

BRACKEN VOLUNTEER FIRE DEPARTMENT

(210) 651–5762 23600 FM 3009 · SAN ANTONIO, TX 78266

NOTICE OF MEETING BRACKEN VOLUNTEER FIRE DEPARTMENT BOARD OF DIRECTORS

Notice is hereby given that on Monday the 24th of February, 2020 the Board of Directors of the Bracken Volunteer Fire Department will hold a meeting at 7:00 PM at the Central Fire Station located at 23600 FM 3009, San Antonio, Texas.

The subjects to be discussed are listed on the agenda, which is a part of this notice. If, during the course of the meeting covered by this notice, the Board of Directors should determine that a closed meeting or session of the Board is required, then such closed meeting or session as authorized by the Texas Open Meetings Act will be held by the Board at the date, hour and place given in the notice or as soon after the commencement of the meeting covered by this notice as the Board may conveniently meet in such closed meeting concerning any and all purposes permitted by the Act.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed meeting, then the final action, decision or vote shall be in open session.

Walter C. Brown . 02/20/2020 Substitute Secretary Signature Title

<u>AGENDA</u>

Regular Board Meeting - Call to Order by Board President (Flink)

- 1. Pledges to the Flags (US and Texas)
- 2. Approve minutes of the January, 2020 Meeting
- 3. Report of the Treasurer Mark Schroeder)

Unfinished Business and General Orders

- 1. Fire Chief Report (Chief Donald Zipp)
- 2. Activity Report (Assistant Chief Bill Anz)
- 3. ESD Update (ESD representative)
- 4. Status of the Employee Handbook after legal review (Marilyn Winters)

New Business

- 1. Board will discuss and take action if necessary to approve new Employee Handbook.
- 2. Board will go into Executive Session to discuss personnel matters.
- 3. Board will take action, if necessary, on any items related to Executive Session
- 4. Board will discuss and take action if necessary to approve the recommendation By Chief Zipp that we move the Christmas Party to the 1st Saturday in December from the 1st Friday in December.
- 5. Discuss and take action on engagement letter from Armstrong Vaughan and Associates for completion of 2019 audit

6. Discuss and take action on engagement letter from Armstrong Vaughan and Associates for preparation of 2019 income tax return

<u>Round Table – Additional comments/questions from Board Members.</u>

Adjourn

Next Meeting March 23rd @ 7:00PM