



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

Minutes – Bracken VFD Board of Directors Meeting
Monday, November 20, 2023

Board Members

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

General Membership Meeting

President Flink called the meeting to order at 7:00 p.m. In addition to the BoD members above, Chief Zipp, Asst Chief Anz, and Bookkeeper Marilyn Winters were present. The Pledge of Allegiance to the U.S. Flag and Pledge to the Texas Flag were spoken.

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

Treasurer's Report – President Flink presented the report in the absence of our Treasurer. As of November 17th, 2023, cash on hand was **\$ 812,292.34**. As of October 31st, 2023, income was 103.3% of budget and expenses were 67.6% of budget through 83.3% of the year. Motion to approve the report made by Gary Palmer, Jackie Mitchell 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 BVFD finished cleaning and disinfecting bunker gear as required by the state. BVFD is awaiting several outstanding bills for vehicle repairs. Testing was conducted for mold products in the double-wide at Station 2. 43 different spots were detected; some on windows and some in walls. Awaiting mitigation recommendations. The report stated there was nothing dangerous to personnel staffing Station 2.
- 2. Activity Report/ Emergency Rescue Report** – Asst Chief Anz reported for October there were 61 total runs, 13 fire calls and 48 rescue calls. 8 calls were run out of Station 2. The new system is not reporting average response times yet. Report attached.
- 3. Emergency Services District (ESD 6) Update** – No representatives attended.

4. **Review and discussion of how much of our non-ESD revenue should be divided between bank accounts. (Tabled from October meeting).** Not counting the Christmas Fund, we have \$100,000 in the new money market fund. Jim Moreland will remind Annabelle (Area Manager for FUB) of her commitment to give us the larger interest rate to avoid losing the account. Motion to move an additional \$20,000 from checking to money market by Bob Schoeler, second by Gary Palmer. Passed unanimously.
5. **Review, discuss and act as needed on information regarding BVFD credit card loyalty programs and status of points/miles or cash back. (OPEN from September meeting – Marilyn Winters and Chief Zipp)** Chief Zipp reported that their credit cards are only used when checks aren't feasible. There are currently about 46,000 points but they are only for use in a specific catalog. Gary Palmer asked if we could look further at cards with cash back vs. points. Tabled by President Flink until the January meeting.
6. **Status of adding EMAILs to BVFD Membership database.** Jim Moreland reported that the 2024 database is complete except for the last batch of renewals and new memberships that have come in since the last meeting. So far, 732 records have been updated since the 2023 database was closed. 75 new members have been added, 23 of them as Individual or Family Life members. There are currently 915 records paid for 2023 and beyond, 732 paid for 2024 and beyond. An email is being sent to every paid member, inviting them to the Christmas Dinner and asking them to RSVP so we will have a "count" to provide to our caterer. Jim will provide Chief and Asst Chief with the total number of RSVPs by the cutoff date of 29 November 2023. As a follow-on effort, there are a large number of Life Members and Paid Up members for whom we do not have an email address. Jim plans to identify those members and initiate a plan to call them and ask for an email address so we can stay in touch with them. This may require splitting up the list among Board Members. OPEN: Jim Moreland
7. **Review, discuss and act as needed on the approval of auditors and IRS returns for TY2023 (Marilyn Winters/President Flink).** Marilyn reported receiving the engagement letter from Armstrong, Vaughn and Associates. Kurtis moved that we re-engage Armstrong Vaughn again. Jackie seconded. Motion passed unanimously.

New Business

1. **Discuss and take appropriate action on annual incentive pay for BVFD paid full-time and other personnel.** Marilyn Winters reported the total for all personnel would be \$22,000 if we use the same formula as usual. Motion to title this "discretionary" pay and use the same formula (one weeks pay times the number of years employed) was made by Gary Palmer, seconded by Bob Schoeler. Motion passed unanimously.
2. **Review and approve ESD 6 contract with BVFD for 2024.** President Flink related that the contract remains unchanged from last year, but needs to be re-approved to be effective for year 2024. Jackie Mitchell made the motion to approve the contract and Kurtis Wilcox seconded. Motion carried unanimously. President Flink and Secretary Jim Moreland signed the contract for return to ESD 6 Commissioners. Copy attached.
3. **Discuss and take appropriate action on using non-ESD funds for extra Christmas celebrations for the firefighters.** Motion to appropriate \$2,500 from non-ESD funds for a meal and bowling (at the discretion of Chief Zipp) made by Jim Moreland, seconded by Jackie Mitchell. Motion passed unanimously.

4. **Discuss and take action as needed to approve requests for other use of non-ESD funds: computers, bedding, radios, etc. (Chief Zipp)** Chief is requesting up to \$10,000 from non ESD funds for items that he would report back on in detail. Motion made by Buddy Boone, seconded by Bob Schoeler. Motion passed unanimously. OPEN to Chief Zipp for final report of items purchased.
5. **EXECUTIVE SESSION: as authorized by Government Code Section 551.074 to review salary/incentive pay for Fire Chief and Bookkeeper.** The Board went into Executive session at 7:47pm to discuss two salaries and discretionary pay. Came out of executive session at 8:03pm.
6. **If necessary, take appropriate action on items/ matters discussed in Executive Session.** Gary Palmer made the motion for a 7% salary increase for Chief Zipp, seconded by Buddy Boone. Kurtis Wilcox made a motion and Jackie Mitchell seconded to approve discretionary pay for Chief for one week +\$35 a year employed. For Marilyn Winters, Bookkeeper, motion for pay increase of 7% raise plus \$1000 discretionary pay made by Jackie Mitchell and seconded by Bob Scholer. Motion passed unanimously.
7. **Election of Officers for 2024: President, Vice-President, Treasurer & Secretary.** President Flink queried the current slate of officers to determine if they were willing to serve again. All agreed. Buddy Boone made a motion to re-elect the current slate of officers. Gary Palmer seconded. Motion passed unanimously.

Round Table

Buddy asked about projecting reports during meetings to save paper. President Flink agreed to work with Chief Zipp on getting that in place. Jim Moreland reported that there are three, \$3,000 scholarships available for children of Comal County First Responders through the 100 Club of Comal County. They will be paid out at \$1,500 for the first semester and if the student still qualifies (still attending), another \$1,500 for the second semester. The GRCPAAA will also be sending notice to BVFD and GRPD about their scholarship program; up to three \$1,000 scholarships for our first responders or their family members. Those eligible are encouraged to apply for both.

Adjournment

Buddy Boone moved for adjournment and Gary Palmer seconded. Motion passed unanimously. President Flink adjourned the meeting at 7:55 p.m. Next scheduled meeting is January 22, 2024 at 7:00 p.m.

Respectfully submitted,

Jim Moreland

Jim Moreland
Secretary, BVFD BoD

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

Treasurer's Report For November 20, 2023

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

Through 83.33% of the year

Income	103.3% of budget
Expenses	67.6% of budget

- **Cash on Hand as of 11/17/23: \$ 812,292.34**

First United Bank Checking	\$ 42,943.28
First United Bank Christmas Fund	\$ 1,682.53
First United Bank Money Mkt. Acct.	\$ 100,459.46
Schertz Bank Checking	\$ 20,495.72
Schertz Bank Payroll	\$ 110,922.93
Schertz Money Market	\$ 535,788.42

- **Other Business**

No other business to report at this time.

Respectfully Submitted, Colin Smith
Treasurer

OCTOBER 2023

61 total runs, 13 fire calls and 48 rescue calls.

8 calls were run out of station 2.

Station 1 ran 9 fire calls and 44 medical calls

Station 2 ran 3 fire calls and 5 medical calls

Copy of ESD 6/BVFD Contract for 2024

A copy of the signed contract was provided by EMAIL to each Board Member. A record copy is included below.



2024 CONTRACT
BVFD - ESD 6 Signed