



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

**Final Minutes – Bracken VFD Board of Directors Meeting**  
**Monday, Mar 27, 2023**

**Board Members**

Charles Flink, President	- Present	Skip Courter, Member	- Present
Kurtis Wilcox, Vice President	- Absent	Bob Schoeler, Member	- Absent
Colin Smith, Treasurer	- Present	Gary Palmer, Member	- Present
Jim Moreland, Secretary	- Present	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, and Marilyn Winters were in attendance.

**Minutes Approval** – The minutes from the Feb 2023 meetings were presented. Motion to accept was made by Buddy Boone, Skip Courter seconded, and the motion passed unanimously.

**Treasurer's Report** – Colin Smith, Treasurer presented his Report for the Mar 27<sup>th</sup>, 2023 meeting. As of Mar 24<sup>th</sup>, 2023, cash on hand was **\$ 378,622.28**. As of Feb 28<sup>th</sup>, 2023, income was 25.1% of budget and expenses were 12.42% of budget through 16.67% of the year. Skip Courter made a motion to approve the report and Jackie Mitchell seconded. Motion passed unanimously. A copy of the summary report is attached. President Flink noted that several large BVFD checks were written for expediency for items normally purchased by our ESD. All were promptly reimbursed by the ESD.

**Unfinished Business and General Orders**

- 1. Fire Chief Report** – Chief Zipp reported BVFD is working on clarifying details of ESD 6 boundaries. Area Fire Departments are working on a contract for Health screening again but trying to lock in a price for several years to keep the price more affordable. BVFD brought two new personnel on. One is an experienced firefighter who recently retired from Houston FD. In addition to his firefighting/rescue duties, he will be able to assist with training new employees. The other is a new graduate of the Academy. Mandatory compliance training is on the schedule with the first session in April. Status of internet: The CISD is using Zale but not much information was available. Going with Global On-line for now to get up to 50 mbps for \$5k per year on a three-year contract. One engine was down for a recall and another is going in for an oil leak. New truck status: working on lighting and graphics.
- 2. Activity Report/ Emergency Rescue Report** – Asst. Chief Anz's report showed 74 runs in February 2023, 23 fire calls and 51 rescue calls. Total average emergent fire response was 5:37

minutes and average emergent rescue response was 7:05 minutes. Report attached. Chief Zipp reported that BVFD reimbursed Guadacoma HAZMAT for their response/actions to a drug related call and is trying to get Federal reimbursement for BVFD from DEA.

3. **Emergency Services District (ESD 6) Update** – No representative present.
4. **Review, discuss and act as needed on merit pay vs. special experience pay (OPEN: Chief Zipp and Committee).** President Flink stated this will likely remain open. Still looking at a formula that might reward members who get special certifications. Chief Zipp will do additional research to see if there are any other examples of this in other departments. **(OPEN: Chief Zipp)**
5. **Review, discuss and act as needed on forming a sub-committee to investigate and make recommendations to the Board regarding BVFD's retirement benefits and policies.** President Flink recalled that last meeting the Board approved increasing the 401k match rate from 1:1 to 2:1. He has not yet discussed this with the ESD 6 Commissioners, but would also like to discuss moving from 5% to 7 or even 7 ½% of salary. President Flink will appoint a committee to work on this in the May time frame. **(OPEN: President Flink)**

### New Business

1. **Review, discuss and act on Lifetime Memberships and badges.** Currently we have annual memberships for \$5 single or \$15 family, corporate is \$100, single lifetime membership for \$200 and lifetime Corporate for \$1,000. Memberships and donations are held in a separate account as non-ESD funds and is typically used for special incentives for firefighters. President Flink suggested we add a category for lifetime family memberships. Buddy Boone made a motion to add a category for Lifetime Family Membership at \$250 and allow single lifetime members to upgrade to a family membership for the \$50 balance. The second issue is to replace the badge for lifetime memberships with a coin because badges are approaching \$80 each. Jackie Mitchell moved that we transition from badges to coins with BVFD coming up with a design for approval by the Board. Buddy seconded. The motion passed unanimously. **(OPEN: Design of Life Member Coin – Chief Zipp)**

### Round Table

Marilyn reminded Board Members to respond to the Audit query when received. Chief Zipp reported the pancake breakfast will be the 24<sup>th</sup> of June.

### Adjournment

Buddy Boone moved for adjournment and Jackie Mitchell seconded. Motion passed unanimously. President Flink adjourned the meeting at 7:54 p.m. Next scheduled meeting is Apr 24<sup>th</sup>, 2023 at 7:00 p.m.

Respectfully submitted,

*James P. Moreland*

Jim Moreland  
Secretary, BVFD BoD

**Treasurer's Report  
For March 27, 2023**

- **Budget Recap Jan 1, 2023 – Feb. 28, 2023**

Through 16.67% of the year

Income	25.1% of budget
Expenses	12.4% of budget

- **Cash on Hand as of 03/24/23: \$ 378,622.28**

First United Bank Checking	\$ 131,500.22
First United Bank Christmas Fund	\$ 1,682.53
Schertz Bank Checking	\$ 61,589.08
Schertz Bank Payroll	\$ 105,525.41
Schertz Money Market	\$ 78,325.04

- **Other Business**

No other business to report at this time.

Respectfully Submitted, Colin Smith  
Treasurer

# Activity Report

## February 2023

74 total runs, 23 fire calls and 51 rescue calls.

TOTAL Average emergent fire response was 5:37 minutes and average emergent rescue response was 7:05 minutes.

Station 1 average emergent fire response time 5:51  
Station 1 average emergent rescue response time 6:53

Station 2 average emergent fire response time 5:58  
Station 2 average emergent rescue response time 9:10

10 calls were run out of station 2.