



# BRACKEN VOLUNTEER FIRE DEPARTMENT

23600 FM3009, San Antonio TX 78266 (210)

651-5762

## Minutes – Bracken VFD

Board of Directors Meeting, Monday, November 17, 2025

### 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		

### Membership Meeting

- 1. Call to Order** - President Charlie Flink called the meeting to order at 7:00 p.m. In addition to the BoD members above, Chief Zipp and Bookkeeper Marilyn Winters were also present.
- 2. The Pledge of Allegiance to the U.S. Flag and Pledge to the Texas Flag** were spoken.
- 3. Minutes Approval** – The minutes from the October 2025 meeting were presented. Motion to accept was made by Jackie Mitchell, Buddy Boone seconded and the motion passed unanimously.
- 4. Treasurer's Report** –Treasurer Smith reported that as of Nov 14, 2025 cash on hand was **\$754,975.29**. As of Oct 30, 2025, we were through 83.3% of the budget year. Income to that date represents 105.40% of the budget and expenses represent 78.07% of the budget. Motion to approve the report made by Gary Palmer, Kurtis Wilcox 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 safety gear was cleaned and inspected and small repairs taken care of. Completed Trunk or Treat and a Library Halloween Party and GRES festival. Truck repairs for Unit 82 were completed. Burn ban is still on. Discussing banning fireworks if no improvement in rainfall and corresponding drought conditions for this area. **(INFO ONLY)**
- 2. Activity Report/ Emergency Rescue Report** – Chief Zipp reported for Asst Chief Anz that for September 2025, there were 68 total runs, 14 fire calls and 54 rescue calls. 14 calls were run out of station 2. Station 1 ran 12 fire calls and 42 medical calls. Average rescue response time: 11:48 minutes. Average engine response time: 7:26 minutes. Station 2 ran 2 fire calls and 12 medical calls. Average squad response time: 9:26 minutes. Average engine response time: 7:38 minutes. For October 2025, 84 total runs, 19 fire calls and 65 rescue calls. 14 calls were run out of station 2. Station 1 ran 18 fire calls and 52 medical calls. Average rescue response time: 8:32 minutes. Average engine response time: 8:53 minutes. Station 2 ran 1 fire call and 13 medical calls. Average squad response time: 8:26 minutes. Average engine response time: 9:17 minutes. Chief Zipp noted that response times are higher when they have to wait for clearance from Law Enforcement to ensure it is safe to enter the residence or business.
- 3. Emergency Services District (ESD 6) Update** – No Commissioners attended. Chief Zipp attended and said the ESD Commissioners were working hard on getting things lined up to begin construction on Station 2 living quarters. **(INFO ONLY)**

4. **Status of Database and fall newsletter.** The fall newsletter is complete but Halloween safety tips were replaced by Christmas safety tips since the database and software for sending it out to members was delayed by several weeks. We have the final URLs for the website and will verify them before the newsletter is dispatched by email or USPS. It also contains instructions for joining or updating registrations. An additional \$3,000 was approved to cover costs to make the database self-updating when members join or update their information on-line. Provisions for call-in or mailed-in updates will also be included. Motion by was made by Gary Palmer and seconded by Jackie Mitchell. Motion passed unanimously. (CLOSED)\_

### New Business

1. **Discuss and take appropriate action on annual discretionary pay for BVFD paid full-time and other personnel.** Buddy Boone made a motion to use the existing formula for this effort, Gary Palmer seconded. Estimated total is \$26,300. Motion passed unanimously.
2. **Review and approve ESD 6 contract with BVFD for 2025 if received.** President Flink reported it has not yet been received from the ESD 6 Commissioners, but they have stated it will be identical to the past two years except for dates. TABLED.
3. **Discuss and take appropriate action on using non-ESD funds for extra Christmas celebrations for the firefighters.** Chief Zipp said this is typically a catered meal and a 9-pin bowling alley event. Jackie Mitchell made a motion to designate \$2,500, seconded by Colin Smith. Passed unanimously.
4. **Discuss and take action as needed for approval to use non-ESD funds to purchase a new BBQ pit. (Chief Zipp)** Chief Zipp reported the existing pits at both stations are rusted out. Jim Moreland made a motion to designate \$3,000 non-ESD funds for both stations, seconded by Colin Smith. Passed unanimously.
5. **EXECUTIVE SESSION: as authorized by Government Code Section 551.074 to review salary/incentive pay for Fire the Chief and Bookkeeper.** President Flink adjourned the regular meeting and opened the Executive Session at 7:28. Closed the session at 7:41p.m.
6. **If necessary, take appropriate action on items/ matters discussed in Executive Session.** President Flink called the meeting back to order. Gary made a motion and Buddy Boone seconded to implement the discussed amounts (5% for the bookkeeper, and \$500 discretionary pay.) Skip Courter made the motion and Colin seconded, to increase Chief's salary by 3% and to use the usual formula for his discretionary pay. Motions passed unanimously.
7. **Election of Officers.** President Flink queried each incumbent (President Charlie Flink, Vice-President Clifford Wilcox, Treasurer Colin Smith, and Jim Moreland, Secretary), if they were willing to continue in their current roles. All agreed and no additional nominations were made from the floor. All four were re-elected unanimously. (CLOSED)
8. **Member Comments/Roundtable:** As usual, there is no meeting in December. Next meeting is scheduled for January 26, 2026. SAFE-D meeting for 2026 is in San Antonio this year, so no hotel costs would be incurred. It will be held at The Henry B. Gonzales Convention Center. Board Members interested in attending may use the ESD 6 information to attend at no cost to the Department. SAFE-D's 24th Annual Conference will be held at the Henry B. González Convention Center in San Antonio, January 29-31, 2026. The registration link is <https://members.safe-d.org/ap/Events/Register/g4FDWXxfzCyCo> (INFO ONLY)
9. **Adjournment:** The agenda was completed and President Flink adjourned the meeting at 7:52 p.m.

Respectfully submitted,

*James P. Moreland*

Jim Moreland  
Secretary, BVFD

Attachments

- 1 Treasurer's Report
- 2 Run Statistics- Sep/Oct

**Treasurer's Report  
For November 17, 2025  
Board Meeting**

- **Budget Recap Jan. 1, 2025 – October 31, 2025**

Through 83.3% of the year

Income	103.40% of budget
Expenses	78.07% of budget

- **Cash on Hand as of 11/14/25 \$754,975.29**

First United Bank Checking	\$ 26,275.48
First United Bank Christmas	\$ 1,682.53
First United Bank Money	\$ 130,225.68
Schertz Bank Checking	\$ 50,801.36
Schertz Bank Payroll	\$ 7,537.31
Schertz Money Market	\$ 538,452.93

- **Other Business**

None at this time.

Respectfully Submitted,

Colin Smith  
Treasurer

# September/October 2025

## Fire and Rescue Stats

Asst Chief Bill Anz

### September 2025

68 total runs, 14 fire calls and 54 rescue calls.

14 calls were run out of station 2.

Station 1 ran 12 fire calls and 42 medical calls Average rescue response time: 11:48 minutes Average engine response time: 7:26 minutes

Station 2 ran 2 fire calls and 12 medical calls Average squad response time: 9:26 minutes Average engine response time: 7:38 minutes

### October 2025

84 total runs, 19 fire calls and 65 rescue calls.

14 calls were run out of station 2.

Station 1 ran 18 fire calls and 52 medical calls Average rescue response time: 8:32 minutes Average engine response time: 8:53 minutes

Station 2 ran 1 fire calls and 13 medical calls Average squad response time: 8:26 minutes Average engine response time: 9:17 minutes