



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

Draft Minutes –Meeting of the Bracken VFD Board of Directors
Monday, March 22, 2021

Board Members

Charles Flink, President	- Present	Skip Courter, Member	- Present
Kurtis Wilcox, Vice President	- Present	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 7:01 p.m. via teleconference due to COVID-19 Pandemic public meeting restrictions. In addition to the BoD members above, Chief Zipp, Asst Chief Anz and Marilyn Winters, Bookkeeper were in attendance. 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 from the Feb 2021 meeting were presented. Walter Brown made a motion to approve the minutes and Mark Schroeder seconded. Motion passed unanimously.

Treasurer's Report – President Flink reported on behalf of Treasurer Schroeder for the period Feb 1 to Feb 28th, 2021. As of Mar 19th, 2021, cash on hand is \$335,282.29. As of Feb 28th, income was 25% of budget and expenses were 15.7% of budget through 16.67% of the year. Marilyn Winters reported that the Audit is still underway. The audit is taking additional time as Marilyn must go to the fire station and scan documents and forward them each time a new request is received. Walter Brown made a motion to approve the report and Skip Courter seconded. Motion passed unanimously.

Unfinished Business and General Orders

- 1. Fire Chief Report** – Chief Zipp reported that construction is wrapping up. Punch lists are being worked and they are awaiting the ADA inspector. Once that is done, they will move into warranty work stage for the Central Station. The new engine is in service but the older engine is down for repair. Chief Zipp also reported that Skip Courter started the two-day Suicide Prevention training today. Skip added that the training went very well and thanked the Chief for the assistance in setting up. This was the first of what they hope will be a series of two-day classes. Goal is for attendees to be able to lead at-risk individuals from a bad place to a better place to avoid suicide attempts and deaths. Chief also reported that he and ESD will be having ZOOM meetings with the residents of Copper Ridge.

2. **Activity Report/ Emergency Rescue Report** – In the report covering February, 2021, Asst. Chief Anz reported a total of 87 total runs; 31 fire and 56 rescue. Average emergency fire response time: 16:17 average rescue response time: 10.41. 21 calls were run out of the Delafield Station (Station 2). He reported that the high response time was due hazardous road conditions during the week of ice and snow and freezing temperatures when over half of our normal calls were run. Report attached.
3. **Emergency Services District (ESD) Update** – No ESD representative joined the meeting. President Flink asked about the TEQ citation. Chief Zipp related that ESD 6 was required to pay a fine because gravel was put down outside the original footprint to prevent further issues with firetrucks cutting ruts in the mud. This is a correction from previous minutes when it was reported the gravel was put down by the previous owner. No further action required. President Flink also related ESD 6 found a donor who will pay for the entire amount to cover the flags made from fire hose for both stations. That check has been received and was deposited in the BVFD non-ESD funds account to pay that bill.

New Business

1. Discuss and take action, if necessary, on authorized users of Bracken VFD credit cards. Our Bank no longer handles credit cards, so we switched banks. TCM Bank, N.A. requires authorization by the Board of Directors for designated personnel to be issued credit cards and establish a business credit card account. Walter Brown made a motion that the Bracken Volunteer Fire Department apply for and obtain a business credit card account and that Chief Donald Zipp and Asst Chief Bill Anz be issued one card each embossed with the name of the Department, and that charges by the designated individuals be valid and binding upon the BVFD. Mark Schroeder seconded. Passed unanimously.
2. Discuss and take action, if necessary, on using non-ESD funds for additional items for the two fire stations. Items for the new fire station were purchased using non-ESD funds in the amount of \$20,000 as previously authorized by the BVFD Board of Directors. ESD 6 previously agreed to pay for additional items, but would like BVFD to keep track of all additional expenses so they can issue consolidated checks as items are purchased and received. President Flink authorized Marilyn to pay the bills in excess of the \$20,000 of non-ESD funds, from ESD funds and keep track so ESD 6 can reimburse us for additional items for the refurbished Central station. Similar arrangement will be necessary for the new Delafield Station. Marilyn will report the total at least monthly to the BoD and Chief Zipp so it can be reported to ESD 6 for additional funds to be disbursed to BVFD. No formal action is required.

BoD Roundtable: Nothing additional.

Adjourn

The next board meeting is scheduled for Monday, Apr 26th, 2021 at 7:00 p.m. If the pandemic situation remains stable, we can meet face-to-face at the refurbished Central Station if there are no objections. Hearing none, we will attempt to meet in-person for the April meeting. Jim Moreland made a motion for the meeting to be adjourned, which was seconded by Mark Schroeder. Motion carried unanimously, and the meeting was adjourned at 7:34pm.

Respectfully submitted,

Jim Moreland

Secretary, BVFD BoD

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

Treasurer's Report For March 22, 2021

- **Budget Recap Jan 1, 2021 – February 28, 2021**

Through 16.67% of the year

Income	25.0% of budget
Expenses	15.7% of budget

- **Cash on Hand as of 03/19/21: \$ 335,282.29**

First United Bank Checking	\$ 156,798.08
First United Bank Christmas Fund	\$ 1,682.53
Schertz Bank Checking	\$ 36,381.20
Schertz Bank Payroll	\$ 125,036.03
Schertz Money Market	\$ 15,384.45

- **Audit work is in progress.**

Respectfully Submitted,

Mark Schroeder
Treasurer

February 2021

87 total runs, 31 fire calls and 56 rescue calls.

TOTAL Average emergent fire response was 16:17 minutes and average emergent rescue response was 10:41 minutes.

Station 1 average emergent fire response time 16:17
Station 1 average emergent rescue response time 8:57

Station 1 average emergent fire response time 16:00
Station 2 average emergent rescue response time 14:46

21 calls were run out of station 2.

SH 46/Copper Ridge responses

- Medical alarm – Klein Ct – 13:19
- MVC – Copper Creek/Copper Trace – 18:48
- Medical emergency – Copper Valley – 30:58
- Medical emergency – High Forest – 34:00
- Smoke in residence – Keller Rdg – 16:00
- Medical emergency – Solms Forest – 18:21
- MVC – Copper Trace – 21:32