



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

**Draft Minutes –Meeting of the Bracken VFD Board of Directors**  
**Tuesday, October 13<sup>th</sup>, 2020**

**Board Members**

Charles Flink, President	- Present	Skip Courter, Member	- Present
Kurtis Wilcox, Vice President	- Present	Bob Schoeler, Member	- Present
Mark Schroeder, Treasurer	- Absent	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 7:04 p.m. via ZOOM video conference due to COVID-19 Pandemic public meeting restrictions. In addition to the BoD members above, Randy Maschek (ESD 6), Chief Zipp, Asst Chief Bill Anz, and Daniel Leimbach (BVFD General Member) were also in attendance via ZOOM or by phone. 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 Sep 2020 General Meeting were presented. Bob Schoeler made a motion to approve and Kurtis Wilcox seconded. Motion passed unanimously.

**Treasurer's Report** – President Flink reported on behalf of Treasurer Schroeder for the period Jan 1 to Sep 30 2020. As of Sep 24, 2020, cash on hand is \$298,768. As of Sep 30<sup>th</sup>, income was 76% of budget and expenses were 69.3% of budget through 75% of the year. Bob Schoeler made a motion to approve the report and Walter Brown seconded. Motion passed unanimously. The fourth quarter ESD check was delivered to Chief Zipp yesterday. Asst Chief Anz explained Fire Prevention expenditures as pamphlets purchased for GR Elementary. Church Schools have not been distributed yet.

**Unfinished Business and General Orders**

- 1. Fire Chief Report** – Chief Zipp reported that we cover roughly 70 square miles which includes all of ESD 6 with 15 full-time and 11 part-time personnel out of

two stations. Protecting approximately 8,000 residents, Bracken Volunteer Fire Department provides structural and wild-land firefighting, technical rescue, and medical first responders for the City of Garden Ridge along with surrounding rural and suburban areas of southwestern Comal County, Texas. This service is provided under contract to Comal County Emergency Services District Six, which also provides Emergency Medical Service (EMS) transport service for the same area under contract with Schertz EMS. Bracken Volunteer Fire Department is staffed by a mix of 15 full-time, 11 part-time, and volunteer firefighters and staffs two stations on a 24/7 basis. Bracken Volunteer Fire Department operates 3 fire engines, 2 tenders, 3 brush trucks, 1 rescue truck, 1 utility truck, and 1 command vehicle. The Department is currently doing a lot of end of year equipment and apparatus testing as required by the state. Our building projects are moving along. Current plan is to move back into the Central Station in November. The Station 2 (Delafield) Red Iron showed up two-weeks earlier than expected (today). The new fire engine is one week behind due to some mechanical issues which will delay the BVFD personnel trip to inspect the final product before it gets delivered. Hoping to see the new unit delivered to the Central Station in early November. A burn ban is back on pending additional rainfall. No positive COVID-19 virus cases have occurred among Department personnel. Question was asked about the new Davenport School having an ambulance at sports activities. Chief Zipp responded that service was contracted directly between the school and Schertz EMS for on-site presence to include transport service.

2. **Activity Report/ Emergency Rescue Report** – In his report covering October 1<sup>st</sup>, 2019 through September 30<sup>th</sup>, 2020, Asst Chief Anz reported a total of 701 total runs; 170 fire and 531 rescue. Average emergency fire response time: 7:05. Average rescue response time: 8:56. 603 calls were run out of the Central Station (Station 1) and 98 from the Delafield Station (Station 2). Station 2 is now staffed 24/7 and has been since June. Report attached.
3. **Emergency Services District (ESD) Update** – Randy Maschek, ESD Commissioner reported that Chip Pierce replaced Commissioner Yannuzzi, who moved out of the ESD 6 coverage area. Randy thanked the BoD for all they do and the close working relationship we have together. Randy reported that during the ESD meeting last night, the ESD 6 Commissioners approved allowing the BVFD to carry over \$100k into the new year subject to the BFVD BoD approval of the new contract, to avoid any cash-flow issues by the proposed contract that all funds be returned by the end of the Calendar Year. Randy also commended Chief Zipp and his crew for all the hard work on managing the construction work going on at the two new stations.
4. **Discuss and take action, if necessary, on the ESD contract.** President Flink previously tabled this item to give the BoD more time to review the latest version

proposed by the ESD after their legal review. Both Rick Shimon and Jim Moreland had a number of questions and the BoD discussed each one. President Flink tabled the vote on the contract to November and asked Jim Moreland to create a single document outlining concerns with the draft contract. Commissioner Maschek asked that the document be forwarded to the ESD within a week so they have time to review our concerns with their lawyer before the BVFD November meeting.

