



BRACKEN VOLUNTEER FIRE DEPARTMENT

(210) 651-5762

Minutes –Meeting of the Bracken VFD Board of Directors Monday, May 18th, 2020

Board Members

Charles Flink, President	- Present	Skip Courter, Member	- Absent
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. via ZOOM video conference due to COVID-19 Pandemic public meeting restrictions.

Pledges of Allegiance to US and Texas Flags were suspended due to this meeting being held by video/teleconference.

Minutes Approval – As the first order of business, minutes of the April 2020 General Meeting were presented. Bob Schoeler made a motion to approve and Rick Shimon seconded. Motion passed unanimously. The April meeting was held via internet (ZOOM) due to COVID-19 meeting restrictions.

Treasurer's Report – President Flink reported on behalf of Treasurer Schroeder. As of May 23, 2020, cash on hand is \$537,388.68. Income was 50.1% of budget and expenses were 30.1% of budget through 33.3% of the year. The March report was also reviewed and approved (no meeting in March due to COVID-19 meeting restrictions). As of March 23 2020, cash on hand was \$420,964.94. Income was 26.7% of budget and expenses were 16.2% of budget through 16.7% of the year. Bob Schoeler made a motion to approve both reports, and Rick Shimon seconded the motion. Motion passed unanimously.

Unfinished Business and General Orders

Fire Chief Report – Chief Zipp reported that the Main Station remodel is underway. Station admin functions are being relocated to a CONEX box behind the Main Station during construction. Everything is still on schedule. COVID-19 precautionary procedures remain in place for our fire fighters. No COVID-19 positive tests among BVFD personnel. Marilyn Winters reported she will be moving her BVFD computer to her office and working remotely, as there is insufficient room in the CONEX.

Activity Report/ Emergency Rescue Report – Asst Chief Anz reported that in April we had 53 total calls, 11 fire related and 42 rescue related. Average response time was 6:21 for fire response and 6:53 for emergent response. See attached reports.

Emergency Services District (ESD) Update – There were no ESD members present, but President Flink reported that ESD 6 awarded a \$1.68M contract for the Delafield Station construction. Seidel Construction out of New Braunfels was the successful bidder.

New Business

1. Discuss and take action as necessary on the Armstrong Vaughn audit. Marilyn Winters reported that the field work is complete, but not the final report. During the audit of BVFD, the auditor found that the repayment to the ESD for 2019 was incorrect. Marilyn Winters reported that she inadvertently used a weekly cash report from 1/21/2020 instead of changing the report date to 12/31/2019. This resulted in an underpayment of \$47,458.25 when the BVFD returned funds to the ESD 6 at the end of the year. Marilyn Winters reported that a check was written to the ESD for this amount to correct the problem. (See attached email.)
2. Open floor comments: President Flink outlined the budget process for the year 2021. The ESD needs BVFD BoD input in approximately one month. President Flink invited any of the BoD members to participate in the Finance Committee effort to develop the 2021 budget. Anybody interested should contact President Flink. The Finance Committee will put the budget documents together for discussion and approval at our June meeting. Finance subcommittee will meet 2d and 3d week of June to get the budget ready for approval at our June meeting followed by transfer to the ESD 6 Commission.
3. **Roundtable:** No new input.

Adjourn

The next board meeting is scheduled for Monday, June 22d 2020 at 7:00 p.m. Walter Brown made a motion for the meeting to be adjourned, which was seconded by Bob Schoeler. Motion carried, and the meeting was adjourned at 7:26 p.m.

Respectfully submitted,

Jim Moreland
Secretary, BVFD BoD

Attachments

BVFD Meeting - 27 April 2020

AGENDA

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

1. Pledges to the Flags (US and Texas)
2. Approve minutes of the February 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 Ann)
3. ESD Update (ESD representative)

