



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

**Final Minutes – Bracken VFD Board of Directors Meeting**  
**Monday, May 22, 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	- 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, Marilyn Winters and a visitor Mr. Mark Hungerman were in attendance.

**Minutes Approval** – The minutes from the Apr 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 May 22<sup>nd</sup>, 2023 meeting. As of May 19<sup>th</sup>, 2023, cash on hand was **\$ 625,003.17**. As of Apr 30<sup>th</sup>, 2023, income was 50.3% of budget and expenses were 25.0% of budget through 33.33% of the year. Kurtis Wilcox made a motion to approve the report and Jackie Mitchell seconded. Motion passed unanimously. A copy of the summary report is attached. President Flink called out several high dollar checks issued for expedience, and we are expecting reimbursement soon by the ESD.

**Unfinished Business and General Orders**

- 1. Fire Chief Report** – Chief Zipp reported all Department Heads will be meeting this week regarding the new radio/call dispatch system. The new truck (F150) is ready to put in service as soon as lights and decals are applied. Reminder: First Responders' breakfast June 24<sup>th</sup>. President Flink asked for volunteers to staff a table to solicit new members for the BVFD from 0800-1100. Jackie Mitchell volunteered to staff the table. Chief Zipp reported a fleet accident occurred last week. There was no damage to the BVFD vehicle. Insurance company is involved. No injuries reported and it was not during an emergency response. Chief Zipp reported he is ready to hire one new firefighter and working on one more.
- 3. Activity Report/ Emergency Rescue Report** – Chief Zipp reported that Asst. Chief Anz's report showed 66 runs in April 2023, 16 fire calls and 50 rescue calls. Total average emergent fire response was 4:53 minutes and average emergent rescue response was 7:03 minutes. Report attached.

4. **Emergency Services District (ESD 6) Update** – No representative present. Chief Zipp reported that Schertz reported on their five-year plan at the ESD meeting. President Flink reported that there is discussion at the State level about ESD's handling large dollar amounts without being accountable to voters. Just something to watch.
5. **Review, discuss and act as needed on merit pay vs. special experience pay (OPEN: Chief Zipp for additional research on this practice in other FDs).** Tabled from April meeting. President Flink proposed we ask for volunteers (no more than four to avoid a quorum) to serve on one or both of two subcommittees to consider all pay issues. One subcommittee will examine retirement and pay benefits and make a recommendation. The second will be to create a 2024 budget. Colin, Gary, Jackie and Jim will serve on the pay/retirement pay subcommittee. The second subcommittee (Finance/Budget) will consist of Jim Moreland, President Flink, Colin Smith, Buddy Boone, Marilyn Winters and Chief Zipp. Marilyn asked that we discuss a timeline because we must have a budget to submit by June 26<sup>th</sup>. President Flink asked that the payroll committee submit recommendations by June 16<sup>th</sup>, and the Finance Committee by the 23<sup>rd</sup>. President Flink reported he has discussed payroll with the ESD 6 Commissioners. ESD 6 Commissioners seemed willing to support the ratio of 2:1 matching (already passed by the BVFD BoD). OPEN: Subcommittees.
6. **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. (OPEN: President Flink to discuss with ESD 6 Commissioners for match increase up to 7 1/2% of salary; already approved for 2:1 match up to 5% of salary at our March meeting; and appointment of BoD subcommittee).** Tabled from April Meeting. See discussion under par 5.
7. **Review, discuss and act on Lifetime Memberships and badges. (OPEN: Chief Zipp for badge replacement design, e.g. Challenge Coin or similar).** Asst Chief Anz reported Chief Zipp is still working on the new design. Gary Palmer reported that he dropped off two design ideas during the past month. President Flink presented a drawing of a coin being proposed for Lifetime Individual or Lifetime Family memberships. Copy attached.

### New Business

Mr. Hungerman was recognized to speak. He is still interested in purchasing the Comal Station on FM482. President Flink advised that the land is still owned by a private party, who allowed BVFD to build the building on it and that we are still using it to store two trucks. Gary Palmer suggested we determine our need for the building and the costs we currently incur to keep it, and what we would do with the vehicles and items stored there. Mr. Hungerman reported the roof is approaching forty years old. President Flink advised Mr. Hungerman he would speak with the ESD 6 Commissioners about the future of the building and report at the June meeting.

### Round Table

Gary Palmer reported on status of our funds and interest rates. He suggested we set up a Money Market Account at First United Bank for our non-ESD account, so it could earn 4% interest. Chief Zipp is interested in acquiring battery operated vehicle rescue equipment (> \$25,000). Jim Moreland reminded all that GRCPAAA Scholarship applications are due by the end of May.

**Adjournment**

Buddy Boone moved for adjournment and Gary Palmer seconded. Motion passed unanimously. President Flink adjourned the meeting at 7:54 p.m. Next scheduled meeting is Jun 26<sup>th</sup>, 2023 at 7:00 p.m.

Respectfully submitted,

*James P. Moreland*

Jim Moreland  
Secretary, BVFD BoD

**Treasurer's Report  
For May 22, 2023**

- **Budget Recap Jan 1, 2023 – April 30, 2023**

Through 33.3% of the year

Income	50.3% of budget
Expenses	25.0% of budget

- **Cash on Hand as of 05/19/23: \$ 625,003.17**

First United Bank Checking	\$ 132,643.57
First United Bank Christmas Fund	\$ 1,682.53
Schertz Bank Checking	\$ 94,168.71
Schertz Bank Payroll	\$ 104,870.61
Schertz Money Market	\$ 291,637.75

- **Other Business**

Audit work has been completed remotely. The audit report is currently undergoing partner review.

Respectfully Submitted,

Colin Smith  
Treasurer

## April 2023

66 total runs, 16 fire calls and 50 rescue calls.

TOTAL Average emergent fire response was 4:53 minutes and average emergent rescue response was 7:02 minutes.

Station 1 average emergent fire response time 4:53

Station 1 average emergent rescue response time 6:32

Station 2 average emergent fire response time 0:00

Station 2 average emergent rescue response time 8:46

11 calls were run out of station 2.

# BRACKEN FIRE DEPARTMENT LIFE MEMBER COIN DESIGN

*Custom*  
**CHALLENGE COINS**

**1-800-997-0414**  
[sales@customchallengecoins.com](mailto:sales@customchallengecoins.com)  
[www.customchallengecoins.com](http://www.customchallengecoins.com)

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Soft Enamel | 1.75 inches | 3mm

ARTWORK FILED AS | Bracken FD - Bill Anz

PROOF

Proof-2

**METAL PLATING COLOR**

Raised High Polish Gold

Recessed Sandblast Gold

SIDE A

SIDE B

**ENAMEL COLOR FILL**

300

186

black

SIDE A - EDGE | Standard Flat Cut

Kevin

SIDE B - EDGE | Standard Flat Cut

ADDITIONAL OPTIONS | None

**PLEASE NOTE:** Artist rendering is not to scale. Please refer to the listed size and size chart for actual size of final product. The PMS Colors listed on the color chart may not be accurately represented on your monitor or display. Please review a PMS C (Pantone Matching System: Coated) color book for an accurate representation of the listed colors. As all text within the design is hand set by the graphics department, please thoroughly check all spelling. It is the customer's responsibility to review all information associated with their design to ensure for accuracy before an order is placed. This includes spelling, size, color and plating. 3D Proof imagery is for representational purposes only, the results of the actual 3D sculpt may vary slightly on the actual produced coin based on complexity and/or manufacturing ability.

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