



BRACKEN VOLUNTEER FIRE DEPARTMENT

23600 FM3009, San Antonio TX
78266 (210) 651-5762

Minutes – Bracken VFD Board of Directors Meeting Monday, May 20, 2024

Board Members

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

Membership Meeting

President Flink called the meeting to order at 7:00 p.m. In addition to the BoD members above, Chief Zipp was 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 April 2024 meeting were presented. Motion to accept was made by Colin Smith, seconded by Jackie Mitchell, and the motion passed unanimously.

Treasurer's Report – Treasurer Colin Smith presented the report. As of May 17, 2024, cash on hand was \$ 522,313.81. As of April 30, 2024, we were through 33.33% of the budget year. Income to that date represents 50.2% of the budget and expenses represent 34% of the budget. Motion to approve the report made by Jackie Mitchell, Buddy Boone seconded. Motion passed unanimously. A copy of the summary report is attached. We have received a draft copy of the 2023 financial audit from Armstrong, Vaughan and Associates. It is currently being reviewed.

Unfinished Business and General Orders

1. Fire Chief Report – Chief Zipp reported he is finalizing the ceiling fans for the bays at both stations and reminded everyone about the June 1st pancake breakfast. Specifications are being worked on for new Breathing Apparatus bottles with other area Departments for better pricing. ESD has approved up to 25 bottles for purchase. Staffing is in great shape and BVFD is starting new radio testing on May 21, 2024. **INFO ONLY**

2. Activity Report/ Emergency Rescue Report – Chief Zipp reported for Asst Chief Anz that for April, there were 56 total runs, 14 fire calls and 33 rescue calls. 8 calls were run from Station 2. Station 1 ran 12 fire calls and 34 medical calls. Average rescue response time: 6.05

minutes. Average engine response time: 3.88 minutes. Station 2 ran 1 fire call and 7 medical calls. Average squad response time: 5.89 minutes. Average engine response time: 11.54 minutes. **INFO ONLY**

3. Emergency Services District (ESD 6) Update – No representatives attended. 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. As previously reported, the decision was made to use non-ESD funds for a mailout to all registered BVFD Members asking for missing email addresses and phone numbers. The database is nearly ready and the letter has been written to go to the mail contractor. **OPEN: Jim Moreland/Chief Zipp (TABLED to next meeting)**

5. Complete discussion and take action as needed on the fraudulent check incident. President Flink is looking into implementing the Positive Payment system so all checks that don't match, etc. we will have 24 hours to validate. President Flink will also look into reporting the incident to the US Postal Inspection Service.. **(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. TABLED.**

New Business:

1. Discuss and take action as necessary on the Bracken VFD Budget for CY 2025.

President Flink reported that we must develop an operational budget by our June meeting. President Flink appointed the following to serve on each committee. Both are tentatively scheduled to meet 12 June 2024 at 10 am (Personnel and 2 p.m. for the Operational budget).

Personnel Budget Committee:

Colin Smith
Jim Moreland
Jackie Mitchell
Gary Palmer
Donald Zipp
Marilyn Winters

Operating Budget Committee:

Colin Smith
Charles Flink
Bob Schoeler
Skip Courter
Donald Zipp
Marilyn Winters

Once both committees meet and author draft budgets, they will forward same to President Flink for action at the June meeting. **OPEN: President Flink/Treasurer Smith**

Round Table

No issues raised.

Adjournment

As all action items on the agenda had been addressed, Jackie Mitchell moved we adjourn, Bob Scholer seconded. Motion passed unanimously. President Flink adjourned the meeting at 7:50 p.m. Next scheduled meeting is June 24th, 2024.

William "Buddy" Boone

On behalf of

Jim Moreland

Secretary, BVFD BoD

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

Treasurer's Report For May 20, 2024

- **Budget Recap Jan 1, 2024 – April 30, 2024**

Through 33.33% of the year

Income	50.2% of budget
Expenses	34.0% of budget

- **Cash on Hand as of 05/17/24: \$ 522,313.81**

First United Bank Checking	\$ 12,859.06
First United Bank Christmas Fund	\$ 1,682.53
First United Bank Money Mkt. Acct.	\$ 122,845.07
Schertz Bank Checking	\$ 35,498.85
Schertz Bank Payroll	\$ 117,060.84
Schertz Money Market	\$ 232,367.46

- **Other Business**

We have received a draft copy of the 2023 financial audit from Armstrong, Vaughan and Associates. It is currently being reviewed.

Respectfully Submitted,

Colin Smith
Treasurer

April 2024

Asst Chief Bill Anz

56 total runs, 13 fire calls and 43 rescue calls.

8 calls were run from Station 2.

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squad response time: 5.89 minutes Average engine

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