



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

Draft Minutes –Meeting of the Bracken VFD Board of Directors
Monday, June 27th, 2022

Board Members

Charles Flink, President	- Present	Skip Courter, Member	- Present
Kurtis Wilcox, Vice President	- Present	Bob Schoeler, Member	- Absent
Colin Smith, Treasurer	- Present	Walter Brown, Member	- Present
Jim Moreland, Secretary	- Present	Gary Palmer	- 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 Bookkeeper Marilyn Winters were present, along with ESD 6 Commissioner Randy Maschek.

Minutes Approval – As the first order of business, minutes of the May 2022 Meeting were presented. Skip Courter made a motion to approve, and Colin Smith seconded. Motion passed unanimously.

Treasurer's Report – Treasurer Colin Smith presented the report for the period Jan 1 to May 31, 2022. As of June 24th, 2022, cash on hand is \$ 376,499.05. As of May 31, 2022, income was 50.34% of budget and expenses were 35.5% of budget through 41.67% of the year. Kurtis Wilcox moved to accept, and Gary Palmer seconded. Passed unanimously. Report attached.

Unfinished Business and General Orders

- 1. Fire Chief Report** – Chief Zipp reported that preparations are underway for the 4th of July parade and community laser show at City Hall. Extra staffing will be in place. Trucks are all in good working order. The county outlawed sky rockets with sticks and missiles with fins due to drought conditions. One position remains unfilled. Still working on the major communications system that will equip each response vehicle with a laptop to auto-dispatch using a CAD system. The health evaluations provided by BVFD are all complete and no major findings reported.
- 2. Activity Report/ Emergency Rescue Report** – Asst Chief Anz reported that from May 1 to May 31, 2022, there was a total of 65 runs; 14 fire and 51 rescue. Average emergency fire response time: 07:24. Average rescue response time: 6:07. 56 calls were run out of Station 1 and nine calls were run out of Station 2. Report attached.
- 3. Emergency Services District (ESD) 6 Update** – Commissioner Randy Maschek reported their July meeting will be the 18th instead of the 11th. Budget will be discussed. ESD 6 will reimburse BVFD for the floor work on Station 2.

4. New Business

1. **Review, discuss and act as needed on the 2021 Auditor's Report** - President Flink reported that the audit report received from Armstrong, Vaughn & Associates was all positive and that each Director received a copy via EMAIL. No further action required.
2. **Review and discuss and act as needed, the 2021 Form 990** – President Flink reported that all Directors received a copy of the IRS Return (Form 990) prepared by Armstrong & Vaughn for submission to the IRS. No further action required.
3. **Review, discuss and act as needed, the BVFD 2023 draft Maintenance & Operations Budget** - President Flink reported that a small group met in early June to work on the budget. Both detailed and summary budget drafts were produced and a copy of the summary draft is attached. 87.01% of our total budget goes for payroll, so no matter how we adjust in other areas, there is very little impact on the overall budget. The need to remain wage-competitive with area Fire Departments was discussed and all agreed we do not want to become a training ground for experienced firefighters and EMTs, only to lose them in a few years to Departments paying higher wages. Discussion included the pros and cons of individual incentive pay vs. a flat rate based on qualifications and years of service. President Flink suggested we add an item to our next agenda to discuss a new budget line item for Chief Zipp's use as one-time incentive pay awards for outstanding performers. President Flink asked for a motion to approve the budget of \$1,969,420 to be sent to ESD 6 for consideration/approval. Kurtis Wilcox made the motion and Gary Palmer seconded. Motion was passed unanimously.
4. **Review, discuss and act as needed on changing the Money Market interest rate** - Gary Palmer reported that he was unable to get any details from First United Bank because he was not on the list of authorized personnel for the BVFD accounts. President Flink agreed to add Gary's name to the list of authorized personnel for the purpose of exploring the possibility of getting increased interest rates for our balances at First United Bank. (OPEN: Gary Palmer to report next meeting.)

BoD Roundtable: Jim Moreland reported the Garden Ridge Citizen Police Academy Alumni Association approved three \$500 scholarships for award this summer/fall. So far, only one application has been received. Any Garden Ridge area Firefighter, Police Officer or their children may apply.

Adjourn

The next board meeting is scheduled for Jul 25th at 7:00 p.m. President Flink asked for a motion to adjourn. Kurtis Wilcox made the motion and Buddy Boone seconded. President Flink adjourned the meeting at 7:50 p.m.

Respectfully submitted,

Jim Moreland
Secretary, BVFD BoD

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

**Treasurer's Report
For June 27, 2022**

- **Budget Recap Jan 1, 2022 – May 31, 2022**

Through 41.67% of the year

Income	50.34% of budget
Expenses	35.50% of budget

- **Cash on Hand as of 06/24/22: \$ 376,499.05**

First United Bank Checking	\$ 132,641.05
First United Bank Christmas Fund	\$ 1,682.53
Schertz Bank Checking	\$ 55,161.65
Schertz Bank Payroll	\$ 123,098.33
Schertz Money Market	\$ 63,915.49

- **Other Business**

We have received the final copy of our 2021 Audit Report. A copy has been forwarded to all Bracken board members and ESD #6 commissioners. The report will be discussed as a separate agenda item at the 6/27/22 board meeting.

We have received the final copy of our 2021 Form 990 Income Tax Return. The return will be e-filed once it is signed by the board president. A copy has been forwarded to all Bracken board members and the ESD #6 president. The return will be discussed as a separate agenda item at the 6/27/22 board meeting.

Respectfully Submitted,

Colin Smith
Treasurer

May 2022

65 total runs, 14 fire calls and 51 rescue calls.

TOTAL Average emergent fire response was 7:24 minutes and average emergent rescue response was 6:07 minutes.

Station 1 average emergent fire response time 9:05

Station 1 average emergent rescue response time 6:01

Station 2 average emergent fire response time 2:21

Station 2 average emergent rescue response time 7:52

56 calls were run out of Station 1.

9 calls were run out of Station 2.

2023 OPERATIONS BUDGET

	2021 Actuals	2022 Estimated	2022 Budget	2023 Budget	% Increase Over 2021 Budget	% of Total Budget
EXPENSES						
Administration	34,368	31,830	34,850	38,350	10.04%	1.95%
Capital Expenditures	7,691	10,950	0	0	N/A	N/A
Firefighting and Rescue	100,307	127,100	127,100	144,100	13.38%	7.32%
Insurance	29,567	31,000	31,000	31,000	0.00%	1.57%
Station #2 -Delafield	8,774	14,850	10,000	13,100	31.00%	0.67%
Maintenance-Facilities	22,729	15,390	10,000	10,000	0.00%	0.51%
Payroll	1,484,254	1,554,000	1,556,000	1,713,500	10.12%	87.01%
Utilities	17,837	18,365	18,350	19,370	5.56%	0.98%
TOTAL EXPENSE	1,705,527	1,803,485	1,787,300	1,969,420	10.19%	100.00%