



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

Draft Minutes – Bracken VFD Board of Directors Meeting
Monday, Jan 23rd, 2023

Board Members

Charles Flink, President	- Present	Skip Courter, Member	- Present
Kurtis Wilcox, Vice President	- Present	Bob Schoeler, Member	- Present
Colin Smith, Treasurer	- Present	Gary Palmer, Member	- Present
Jim Moreland, Secretary	- Absent	Jackie Mitchell, Member	-Present
Buddy Boone, Member	- Present		

Regular Board Meeting

President Charles Flink called the meeting to order at 7:00 p.m. In addition to the BoD members above, Chief Zipp, Asst Chief Anz, and Marilyn Winters were in attendance.

Minutes Approval – The minutes from the Nov and Dec 2022 meetings were presented. Motion to accept with the correction of Chief Zipp’s incentive pay from \$40 per year to \$35 per year was made by Kurtis Wilcox, Bob Schoeler seconded, and the motion passed unanimously.

Treasurer's Report – Colin Smith, Treasurer presented his Report as of the 20th of January, 2023. As of Jan 20th, 2023, cash on hand was **\$ 713,376.14**. As of Dec 31st, 2022, income was 102.6% of budget and expenses were 99.8% of budget through 100% of the year. An amount of \$48,888.50 (balance at the end of CY 2022 that exceeded \$100,000) will be returned to the ESD in late January. Kurtis Wilcox made a motion to approve the report and Bob Schoeler seconded. Motion passed unanimously. A copy of the summary report is attached.

Unfinished Business and General Orders

- 1. Fire Chief Report** – Chief Zipp reported that he is still in the process of hiring Firefighters for positions vacated due to departure of several members. New Year’s eve was a quiet and safe period in the BVFD service area. BVFD is in the process of presenting fire safety instruction at area schools, to include career day presentations, first aid classes, and fire extinguisher training. Chief Zipp also reported the new fire truck is on order and work is to begin on building it this next week. There is a work order on another truck as the result of a recall.
- 3. Activity Report/ Emergency Rescue Report** – Asst. Chief Anz reported 49 runs in November 2022 from Station 1, 12 from Station 2, 66 runs in December from Station 1, 15 from Station 2 and 817 total runs in 2022. Report attached.

4. **Emergency Services District (ESD) Update** – No representatives present. Skip Courter and Chief Zipp both attended last ESD meeting. The ESD #6 Report to the Commissioner’s Court was sent out to each Board member in an email from Jim Moreland. Copy attached.

New Business

None.

Round Table – Additional comments/questions from Board Members. Chief Zipp requested that we form a sub-committee to review our retirement benefits and policies. Chief Zipp believes this might help with recruiting and retention. We currently have a contribution rate of 1 to 1 for 401k retirement accounts. Other fire companies are up to 5 to 1. We should study retirement fund contribution rates and amounts and consider improving our retirement benefits.

Adjourn

Motion to Adjourn was made by Jackie Mitchell, seconded by Kurtis Wilcox, unanimously passed at 7:36 PM. Next meeting is scheduled for February 20, 2023 at 7 p.m., Main Station.

Respectfully submitted,

Skip Courter

For
Jim Moreland
Secretary, BVFD BoD

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

**Treasurer's Report
For January 23, 2023**

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

Through 100.00% of the year

Income	102.6% of budget
Expenses	99.8% of budget

- **Cash on Hand as of 01/20/23: \$ 713,376.14**

First United Bank Checking	\$ 131,138.99
First United Bank Christmas Fund	\$ 1,682.53
Schertz Bank Checking	\$ 30,327.36
Schertz Bank Payroll	\$ 12,618.40
Schertz Money Market	\$ 537,608.86

- **Other Business**

We have received our 1st Quarter check from the ESD in the amount of \$492,355.00. That amount is reflected in the above balances.

