

Minutes – Meeting of the Bracken VFD Board of Directors

Monday, October 11, 2016

Board Members

Charles Flink, President	- Present	Walter Brown, Member	- Present
Kurtis Wilcox, Vice President	- Present	Levy Martinez, Member	- Present
Mark Schroeder, Treasurer	- Absent	Bob Schoeler, Member	- Present
John Andrews, Secretary	- Present	Bill Wyckoff, Member	- Present
Buddy Boone, Member	- Absent		

Regular Board Meeting

The meeting was called to order by President Charlie Flink at 7:00 P.M. Charlie began this General Membership meeting by introducing the board members to the people in attendance.

1. **Meeting Minutes:** The minutes for the September 26, 2016 meeting were reviewed. Bill made a motion to approve the minutes. Levy seconded, and the minutes were approved unanimously.
2. **Treasurer's Report:** Mark could not attend, and Charlie summarized the Treasurer's Report.
 - a. Through September 30, 2016 (75.0% of the year), our actual expenses were 70.11% of annual budget.
 - b. Cash on hand as of September 30th was \$285,860.88.

Charlie explained that the department's budget for 2016 is about \$955,000 and will be about 3% higher for 2017. The bulk of the department's funds come from the Emergency Services District 6, and the ESD raises money through local property and sales taxes. Charlie said that the department also raises funds from donations and membership fees from the approximately 500 BVFD members.

John made a motion to approve the Treasurer's report. Walter seconded, and it was approved unanimously. The summary page of the Treasurer's report is attached.

Unfinished Business and General Orders

1. **Fire Chief Report:** The Chief explained to those attending that the department staff consisted of 11 full-time, 19 part-time, and about 10 volunteer staff.
 - a. **Status of Department Equipment:** The chief said we recently got our new breathing apparatuses, and they checked out OK. We will be testing our fire fighter garments. This is a state requirement.
 - b. **Fire Prevention Presentations at the Schools:** The Chief said that we made our annual fire prevention presentations at area preschools. We will also do this at Garden Ridge Elementary this week.
 - c. **Status of Arrangements for December 2nd Department Christmas Party:** The Chief said that the Community Center has been booked for the event. It was decided to send invitations to the membership, and that Bill would help put together the mailing list for that.
2. **Fire Marshall Report / Emergency Rescue Report:** Bill Anz was not present. The Chief summarized the incident report covering the last year (October 1, 2015 – September 30, 2016). He said that the department is now using a different computer program to record and report the calls for assistance we receive. He discussed the criteria neighboring departments use to provide mutual aid to one another. The Chief talked about the challenges we face from the population and development growth in our area.
3. **Emergency Services District (ESD) Update:** Roger Sassman from ESD 6 was present. He described the efforts the ESD has made to acquire land for a second BVFD station. But, so far, landowners of suitable sites have been unwilling to sell. Roger also explained that the ESD property tax rate is about 7.25¢ per

\$100 valuation. This is substantially lower than some other areas in the county. The ESD can use this rate and still stay out of debt in part because BVFD consolidates fire and EMS services. In other areas, fire and EMS functions are handled by separate departments.

4. BVFD Board Unfinished Business:

Review status and take action as necessary related to the transfer of BVFD land, station, and property to ESD 6. Charlie explained to those present that the station has not had any renovations since it was built in 2000. With the increase in department staff to meet increased demand for services, this has become a problem. The ESD is willing to fund these capital improvements, but it cannot do so unless they have title to the building and property. Charlie said the objective is to put together a real estate contract agreeable to both BVFD and the ESD that would transfer title to the ESD. There would be no money involved.

Charlie said that he has had meetings with an attorney for BVFD. That attorney has also been in touch with an attorney for the ESD. There will be a conference call this Thursday with our attorney to see if we can get this transfer accomplished. Charlie invited any of the board members that wanted to attend to let him know.

New Business

- 1. Review and take action as necessary related to staff getting supplemental insurance through AFLAC:** Marilyn said that some staff were interested in getting supplemental health insurance through AFLAC. She said this would be paid 100% by the staff and they could choose to include coverage for their dependents. Marilyn explained that, in order, to qualify for the lower group rate, premiums would have to be paid through the department. This means staff would have the full cost taken out as a payroll deduction. Payments from the department to AFLAC would be handled automatically. There would be a minimum amount of bookkeeping or other paperwork required.

The Chief explained that this would only be for full-time staff. Those who were interested liked it because, in case of a health problem, it provided money up front.

Bob made a motion to approve the department supporting the AFLAC supplement health insurance option for full-time staff. John seconded, and it was approved unanimously.

Charlie explained to those present that the department currently pays 100% of the cost for the regular individual health insurance for full-time staff. It also pays 50% for their dependent coverage. Marilyn indicated that Blue Cross would soon provide us rate information for this for next year.

- 2. Election of BVFD Board members:** Charlie explained to those present that the nine board members serve three year terms. This year, the board positions for John Andrews, Walter Brown, and Bill Wyckoff expire. Walter wanted to be considered for reelection, but John and Bill did not. Charlie asked if anyone wanted to be considered for the board positions. Joe Morton and Rick Shimon provided descriptions of their work history and experience, and talked about why they wanted to serve on the board. Bill made a motion to approve Walter, Joe, and Rick to the board positions. Levy second, and it was approved unanimously.

