



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

Draft Minutes –Meeting of the Bracken VFD Board of Directors
Monday, January 24th, 2022

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	- Absent
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. In addition to the BoD members above, Randy Maschek, ESD 6, Chief Zipp, and Marilyn Winters, Bookkeeper.

Minutes Approval – As the first order of business, minutes of the Nov 2021 General Meeting were presented. Buddy Boone made a motion to approve and Bob Schoeler seconded. Motion passed unanimously. Minutes of the Dec 2021 Pro Forma Meeting were presented. Walter Brown moved to approve and Skip Courter seconded. Motion passed unanimously.

Treasurer's Report – President Flink reported on behalf of Treasurer Schroeder for the period Jan 1 to Dec 31, 2021. As of Jan 21, 2022, cash on hand is \$616,755.82. As of Dec 31st, 2021, income was 102.8% of budget and expenses were 103.5% of budget through 100% of the year. Kurtis Wilcox moved to accept, and Jim Moreland seconded. Passed unanimously.

Unfinished Business and General Orders

- 1. Fire Chief Report** – Chief Zipp reported that the new agreement with ESDs 2 & 3 is working well. This should significantly reduce response times that were running 20+ minutes for the 500 homes in the fringe areas of ESD 6. BVFD is losing two employees and three applications have come in. Doing a lot of training. three classes for GRPD and two at Triumphant Lutheran Church. 24/25 Feb is tentative date for ASIST (Applied Suicide Intervention Skills Training) course run by Skip Courter. Need at least eight attendees and the cost is \$40. Also looking at some new on-line training programs for the Fire Fighters. Texas Department of Health is now requiring EMTs and Paramedics to submit fingerprints and mug shots for certification. Still working on getting the radio system back up to 100% (lightning storm damage last year burned 100 ft of cable and damaged chips/crystals. BVFD can transmit on their primary frequency, but units have to transmit on the County Roads frequency to reply until repairs are complete.

2. **Activity Report/ Emergency Rescue Report** – Chief Zipp reported for Asst Chief Anz. In his report covering Nov 1 to Nov 30, 2021, Asst Chief Anz reported a total of 68 total runs; 15 fire and 51 rescue. Average emergency fire response time: 7:52. Average rescue response time: 5:43. 12 calls were run out of the Delafield Station (Station 2). Report attached. In his report covering Dec 1 to Dec 31, 2021, Asst Chief Anz reported a total of 59 total runs; 12 fire and 47 rescue. Average emergency fire response time: 6:09. Average rescue response time: 6:29. 9 calls were run out of the Delafield Station (Station 2). Report attached.
3. **Emergency Services District (ESD) 6 Update** – ESD 6 Commissioner Randy Maschek reported their first meeting of the year included replacing Mr. Waechter with Kachina (Kay) Smith, who will serve as the Treasurer. There will be an article in the Garden Ridge Magazine. SAFE-D Annual Conference is being held at Kalahari Resort, Round Rock TX, 17-19 Feb 2022, but you must register by 30 Jan to get a substantial discount. <https://members.SAF-D.org/event-calendar> for information, [SAFE-D 2022 Annual Conference \[February 17, 2022 2:00 PM - February 19, 2022 12:00 PM\] - Event Registration \(growthzoneapp.com\)](#) to register.

New Business

1. **Discuss and take action, if necessary, on changing the BVFD by-laws to allow payment of large bills electronically while keeping Board control over large expenses.** Currently, any check over \$2,000 requires two signatures and many recipients want ACH payments. Jim Moreland moved that the Bookkeeper be authorized to pay one-off large amounts via ACH with an email approval from one of the authorized check signatories (President, VP or Treasurer). Skip Courter seconded. Motion passed unanimously.
2. **Discuss and take action on pay adjustments for firefighters.** President Flink displayed an exhibit prepared by Marilyn Winters outlining what it would cost to provide our current force of full-time Fire Fighters with an incentive bonus, to help offset the high cost of living increase since our budget decisions back in June 2021. Jim Moreland moved that we approve the annual incentive pay, to be paid quarterly from Non-ESD funds to existing full-time Fire Fighters of an additional 4% of their salary. Buddy Boone seconded. Discussion included concerns about giving the appearance of raising salaries, but since this is categorized as incentive pay, we would not be committed to paying it in the future. Additionally, we would readdress starting pay and the whole salary table during our June budget discussions. Total cost from non-ESD funds is not to exceed \$40,000 for the year or \$10,000 per quarter. Incentive pay will not apply to any fire fighters who submit a resignation before the payments are made. (Breakdown attached) Motion approved unanimously.
3. **Discuss and take action on engagement letter from Armstrong Vaughan and Associates for preparation of 2021 Audit and 2021 Federal Tax Return.** Walter made a motion to re-engage Armstrong Vaughan and Associates for both the 2021 Audit and Federal Tax Return. Skip Courter seconded. Passed unanimously.

BoD Roundtable: President Flink reported that our Treasurer, Mark Schroeder is in the Silver Tree Nursing and Rehabilitation Center in Schertz, and wants to resign as Treasurer and as a Board Member. Buddy announced that he retired from the USPS at the end of December. Congratulations! Skip Courter, BVFD Board Member and Chaplain, reported that he assisted in handling a Fire Department suicide situation in Comal County (not BVFD). Jim Moreland said the GRCPAAA scholarship committee reported no applications this year so we need to get the word out to BVFD members. Chief

Zipp is working to get the water softener installed at Station 2, and a dishwasher in the Central Station. Randy Maschek, ESD 6 Commissioner asked that the BoD provide an in-person speaker for their next meeting to address the incentive pay proposal from non-ESD funds passed during this meeting.

