



# BRACKEN VOLUNTEER FIRE DEPARTMENT

(210) 651-5762

23600 FM 3009 · SAN ANTONIO, TX 78266

## Minutes –Meeting of the Bracken VFD Board of Directors Monday, Apr 22 2019

### Board Members

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

### 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 Mar 25, 2019 Board Meeting were reviewed. Walter Brown 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 31 Mar 2019 (25% of the year), we have received 25.45% of our budgeted income, and expensed 20.87%. Armstrong Vaughan has completed our 2018 audit. A copy of the audit report was sent to all directors and to the ESD. Armstrong Vaughan is currently working on our 2018 tax return. Kurtis Wilcox made a motion to accept the Treasurer's report and Bob Schoeler 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 he sent in all the closure information on items identified by the State Fire Commission. Trying to use the Cecil Group to bring in instructors to the NE area to avoid having to pay per diem for distant training locations. BVFD participated in 100 Club fund-raiser along with other area departments. Have new employees lined up to start May 1. A \$300 check was received from the Chili Cook-off and a \$100 check from Garden Ridge Women's Club.
2. Response Report (Assistant Chief Bill Anz). For March, average emergent fire response was 9 minutes, 6 seconds, and average emergent rescue response time was 6 minutes and 41 seconds. Total of 49 total runs; 10 fire and 39 rescue.
3. ESD Update. No ESD member was present. Chief Zipp reported that ESD 6 authorized him to purchase the new electric combination spreader-cutter tools.
4. Status of Employee Handbook updates, DUI policy, etc. Chief Zipp presented a proposed Driving Violations/Arrests policy, for the Employee Handbook or as a separate policy from the Personnel Handbook. Marilyn Winters suggested we have an attorney look at the policy. President Flink suggested it be included in the Personnel Handbook when finished, and tabled the matter until Marilyn and Chief Zipp can look further into legal review.
5. GRCPAAA Scholarships. Jim Moreland reported that he spoke with the GRCPAAA scholarship POC, John McCaw. Mr. McCaw explained that while scholarships were originally intended only for Garden Ridge PD and Bracken FD family members who are seniors in High School, it was quickly realized how small the target group really was.

There are three scholarships available each year. For now, GRCPAAA expanded eligible recipients to include police officers and fire fighters who are attending college at their own expense. Recipients receive a one-time \$500 payment that can be either to the institution or to the individual (payment preference and logic should be included in the application). Mr. McCaw noted there are also scholarships available from the local Lions Club and the 100 Club. Applicants should submit requests in the Jan/Feb time-frame. He also said Chief Zipp should have application forms or the format. No further action required by the BoD.

### New Business

1. President Flink summarized the 2018 audit results from the audit firm of Armstrong, Vaughan & Associates. One issue was raised in the audit. BVFD had more than the FDIC insured amount of \$250,000 in a single financial institution. President Flink stated this is a cyclical issue as we receive and expend funds. He asked Marilyn to monitor balances and report back to the Board.
2. President Flink advised that we received the annual request for a donation to the 100 Club of Comal County. Walter Brown made a motion that we donate \$250 from non-ESD funds just as we have done for several years. Skip Courter seconded and the motion passed unanimously.
3. Roundtable: Skip Courter pointed out that our next scheduled meeting would be on a holiday (Memorial Day). Our next meeting was rescheduled by President Flink to May 20. Jim Moreland noted that he had the opportunity to observe an EMS response by Bracken VFD first-hand. A member of Triumphant Lutheran Church with a history of diabetes and CPOD lost consciousness while working at the Church. Responders were David Biddle, Michael Logue, Eddie Valazquez and Christian Zambrano. "They were professional, courteous and made me proud to be affiliated with the Department!" Jim also noted that a mayoral candidate made some incorrect statements about BVFD at a recent Garden Ridge City Council candidate forum held by The Comal Area League of Women Voters. Comments from the floor were not allowed, so Jim approached the candidate after the meeting to provide correct information. No other Board Members had input.

### Adjourn

Walter Brown made a motion to adjourn the meeting and Curtis Wilcox seconded. Approved unanimously. Next Meeting is May 20, 2019 at 7:00 PM (moved up one week to avoid Memorial Day holiday.)

Respectfully Submitted,

*James P. Moreland*

Secretary, BVFD Board of Director

### Attachments

1. Treasurer's Report
2. Run Report

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

**Treasurer's Report for April 22, 2019**

- **Budget Recap Jan 1, 2019 – March 31, 2019**

**Through 25.0% of the year**

**Income 25.45% of budget  
Expenses 20.87% of budget**

- **Cash on Hand as of 04/17/19: \$642,213.81**

<b>First United Bank Checking</b>	<b>\$ 134,685.43</b>
<b>First United Bank Christmas Fund</b>	<b>\$ 1,527.53</b>
<b>Schertz Bank Checking</b>	<b>\$ 12,115.32</b>
<b>Schertz Bank Payroll</b>	<b>\$ 63,200.64</b>
<b>Schertz Money Market</b>	<b>\$ 430,684.89</b>

- **Armstrong Vaughan has completed our 2018 audit. A copy of the audit report has been sent to all directors and to the ESD.**

- **Armstrong Vaughan is currently working on our 2018 tax return.**

- **We have received our 2nd quarter check from the ESD in the amount of \$390,912.50. This amount is reflected in the cash balances shown above.**

**Respectfully Submitted,  
Mark Schroeder  
Treasurer**

## RUN STATS

March 2019

49 total runs, 10 fire calls and 39 rescue calls.

TOTAL Average emergent fire response was 9:06 minutes and average emergent rescue response was 6:41 minutes.

Station 1 average fire response time 6:57

Station 1 average emergent rescue response time 6:53

Station 2 average emergent fire response time 00:00

Station 2 average emergent rescue response time 4:17

3 calls were run out of station 2.