3. Other

Transferring the Secretary's Files to Department Server: John said he needed to transfer department files from his home computer to the department's server. The Chief indicated that he would contact the appropriate person at GOCI, and John said he would put together a list questions and requirements for them.

Adjournment: Walter made a motion to adjourn the meeting. Bill seconded, and it passed unanimously. The meeting adjourned at 8:00 P.M. The next board meeting will be Monday November 21, 2016 at 7:00 PM.

Respectfully submitted,

John Andrews

Treasurer's Report For October 11, 2016

- **Budget Recap Jan 1, 2016 – September 30, 2016:**

Through 75.0% of the year

Income	77.28% of budget
Expenses	70.11% of budget

- **Cash on Hand as of 09/30/16: \$ 285,860.88**

American Bank Checking	\$ 96,089.52
American Bank Christmas Fund	\$ 519.53
Schertz Bank Checking	\$ 28,581.27
Schertz Bank Payroll	\$ 27,121.75
Schertz Money Market	\$ 133,548.81

- **No other business to report at this time.**

Incident by Incident Type With Detail

Date Range: From 10/1/2015 To 9/30/2016

Incident Type	Incident Count	Used in Ave. Resp.	Average Response Time HH:MM:SS	Total Loss	Total Value
Fire					
Building fire	13	3	00:08:56	\$787,000.00	\$1,132,000.00
Fires in structures other than in a building	1	1	00:03:00		
Cooking fire, confined to container	2	2	00:07:28		
Trash or rubbish fire, contained	1	1	00:09:00		
Mobile property (vehicle) fire, other	1	1	00:04:34	\$75,000.00	\$100,000.00
Passenger vehicle fire	3	3	00:10:20	\$3,000.00	
Off-road vehicle or heavy equipment fire	2	2	00:12:04	\$12,000.00	
Natural vegetation fire, other	2	2	00:08:20		
Brush, or brush and grass mixture fire	6	3	00:07:40		
Outside rubbish, trash or waste fire	2	2	00:07:00		
Garbage dump or sanitary landfill fire	1	1	00:04:08		
Total Fire:	34	21	00:08:09	\$877,000.00	\$1,232,000.00
EMS/Rescue					
Medical assist, assist EMS crew	237	230	00:06:58		
Vehicle accident with injuries	37	37	00:05:43		
Motor vehicle accident with no injuries	19	18	00:06:57		
Lock-in (if lock out , use 511)	1	1	00:06:00		
Extrication of victim(s) from vehicle	1	1	00:10:15		
Swift water rescue	3	3	00:16:53		
Total EMS/Rescue:	298	290	00:06:55		
Hazardous Condition					
Hazardous condition, other	1				
Gasoline or other flammable liquid spill	1	1	00:05:00		
Gas leak (natural gas or LPG)	10	9	00:07:14		
Electrical wiring/equipment problem, other	2	2	00:04:00		

INC027 (3.00)

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Incident Type	Incident Count	Used in Ave. Resp.	Response Time HH:MM:SS	Total Loss	Total Value
Hazardous Condition - (Continued)					
Power line down	3	3	00:08:00		
Arcing, shorted electrical equipment	11	11	00:07:01		
Total Hazardous Condition:	28	26	00:06:54		
Service Call					
Service Call, other	2	1	00:03:00		
Person in distress, other	1	1	00:04:00		
Lock-out	1	1	00:07:00		
Water or steam leak	3	3	00:12:00		
Public service assistance, other	2	1	00:08:00		
Assist police or other governmental agency	1	1	00:01:00		
Public service	2	1	00:07:00		
Assist invalid	4	4	00:07:01		
Unauthorized burning	6	6	00:09:30		
Total Service Call:	22	19	00:07:57		
Good Intent					
Good intent call, other	3	3	00:05:40		
Dispatched & cancelled en route	47				
EMS: Dispatched & cancelled en route	2				
No incident found on arrival at dispatch address	4	4	00:08:00		
Authorized controlled burning	5	5	00:05:59		
Steam, other gas mistaken for smoke, other	1	1	00:05:00		
Smoke scare, odor of smoke	3	3	00:11:18		
Steam, vapor, fog or dust thought to be smoke	1	1	00:06:00		
Total Good Intent:	66	17	00:07:17		
False Call					
False alarm or false call, other	2	2	00:10:00		
Smoke detector activation due to malfunction	7	6	00:08:42		
Alarm system sounded due to malfunction	5	5	00:07:04		
CO detector activation due to malfunction	2	1	00:08:00		
Unintentional transmission of alarm, other	7	7	00:06:51		

INC027 (3.00)

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Incident Type	Incident Count	Used in Ave. Resp.	Average Response Time HH:MM:SS	Total Loss	Total Value
False Call - (Continued)					
Smoke detector activation, no fire - unintentional	6	6	00:07:17		
Detector activation, no fire - unintentional	1	1	00:04:00		
Alarm system sounded, no fire - unintentional	2	1	00:02:00		
Total False Call:	32	29	00:07:21		
Severe Weather					
Lightning strike (no fire)	1	1	00:07:45		
Total Severe Weather:	1	1	00:07:45		
Total Incident Count:	481	403		\$877,000.00	\$1,232,000.00