



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

**Minutes – Bracken VFD Board of Directors Meeting
Monday, April 22, 2024**

Board Members

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

General Membership Meeting

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

Minutes Approval – The minutes from the March 2024 meeting were presented. Motion to accept was made by Buddy Boone, Colin Smith seconded, and the motion passed unanimously.

Treasurer's Report – Treasurer Colin Smith presented the report in the absence of the Treasurer. As of April 19, 2024, cash on hand was **\$ 716,506.26**. As of March 31, 2024, we are through 25% of the budget year. Income represents 25.2% of the budget and expenses represent 21.8% of the budget. Motion to approve the report made by Buddy Boone, Jackie Mitchell seconded. Motion passed unanimously. A copy of the summary report is attached. The audit is still underway.

Unfinished Business and General Orders

- 1. Fire Chief Report** – Chief Zipp reported he finalized expenditure of the \$10,000 non-ESD funds with a defibrillator. Major accidents with fatalities have occurred in the past few weeks. One High School student on FM3009 and at a business in Bracken. Chief and Skip Courter held a critical stress incident following those fatalities. A lot of other training going on. **INFO ONLY**
- 2. Activity Report/ Emergency Rescue Report** – Asst Chief Anz reported for March, there were 53 total runs, 4 fire calls and 49 rescue calls. 7 calls were run from Station 2. Station 1 ran 3 fire calls and 43 medical calls. Average rescue response time: 6:38 minutes, average engine response time: 4.94 minutes. Station 2 ran 1 fire call and 6 medical calls. Average squad response time: 4:08 minutes, average engine response time: 4:80 minutes. Report attached. **INFO ONLY**

3. **Emergency Services District (ESD 6) Update – No representatives attended.** Chief Zipp reported they are doing homework on living quarters for the Delafield station. **INFO ONLY**
4. **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.** Jim Moreland reported that there are 1,277 total entries in the DB. 458 are Life Members, still living. 380 of those have no email, but when you subtract the number without a phone number, our target is 272 calls. Split among six or eight people who might be willing to make calls, leaves between 34 and 45 calls per person. Annual member calls sort out like this:

Paid thru:	Still Living	No Email	No Phone	Calls Needed
LIFE	458	380	-108	272
2024	342	73	-17	56
2023	126	48	-26	22
2022	3	3	-2	1
2021	41	41	-17	24
2020 or older	264	264	-92	172
TOTALS	1234			547

Sadly, even if we call all 547 members and former members, that is still less than half of our goal to finish the database. Alternatively, we could use non-ESD funds with the current database and send each home missing a phone number or email address a USPS letter asking them to return that information to us by EMAIL or US Postal Service mail. First Class letters would be 68 cents each or \$371.96. USPS non-profit rates are 58 cents each (\$317.26) or less, but we may have to apply for and be granted a refund. Jim Moreland made a motion we send letters first, update the DB from replies, and then relook making phone calls. Jackie Mitchell seconded. Motion passed unanimously. Jim will contact with Chief Zipp about specifics on using the mail permit vs. First Class Mail. **(Closed)**

5. **Complete discussion and take action as needed on the fraudulent check incident.** Vice-President Kurtis Wilcox tabled this until additional action/information is received from the banks involved. **(OPEN: President Flink)**
6. **Discuss and take action as needed on the proposed increase in price of BVFD Web Page hosting and maintenance.** **NOTE:** At the March meeting, the Board approved staying with Dryden Labs and Word Press, paying the increased rate for one year, but continue to look at options for the future. Jim reported that he has just begun looking at options, so the matter was tabled for the next meeting. **OPEN: Jim moreland to continue researching options.**

New Business:

None received.

Round Table

Chief Zipp reminded everyone of the GRPD/BVFD annual First Responders’ Pancake Breakfast, June 1, 0800 to 1100 at Paul Davis Park.

Adjournment

As all action items on the agenda had been addressed, Buddy Boone moved we adjourn, Colin Smith seconded. Motion passed unanimously. Vice-President Wilcox adjourned the meeting at 7:23 p.m. Next

scheduled meeting is moved from the 4th Monday to the 3rd Monday (May 20, 2024) to avoid the Memorial Day Holiday.

Respectfully submitted,

James P. Moreland

Jim Moreland
Secretary, BVFD BoD

Treasurer's Report For April 22, 2024

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

Through 25.0% of the year

Income	25.2% of budget
Expenses	21.8% of budget

- **Cash on Hand as of 04/19/24: \$ 716,506.26**

First United Bank Checking	\$ 21,058.09
First United Bank Christmas Fund	\$ 1,682.53
First United Bank Money Mkt. Acct.	\$ 122,441.61
Schertz Bank Checking	\$ 4,387.52
Schertz Bank Payroll	\$ 35,442.46
Schertz Money Market	\$ 531,494.05

- **Other Business**

The 2023 financial audit by Armstrong, Vaughan and Associates has gone through the first review and has been submitted for the second review. They have requested some additional information which will be provided this week.

We have received our 2nd quarterly payment from the ESD in the amount of \$553,200.00. That amount is reflected in the above cash balances.

Respectfully Submitted,

Colin Smith
Treasurer

Mar 2024
(Asst Chief Anz)

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