

Minutes – Meeting of the Bracken VFD Board of Directors Monday, September 26, 2016

Board Members

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

Before starting the regular meeting, representatives from the Comal County Farm Bureau made a presentation. This included awarding BVFD a membership to the bureau and a making a \$200 contribution to the department. They explained the role and activities of the bureau, which included student scholarships and sponsoring training for volunteer firefighters.

1. **Meeting Minutes:** The minutes for the August 22, 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 summarized the Treasurer's Report.
 - a. Through August 31, 2016 (66.7% of the year), our actual expenses were 60.5% of the annual budget.
 - b. Cash on hand as of September 19th was \$314,571.90.

John asked about the money that came in from our Workers Compensation insurance. Marilyn explained that this was a dividend back because of the department not making any claims this last year. Charlie pointed out that there were several payments to staff to cover their travel expenses for training at A&M. 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

- a. **Discuss plans for department's participation in National Night Out (Oct 4th):** The Chief said that the department would be participating at the Garden Ridge National Night Out event at the Community Center. We will have a booth inside the center, and fire engines outside. It also looks like we will be participating at the events for several other communities in the area.
- b. **Fire Prevention Presentations at the Schools:** The Chief said that we have already started making our annual fire prevention presentations at area schools. This will continue into October. We will be at Garden Ridge Elementary on October 13th.
- c. **Status of Department Equipment:** The chief said we contracted with a company to test our fire hoses. They were able to test the hoses for all the engines in one day. Although all the hoses passed, we do have some five inch hoses that should be replaced because of age. This testing will be an annual requirement. The Chief also indicated that we recently got in the new breathing apparatuses. We are in the process of checking those out.

2. **Fire Marshall Report / Emergency Rescue Report:** Bill Anz said that calls in August were pretty typical. There were 16 fire related calls including three structure fires. There were 26 rescue / medical related calls.

These included four motor vehicle accident calls, three of which involved injuries. The monthly incident report for August is attached.

3. **Emergency Services District (ESD) Update:** Roger Sassman from ESD 6 was present. He discussed how the ESD has continued their efforts to acquire land in order to establish a second BVFD station. The ESD is currently investigating a possible site. But the issue has been that the owners of property that would serve our needs have been reluctant to sell. Roger also indicated that the ESD tax rate will be finalized at their next meeting.

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 said that he has a meeting this coming Thursday with the attorney who has been working with us to draft a sales agreement. The goal is to arrive at an agreement as soon as possible. Charlie encouraged any board members who wanted to attend this meeting to come.

New Business

1. **October BVFD Membership Meeting: Discuss plans for the October General Membership meeting;**
 - a. **Set date for the meeting:** Based on department bylaws, the membership meeting will be the second Tuesday in October, which will be October 11th. Charlie indicated that, for this meeting, we needed the Treasurer's Report to cover from the start of the calendar year.
 - b. **Discuss arrangements for the election of board members:** Charlie indicated that there will be some vacancies on the board that will need to be filled at the meeting. A couple of people have expressed an interest in serving on the board. Charlie indicated that we need to ensure that the full membership knows about the vacancies so other interested people will know to attend the October meeting. Charlie also reminded the board that we will be selecting board officers at our November meeting.
 - c. **Review General Membership Newsletter:** John provided a draft of the October newsletter that would be mailed out to area residences. There will be some changes made to this. We have not yet received the write up for the ESD section of the newsletter. The main concern is the timing for this. Since this is a mass mailing and since it has to be delivered prior to the October 11th meeting date, it needs to be completed and provided to the printers as soon as possible. We will also email it out to members who have provided us their email addresses.
 - d. **Future Meeting Dates:** It was decided that the November meeting will be November 21st. Having it a week early is to accommodate plans people have for Thanksgiving. Also, the department Christmas party is always the first Friday in December. That will be December 2nd this year. Chief will double check that the Community Center has been reserved and that arrangements have been made with the caterer. We will need to mail out invitations for this to the membership.
 - e. **Transferring the Secretary's Files to Department Server:** John indicated that he needed to transfer department files off his home computer to the server at the station. It also needs to be set up so that the board secretary can handle their department responsibilities through a connection to the server.

Adjournment: Walter made a motion to adjourn the meeting. Mark seconded, and it passed unanimously. The meeting adjourned at 7:55 P.M. The next board meeting will be Tuesday October 11, 2016 at 7:00 PM.

Respectfully submitted,
John Andrews

Treasurer's Report For September 26, 2016

- **Budget Recap Jan 1, 2016 – August 31, 2016:**

Through 66.7% of the year

| | |
|----------|-----------------|
| Income | 77.1% of budget |
| Expenses | 60.5% of budget |

- **Cash on Hand as of 09/19/16: \$ 314,571.90**

| | |
|------------------------------|---------------|
| American Bank Checking | \$ 94,864.52 |
| American Bank Christmas Fund | \$ 519.53 |
| Schertz Bank Checking | \$ 32,598.66 |
| Schertz Bank Payroll | \$ 53,040.38 |
| Schertz Money Market | \$ 133,548.81 |

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

Respectfully Submitted,

Mark Schroeder
Treasurer

Incident by Incident Type With Detail

Date Range: From 8/1/2016 To 8/31/2016

| Incident Type | Incident Count | Used in Ave. Resp. | Average Response Time HH:MM:SS | Total Loss | Total Value |
|--|----------------|--------------------|-----------------------------------|------------|-------------|
| Fire | | | | | |
| Building fire | 2 | | | | |
| Cooking fire, confined to container | 1 | 1 | 00:10:57 | | |
| Total Fire: | 3 | 1 | 00:10:57 | | |
| EMS/Rescue | | | | | |
| Medical assist, assist EMS crew | 21 | 20 | 00:06:25 | | |
| Vehicle accident with injuries | 3 | 3 | 00:07:23 | | |
| Motor vehicle accident with no injuries | 1 | 1 | 00:04:00 | | |
| Swift water rescue | 2 | 2 | 00:21:50 | | |
| Total EMS/Rescue: | 27 | 26 | 00:07:37 | | |
| Hazardous Condition | | | | | |
| Hazardous condition, other | 1 | | | | |
| Power line down | 1 | 1 | 00:01:00 | | |
| Total Hazardous Condition: | 2 | 1 | 00:01:00 | | |
| Service Call | | | | | |
| Unauthorized burning | 1 | 1 | 00:07:00 | | |
| Total Service Call: | 1 | 1 | 00:07:00 | | |
| Good Intent | | | | | |
| Dispatched & cancelled en route | 6 | | | | |
| Authorized controlled burning | 1 | 1 | 00:03:10 | | |
| Total Good Intent: | 7 | 1 | 00:03:10 | | |
| False Call | | | | | |
| Smoke detector activation due to malfunction | 1 | | | | |
| Alarm system sounded due to malfunction | 1 | 1 | 00:13:23 | | |

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) | | | | | |
| Alarm system sounded, no fire - unintentional | 1 | 1 | 00:02:00 | | |
| Total False Call: | 3 | 2 | 00:07:41 | | |
| Total Incident Count: | 43 | 32 | | \$0.00 | \$0.00 |

INC027 (3.00)

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