



## BRACKEN VOLUNTEER FIRE DEPARTMENT

(210) 651-5762

### Minutes –Meeting of the Bracken VFD Board of Directors Monday, Jan 2020

#### 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	- Absent		

#### Regular Board Meeting

President Charles Flink called the meeting to order at 7:00 p.m.

Recited Pledges of Allegiance to US and Texas Flags.

As the first order of business, minutes of the Nov 2019 General Meeting were presented. Bob Schoeler made a motion to approve and Mark Schroeder seconded to approve with one correction to Skip Courter's name spelling. The December Pro Forma meeting minutes will be distributed before the end of January for review and approval at the February meeting.

**Treasurer's Report** – Mark Schroeder reported our cash on hand, as of Jan 24, 2020, is \$ 630,671.68. He also reported income was 102.59% of budget, and expense was 90.34 % of budget through 100% of the year. Walter Brown made a motion to approve the report, Bob 2<sup>nd</sup> the motion. Motion passed unanimously. The complete Treasurer's report is attached.

President Flink asked for the Board Members' input on adjusting the budget to reflect the extra \$100k from ESD 6. Consensus was to leave the budget as-is until we have a better picture of expected expenses. President Flink also noted that area residents continue to support the BVFD with donations and memberships (approx. \$10k during 2019).

#### Unfinished Business and General Orders

**Fire Chief Report** – Chief Zipp reported that

1. The new truck order is in to the Buy Board and the schematics are posted in the Training Room. Probable delivery date in fall 2020.
2. Semi-tractor/trailer slid of 3009 near the old City Complex, closing the road for nearly 8 hours.

**Activity Report/ Emergency Rescue Report** – Asst Chief Anz reported that in Nov we had 72 total calls, 19 fire related and 53 rescue related (believed to be highest total count ever). Average Response Time was 5:03 and 8:27 for emergent rescue response. For Dec, we had 52 total runs, 11 fire and 41 rescue. Avg response in Dec for fire was 2:54 and 6:33 for emergent response.

Station 2 ran 0 calls in Nov and 4 calls in Dec. Others would have been run from Station 2 but they occurred outside Station 2 staffing times. See attached reports.

## **Emergency Services District (ESD) Update –No ESD representative present.**

### **New Business**

1. Employee Handbook – Draft copy distributed electronically by Marilyn Winters and printed copies were distributed at the meeting. This is the version as updated by the reviewing law firm. Chief Zipp noted there are a few changes pending and edits will be submitted to the BoD for the next meeting. The entire new alcohol policy recommended by the law firm has been inserted, based on the input from Chief Zipp. (bottom of page 9). Page 13, item 10, Chief Zipp suggested a modification to the firearms policy to allow firearms on the property but not on the premises (locked in vehicles but not brought into buildings). Overall, not big changes from what was submitted for review. FMLA was dropped because we do not have 50 employees. Rick Shimon will confer separately with Chief Zipp on suggestions for alcohol related policies. Tabled to next meeting.
2. Chief Zipp asked that we formalize the city recommendation to change the BVFD Christmas party on the first Saturday vs the first Friday. Since it was not on the agenda, tabled until February meeting.
3. Roundtable:
  - a. Marilyn Winters related that Chief Zipp has been very helpful at Triumphant Lutheran by conducting safety related training sessions and inspections.
  - b. No others.

### **Adjourn**

The next board meeting is scheduled for Monday, Feb 24<sup>th</sup>, 2020 at 6:45 PM. Rick Shimon made a motion for the meeting to be adjourned, which was seconded by Bob Shoeler. Motion carried, and the meeting was adjourned at 7:42 p.m.

Respectfully submitted,

*Jim Moreland*  
Secretary, BVFD BoD.

Attachments

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

**Treasurer's Report  
For January 27, 2020**

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

**Through 100.0% of the year**

**Income 102.59% of budget  
Expenses 90.34% of budget**

- **Cash on Hand as of 01/24/20: \$ 630,671.68**

**First United Bank Checking \$ 155,336.54  
First United Bank Christmas Fund \$ 1,641.53  
Schertz Bank Checking \$ 109,433.31  
Schertz Bank Payroll \$ 168,086.73  
Schertz Money Market \$ 196,173.57**

- **We have received our 1<sup>st</sup> Quarter check in the amount of \$418,362.50 from the ESD. This amount is included in the account balances shown above.**
- **In 2020, the ESD will be paying us \$100,000.00 more than our budgeted expenses. This additional amount is to cover additional personnel costs**
- **2019 excess funds of \$127,417.79 have been returned to the ESD as per our contract. This payment is reflected in the account balances shown above.**

**Respectfully Submitted,**

**Mark Schroeder  
Treasurer**

**NOVEMBER 2019  
RUN REPORT**

**72 total runs, 19 fire calls and 53 rescue calls.**

**TOTAL Average emergent fire response was 5:03 minutes and average emergent rescue response was 8:27 minutes.**

**Station 1 average emergent fire response time 5:03  
Station 1 average emergent rescue response time 8:27**

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

**5 runs to Copper Ridge:**

**1 was to Copper Trace – Medical – Schertz transported – 16:32 min response  
1 was to Verden Ridge – Unauthorized burn – no transport – 21:16 min response  
1 was to Copper Crest – Medical – Schertz transported – 22:35 min response  
1 was to Dry Comal/Copper Trace – Controlled burn – 20:03 min response  
1 was to Dry Comal/Copper Trace – Controlled burn – 21:55 min response**

**1 run to SH46 area:**

**1 was to SH 46 – Medical – 16:45 min response**

**0 calls were run out of station 2**

**DECEMBER 2019  
RUN REPORT**

**December 2019**

**52 total runs, 11 fire calls and 41 rescue calls.**

**TOTAL Average emergent fire response was 2:54 minutes and average emergent rescue response was 6:33 minutes.**

**Station 1 average emergent fire response time 2:54  
Station 1 average emergent rescue response time 6:59**

**Station 2 average emergent fire response time 00:00  
Station 2 average emergent rescue response time 13:06**

**5 runs to Copper Ridge:**

- 1 was to Copper Creek – Medical – Schertz transported – 18:33 min response**
- 1 was to Verden Ridge – Medical – no transport – 18:13 min response (station 2)**
- 1 was to Comal Vista – Fire alarm – 17:03 min response (station 2)**
- 1 was to Dry Comal – Unauthorized burn – 21:40 min response**

**1 run to SH46 area:**

- 1 was to SH 46/FM3009 – MVC – no transport – 10:02 min response**
- 1 was to Felger Dr – Medical – NB transported – 15:38 min response**
- 1 was to SH 46 – Unauthorized burn – 26:19 min response**
- 1 was to SH 46 – Medical – Schertz transported – 18:48 min response**
- 1 was to SH 46/FM3009 – MVC – Schertz transported – 10:05 min response**

**4 calls were run out of station 2**