

# **Minutes – Meeting of the Bracken VFD Board of Directors**

## **Monday, November 21, 2016**

### **Board Members**

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

### **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 October 11, 2016 meeting were reviewed. Buddy made a motion to approve the minutes. Bill seconded, and the minutes were approved unanimously.
2. **Treasurer's Report:** Mark summarized the Treasurer's Report.
  - a. Through October 31, 2016 (83.3% of the year), our actual expenses were 78.0% of annual budget.
  - b. Cash on hand as of November 15<sup>th</sup> was \$285,860.88.

Charlie asked if we received contributions associated with our membership mail out. Marilyn indicated that we had received about \$5,000 in membership fees so far. In response to other questions, the Chief explained that (1) the \$950 we received from the Texas Forest Service was a reimbursement on workers' compensation payments, (2) the \$3,500 check to NAFECO (North America Fire Equipment Company) was for bunker gear, and (3) the \$6,500 check to STRAC (Southwest Texas Regional Advisory Council for Trauma) was for software we use to record and report runs. This covers using the software for 18 months.

Bill made a motion to approve the Treasurer's report. Levy 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. **Status of Arrangements for December 2nd Department Christmas Party:** The Chief said arrangements have been made, postcard notices have been sent to the membership, and a program is being put together that will include presentation of awards.
- b. **Equipment:** The Chief said that we now have personalized fire masks for the full time staff.
- c. **Staffing:** The Chief said that three staff had resigned. The Chief has replaced one position, but continues to look to hire staff for the other two positions.
- d. **Information on the Bracken Fire Department website:** The Chief said that GOCI had recommended someone to develop a website for the department. The Chief showed examples of sites that person had developed. The initial cost would be \$500 to \$900 plus \$50 a month. But the Chief would need to provide them direction as to what all we want. Charlie said it should include agendas, minutes, and a link for the ESD. John said that he has been working with GOCI to get the agendas and minutes onto the department server. Also, GOCI recommended using Constant Contact for sending emails to the membership. John has not had a chance to review this product.

2. **Fire Marshall Report / Emergency Rescue Report:** Bill Anz presented the reports for both September and October. For September, there were 31 calls (8 fire related and 23 rescue). For October, there were 39 calls (17 fire related and 22 rescue). Bill pointed out that one call was for cardiac arrest where we were able

to save their life. This person will be at the department Christmas party. The September and October incident reports are attached.

- 3. Emergency Services District (ESD) Update:** Roger Sassman and Randy Maschek from ESD 6 were present. Randy said that there was nothing new to report from the ESD.
- 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 we had received revised drafts of the transfer documents. John reviewed some of the issues that remain with these. Charlie said that we would be talking with our attorney tomorrow about the documents.

Included with this revised version was a new document. This was a board resolution that would authorize the board president (Charlie) to take any actions necessary to complete the BVFD transfer of the station and any property used in the operation of the station to the ESD. After discussion, Walter made a motion to adopt the resolution. Levy seconded, and the board unanimously approved the resolution (copy attached).

#### New Business

- 1. Discussion & possible action on annual bonus for BVFD full-time and other personnel:** After discussion, Bob made a motion to award a bonus to full-time staff of one week's pay plus \$15 for each year worked for the department. Kurtis seconded, and the motion passed unanimously.
- 2. EXECUTIVE SESSION: Review bonus for Fire Chief and Bookkeeper:** The board went into executive session at 7:52 PM. It came out of executive session at 8:02 PM.
- 3. If necessary, take appropriate action on any items discussed in Executive Session:** Levy made a motion to (1) award the Chief a bonus of one week's pay plus \$25 for each year worked, and (2) increase his 2017 salary by 4%. Bill seconded, and the motion passed unanimously.

Buddy made a motion to (1) award the bookkeeper a bonus of \$250, and (2) set her salary for 2017 at \$20 an hour. Mark seconded, and the motion passed unanimously.

