

# **Minutes – Meeting of the Bracken VFD Board of Directors Monday, July 25, 2016**

## **Board Members**

Charles Flink, President	- Present	Walter Brown, Member	- Present
Kurtis Wilcox, Vice President	- Present	Levy Martinez, Member	- Absent
Mark Schroeder, Treasurer	- Present	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.

1. **Meeting Minutes:** The minutes for the June 27, 2016 meeting were reviewed. Bill made a motion to approve the minutes. Walter seconded, and the minutes were approved unanimously.
2. **Treasurer's Report:** Mark summarized the Treasurer's Report.
  - a. Through 50.00% of the 2016 year, our actual expenses were 42.8% of the annual budget.
  - b. Cash on hand as of July 22<sup>nd</sup> was \$440,862.45.

John made a motion to approve the Treasurer's report. Bob 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**

- a. **Burn Ban:** The Chief said that the Burn Ban for Comal County has been activated.
- b. **Staff Training:** The Chief indicated that he sent three staff to training at Texas A&M and two staff to training in New Braunfels.
- c. **Community Activities:** The department participated in the Fourth of July parades in Garden Ridge and Rockwall Ranch.
- d. **Status of Computer System Upgrade:** AT&T recently upgraded the connections to the station. This was for better computer system response times. We have not replaced all the old computers yet, but that is coming. There was a discussion about what specific assistance GOCI will provide in helping us upgrade our website and where that site might be hosted.
- e. **Firefighter Safety:** There was a discussion about news stories of fire departments being concerned about staff safety because of the recent police shootings. At this point, the department is not taking any action, but we are concerned about the current situation and will continue to monitor it.

2. **Fire Marshall Report / Emergency Rescue Report:** Bill Anz presented the incident report for June. There were 43 runs (13 fire related and 30 rescue / medical related). The June report is attached. Bill indicated that the department will be doing a walk-through this week at the new Mackey High School on Evans Road. The school is actually within the Bexar-Bulverde Volunteer Fire Department service area. But, in some situations, we may be called to respond because our station is closer to the school than theirs.

3. **Emergency Services District (ESD) Update:** Roger Sassman from ESD 6 was present. He discussed how there will be meetings this week for another prospective site for an additional BVFD facility. Roger indicated that we required five acres if we needed to drill a water well. If the site had access to a water system, we would only need about three acres. Roger also indicated that that there might be some joint

arrangement with ESD 3. They plan on building a station along Highway 46 along the border of our service area. However, ESD 3 does not anticipate building that station until 2020.

Charlie also indicated that, at the last ESD 6 meeting, the board voted to renew the contract with BVFD for 2017. They approved a 3% increase in the funding allocation for BVFD. Charlie indicated that, in August, ESD 6 will be busy with meetings related to their preparing their 2017 budget.

#### **4. BVFD Board Unfinished Business:**

- a. **Review status and take action as necessary related to the transfer of BVFD land and building (Real Estate Sales Contract) to ESD 6 and;**
- b. **Review status and take action as necessary related to the transfer of BVFD personal property (Blanket Bill of Sale) to ESD 6:**

Charlie indicated that not a lot of process has been made on these items. He will contact the lawyer who will be preparing a draft of the necessary documents. Charlie hopes that we have something to review soon.

#### **New Business**

1. **Discuss and take action, if necessary, on the 2015 Tax Return:** Marilyn indicated that the tax return, which had previously been sent out to the board members, had been signed and sent electronically to the IRS. The IRS has already sent back a response indicating they had received it. Charlie indicated that no further board action related to this was necessary at this point.

The tax return (Form 990) showed that, for 2015, the department's total expenses were about \$12,000 more than its total revenue. Marilyn indicated that this was due to the amount associated with depreciation of our physical assets. That amount is included in the total expense figure and is usually around \$20,000 annually.

2. **Discuss and take action, if necessary, on the 2015 Audit Report and accompanying Governance Letter:** Charlie indicated that the report showed the department financial records were in conformity with standard accounting principles. The report and the governance letter are considered public information. Charlie thanked Marilyn for all the work she has done related to the audit and the tax return.

**Adjournment:** Walter made a motion to adjourn the meeting. Mark seconded, and it passed unanimously. The meeting adjourned at 7:43 P.M. The next board meeting is scheduled for Monday August 22, 2016 at 7:00 PM.