**5. Discuss and take action, if necessary, on policy agreements with the ESD.**

President Flink also tabled this item until November pending action on the contract questions and concerns.

**6. Discuss and take action, if necessary, on the 2021 Employee Health Insurance Plan.**

President Flink reported that Marilyn Winters research revealed that maintaining the same Blue Cross and Blue Shield (BCBS) insurance provided now for our employees will increase by 15.4% for 2021. There was a lower cost option that would only be a 10% increase, but it would result in significant raises to co-pays and other fees for employees. Our budget submission for insurance expenses was for a 15% increase so we would have to absorb the .4% increase. The BoD agreed that we should maintain the current level of protection for our Fire Fighters. Jim Moreland moved and Walter seconded continuing the existing BCBS for 15.4% increase. Passed unanimously.

**New Business**

**1. Discuss and take action, if necessary, on plans for the annual Christmas Party.**

President Flink suggested we cancel this year's Christmas Party due to the ongoing Pandemic restrictions. Rick Shimon moved to cancel. Bob Schoeler seconded. Passed unanimously.

**2. Conduct the annual meeting for the election for the Board of Directors.**

Three Board positions held by Bob Schoeler, Kurtis Wilcox and Mark Schroeder up for re-election were presented to the membership. Nominations from the floor were opened; none received. All three incumbents agreed to serve another term. Bob Schoeler made a motion, and Dan Leimbach seconded. Approved by acclamation.

**3. Solicit input from annual meeting attendees and take action as necessary.**

No input from the floor. Dan Leimbach thanked the Board for being allowed to attend. President Flink advised him he would continue sending him meeting notices if he was interested in attending future meetings.

**BoD Roundtable:** Nothing additional

## **Adjourn**

The next board meeting is scheduled for Monday, Nov 16<sup>th</sup>, 2020 at 7:00 p.m. and will include incentive pay discussions and election of Officers. It is scheduled one week early to avoid conflicts with the Thanksgiving Holiday week. Buddy Boone made a motion for the meeting to be adjourned, which was seconded by Bob Schoeler. Motion carried unanimously, and the meeting was adjourned at 8:10 p.m.

Respectfully submitted,

*Jim Moreland*

Secretary, BVFD BoD

**Treasurer's Report  
For October 13, 2020**

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

Through 75.0% of the year

Income	76.2% of budget
Expenses	69.3% of budget

- **Cash on Hand as of 09/24/20:      \$ 298,768.40**

First United Bank Checking	\$ 159,060.38
First United Bank Christmas Fund	\$ 1,682.53
Schertz Bank Checking	\$ 31,459.69
Schertz Bank Payroll	\$ 88,484.01
Schertz Money Market	\$ 18,081.79

- **No other business to report at this time.**

Respectfully Submitted,

Mark Schroeder  
Treasurer

## October 1, 2019 to September 30, 2020

701 total runs, 170 fire calls and 531 rescue calls.

TOTAL Average **emergent** fire response was 7:05 minutes and average **emergent** rescue response was 8:56 minutes.

Station 1 average emergent fire response time 8:46  
Station 1 average emergent rescue response time 7:26

Station 2 average emergent fire response time 9:17  
Station 2 average emergent rescue response time 10:21

### Station 1

Fire	33
Rescue	417
Hazardous Condition	23
Service Call	31
Good Intent	59
False Call	37
<u>Severe Weather</u>	<u>3</u>
Total	603

### Station 2

Fire	6
Rescue	73
Hazardous Condition	2
Service Call	4
Good Intent	5
<u>Severe Weather</u>	<u>1</u>
Total	98