- 4. Approve expenditure of non-ESD funds for appreciation gifts:** The Chief described some of the appreciation gifts he has been looking at. This included a plaque for fire fighter of the year, certificates, cups, etc. Mark made a motion to authorize the Chief to use non-ESD money to purchase appreciation gifts. Walter seconded and the motion passed unanimously.
- 5. Election of BVFD Board Officers for 2017:** After some discussion, a slate of officers was developed. This consisted of (1) Charlie for President, (2) Kurtis for Vice-President, (3) Mark for Treasurer, and (4) Walter for Secretary. Bill made a motion to accept this slate of officers. Kurtis seconded, and the motion passed unanimously.

**Adjournment:** Bob made a motion to adjourn the meeting. Bill seconded, and it passed unanimously. The meeting adjourned at 8:25 P.M. The next board meeting will be Monday December 2, 2016 at 6:45 PM at the Garden Ridge Community Center.

Respectfully submitted,

*John Andrews*

## Treasurer's Report For November 21, 2016

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

Through 83.3% of the year

Income	103.2% of budget
Expenses	78.0% of budget

- **Cash on Hand as of 11/15/16:       \$ 427,745.62**

American Bank Checking	\$ 111,847.64
American Bank Christmas Fund	\$     519.53
Schertz Bank Checking	\$ 24,107.14
Schertz Bank Payroll	\$ 30,188.70
Schertz Money Market	\$ 261,082.61

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

Respectfully Submitted,

Mark Schroeder  
Treasurer

## Incident by Incident Type With Detail

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

Incident Type	Incident Count	Used in Ave Resp.	Average Response Time HH:MM:SS	Total Loss
<b>Fire</b>				
Building fire	1			
Passenger vehicle fire	1	1	00:05:00	
<b>Total Fire:</b>	<b>2</b>	<b>1</b>	<b>00:05:00</b>	
<b>EMS/Rescue</b>				
Medical assist, assist EMS crew	21	21	00:06:37	
Vehicle accident with injuries	2	2	00:04:30	
<b>Total EMS/Rescue:</b>	<b>23</b>	<b>23</b>	<b>00:06:26</b>	
<b>Hazardous Condition</b>				
Gas leak (natural gas or LPG)	1	1	00:07:12	
<b>Total Hazardous Condition:</b>	<b>1</b>	<b>1</b>	<b>00:07:12</b>	
<b>Service Call</b>				
Service Call, other	1			
<b>Total Service Call:</b>	<b>1</b>	<b>0</b>		
<b>Good Intent</b>				
Dispatched & cancelled en route	1			
Authorized controlled burning	1	1	00:00:02	
<b>Total Good Intent:</b>	<b>2</b>	<b>1</b>	<b>00:00:02</b>	
<b>False Call</b>				
Smoke detector activation due to malfunction	1	1	00:08:00	
Smoke detector activation, no fire - unintentional	1	1	00:07:43	
<b>Total False Call:</b>	<b>2</b>	<b>2</b>	<b>00:07:51</b>	
<b>Total Incident Count:</b>	<b>31</b>	<b>28</b>		<b>\$0.00</b>

INC027 (3.00)

Page 1 of 1

Printed: 11/18/2016

Fire 8

Rescue 23

**Incident by Incident Type With Detail**

Date Range: From 10/1/2016 To 10/31/2016

Incident Type	Incident Count	Used in Ave Resp.	Average Response Time HH:MM:SS	Total Loss
<b>Fire</b>				
Trash or rubbish fire, contained	1	1	00:07:00	
Natural vegetation fire, other	1	1	00:20:00	\$200.00
Brush, or brush and grass mixture fire	1			
Outside rubbish fire, other	1	1	00:08:00	
Dumpster or other outside trash receptacle fire	1	1	00:06:00	
<b>Total Fire:</b>	<b>5</b>	<b>4</b>	<b>00:10:15</b>	<b>\$200.00</b>
<b>EMS/Rescue</b>				
Medical assist, assist EMS crew	13	13	00:07:44	
Vehicle accident with injuries	6	6	00:05:00	
Motor vehicle accident with no injuries	2	2	00:10:00	
Lock-in (if lock out , use 511 )	1	1	00:05:00	
<b>Total EMS/Rescue:</b>	<b>22</b>	<b>22</b>	<b>00:07:04</b>	
<b>Hazardous Condition</b>				
Flammable gas or liquid condition, other	1	1	00:08:00	
Gas leak (natural gas or LPG)	2	2	00:05:30	
Carbon monoxide incident	1	1	00:09:00	
<b>Total Hazardous Condition:</b>	<b>4</b>	<b>4</b>	<b>00:07:00</b>	
<b>Service Call</b>				
Lock-out	1	1	00:07:00	
Animal rescue	1	1	00:17:00	
Unauthorized burning	1			
<b>Total Service Call:</b>	<b>3</b>	<b>2</b>	<b>00:12:00</b>	
<b>Good Intent</b>				
Dispatched & cancelled en route	3			