Our year-end operating cash balances at Schertz Bank were \$148,888.50. This does not include our Non-ESD funds at 1st United Bank. The year-end balance exceeds the \$100,000 limit set by the ESD so \$48,888.50 will be returned to the ESD. The cash balances above do not reflect this payment to the ESD as the check will be processed after the January board meeting.

Respectfully Submitted, Colin Smith
Treasurer

BVFD Activity Report

December 2022

81 total runs, 22 fire calls and 59 rescue calls.

TOTAL Average emergent fire response was 6:17 minutes and average emergent rescue response was 6:50 minutes.

Station 1 average emergent fire response time 8:55

Station 1 average emergent rescue response time 6:59

Station 2 average emergent fire response time 3:40

Station 2 average emergent rescue response time 6:13

66 calls were run out of Station 1.

15 calls were run out of Station 2.

COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 6

2022 ANNUAL REPORT



COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 6

- **DISTRICT INFORMATION**
- **DISTRICT OPERATIONS**
- **DISTRICT FINANCIALS**
- **DISTRICT ACCOMPLISHMENTS**
- **DISTRICT GOALS**

2022 COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 6

ESD NO. 6 BOARD MEMBERS

- | | |
|-----------------|------------------------|
| • HERB COLEY | PRESIDENT |
| • JIM SOLOMON | VICE PRESIDENT |
| • RANDY MASCHEK | SECRETARY |
| • KACHINA SMITH | TREASURER |
| • WALTER BROWN | ASST. TREASURER |

COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 6

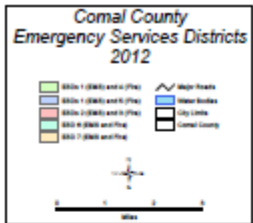
DISTRICT INFORMATION

- **75 SQUARE MILES OF SOUTHWESTERN COMAL COUNTY**
- **A COMBNATION OF AREAS SET IN TEXAS HILL COUNTRY RURAL, WILDLAND, SUBURBAN, TO INCLUDE THE CITY OF GARDEN RIDGE**
- **POPULATION OF APPROXIMATELY 9799**
- **ESD NO. 6 CONTRACTS FOR: FIRST RESPONDER, FIRE PROTECTION AND ADVANCED EMERGENCY MEDICAL SERVICES**
 - **BRACKEN VOLUNTEER FIRE DEPARTMENT**
 - **CITY OF SCHERTZ Emergency Medical Services**
 - **ILA WITH ESD 2 & 3 FOR FM 46 COORIDOR – Fire & EMS**

