Bill Anz was not able to make the meeting and his report will be given at the July meeting.

Emergency Rescue Report – Chief Zipp reported for Craig Ackerman, and as stated before, could not present incident reports due to Bill’s absence; however, they will be reported next month.

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

- Peggy did a great job presenting the justification for Alarm and Audit at the ESD June 14th meeting. Bill Waechter gave an early report on the budget. They request our budget include dotted line for pointers.
- The June 16th George Ranch briefing went well. Mark thanked Roger Sassman for his efforts.
- Mark attended an all day session at the Emergency Center at Brooks City Base on June 25th which was sponsored by Safe D. He discussed the highlights of the day. Mr. Ross Coleman, Fire Marshall for San Antonio mentioned coursework offered by SAPD. Mark has Ross’ card and information if BVFD is interested in the training. He also mentioned Keith Lewis has a Safer grant. He also discussed other ESD income from property and sales tax. Mark will give Peggy a copy of his information. He also mentioned decreased ISO ratings are helping increase funding. Also BVFD may consider getting with Ft. Worth ESD to buy a truck at discounted rates due to the volume they buy.
- As mentioned previously, ESD #6 agreed to pay for the radios, alarm, and audit.

Edwards Aquifer/Garden Ridge Water Status – Treasurer Peggy Campbell handed out a discussion of the current water situation for BVFD (see attached). Chief Zipp, Mark Schroeder, and Peggy will attend the Garden Ridge water commission meeting. A 0.3 acre foot of water was based on previous year’s consumptions for a total of 0.76 acre feet to cover the next 10 years. Peggy wants others to review the draft of Garden Ridge lease. She will

email it to the Board for comment by July 1st. Tom Potter suggested that a lawyer such as Ken Campbell or John Carrollton review the document.

New Business

Disposition of Truck Fund – Charlie Flink had requested this item be added for general discussion. Charlie is concerned that with current funding in the fund and cost of new trucks, the department may never have enough money to fund a new truck. Currently there is \$53,000 in the fund. New trucks are very expensive, possibly great than \$600,000. There was a general discussion of how BVFD funded previous truck purchases. The vintage of the trucks was also discussed. Chief Zipp mentioned that he is concerned about personnel safety with the use of the old trucks. The Chief referred the Board to the 5-year plan. Option of used equipment was mentioned. Firefighter Roger Sassman commented that BVFD has different needs for trucks because of the Rural County. Mark Delaney mentioned stimulus option and BVFD consider a small committee to look at options. The Board agreed to let the Budget Committee take a start on this item. Attempt will be made to work this into the 2011 Budget.

Adjourn

Prior to adjournment, the ESD/BVFD presentation and the plan to present to the Board were discussed. It was decided to table the item because of the large amount of information on future agendas and the presentation is on the BVFD web site. The Board may choose to add this item to a future meeting when the agenda is slim.

Mark announced that the next board meeting was scheduled for July 26, 2010. Member Tom Potter, on behalf of absent 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 8:26 p.m.

Respectfully submitted,

Tim Fey

Tim Fey
Secretary

Attachment A: Treasurer's Report

Attachment B. BVFD Edwards Aquifer 2009 Overage Pumping and Fine Issue and Status

ATTACHMENT A
Treasurer's Report, page 1

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

**Treasurer's Report
as of June 28, 2010**

- **Budget Recap January 1, 2010 – May 31, 2010:**

Through 41.7% of the year
Income 51.5%
Expense 25.5%

- **Cash on hand as of 6/28/10:** \$ 234,583.49

American Bank Checking	\$ 6,499.26
American Bank Vehicle Accrual	\$ 53,369.24
Schertz Bank Checking	\$ 16,820.10
Schertz Bank Payroll	\$ 24,686.31
Schertz Money Market	\$ 133,208.58

- **Financial Audit Status:**

Approval by ESD6 at June 14, 2010 meeting to pay up to \$6,000
Submitted completed questionnaire and provided requested legal documents to
audit firm
Audit field work scheduled for July 13-16

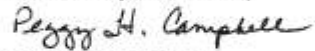
- **Payment of Alarm System at Central Station:**

Approval by ESD6 at June 14, 2010 meeting to pay up to \$12,000 for alarm
system

- **BVFD 2011 Budget:**

Committee meeting scheduled for June 30, 6:30pm
Plan to brief BVFD Board at July Board meeting and ESD6 at August
Commissioner's meeting

Respectfully Submitted,



Peggy H Campbell
Treasurer

Attachments:

Profit & Loss for May 2010 Summary
Profit & Loss for May 2010 Detail
Expenses by Vendor Summary for May 2010
Profit & Loss Budget vs. Actual as of May 31, 2010
Balance Sheet as of May 31, 2010

