



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

Final Minutes –Meeting of the Bracken VFD Board of Directors
Monday, March 28th, 2022

Board Members

| | | | |
|-------------------------------|-----------|----------------------|-----------|
| Charles Flink, President | - Present | Skip Courter, Member | - Present |
| Kurtis Wilcox, Vice President | - Present | Bob Schoeler, Member | - Absent |
| Colin Smith, Treasurer | - Present | 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 7:00 p.m. The Pledge of Allegiance and Pledge to the Texas Flag were recited. In addition to the BoD members above, Chief Zipp, Asst Chief Anz, and Marilyn Winters, Bookkeeper, were present.

Minutes Approval – As the first order of business, minutes of the Feb 2022 Meeting were presented. Walter Brown made a motion to approve, and Buddy Boone seconded. Motion passed unanimously.

Treasurer's Report – President Flink presented the report for the period Jan 1 to Feb 28, 2022 on behalf of Treasurer Colin Smith (pending bank paperwork completion). As of Mar 24, cash on hand is \$311,059.94. As of Feb 28, 2022, income was 25.1% of budget and expenses were 13.8% of budget through 16.67% of the year. Kurtis Wilcox moved to accept, and Walter Brown seconded. Passed unanimously. President Flink reminded Board Members to watch for and answer an EMAIL from Armstrong Vaughan asking about conflicts of interest and knowledge of fraudulent activity.

Unfinished Business and General Orders

- 1. Fire Chief Report** – Chief Zipp reported that BVFD remains busy with calls. Large grass fire occurred in the Inter-Local agreement area. It ended up only being eight acres but looked worse because of the smoke. Forest Service was involved. Fire Marshal was consulted to get a County-wide burn ban imposed. Trying to get a water softener installed at Station 2. Station 2 is now recognized 4/4Y classification for insurance rates for residents within 5 miles of the station. Hope to get it improved for the next classification effort through improved documentation. Having a ladder truck would increase classification points, but the cost (~\$1.5M) may be prohibitive (and for many areas there are no fire hydrants a ladder truck would need to be functional.) Chief Zipp got his instructor rating updated to include BLS training for area doctors/dentists that are now required to have BLS. First Responders' Pancake breakfast is coming up May 21st. BVFD hired one new fire fighter and plan to bring another part-timer on who may go full-time. COVID-19 protocols for fire and Rescue responses are back to normal as

long as statistics remain low.

2. **Activity Report/ Emergency Rescue Report** – In his report covering Feb 1 to Feb 28, 2022, Asst Chief Anz reported a total of 66 total runs; 26 fire and 40 rescue. Average emergency fire response time: 06:56. Average rescue response time: 6:33. Eight calls were run out of Station 2). Report attached.
3. **Emergency Services District (ESD) 6 Update** – No ESD 6 representative attended. President Flink reported that he attended the ESD Meeting, where they discussed the Inter-Local agreement and related costs.

New Business

4. **Discuss and take action to amend our 401k plan to allow for Roth contributions and to allow hardship withdrawals.** Marilyn reported that new regulatory guidance requires that we include Hardship Withdrawal options. Hardship withdrawals are discouraged because the withdrawal amount becomes immediately taxable as income. We must also include Roth contribution options to cover employees that have already been contributing to BVFD sponsored Roth 401k accounts. A motion was made by Walter Brown to allow contributions to BVFD sponsored Roth 401k accounts and seconded by Buddy Boone. The motion passed unanimously. Another motion was made by Kurtis Wilcox to amend our 401k plans to allow Hardship Withdrawals. It was seconded by Colin Smith. The motion passed unanimously. Three BVFD Officers were requested to sign the documents to initiate the changes.

BoD Roundtable: No issues raised.

Adjourn

The next board meeting is scheduled for Apr 25th at 7:00 p.m. President Flink asked for a motion to adjourn. Buddy Boone made the motion and Kurtis Wilcox seconded. Charlie adjourned the meeting at 7:32 p.m.

Respectfully submitted,

Jim Moreland
Secretary, BVFD BoD

Treasurer's Report For March 28, 2022

- **Budget Recap Jan 1, 2022 – February 28, 2022**

Through 16.67% of the year

| | |
|----------|-----------------|
| Income | 25.1% of budget |
| Expenses | 13.8% of budget |

- **Cash on Hand as of 03/24/22: \$ 311,059.94**

| | |
|----------------------------------|---------------|
| First United Bank Checking | \$ 148,281.93 |
| First United Bank Christmas Fund | \$ 1,682.53 |
| Schertz Bank Checking | \$ 42,817.74 |
| Schertz Bank Payroll | \$ 101,280.13 |
| Schertz Money Market | \$ 16,997.61 |

- **Other Business**

Armstrong Vaughan is working on our 2021 audit. The field work was done remotely and has been completed. They are emailing their standard questionnaire to all 2021 board members so please watch for those emails and respond as soon as possible.

Respectfully Submitted,

Colin Smith
Treasurer

Activity Report February 2022

66 total runs, 26 fire calls and 40 rescue calls.

TOTAL Average emergent fire response was 6:56 minutes and average emergent rescue response was 6:33 minutes.

Station 1 average emergent fire response time 7:04
Station 1 average emergent rescue response time 6:21

Station 2 average emergent fire response time 0:00 (No Fire Calls)
Station 2 average emergent rescue response time 7:20

8 rescue calls were run out of station 2.