Adjourn

The next board meeting is scheduled for Feb 21th at 7:00 p.m. President Flink adjourned the meeting at 8:24pm.

Respectfully submitted,

Jim Moreland

Secretary, BVFD BoD

**Treasurer's Report
For January 24, 2022**

- **Budget Recap Jan 1, 2021 – December 31, 2021**

Through 100.0% of the year

Income	102.8% of budget
Expenses	103.5% of budget

- **Cash on Hand as of 01/21/22: \$ 616,765.82**

First United Bank Checking	\$ 157,090.87
First United Bank Christmas Fund	\$ 1,682.53
Schertz Bank Checking	\$ 67,399.59
Schertz Bank Payroll	\$ 173,639.92
Schertz Money Market	\$ 216,952.91

- **Other Business**

We have received our 1st Quarter check from the ESD in the amount of \$446,825.00. That amount is reflected in the above balances.

Our year-end operating cash balances at Schertz Bank were \$70,052.72. This does not include our Non-ESD funds at 1st United Bank. The year-end balance was below the \$100,000 limit in our contract so no funds will be returned to the ESD.

Armstrong Vaughan and Associates has sent us an engagement letter for preparation of our 2021 Audit and Federal Tax Return. This will be discussed in new business.

Our annual Workers Compensation audit has been completed. We should receive a return premium of \$4,506 from Texas Mutual.

Respectfully Submitted, Mark

Schroeder
Treasurer

Activity Report

November 2021

66 total runs, 15 fire calls and 51 rescue calls.

TOTAL Average emergent fire response was 7:52 minutes and average emergent rescue response was 5:43 minutes.

Station 1 average emergent fire response time 7:52

Station 1 average emergent rescue response time 5:41

Station 2 average emergent fire response time 00:00

Station 2 average emergent rescue response time 5:56

12 calls were run out of station 2.

No SH 46/Copper Ridge responses

Activity Report

December 2021

59 total runs, 12 fire calls and 47 rescue calls.

TOTAL Average emergent fire response was 6:09 minutes and average emergent rescue response was 6:29 minutes.

Station 1 average emergent fire response time 6:09

Station 1 average emergent rescue response time 6:49

Station 2 average emergent fire response time 00:00

Station 2 average emergent rescue response time 4:28

9 calls were run out of station 2.

No SH 46/Copper Ridge responses

Breakdown of Approved Incentive Pay from non-ESD Funds (Additional 4% on top of 3% approved in our 2022 budget)

	2021 Est'd Annual Pay Based on Standard Hrs.	Add'l Incr to 6%	Add'l Pay - Adjust to 6%	Add'l Incr to 7%	Add'l Pay - Adjust to 7%
Employee # 1	\$ 50,441.73	3.00%	\$ 1,513.25	4.00%	\$ 2,017.67
Employee # 2	\$ 51,504.00	3.00%	\$ 1,545.12	4.00%	\$ 2,060.16
Employee # 3	\$ 51,504.00	3.00%	\$ 1,545.12	4.00%	\$ 2,060.16
Employee # 4	\$ 57,105.06	3.00%	\$ 1,713.15	4.00%	\$ 2,284.20
Employee # 5	\$ 59,680.26	3.00%	\$ 1,790.41	4.00%	\$ 2,387.21
Employee # 6	\$ 58,038.57	3.00%	\$ 1,741.16	4.00%	\$ 2,321.54
Employee # 7	\$ 49,669.17	3.00%	\$ 1,490.08	4.00%	\$ 1,986.77
Employee # 8	\$ 49,862.31	3.00%	\$ 1,495.87	4.00%	\$ 1,994.49
Employee # 9	\$ 49,250.70	3.00%	\$ 1,477.52	4.00%	\$ 1,970.03
Employee # 10	\$ 50,441.73	3.00%	\$ 1,513.25	4.00%	\$ 2,017.67
Employee # 11	\$ 53,081.31	3.00%	\$ 1,592.44	4.00%	\$ 2,123.25
Employee # 12	\$ 49,958.88	3.00%	\$ 1,498.77	4.00%	\$ 1,998.36
Employee # 13	\$ 59,680.26	3.00%	\$ 1,790.41	4.00%	\$ 2,387.21
Employee # 14	\$ 64,437.00	3.00%	\$ 1,933.11	4.00%	\$ 2,577.48
Employee # 15	\$ 98,615.00	3.00%	\$ 2,958.45	4.00%	\$ 3,944.60
\$ 853,269.98			\$ 25,598.10		\$ 34,130.80
		PR Taxes	\$ 2,047.85		\$ 2,047.85
		401(k)	\$ 1,279.90		\$ 1,279.90
		WC Ins	\$ 1,919.86		\$ 1,919.86
		Est'd. Total Cost	\$ 30,845.71		\$ 39,378.41
		Cost per Quarter	\$ 7,711.43		\$ 9,844.60
		Payment Dates	1/28/2022		1/28/2022
			4/22/2022		4/22/2022
			7/29/2022		7/29/2022
			10/21/2022		10/21/2022

ZOOM ATTENDEES FOR JAN 24TH 2022 BVFD BoD MEETING