ATTACHMENT A
Treasurer's Report, page 2

BVFD Treasurer Report
June 28, 2010

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Bracken Volunteer Fire Department
Profit & Loss
May 2010

	May 10
Income	
DONATIONS	1,390.00
FIREFIGHTER'S FESTIVAL INCOME	18,663.05
FUNDRAISERS	-115.30
INTEREST INCOME	184.01
MEMBERSHIP DUES	1,050.00
Total Income	21,151.76
Expense	
ADMINISTRATION	19.48
FIREFIGHTER'S FESTIVAL EXPEN...	2,704.94
FIREFIGHTING & RESCUE	3,264.46
INSURANCE	-26.31
MAINTENANCE	259.24
PAYROLL EXPENSES	27,312.25
UTILITIES	655.79
Total Expense	34,189.85
Net Income	<u>-13,038.09</u>

ATTACHMENT A Treasurer's Report, page 3

BVFD Treasurer Report
June 28, 2010

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Bracken Volunteer Fire Department Profit & Loss May 2010	
	May 10
Income	
DONATIONS	1,380.00
FIREFIGHTER'S FESTIVAL INCOME	
Station Sales	60.00
Soda/Tea	41.50
Auction	9,873.00
Beer Booth	479.75
Bucket Collection	2,079.65
Concession Vendor	50.00
Dessert Sales	266.15
Meal Tickets	2,830.00
Raffle	2,983.00
Total FIREFIGHTER'S FESTIVAL INCOME	18,663.05
FUNDRAISERS	
Address Signs	45.00
Soda Machine Operations	-160.30
Total FUNDRAISERS	-115.30
INTEREST INCOME	164.01
MEMBERSHIP DUES	1,050.00
Total Income	21,151.76
Expense	
ADMINISTRATION	
Office Equipment	19.48
Total ADMINISTRATION	19.48
FIREFIGHTER'S FESTIVAL EXPENSE	
Auction	250.00
Beer	416.49
Food supplies	1,588.45
Raffle	450.00
Total FIREFIGHTER'S FESTIVAL EXPEN...	2,704.94
FIREFIGHTING & RESCUE	
Cellular telephone	88.86
Equipment	
Firefighting	104.90
Total Equipment	104.90
Fuel	408.95
Maintenance	
Equipment	31.97
Vehicles	1,783.28
Total Maintenance	1,815.25
Operating expense	800.00
Supplies	
Rescue	46.70
Total Supplies	46.70
Total FIREFIGHTING & RESCUE	3,264.46
INSURANCE	
Dental/Vision	-26.31
Total INSURANCE	-26.31
MAINTENANCE	
Central Station	259.24
Total MAINTENANCE	259.24
PAYROLL EXPENSES	
ADP Invoice	207.71
Employer Payroll Tax	1,999.66
Pension Expense	522.28

ATTACHMENT A
Treasurer's Report, page 4

BVFD Treasurer Report
June 28, 2010

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Bracken Volunteer Fire Department	
Profit & Loss	
May 2010	
	May 10
Wages	24,582.60
Total PAYROLL EXPENSES	27,312.25
UTILITIES	
Electric - Central Station	464.92
Electric - Station 2 - Comal	26.60
Telephone	164.27
Total UTILITIES	655.79
Total Expense	34,169.85
Net Income	-13,038.09

ATTACHMENT A
Treasurer's Report, page 5

BVFD Treasurer Report
June 28, 2010

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Bracken Volunteer Fire Department
Expenses by Vendor Summary
May 2010

	<u>May 10</u>
AT&T	252.93
Bennies TV & Appliance	450.00
Coca-Cola Enterprises	160.30
Combined Emergency Services Organization	800.00
CPS Energy	464.92
Interstate All Battery Center	31.97
Louis Garcia	34.34
New Braunfels Smokehouse	135.00
New Braunfels Utilities	28.60
New Braunfels Welders Supply, Inc.	46.70
Sam's Club	266.47
Siddons Fire Apparatus, Inc.	1,250.00
SYSCO Food Services	1,387.95
Tex Farnsworth	250.00
Texas Fleet Fuel	408.95
United Healthcare	31.09
VISA	1,273.60
Xerox Corporation	19.48
TOTAL	<u>7,290.30</u>