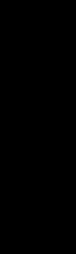
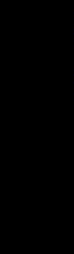
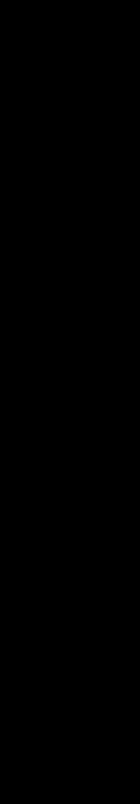
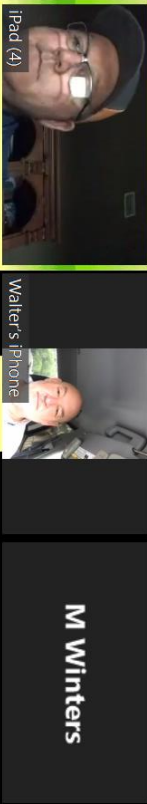
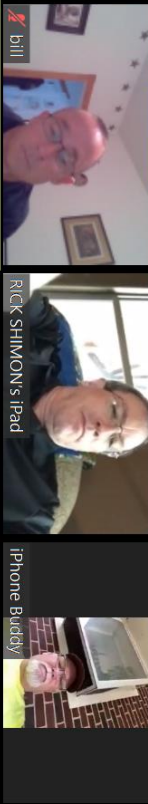
New Business

1. Discuss and take action on \$250 Donation to Club 100 from non-ESD Funds
2. Open from the floor

Round Table – Additional comments/questions from Board Members.

Adjourn

Next Meeting is May 25th at 7:00 p.m.



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

**Treasurer's Report
For March 23, 2020**

• **Budget Recap Jan 1, 2020 – February 29, 2020**

Through 16.67% of the year

Income 26.7% of budget

Expenses 16.2% of budget

- Cash on Hand as of 03/20/20: \$ 420,964.94

First United Bank Checking \$ 155,738.02

First United Bank Christmas Fund \$ 1,682.53

Schertz Bank Checking \$ 65,390.58

Schertz Bank Payroll \$ 121,926.86

Schertz Money Market \$ 76,226.95

- **We have received a return premium of \$4,560.00 from Texas Mutual for our 2019 workers compensation insurance.**

Respectfully Submitted,
Mark Schroeder
Treasurer

Treasurer's Report For May 18, 2020

- **Budget Recap Jan 1, 2020 – April 30, 2020**

Through 33.3% of the year

Income 50.1% of budget

Expenses 30.1% of budget

- **Cash on Hand as of 04/23/20: \$ 537,388.68**

First United Bank Checking \$ 154,156.30

First United Bank Christmas Fund \$ 1,682.53

Schertz Bank Checking \$ 58,783.56

Schertz Bank Payroll \$ 103,147.79

Schertz Money Market \$ 219,618.50

- **Armstrong Vaughan has completed field work for the 2019 audit.**

- **Additional 2019 excess funds of \$47,458.25 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

RUN REPORT

April 2020

53 total runs, 11 fire calls and 42 rescue calls.

TOTAL Average emergent fire response was 6:21 minutes and average emergent rescue response was 6:53 minutes.

Station 1 average emergent fire response time 6:21

Station 1 average emergent rescue response time 6:23

Station 2 average emergent rescue response time 8:32

10 calls were run out of station 2.

SH 46/Copper Ridge responses

- Medical emergency – County Recycling center – 10:02
- Medical emergency – Dry Comal – 14:19
- Medical emergency – Copper Crest – 16:26
- Unintentional Medical Alarm – Valley Lodge – 15:38
- Central Station SH 46/Copper Ridge responses
- Medical emergency – Ridgeline Rd – 8:30
- Detector malfunction – Solms Forest – 24:33
- Unfounded – Verden Ridge – cancelled

Jim Moreland

From: WWINTERS2@satx.rr.com
Sent: Thursday, May 7, 2020 12:05 PM
To: 'txarsoncop@gmail.com'; 'asstchief@brackenvfd.org'; 'bobschoeler@gmail.com'; 'buddy.boone@usps.gov'; 'ctflink@swbell.net'; 'Chief@brackenvfd.org'; 'james.p.moreland@gmail.com'; 'kwilcox@rsengr.com'; 'Kurtis@Megashredder.com'; 'mschroeder1944@yahoo.com'; 'spacecop@startmail.com'; 'chskipc@aol.com'; 'wbrown@eprod.com'; 'wwinters2@satx.rr.com'
Cc: '4yannuzzi@gmail.com'; 'hscoley@gvtc.com'; 'jim@chambersbayinstitute.com'; 'rtmaschek@att.net'; 'waechter.william@yahoo.com'
Subject: Additional funds due ESD

During the audit of BVFD, the auditor from Armstrong Vaughan found that the repayment to the ESD for 2019 was incorrect. I inadvertently used a weekly cash report from 1/21/2020 instead of changing the report date to 12/31/2019. This resulted in an underpayment of \$47,458.25. We have written a check to the ESD for this amount.

Sorry for any problems this may have caused.

Marilyn Winters