INC027 (3.00)

Page 1 of 2

Printed: 11/18/16

Incident Type	Incident Count	Used in Ave Resp.	Average Response Time HH:MM:SS	Total Loss
<b>Total Good Intent:</b>	<b>3</b>	<b>0</b>		
<b>False Call</b>				
System malfunction, other	1	1	00:02:16	
Smoke detector activation, no fire - unintentional	1	1	00:07:00	
<b>Total False Call:</b>	<b>2</b>	<b>2</b>	<b>00:04:38</b>	
<b>Total Incident Count:</b>	<b>39</b>	<b>34</b>		<b>\$200.00</b>

Fire 17      Rescue 22

**RESOLUTION  
OF  
BRACKEN VOLUNTEER FIRE DEPARTMENT BOARD OF DIRECTORS**

**RESOLUTION NO. \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_**

WHEREAS, Bracken Volunteer Fire Department (“Bracken”) is a Texas Non-Profit Corporation operating under Chapter 22 of the Texas Business Organizations Code and other applicable law; and,

WHEREAS, Bracken is a corporation run by its Board of Directors; and,

WHEREAS, the Board of Directors, by a majority vote of the directors in office, pursuant to §§ 22.164 and 22.252, Texas Business Organizations Code, and other applicable laws, rules, and regulations, has approved the transfer of certain real and personal property of the corporation, commonly known as 23600 FM 3009, Comal County, Texas (“real property”), being all that certain 3.00 acre tract of land situated in Comal County, Texas out of the Heinrich Gerhart Survey No. 618, Abstract No. 194, being part of the 146.81 acre tract of land recorded in Volume 144, Pages 315-17 of the Deed Records of Comal County, Texas, and being more particularly described in Exhibit A, attached hereto and incorporated herein by reference for all purposes, as well as all other property associated therewith for its use and operation, to Comal County Emergency Services District No. 6 (“District”), a political subdivision of the State of Texas operating under Chapter 775, Texas Health & Safety Code; and,

WHEREAS, the Board of Directors has determined that the transfer of such property to the District is in the best interests of Bracken, the residents of the area served by it, and the residents and taxpayers of the District;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF BRACKEN VOLUNTEER FIRE DEPARTMENT:

Section 1.

The above recitals are adopted as findings of fact by the Board of Directors of Bracken Volunteer Fire Department.

Section 2.

A majority of the Board of Directors in office of Bracken, the total number of directors in office being \_\_\_\_, at a meeting held on November \_\_\_\_, 2016, such meeting being duly noticed, called, and convened, voted and resolved, as noted herein, for Bracken to transfer the real property, as set forth in Exhibit A, as well as associated other property, attached hereto and incorporated herein for all purposes, to Comal County Emergency Services District No. 6, by a vote of:

\_\_\_\_ For

\_\_\_\_\_ Against

\_\_\_\_\_ Present, Not Voting.

Section 3.

The Board further voted and resolved that the President of the corporation, and other necessary officers, shall be empowered to take any and actions, and execute and all any documents necessary to effect the transfer of the real property of the corporation set forth in Exhibit A, attached hereto and incorporated herein for all purposes, to the District.

RESOLVED AND ISSUED this \_\_\_\_\_ day of November 2016.

BRACKEN VOLUNTEER  
FIRE DEPARTMENT

By: \_\_\_\_\_  
Charles Flink, President

ATTEST:

\_\_\_\_\_  
John Andres, Secretary

019.19384/Transfer from BVFD to ESD/BVFD Resolution 102016