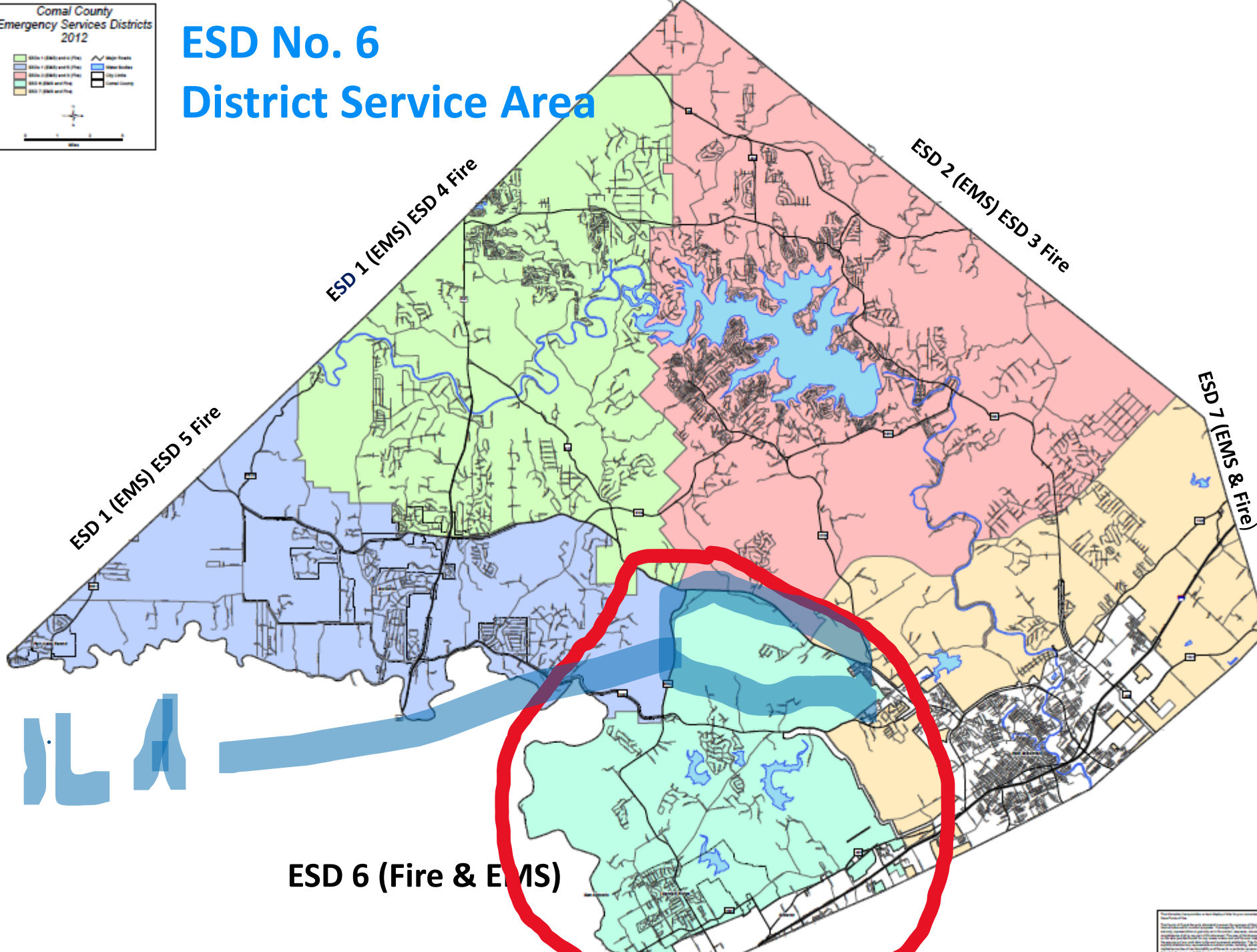
Comal County
Emergency Services Districts
2012

ESD 1 (EMS) and 5 (Fire)	Water Bodies
ESD 1 (EMS) and 6 (Fire)	Water Bodies
ESD 2 (EMS) and 3 (Fire)	Water Bodies
ESD 4 (EMS) and 7 (Fire)	Water Bodies
ESD 6 (Fire & EMS)	Water Bodies
ESD 7 (EMS & Fire)	Water Bodies

City Limits
County Limits



ESD No. 6 District Service Area



COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 6

RESPONSE HISTORY (BVFD)

FIRST RESPONSE

YEAR	NUMBER	AVERAGE RESPONSE TIME
2020	472	7:40 *
2021	674	7:34
2022	603	7:18

FIRE RESPONSE

2020	192	8:20 *
2021	173	10:11 *
2022	214	6:54
ILA 46 Corridor	16	9:10

* BVFD increase in response time due to facility renovation with firefighters being housed in trailers behind the Central Station 2020 - 2021.

COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 6

RESPONSE HISTORY (SCHERTZ EMS)

GARDEN RIDGE

YEAR	NUMBER	AVERAGE RESPONSE TIME
2020	213	11:00
2021	263	11:24
2022	304	11:06

UNICORPORATED COMAL COUNTY

2020	252	16:36
2021	310	15:42
2022	245	15:12
ILA 46 Corridor	34	9:10

COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 6

DISTRICT FINANCIALS (REVENUES)

YEAR	TAX RATE/100	REVENUE	SALES TAX (\$.005)	TOTAL
2020	\$0.089385	\$1,862,143	\$603,864	\$2,466,007
2021	0.095492	\$2,163,347	\$693,251	\$2,856,598
2022	0.084678	\$2,276,360	\$787,610	\$3,063,970

- **Debt Status: None**
- **Operational Reserve: \$776,398.09**
- **Facilities & Equipment Reserve: \$598,079.61**

COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 6

DISTRICT FINANCIALS (EXPENSES)

YEAR	BVFD	EMS	ILA ESD 2 &3	TOTAL
2020	\$1,673,450	\$134,218		\$1,807,668
2021	\$1,695,400	\$143,809		\$1,839,209
2022	\$1,787,300	\$148,871	\$258,375	\$2,194,546

2022

Updated Communications to new Comal County Standard.

New radios, tablets and computers.

No Debt incurred.

ILA Executed January 2022.

COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 6

2022 ACCOMPLISHMENTS

- **Communications** – Initiated total system upgrade to meet new Comal County standard (radios, CAD, in-vehicle laptops)
- **Inter-Local Agreement** - Executed Inter-Local Agreement with ESD 2 & 3 for area along Hwy 46 and Copper Ridge Community to improve response.
- **Strategic Plan with Reserve Study** – Continued to operate within ESD No 6 approved strategic plan. Sustained fiscal responsibility using ESD No 6 approved Reserve Study.
- **Outreach** – Engaged with and provided education through BVFD community outreach (CPR Classes, Fire Inspections, Fire safety presentations at schools and other locations, participation in Garden Ridge City events).

2020 Pierce Enforcer Pumper



State of the art, best in class truck, provides either water or foam from a 1000-gallon tank, dispersing at 1500 gallons per minute. \$800k; 20+ yr life

Bill Waechter Substation



2021-22 Added equipment – apparatus bays, permitting 24/7 operations and is helping to improve service response

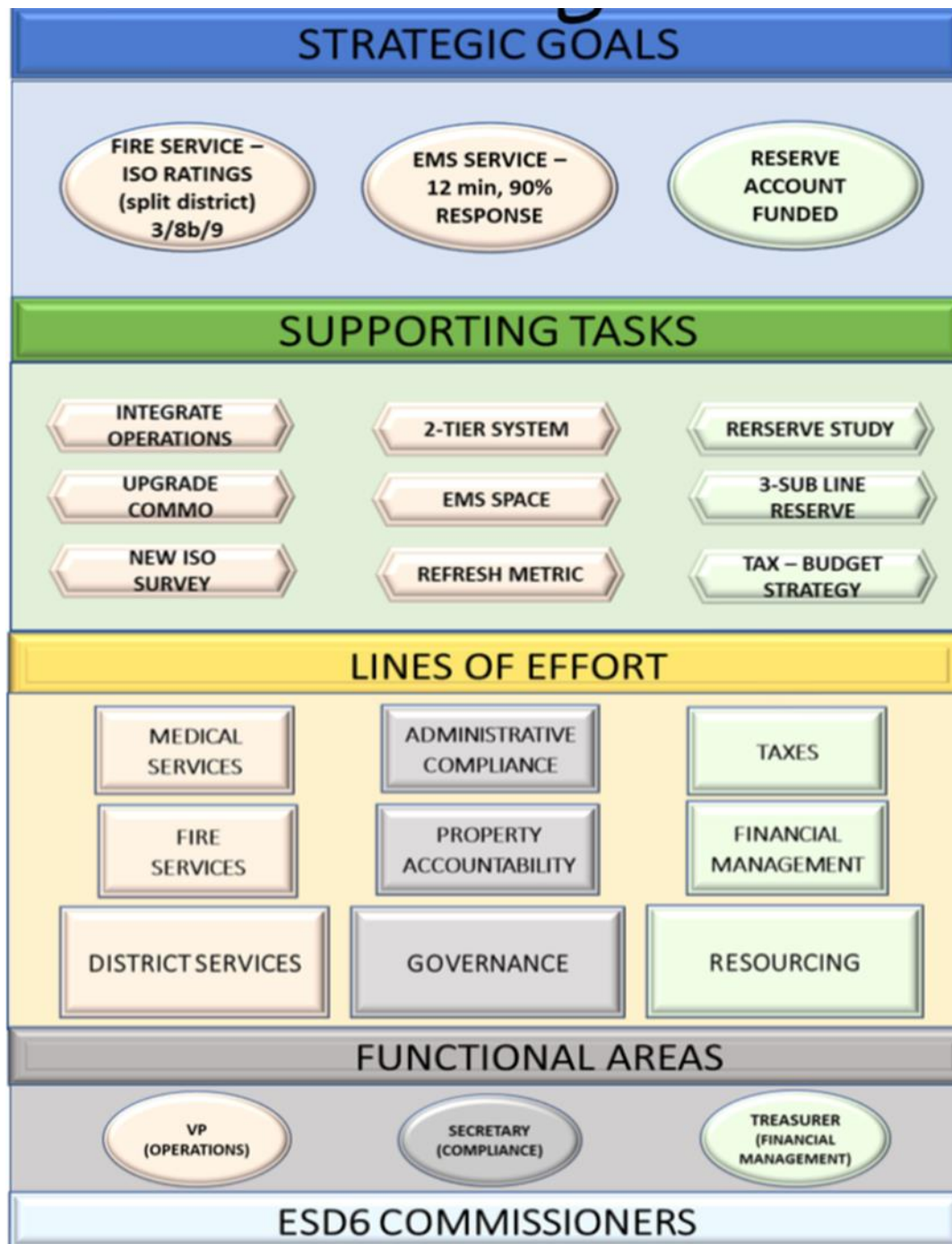
Each Project paid
in full, assuming
zero debt