Respectfully submitted,

*John Andrews*

## Treasurer's Report For July 25, 2016

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

Through 50.0% of the year

Income	51.3% of budget
Expenses	42.8% of budget

- **Cash on Hand as of 07/22/16:      \$ 440,862.45**

American Bank Checking	\$ 94,302.56
American Bank Christmas Fund	\$ 519.53
Schertz Bank Checking	\$ 38,098.32
Schertz Bank Payroll	\$ 51,439.86
Schertz Money Market	\$ 256,502.18

- **The 2015 Audit Report is complete. Copies are available electronically for board members to review.**
- **Our 2015 income tax return Form 990 has been completed and e-filed by Armstrong Vaughan and Associates.**
- **We have received the 3<sup>rd</sup> quarter check from the ESD #6 in the amount of \$237,487.50. This amount is included in the cash balances reported above.**

Respectfully Submitted,

Mark Schroeder  
Treasurer

**BRACKEN FIRE DEPARTMENT**  
**Response Time for calls. (Dispatch time to first arriving unit)**

Report Period: From 6/1/2016 To 6/30/2016

<b>Incident #</b>	<b>Incident Date</b>	<b>Incident Type</b>	<b>First Arriving Unit</b>	<b>Alarm Time</b>	<b>Dispatch Time</b>	<b>Enroute Time</b>	<b>Arrival Time</b>	<b>Response Time</b>
0060449	06/03/2016	554 Assist invalid	Y 870	6:43:00 am	6:43:00 am	6:43:00 am	6:50:00 am	7:00
0060668	06/04/2016	553 Public service	Y 821	12:47:00 pm	12:47:00 pm	12:49:00 pm	12:54:00 pm	7:00
0061516	06/08/2016	412 Gas leak (natu	Y 821	5:43:00 pm	5:47:00 pm	5:47:00 pm	6:03:00 pm	16:00
0061731	06/09/2016	740 Unintentional	Y 821	5:24:00 pm	5:24:00 pm	5:24:00 pm	5:27:00 pm	3:00
0063155	06/16/2016	412 Gas leak (natu	Y 822	3:43:00 pm	3:43:00 pm	3:44:00 pm	3:51:00 pm	8:00
0063215	06/16/2016	600 Good intent ca	Y 821	8:24:00 pm	8:24:00 pm	8:26:00 pm	8:32:00 pm	8:00
0063386	06/17/2016	740 Unintentional	Y 871	5:21:00 pm	5:21:00 pm	5:21:00 pm	5:30:00 pm	9:00
0063544	06/18/2016	113 Cooking fire, c	Y 821	12:42:00 pm	12:42:00 pm	12:42:00 pm	12:46:00 pm	4:00
0063618	06/18/2016	111 Building fire	Y 861	6:50:00 pm	6:50:00 pm	6:50:00 pm	7:05:00 pm	15:00
0063744	06/19/2016	745 Alarm system	Y 822	10:57:00 am	10:57:00 am	10:58:00 am	11:07:00 am	10:00
0063999	06/20/2016	412 Gas leak (natu	Y 821	5:51:00 pm	5:51:00 pm	5:51:00 pm	5:54:00 pm	3:00
0065626	06/28/2016	142 Brush, or brus	Y 850	3:18:00 pm	3:18:00 pm	3:18:00 pm	3:29:00 pm	11:00
0066022	06/30/2016	220 Overpressure	Y 821	2:29:00 pm	2:29:00 pm	2:29:00 pm	2:31:00 pm	2:00

