



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

Final Minutes – Bracken VFD Board of Directors Meeting
Monday, June 26, 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	- Absent		

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, Marilyn Winters and a guest, Mr. Hungerman were in attendance.

Minutes Approval – The minutes from the May 2023 meeting were presented. Motion to accept was made by Jackie Mitchell, Bob Schoeler seconded, and the motion passed unanimously.

Treasurer's Report – Colin Smith, Treasurer presented his Report for the June 26th, 2023 meeting. As of June 23rd, 2023, cash on hand was **\$ 473,390.52**. As of May 31st, 2023, income was 50.5% of budget and expenses were 30.8% of budget through 41.67% of the year. 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 BVFD has been busy with maintenance on vehicles and equipment. New truck is getting closer to having decals and equipment installed but will probably stretch into July. BVFD is installing Image Trend software to track activity. It replaces an old system that is no longer supported. BVFD continues presenting educational courses for the public. There will be no ban on fireworks for the 4th of July this year. Chief Zipp is working on specifications for capital items that need to be replaced.
- 2. Activity Report/ Emergency Rescue Report** –Asst. Chief Anz reported there were 59 runs in April 2023, 10 fire calls and 49 rescue calls. Total average emergent fire response was 6:27 minutes and average emergent rescue response was 6:22 minutes. 11 calls were run out of Station 2. There were 367 combined calls vs 384 this year. Report attached.
- 3. Emergency Services District (ESD 6) Update** – No ESD representative present. President Flink and Chief Zipp attended the ESD meeting. Chief Zipp reported the

ESD may be engaging a vendor that would look at sales tax revenue to ensure the proper income from sales tax was flowing to ESD 6.

- 4. Review, discuss and act as needed on merit pay vs. special experience pay (previously OPEN to Chief Zipp for additional research on this practice in other FDs).** President Flink appointed a subcommittee to examine retirement and pay benefits during the May meeting to make a recommendation as input to the 2024 budget. Colin Smith, Gary Palmer, Jackie Mitchell, Jim Moreland and Marilyn Winters were appointed to serve on the pay/retirement pay committee. Colin was unable to attend the meeting. They made a recommendation to use \$18.70 as the baseline hourly starting wage as shown in the attached chart. They also recommended we continue funding 401k contributions at 2:1 of employee contributions (as approved in the May BoD meeting) up to 7% of pay (up from 5% in 2023). These amounts keep BVFD competitive with other area departments although there are a few area departments offering the benefit up to 7 ½% of pay. The second committee (Finance/Budget) (Jim Moreland, President Flink, Colin Smith, Buddy Boone, Marylin Winters and Chief Zipp) was appointed to make recommendations for all other aspects of the 2024 budget. Jim was unable to attend the meeting. Both Committees input was incorporated in the draft 2024 budget for consideration at tonight's meeting. See Item 4 under New Business. Items 4 & 5 of notice will be covered under new business. **(CLOSED)**

New Business

- 1. Discuss and approve a donation in memory of Mark Schroeder.** Kurtis Wilcox moved to donate \$100 from non ESD money in Mark Schroeder's name to the designated Charity, Triumphant Lutheran Church. Colin Smith seconded. Motion passed unanimously.
- 2. Discuss the potential sale of the Comal Station Building.** President Flink addressed this item first to allow Mr. Hungerman to leave if he so desired. President Flink said the ESD is not interested in buying the land or building known as the Comal Station. Chief Zipp said he spoke to the landowner. BVFD only uses it to store two of the older vehicles. The owner related to Chief Zipp that the building is BVFDs to use as long as we need it but they were not interested in selling it. Gary Palmer made a motion that BVFD has no interest in selling the building and Kurtis Wilcox seconded. Motion passed unanimously.
- 3. Review, discuss and act as needed on the 2022 Auditor's Report.** Auditors found no substantive errors. Gary Palmer moved we approve the Auditors report and Colin seconded. Motion approved unanimously.
- 4. Review, discuss and act as needed on the 2024 Budget Submission to the ESD 6 Commission.** President Flink thanked both committees for their work and input to the 2024 budget. To be competitive in the marketplace, the wage and retirement benefit Committee reported that we need a 10% wage increase in our base rate for new personnel making that amount \$18.70 per hour. Recommended payroll amount is \$1,941,450 or 87.74% of the total budget (13.3% increase); total new recommended budget is \$2,212,800, a 12.36% increase over last year. Gary Palmer made a motion to approve the total budget at \$2,212,800 and Jackie Mitchell seconded. Motion passed unanimously.