Central Station



2019 – 2022 Provided this 1999 constructed steel framed building with a needed electrical and h-vac upgrade to meet current code, while also rearranging much of its space to better accommodate operations and crew living areas.

**COMAL
COUNTY
EMERGENCY
SERVICES
DISTRICT
NO. 6**



COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 6

2022 Action Steps Taken To Achieve Strategic Goals

1. Equipment and Facilities Accountability – Practiced inventory & accountability procedures for equipment and facilities – no major loss or damage.
2. Reserve Study – Utilized Reserve Study to predict lifespan and related expenses for equipment and facilities with funding plan for each tied to annual budget – no debt, continued to fund Reserve Accounts.
3. Integrated Operations – Improved operations between BVFD, Schertz EMS, and ESD 2 & 3 Fire and EMS services through regular communications, planning, meetings, training – improved response to citizens.

COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 6

2023 Action Steps Planned To Achieve Strategic Goals

1. **Response Times** – As population grows, improve practices to include greater use of sub-station, use of the Inter-Local Agreement, and integration of new apparatus & equipment.
2. **Reserve Study** – Sustain Reserve Accounts as a part of annual budgeting and leverage Reserve Study to predict lifespan and related expenses developing funding plans tied to annual budget.
3. **Communications** – Totally integrate new communications equipment with emphasis on training and practice to improve response and service to citizens.

COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 6

ROI ON INTER-LOCAL AGREEMENT Within Its First Year

Letter from an 11-year-old auto accident victim who had sustained multiple life-threatening injuries including inter-cranial bleeding, multiple serious fractures, and tear of liver and spleen....treated and transported to University Hospital...

“Thanks for everything. You guys really saved my life. The quick acting of those who had got me out, put me in the ambulance, and transported me to the hospital, gave me another birthday celebration. Thank you for everything.”

Note: Response & transport performed by our partners at ESD No. 2 & 3.¹⁵

COMAL COUNTY EMERGENCY SERVICES DISTRICT NO. 6

QUESTIONS