**Total Count of Incidents -- 13**

**Average Response Time --7:55**

**Percentage of incidents that meet four minute criteria -- 30.77%**

**BRACKEN FIRE DEPARTMENT**  
**Response Time for calls. (Dispatch time to first arriving unit)**

Report Period: From 6/1/2016 To 6/30/2016

Incident #	Incident Date	Incident Type	First Arriving Unit	Alarm Time	Dispatch Time	Enroute Time	Arrival Time	Response Time
0060238	06/02/2016	311 Medical assist	Y 870	7:26:00 am	7:26:00 am	7:26:00 am	7:40:00 am	14:00
0060450	06/03/2016	311 Medical assist	Y 821	6:48:00 am	6:48:00 am	6:48:00 am	6:53:00 am	5:00
0061235	06/07/2016	311 Medical assist	Y 870	11:53:56 am	11:53:56 am	11:53:56 am	12:04:57 pm	11:01
0061443	06/08/2016	311 Medical assist	Y 870	11:20:00 am	11:20:00 am	11:20:00 am	11:30:00 am	10:00
0061863	06/10/2016	311 Medical assist	Y 870	9:50:21 am	9:50:21 am	9:50:21 am	10:00:00 am	9:39
0061868	06/10/2016	352 Extrication of	Y 870	10:27:45 am	10:27:45 am	10:27:45 am	10:38:00 am	10:15
0062180	06/11/2016	324 Motor vehicle	Y 821	7:00:00 pm	7:00:00 pm	7:00:00 pm	7:12:00 pm	12:00
0062221	06/11/2016	311 Medical assist	Y 870	9:49:00 pm	9:49:00 pm	9:49:00 pm	9:53:00 pm	4:00
0062364	06/12/2016	322 Vehicle accide	Y 821	3:38:00 pm	3:38:00 pm	3:38:00 pm	3:42:00 pm	4:00
0062689	06/14/2016	322 Vehicle accide	Y 870	7:37:00 am	7:37:00 am	7:37:00 am	7:43:00 am	6:00
0062716	06/14/2016	311 Medical assist	Y 870	11:03:00 am	11:03:00 am	11:03:00 am	11:08:00 am	5:00
0062764	06/14/2016	324 Motor vehicle	Y 870	3:22:00 pm	3:22:00 pm	3:22:00 pm	3:27:00 pm	5:00
0062943	06/15/2016	311 Medical assist	Y 870	4:02:00 pm	4:02:00 pm	4:02:00 pm	4:11:00 pm	9:00
0063212	06/16/2016	311 Medical assist	Y 870	8:13:40 pm	8:13:40 pm	8:13:40 pm	8:16:43 pm	3:03
0063352	06/17/2016	311 Medical assist	Y 870	2:08:00 pm	2:08:00 pm	2:08:00 pm	2:13:00 pm	5:00
0063692	06/19/2016	321 EMS call, exc	Y 870	12:38:00 am	12:38:00 am	12:38:00 am	12:45:00 am	7:00
0063774	06/19/2016	311 Medical assist	Y 870	2:55:00 pm	2:55:00 pm	2:55:00 pm	3:04:00 pm	9:00
0063893	06/20/2016	311 Medical assist	Y 870	8:34:00 am	8:34:00 am	8:34:00 am	8:42:00 am	8:00
0064061	06/20/2016	324 Motor vehicle	Y 870	10:27:00 pm	10:27:00 pm	10:27:00 pm	10:37:00 pm	10:00
0064206	06/21/2016	311 Medical assist	Y 870	3:33:00 pm	3:33:00 pm	3:33:00 pm	3:38:00 pm	5:00
0064313	06/22/2016	311 Medical assist	Y 870	12:39:00 am	12:39:00 am	12:39:00 am	12:47:00 am	8:00
0064394	06/22/2016	311 Medical assist	Y 870	3:51:00 pm	3:51:00 pm	3:51:00 pm	4:06:00 pm	15:00
0064427	06/22/2016	311 Medical assist	Y 870	6:34:00 pm	6:34:00 pm	6:34:00 pm	6:43:00 pm	9:00
0064761	06/24/2016	311 Medical assist	Y 870	11:30:00 am	11:30:00 am	11:30:00 am	11:35:00 am	5:00
0065165	06/26/2016	311 Medical assist	Y 870	11:42:00 am	11:42:00 am	11:42:00 am	11:52:00 am	10:00
0065205	06/26/2016	322 Vehicle accide	Y 821	3:10:00 pm	3:10:00 pm	3:10:00 pm	3:12:00 pm	2:00
0065331	06/27/2016	311 Medical assist	Y 870	6:53:00 am	6:53:00 am	6:53:00 am	6:56:00 am	3:00
0065386	06/27/2016	311 Medical assist	Y 870	2:42:00 pm	2:42:00 pm	2:42:00 pm	2:50:00 pm	8:00
0065503	06/28/2016	311 Medical assist	Y 870	12:41:00 am	12:41:00 am	12:41:00 am	12:48:00 am	7:00
0065868	06/29/2016	311 Medical assist	Y 870	8:06:00 pm	8:06:00 pm	8:06:00 pm	8:11:00 pm	5:00

**Total Count of Incidents -- 30**

**Average Response Time --7:28**

**Percentage of incidents that meet four minute criteria -- 16.67%**