Round Table

Jim Moreland reported that the GRCPAAA First Responder Scholarship Committee finished their deliberation, and an announcement will be forthcoming NLT Aug 1, 2023. The Committee was very impressed with the application of the selected candidate. Chief Zipp reported the First Responder Pancake Breakfast brought in approximately \$2,100 that will go to a Children's Advocacy Center of Comal County.

Adjournment

Skip Courter moved for adjournment and Jackie Mitchell seconded. Motion passed unanimously. President Flink adjourned the meeting at 7:41 p.m. Next scheduled meeting is July 26th, 2023 at 7:00 p.m.

Respectfully submitted,

James P. Moreland

Jim Moreland
Secretary, BVFD BoD

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

Treasurer's Report For June 26, 2023

- **Budget Recap Jan 1, 2023 – May 31, 2023**

Through 41.67% of the year

Income	50.5% of budget
Expenses	30.8% of budget

- **Cash on Hand as of 06/23/23: \$ 473,390.52**

First United Bank Checking	\$ 127,887.57
First United Bank Christmas Fund	\$ 1,682.53
Schertz Bank Checking	\$ 96,126.41
Schertz Bank Payroll	\$ 155,463.00
Schertz Money Market	\$ 92,231.01

- **Other Business**

We have received the final copy of our 2022 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 6/26/23 board meeting.

A preliminary 2024 Operating Budget has been completed and emailed to all board members. This budget will be discussed as a separate agenda item at the 6/26/23 board meeting.

Respectfully Submitted, Colin

Smith
Treasurer

May 2023

59 total runs, 10 fire calls and 49 rescue calls.

TOTAL Average emergent fire response was 6:27 minutes and average emergent rescue response was 6:22 minutes.

Station 1 average emergent fire response time 6:27

Station 1 average emergent rescue response time 6:22

Station 2 average emergent fire response time 0:00

Station 2 average emergent rescue response time 6:49

11 calls were run out of station 2.

PROPOSED SALARY TABLE – CY 2024



POSITION	HOURLY												
	NEW HIRE	>2	>3	>4	>5	>6	>7	>8	>9	>10	>11	>13	>15
FireFighter/EMT	18.70	19.07	19.46	19.84	20.24	20.65	21.06	21.48	21.91	22.35			
Driver/Operator/EMT			19.84	20.24	20.65	21.06	21.48	21.91	22.35	22.80			
Lieutenant/EMT			20.84	21.25	21.68	22.11	22.55	23.01	23.47	23.93	24.41	24.90	25.40

Annual salaries are based on 2,586 hours at base rate and 342 hours overtime at 1.5 times base rate

POSITION	ANNUAL (2,586 HOURS AT BASE RATE AND 342 HOURS AT 1.5X OVERTIME FOR A TOTAL OF 3,099 HRS)												
	NEW HIRE	>2	>3	>4	>5	>6	>7	>8	>9	>10	>11	>13	>15
FireFighter/EMT	\$37,951	\$39,110	\$40,293	\$41,498	\$42,728	\$43,983	\$45,263	\$46,568	\$47,899	\$49,257			
Driver/Operator/EMT			\$61,475	\$62,704	\$63,958	\$65,237	\$66,542	\$67,873	\$69,231	\$70,615			
Lieutenant/EMT			\$64,548	\$65,839	\$67,150	\$68,499	\$69,889	\$71,267	\$72,692	\$74,146	\$75,629	\$77,141	\$78,684

NOTES: RAISES BASED ON YEARS OF SERVICE (TENURE) WILL BE EFFECTIVE THE MONTH FOLLOWING THE EMPLOYMENT ANNIVERSARY DATE. LONGEVITY RAISES FOR FIREFIGHTER/EMTs END AFTER YEAR 10. FOR LTs, LONGEVITY RAISES AFTER YEAR 11 ARE ONLY GRANTED EVERY TWO YEARS, AND THEN ONLY UNTIL YEAR 15. COST OF LIVING INCREASES (IF WARRANTED AND APPROVED BY THE BOARD) ARE IN ADDITION TO LONGEVITY RAISES SHOWN IN THIS CHART AND ARE TYPICALLY CALCULATED AND IMPLEMENTED AT THE BEGINNING OF EACH CALENDAR YEAR.

APPROVED JUNE 26, 2023 BY BVFD BoD FOR JAN 2024 IMPLEMENTATION. AWAITING ESD 6 APPROVAL

BVFD BUDGET PROPOSAL TO ESD 6 FOR CY 2024



BUDGET2024_PROP
OSED.pdf