



BRACKEN VOLUNTEER FIRE DEPARTMENT
23600 FM3009, San Antonio TX 78266
(210) 651-5762

Minutes –Meeting of the Bracken VFD Board of Directors
Monday, May 22d, 2020

Board Members

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

Regular Board Meeting

President Charles Flink called the meeting to order at 7:08 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 May 2020 General Meeting were presented. Skip Courter made a motion to approve and Rick Shimon seconded. Motion passed unanimously. The May meeting was also held via internet (ZOOM) due to COVID-19 meeting restrictions.

Treasurer's Report – President Flink reported on behalf of Treasurer Schroeder. As of June 16, 2020, cash on hand is \$369,027.99. Income was 50.1% of budget and expenses were 36.9% of budget through 41.7% of the year. President Flink commented that the \$155, 225.60 at First United Bank was non-ESD funds. Skip Courter made a motion to approve the report and Rick Shimon seconded. Motion passed unanimously.

Unfinished Business and General Orders

Fire Chief Report – Chief Zipp reported that the Main Station remodel is underway and slightly ahead of schedule. The Delafield Station construction is proceeding and pouring of the concrete foundation is imminent. There is currently no Burn Ban in effect, but unless rain occurs soon, it will likely be back in effect. The new fire truck build is on schedules. According to Chief Zipp, Comal County COVID-19 disease rate is going higher. Firefighters continue to have temperature checks twice each shift and are segregated from construction personnel.

Activity Report/ Emergency Rescue Report – Asst Chief Anz reported that in May we are probably seeing the “new normal” for BVFD. We had 60 total calls, 19 fire related and 41 rescue related. Average response time was 7:59 for fire response and 7:58 for emergent response. See attached reports.

Emergency Services District (ESD) Update – Commissioner Randy Maschek was present and reported that it was time for the ESD 6 Commissioners to review the contract with BVFD and suggested we have a joint meeting to go over the document.

New Business

1. Discuss and take action if needed on the Armstrong Vaughn audit. President Flink stated the audit was complete and commended Marilyn Winters for the excellent results. Marilyn reported that only two minor findings were noted; a missing credit card receipt for \$36.25 and an underpayment at the end of the year back to the ESD which has been corrected. Copies of the audit report were distributed electronically by Marilyn prior to the meeting (attached) for review.



2019 Audit
Report.pdf

2. Discuss and take action if needed on IRS Form 990. President Flink reported the Form 990 was a complex document also completed by Armstrong Vaughn. Copies were distributed to each Board member by Marilyn Winters prior to the meeting, and a electronic copy is included here.



2019 Form 990 -
Bracken VFD.pdf

3. Discuss and take action if needed on providing living items and/or temporary housing for the firefighters during the construction period. Chief Zipp that living items were simply transferred from the stations under construction to temporary living quarters. Temporary housing consisting of a travel trailer turned out to be insufficient for sleeping quarters, so an additional temporary building was leased for \$5,000 to provide better accommodations. This was within current budget so no additional action was required.
4. Discuss and take action on a change to the current pay schedule for the remainder of 2020. Chief Zipp reported that BVFD was in the process of hiring several new personnel and our current starting wages were no longer competitive with other area departments drawing from the same Academy pool. To be competitive, Chief Zipp suggested our starting wage be raised to at least \$46,000 annually. Significant discussion was held, but all Board Members were supportive. Total cost for the remainder of this year is estimated to be \$18,500. Walter Brown moved to increase the entire pay scale for Firefighter/EMTs accordingly and Rick Shimon seconded. The motion was passed unanimously.
5. Discuss and take action on the 2021 BVFD Maintenance and Operating Budget. President Flink outlined work done by the Finance Committee on the 2021 budget and explained that 82% of our proposed budget is personnel costs, leaving only 18% for other operations and maintenance expenses. The total proposed 2021 budget is for \$1,695,400. Our contract with ESD 6 limits annual budget increases to 4.5% without special permission from the ESD. This year's proposed budget will result in a 7.75% increase, even after substantially reducing many of the other O&M expenses. The primary driver of the increase is keeping firefighter pay competitive with area Fire Departments.



BVFD_BUDGET2021_
NO INCREASED STAF

6. Open floor comments: None

Roundtable: No new input.

Adjourn

The next board meeting is scheduled for Monday, July 27th, 2020 at 7:00 p.m. Buddy Boone made a motion for the meeting to be adjourned, which was seconded by Walter Brown. Motion carried, and the meeting was adjourned at 8:18 p.m.

Respectfully submitted,

Jim Moreland
Secretary, BVFD BoD

Treasurer's Report

For June 22, 2020

- Budget Recap Jan 1, 2020 – May 31, 2020

Through 41.7% of the year

Income 50.1% of budget

Expenses 36.9% of budget

Cash on Hand as of 06/19/20: \$ 369,027.99

First United Bank Checking \$ 155,225.60 (non-ESD funds)

First United Bank Christmas Fund \$ 1,682.53

Schertz Bank Checking \$ 40,084.58

Schertz Bank Payroll \$ 132,389.87

Schertz Money Market \$ 39,645.41

- **The 2019 Audit Report has been completed and has been emailed to all board members. It will be discussed as a separate agenda item.**
- **The 2019 Form 990 return completed and e-filed. We have received verification of receipt from the IRS. A copy of the return has been emailed to all board members and it will be discussed as a separate agenda item.**

Respectfully Submitted,

Mark Schroeder
Treasurer

Activity Report

May 2020

60 total runs, 19 fire calls and 41 rescue calls.

TOTAL Average emergent fire response was 7:59 minutes and average emergent rescue response was 7:58 minutes.

Station 1 average emergent fire response time 7:59

Station 1 average emergent rescue response time 7:52

Station 2 average emergent rescue response time 8:37

5 calls were run out of station 2.

SH 46/Copper Ridge responses

- Medical emergency – High Forest Drive – 15:34
- Medical emergency – Copper Creek – 15:56

Central Station SH 46/Copper Ridge responses

- Medical emergency – Malboona Mews – 13:33
- Medical emergency – Waratah Place – 19:41
- Medical emergency – Sydney St – 11:08
- Medical emergency – Rock Hill Trail – 18:11