

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

Notice is hereby given that on the 16th day of November 2009 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.

*Peggy Campbell*

Secretary

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**AGENDA**

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

1. Approve minutes of the October 12, 2009 Special Board Meeting  
Approve minutes of the October 13, 2009 General Membership and Board Meeting  
Approve minutes of the November 2, 2009 Special Board Meeting  
Approve minutes of the November 9, 2009 Special Board Meeting
2. Report of the Treasurer (Marsha Kern)

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 (Bob Fleming)
5. ESD #6 and BVFD Contract Approval (Bob Fleming/Mark Schroeder)

New Business

1. Approve Annual Bonus for BVFD Paid Full-time Personnel (Mark Schroeder)
2. EXECUTIVE SESSION: as authorized by Government Code Section 551.074 to review salary/bonus for Fire Chief
3. If necessary, discuss and take appropriate action on any and all items or matters discussed in Executive Session.
4. Election of Officers for 2010 (Board)

Adjourn

Next Meeting is January 25, 2010 at 7:00 PM.

**Minutes - Board Meeting of the Bracken VFD  
Monday, November 16, 2009**

**Board Members Present**

Mark Schroeder, President	Bob Schoeler, Member
Marsha Kern, Treasurer	Fred Moos, Member
Peggy Campbell, Secretary	Tom Potter, Member
Tim Fey, Member	E. J. Fiedler, Member

**Board Members Absent**

Buddy Boone, Vice President

**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 October 12, 2009, October 13, 2009, November 2, 2009, and/or November 9, 2009 board meetings. There were none, and the minutes were approved as written.

**Treasurer's Report** - Treasurer Marsha Kern provided a budget recap (as of 11/16/09) reporting that through 87.5% of the year, expenses were at 75.5% of budget and income was at 97.1% of budget. The Treasurer's Report with full details is attached (Attachment A). Marsha reported that the ESD #6 contract amount of \$541,970 for 2010 had been approved. Also, she stated that the Finance Committee recommended to the Board that an audit of all financials should be conducted since there will be a change in the position of Treasurer. A question was asked regarding when the last time an audit was conducted and its cost. Marsha stated that 5 years ago a full audit was done for about \$4,000, she thought. Tom asked to have an agenda item added for the next board meeting to have the audit firm of Jungman, Elley, Williams, & Johnson discuss their services and fees. Peggy agreed to coordinate.

**Unfinished Business and General Orders**

**Fire Chief Report** - Chief Zipp reported that the department has completed their Fire Prevention activities. They are still monitoring the building of the GR Elementary School and all is going well. They continue to work with the Sheriff's Office regarding coordinating protocols. He also stated that the new windows and solar screens have been installed on the first floor of the central fire station. Chief Zipp said they already were making a difference and he hoped to do the large front doors with solar screen next year. They have been experiencing some minor problems with a couple of the trucks, but it is just normal routine maintenance stuff. He stated that they are still waiting on some ordered bunker gear. He hopes to get it by EOY.

Chief Zipp reminded everyone about the Christmas Party on Friday, December 4, 2009, at the Community Center at 6:00 p.m. It was agreed that the menu will be pork loin.

**Fire Marshal Report** - Fire Marshal Bill Anz reported that there were 27 total calls for September 2009, with 14 being fire calls. Also, he reported that there were 52 total calls for October 2009, with 13 being fire calls. A list of the fire and rescue calls is available through the Secretary. Fire Marshal Anz stated that the 52 calls in October was a record high.

**Emergency Rescue Report** – Chief Zipp reported for Craig Ackerman that there were 13 rescue related calls for September 2009 and 39 for October 2009. Chief Zipp reported that the record high of 52 calls in October was due to the high number of emergency calls. Also, he stated that 3 personnel would be attending an EMS Conference for additional training next week in Dallas. Lastly, he announced that he was coordinating a night for department personnel to get the H1N1 shot; it will be on a totally voluntary basis.

**Emergency Services District (ESD) Update** - Bob Fleming stated that Marsha had covered the ESD contract amount approval in her report. He then personally apologized to the Board in general and Fred specifically regarding his “outburst” at the previous ESD meeting.

**ESD #6 and BVFD Contract Approval** – Mark reported that he had reviewed the copy of the contract and it was ready for approval. Tom made a motion to approve the contract written for a total amount of \$541,970, with \$539,094 for Operations and \$2,876 for Capital Expenditures. Fred seconded the motion and the motion passed.

### **New Business**

**Approve Annual Bonus for BVFD Paid Full-time Personnel** – Mark stated that for the past two years, the bonus had been “one week pay plus \$15 for every year worked.” After discussion, Tom made a motion to approve “one week pay plus \$15 for every full year worked” for all paid full-time personnel.

**EXECUTIVE SESSION: as authorized by Government Code Section 551.074 to review salary/bonus for Fire Chief** – Mark suspended the open meeting at 7:35 p.m.

**If necessary, discuss and take appropriate action on any and all items or matters discussed in Executive Session** – Mark resumed the open session at 7:46 p.m. and stated that the purpose of the closed session had been to discuss Chief Zipp’s bonus and pay raise. Tom made a motion to give Chief Zipp a bonus of “one week pay plus \$25 for every full year worked” and a pay raise of 2.3%. Tim seconded the motion and the motion passed.

**Election of Officers for 2010** – Secretary Peggy Campbell asked for nominations for President of the BVFD Board for 2010. Fred nominated Mark Schroeder. There were no other nominations. Mark was elected as President. President Schroeder asked for nominations for Vice President. Tom nominated Buddy Boone. There were no other nominations. Buddy was elected Vice President. President Schroeder asked for nominations for Secretary. Tom nominated Tim Fey. There were no other nominations. Tim was elected Secretary. President Schroeder asked for nominations for Treasurer. Marsha Kern nominated Peggy Campbell. There were no other nominations. Peggy was elected Treasurer.

### **Adjourn**

Mark announced that the next board meeting was scheduled for January 25, 2010. Peggy asked if it could be moved to January 18, 2010, and the Board agreed. Member E. J. Fiedler made a motion for the meeting to be adjourned, which was seconded by Fred Moos. Motion carried, and the meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Peggy Campbell

Peggy Campbell  
Secretary

Attachment A: Treasurer's Report