ATTACHMENT A Treasurer's Report, page 6

BVFD Treasurer Report
June 28, 2010

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Bracken Volunteer Fire Department Profit & Loss Budget vs. Actual January through May 2010				
	Jan - May 10	Budget	\$ Over Budget	% of Budget
Income				
Specified Donations	1,000.00			
CONSULTING FEES	327.00			
DONATIONS	6,960.00	12,000.00	-5,040.00	58.0%
ESD #6	270,985.00	541,970.00	-270,985.00	50.0%
FIREFIGHTER'S FESTIVAL INCOME	25,282.05	30,000.00	-4,717.95	84.3%
FUNDRAISERS	202.55	750.00	-547.44	27.0%
INTEREST INCOME	854.59	1,500.00	-645.41	57.0%
MEMBERSHIP DUES	2,585.00	12,000.00	-9,415.00	21.5%
TRAINING CPR/FIRST AID	120.00			
Total Income	308,321.20	598,220.00	-289,898.80	51.5%
Expense				
CAPITAL TRUCK FUND	0.00	50,000.00	-50,000.00	0.0%
ADMINISTRATION	1,532.27	8,000.00	-6,467.73	19.2%
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..	4,960.44	7,800.00	-2,839.56	63.6%
FIREFIGHTING & RESCUE	17,238.74	64,500.00	-47,261.26	26.7%
INSURANCE	-54.63	18,000.00	-18,054.63	-0.3%
MAINTENANCE	1,455.91	6,000.00	-4,544.09	24.3%
PAYROLL EXPENSES	150,462.88	424,194.00	-273,731.11	35.5%
UTILITIES	4,149.69	10,600.00	-6,450.31	39.1%
Total Expense	178,745.21	705,006.00	-526,260.79	25.5%
Net Income	129,575.99	-106,786.00	235,363.99	-120.4%

ATTACHMENT A
Treasurer's Report, page 7

BVFD Treasurer Report
 June 28, 2010

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

	May 31, 10
ASSETS	
Current Assets	
Checking/Savings	
ABT - Checking	5,993.26
Schertz Bank - Checking #23540	15,233.61
ABT - Vehicle Accrual MM	53,369.24
Schertz Bank - MM #1154	176,208.58
Schertz Bank - Payroll #23531	17,076.69
Total Checking/Savings	267,881.38
Total Current Assets	267,881.38
Fixed Assets	
Property & Equipment	
Accumulated Depreciation	-1,281,598.00
Equipment	1,337,105.93
Fire Station	407,563.20
Land	31,800.00
Office Equipment	6,934.96
Total Property & Equipment	501,808.09
Total Fixed Assets	501,808.09
TOTAL ASSETS	769,687.47
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
401(k) Withholding Payable	839.03
R401(k) Withholding Payable	-839.03
Total Other Current Liabilities	0.00
Total Current Liabilities	0.00
Total Liabilities	0.00
Equity	
RETAINED EARNINGS	641,111.48
Net Income	128,575.99
Total Equity	769,687.47
TOTAL LIABILITIES & EQUITY	769,687.47

Appendix B
BVFD Edwards Aquifer 2009 Overage Pumping and Fine Issue and Status

BVFD Edwards Aquifer 2009 Overage Pumping and Fine Issue and Status

BVFD Board Meeting
June 28, 2010

- **May 18, 2010** – Letter from Edwards Aquifer informing BVFD that we had exceeded our annual authorized groundwater withdrawal amount during 2009 by 0.014 acre-feet over our permit amount of 0.46 acre-feet and were being assessed a penalty of \$200.65 due June 11, 2010. (We assumed an error on Edwards fault because we had not exceeded the 0.50 acre-feet that was transferred to BVFD from the City of Garden Ridge.)
- **May 21, 2010** – Received documentation from Edwards Aquifer Permit Department showing that our current permit is for 0.46 acre-feet versus 0.50 acre-feet.
- **May 24, 2010** – Sent letter to Edwards Aquifer requesting the fine be waived and why.
- **June 16, 2010** – Sent letter to City of Garden Ridge requesting additional water rights of 0.30 acre-feet to increase our total water rights to 0.76 acre-feet per year.
- **June 22, 2010** – Attended Edwards Aquifer Compliance Committee hearing to present case for requesting BVFD fine be waived. They ruled to waive our fine and we must not have another overage in the next two years. If we do have a violation in that time frame, we will have to pay that fine incurred, plus this \$200.65 fine that was waived. The Committee will now present their recommendation regarding our request to the Edwards Aquifer Authority at their board meeting on July 13, 2010. We do not have to have someone present at that meeting. We will then receive a document stating our agreement that will be kept on file for two years.
- **June 22, 2010** – Attended City of Garden Ridge Water Commission meeting to present case for requesting BVFD receive addition 0.30 acre-feet water rights. They voted to approve a 10-year lease of 0.30 acre-feet to BVFD with the details being worked out with the City Administrator. The Water Commission will now present our case and their recommendation to the City Council meeting on July 7, 2010, at 6:00 pm at City Hall. We will need someone present at this meeting.
- **June 28, 2010** – Received draft of lease agreement from Nancy Cain, GR City Administrator. The lease document has already been reviewed by their legal counsel. Need help reviewing lease for BVFD.

Submitted by Peggy Campbell, BVFD BOD Treasurer