

MICO VOLUNTEER FIRE DEPARTMENT
7121 County Road 271, Mico TX 78056
EXECUTIVE/BUSINESS MEETING MINUTES
July 11, 2017

Attendees:

Linda Murphy – President
Jaime Esquivel - Vice President
Mark Suwienski – Fire Chief
Jim Wilbourn – Treasurer
Bo Shaw – Secretary

I. Call to Order: Business Meeting – meeting was called to order at 7:00 pm.

II. Reading and Approval of the Minutes: Minutes from June were accepted and no exceptions were taken. A motion to accept the minutes from June was made, seconded, carried and approved.

III. Financial Report: The Treasurer read the financial report. Accounts total \$164,237.40 at this time. Expenses primarily were left over from the Annual BBQ, and we received donations of \$590.72. A motion was made to accept the report, it was seconded, carried and approved.

Unfinished Business:

1. Annual BBQ (Jaime): The Vice President presented 7 reports detailing the logistics and costs of holding the Annual BBQ. These reports will be used to fine tune planning for next year's BBQ fund raising event. Each year, record keeping for this event improves making the planning process more efficient and effective. The Vice President asked for a thank you note be posted in the blog section of the MVFD website, the Secretary will complete that update. (OPEN ITEM)
2. Fall Harvest Fund Raiser (Jamie): Theme: Fall Festival. The vision for this event is to keep the community engaged with the Fire Department. The date is set for October 21 (3rd Saturday in October), from 10:00 am until 4:00 pm. Events will include: Pumpkin patch, silhouette for photos, games, 3 food trucks (burgers, Mexican, Hawaiian), yard sale, and vendors (Mary Kay, Tupperware, Avon, Pampered Chef. The Vice President is heading up this event and asked for a budget of \$2,000.00 for the event. A motion was made to set aside \$2,000.00 for this event, it was seconded, carried and approved. (OPEN ITEM)

V. New Business from Board Members:

1. Monthly report of incident calls and FF staffing (Fire Chief): There were 8 calls for brush fires, car accidents (traffic control), and mutual aid for fire.

2. Planning for Growth (Linda): The President is launching an initiative to look at long range planning for the Department including establishing detailed continuity books for each board member position. She presented each board member with a draft outline of the proposed topics to include in an Orientation Manual. The board will hold a meeting to focus on this project along with brain storming ideas for Department changes to accommodate population growth, expanding services, aging community, etc., on August 5, at 9:00 am. The President requested that each board member put together a continuity for the specific details to execute the duties of each position. Deadline for these continuity books is August 15, 2017. (OPEN ITEM)
3. MCESD #1 Discussion – Relocation of AMR team (Linda): MCESD #1 is addressing housing the EMS personnel at the MVFD facility. This arrangement is disruptive to both MVFD operations and to the EMS personnel assigned to the Mico area. MCESD #1 is researching the cost to install portable housing on the MVFD property allowing EMS personnel privacy and a permanent place to post for their shifts. (OPEN ITEM)
4. MCESD #1 Purchase of Radios (Linda): A new communication system is coming online requiring all departments to upgrade to digital radios. MCESD #1 will purchase new radios for the Department, they will arrive programmed and ready for use. (OPEN ITEM)
5. MCESD #1 Bookkeeping Reviews (Linda): MCESD #1 CPA has reviewed the MVFD books and reports that they are being managed properly. One issue noted by the CPA is the balance on the debit card. The Treasurer assured the board that there is no large balance on the debit card, the one noted is the one used by Firefighters when they attend training to pay for hotels, travel, etc. This card is loaded specifically with funds appropriate for the type of training they attend. The other issue noted by the CPA was to ensure receipts are turned into the bookkeeper in a timely manner. The Treasurer reviews all receipts and reports that they are being submitted in a timely manner. (CLOSED ITEM)
6. MVFD Fire Chief: The Fire Chief, Mark Suwinski, submitted his letter of resignation effective August 8, 2017. He requested to step down from the Fire Chief position, but to remain on as a Firefighter. He thanked the Board for support and will provide assistance to his replacement to ensure a smooth transition. (OPEN ITEM)

VI: New Business from Membership: None

VII: Announcements:

Exec/Business Meeting: August 8, 2017

ESD Meeting: August 9, 2017

IX: Adjourn (Motion) – the meeting was adjourned at 8:03 pm.

Note: Members and visitors are welcome to attend any Executive or Business Meeting. Members must be recognized by a Board Member before speaking during any agenda item.

Visitors who wish to make a comment to the Board may do so by signing up under the appropriate agenda item. Concerned Citizen Comments, not regarding a specific agenda item, may be made by signing up on the visitor's log. The comment is limited to three minutes. Any person in violation of the meeting format can be asked to leave or be removed from the meeting and/or property. Executive and Business Meeting agendas will be posted at the MVFD Fire Station and on the Department website 72 hours prior to the Meeting. Executive Meetings start at 7:00pm, Business Meetings at 7:30pm. Emergency Executive Board Meetings will be posted 48 hours in advance of the Meeting. The Executive Board of the Mico VFD reserves the right to adjourn into executive session at any time during the course of the Meeting as authorized under the Texas Open Meetings Act, Government Code 551.074 (Personnel Matters) and any other provision under Texas law that permits a closed executive session. In an emergency where there is an urgent public necessity the agenda for such meeting may be posted two (2) hours prior to convening (Section 555.045, Open Meetings Act).

**Respectfully Submitted
Linda Murphy, President**

**Posted According to all
known meetings acts:**