



## BRACKEN VOLUNTEER FIRE DEPARTMENT

(210) 651-5762

23600 FM 3009 · SAN ANTONIO, TX 78266

### Minutes –Meeting of the Bracken VFD Board of Directors Monday, Mar 25, 2019

#### Board Members

Charles Flink, President	- Present	Skip Courter, Member	- Present
Kurtis Wilcox, Vice President	- Absent	Bob Schoeler, Member	- Present
Mark Schroeder, Treasurer	- Present	Rick Shimon, Member	- Present
Jim Moreland, Secretary	- Present	Walter Brown, Member	- Present
Buddy Boone, Member	- Present		

#### Regular Board Meeting

President Charlie Flink called the meeting to order at 7:00 p.m. and both pledges to the U.S. and Texas flags were recited.

1. The minutes of the Feb 25, 2019 Board Meeting were reviewed. Buddy Boone made a motion to approve the minutes as written and Mark Schroeder seconded. Motion passed unanimously.
2. The Treasurer's Report was presented by Mark Schroeder. Through 28 Feb 2019 (16.67% of the year), we have received 25.04% of our budgeted income, and expensed 14.46%. Our annual Workers Comp Insurance audit was completed on March 21, 2019. Marilyn Winters apprised the Board that the annual dividend we have been getting from the Forest Service may no longer be paid. Chief Zipp explained that we have grown close to exceeding the 20 personnel threshold. Once we do, we will lose approximately \$5000 (\$175 per person) annually which would normally go toward Workers' Comp. Walter Brown made a motion to accept the Treasurer's report and Buddy Boone seconded. Passed unanimously. A copy of the Treasurer's report summary is attached.

#### Unfinished Business and General Orders

1. Fire Chief Report. Chief Zipp reported that representatives from all three ESDs will meet to discuss better coverage for the Copper Ridge area to avoid building new stations too close to ESD boundaries. Chief Zipp reported that an inspector from the State Fire Commission visited. Small issues were raised, but all are being addressed. Several fire fighters are attending training at A&M and Guadalupe Live Fire Field Training. The cost of the latter is being shared with Live Oak FD. Agility testing for new applicants is being conducted next week. Stop the Bleed Train the Trainer was presented to 5 BVFD personnel so they can now train others. Regarding President Charlie Fink's request for the web site, Chief Zipp wanted to be sure we weren't too specific about the nature of the protective equipment. President Flink clarified that he just wanted to highlight that donations were used to purchase protective equipment for our fire fighters. Chief Zipp reported that Chaplain Skip Courter made the rounds among all shifts.
2. Response Report (Assistant Chief Bill Anz). For February, average emergent fire response was 5 minutes, 9 seconds, and average emergent rescue response time was 7 minutes and 42 seconds. No calls were run out of Station 2 (Delafield). A summary of the run report is attached. President Flink noted how difficult it can be for Schertz EMS to get across I35 if

they have to respond from their main station and that ESD is tracking their response time in our area.

3. ESD Update. No ESD rep was present but Chief Zipp reported that discussions are still underway about razing existing buildings and doing all new construction at the Delafield Station.
4. Status of Employee Handbook updates, DUI policy, etc. was tabled again. Chief Zipp is still working on the details. Marilyn Winters reported that the Auditors recommended doing exit interviews to better learn how departing personnel feel about their employment at BVFD.

#### New Business

1. Scholarships are available for fire fighters family members through the GRCPAAA. Chief Zipp reported that none of our fire fighters currently have children in that age group (seniors in H.S.) There is some question about who can use the scholarship money and what it can be used for and whether it is paid to the individual or the institution. Jim Moreland, who is also a member of the GRCPAAA volunteered to check out the details and report back to Chief Zipp and the Board.
2. President Flink reminded all the Board Members to complete the Pecuniary Interest statements and return them to the audit firm of Armstrong, Vaughan & Associates.
3. Roundtable: Board Members present had no comments.

#### Adjourn

Buddy Boone made a motion to adjourn the meeting and Bob Schoeler seconded. Approved unanimously. Next Meeting is Apr 22, 2019 at 7:00 PM.

Respectfully Submitted,

*James P. Moreland*

Secretary, BVFD Board of Directors

#### Attachments

1. Treasurer's Report
2. Run Report
3. Pecuniary Interest Statement Sample

**Bracken Volunteer Fire Department  
23600 FM 3009 San Antonio, Texas 78266**

**Treasurer's Report For March 25, 2019**

- **Budget Recap Jan 1, 2019 – Feb. 28, 2019**

**Through 16.67% of the year**

**Income            25.04% of budget  
Expenses        14.46% of budget**

- **Cash on Hand as of 03/22/19:        \$355,085.39**

**First United Bank Checking \$ 133,210.43  
First United Bank Christmas Fund \$ 1,527.53  
Schertz Bank Checking \$ 42,065.69  
Schertz Bank Payroll \$ 66,526.37  
Schertz Money Market \$ 111,755.37**

- **Auditors from Armstrong Vaughan completed their field work at the station on March 21, 2019.**

**Respectfully Submitted,  
Mark Schroeder Treasurer**

## RUN STATS

February 2019

45 total runs, 11 fire calls and 34 rescue calls.

TOTAL Average emergent fire response was 5:09 minutes and average emergent rescue response was 7:42 minutes.

Station 1 average fire response time 6:03 Station 1 average emergent rescue response time 7:42

Station 2 average emergent fire response time 00:00 Station 2 average emergent rescue response time 00:00

0 calls were run out of station 2.



Armstrong, Vaughan & Associates, P. C.

Certified Public Accountants

Deborah F. Fraser Phil S. Vaughan Nancy L. Vaughan Kimberly J. Roach

March 18, 2019



Garden Ridge, Texas 78266

Dear Jim Moreland:

As part of our annual audit of the Bracken Volunteer Fire Department we would like you to confirm to us if you have any pecuniary interests in companies with whom the Department conducts its normal business operations. In this regard, we would like to know if you have any material direct or indirect ownership (other than through investment in publicly traded securities) or profit participation in outside business enterprises with which the Department had significant purchases during the year.

Please indicate your response in the space provided below and mail directly back to us.

Sincerely,

Deborah F. Fraser, CPA, CGMA

Deborah F. Fraser, CPA
Shareholder

TO: Armstrong, Vaughan & Associates, P.C.

Do you have any pecuniary interest or profit participation in outside businesses that did business with the Department? Yes No
Are you aware of any fraud occurring in the last year? Yes No

Comments:

Date: Signed: