



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

**Minutes – Bracken VFD Board of Directors Meeting**  
**Monday, February 26, 2024**

**Board Members**

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

**General Membership Meeting**

President Flink called the meeting to order at 7:02 p.m. In addition to the BoD members above, Chief Zipp was present. The Pledge of Allegiance to the U.S. Flag and Pledge to the Texas Flag were spoken.

**Minutes Approval** – The minutes from the January 2024 meeting were presented. Motion to accept was made by Colin Smith, Jackie Mitchell seconded, and the motion passed unanimously.

**Treasurer's Report** – Treasurer Smith presented the report. As of February 23, 2024, cash on hand was **\$ 490,259.79**. As of January 31, 2024, we are through 8.33% of the budget year. Income represents 25% of the budget and expenses represent 7.25 of the budget. Motion to approve the report made by Jim Moreland, Gary Powell 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 has been doing first aid & AED courses for the Garden Ridge Citizen Police Academy Alumni Association and offered to do the same for the Fire Department Board. President Flink allowed use of non-ESD funds to pay for any Board Member who wants AHA certification. Chief Zipp also reported we lost one firefighter with just under five years of experience to another department so there is now one vacancy. One truck (Rescue 81) is down for a bad high-pressure pump and the truck has only 51,000 miles. Repair price will be approximately \$11,600.00. **INFO ONLY**
- 2. Activity Report/ Emergency Rescue Report** – Chief Zipp reported for January, there were 77 total runs, 17 fire calls and 60 rescue calls. Station 1 ran 14 fire calls and 47 medical calls. Average rescue response time: 5.89 minutes, average engine response time:

3.82 minutes. Station 2 ran 2 fire calls and 13 medical calls. Average squad response time: 9.23 minutes (staged for 34:01 minutes for 1 call), average engine response time: 5.40 minutes. Report attached. **INFO ONLY**

3. **Emergency Services District (ESD 6) Update – No representatives attended.** Chief Zipp reported that the annual report to Commissioner’s Court was moved into February. **INFO ONLY**
4. **Review, discuss and act as needed on information regarding BVFD credit card loyalty programs and status of points/miles or cash back. Tabled from November meeting. (Chief Zipp)** Chief Zipp reported that after discussing with Bookkeeper Marilyn Winters, he would like to stay with the current cards and use the points to purchase needed supplies and equipment for the station. **CLOSED**
5. **Review, discuss and act as needed on what action should be taken regarding contacting members for email addresses to finish the new database once deceased members are annotated. (Open: Jim Moreland/Chief Zipp)** Tabled until we can update the DB with Chief Zipp’s annotations of deceased members.
6. **Continue discussion regarding continuation of the Annual Christmas Dinner. (Open: President Flink)** President Flink reported the Christmas Dinner was originally in appreciation for BVFD Wurstfest workers. Since there is no longer a Wurstfest fundraising effort, the Christmas Dinner is no longer needed as an appreciation dinner. Gary Powell moved that we cancel the Christmas dinner, seconded by Jackie Mitchell. Passed unanimously. **CLOSED**
7. **Discuss and take action as needed on Chief Zipp’s request to spend up to \$10,000 in non-ESD funds for computers, bedding, radios, etc. (Approved at November 2023 meeting but OPEN to Chief Zipp to report back to the BoD on items purchased/remaining to be purchased).** Chief Zipp provided a list of items purchased and received. Detailed list of items purchased attached. **(CLOSED)**

#### **New Business**

1. **Discuss and take action as needed on a fraudulent check incident.** A check was issued in payment for an item purchased and was apparently “washed” and altered to a different person for a different amount. A report was made to the Comal County Sheriff’s Office and Schertz Bank and Trust. Hopefully the Bank will not charge us for it. President Flink tabled any further discussion until he can discuss options further with Marilyn Winters and Treasurer Colin Smith. **(OPEN: President Flink)**

#### **Round Table**

No issues raised.

#### **Adjournment**

As all action items on the agenda had been addressed, Jackie Mitchell moved we adjourn, Gary Palmer seconded. Motion passed unanimously. President Flink adjourned the meeting at 7:52 p.m. Next scheduled meeting is for March 25, 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 February 26, 2024

- **Budget Recap Jan 1, 2024 – Jan. 31, 2024**

Through 8.33% of the year

Income	25.0% of budget
Expenses	7.2% of budget

- **Cash on Hand as of 02/23/24: \$ 490,259.79**

First United Bank Checking	\$ 21,581.71
First United Bank Christmas Fund	\$ 1,682.53
First United Bank Money Mkt. Acct.	\$ 121,638.67
Schertz Bank Checking	\$ 50,020.48
Schertz Bank Payroll	\$ 72,632.67
Schertz Money Market	\$ 222,703.73

- **Other Business**

A fraudulent check for \$4,999.99 cleared our Schertz Bank Operating Account on January 16, 2024. This will be discussed as a separate agenda item.

Respectfully Submitted,

Colin Smith  
Treasurer

# January 2024

77 total runs, 17 fire calls and 60 rescue calls.

15 calls were run out of station 2.

Station 1 ran 14 fire calls and 47 medical calls Average  
rescue response time: 5.89 minutes Average engine  
response time: 3.82 minutes

Station 2 ran 2 fire calls and 13 medical calls  
Average squad response time: 9.23 minutes (staged for 34:01 minutes for 1 call)  
Average engine response time: 5.40 minutes

**ITEMS PURCHASED BY CHIEF ZIPP WITH NON-ESD FUNDS  
AUTHORIZED UP TO \$10,000  
(REF PAR 7 UNDER OLD BUSINESS)**

<b>1. Bedding, New Braunfels Mattress</b>	<b>\$1,691.00</b>
<b>2. Two Ruggedized Laptop Computers</b>	<b>\$4,796.60</b>
<b>3. Two Docking stations for Laptops in trucks</b>	<b><u>\$1,466.26</u></b>
<b>TOTAL</b>	<b><u>\$7,953.86</u></b>
 <b>BALANCE TO BE SPENT:</b>	 <b>\$2,046.14</b>