

**MICO VOLUNTEER FIRE DEPARTMENT**  
**7121 County Road 271, Mico TX 78056**  
**EXECUTIVE/BUSINESS MEETING MINUTES**  
**December 12, 2017**

**Attendees:**

**Linda Murphy – President**

**Bo Shaw – Secretary**

**Mike Tudor – Fire Chief**

**Board Members not present:**

**James Wilbourn – Treasurer**

**Jamie Esquivel – Vice President**

**I. Call to Order: Business Meeting** – meeting was called to order at 7:30 pm. (10/10)

**II. Reading and Approval of the Minutes:** Minutes from November reviewed. A motion to accept the minutes from November was made, seconded, carried and approved.

**III. Financial Report:** The President read the financial report. Accounts total \$162,786.40 as of November 30, 2017.

**IV. Unfinished Business:**

1. Relocation of AMR Team – Update (Chief): MCESD #1 met with contractors for plumbing and electrical work for the EMS trailer and the plumbing project is out for bid. No estimated date for moving at this time. (OPEN ITEM)
2. Installation of Radios – Update (Chief): All new radios have been installed and are operating on the digital network as of December 6. (OPEN ITEM)
3. BEC Fiber Update (Jim): Tabled.
4. Valero Gas Update (Chief): Tabled. The Vice President is working this initiative.
5. Fire Programs Update (Chief): The Chief will set up a training date with Ms. Lair for some time in January. (OPEN ITEM)
6. MVFD Website Update (Bo): The Chief suggested that we add the Board Positions duty information on the website. The Secretary said this is no problem, she will add another page and enter the duties of the positions of the President, Vice President, Treasurer, and Secretary. (OPEN ITEM)
7. Community Christmas Party after-action review (Jamie): Tabled.

8. Review key points from budget training: Security/Access of Files & Tracking Reports (Linda): The President asked for information on key security for the building and cabinets within the building. After discussion, she determined that it was time to conduct a key inventory to ensure we have all the keys we need. The President would like to initiate a report review each month to discuss which reports are due the following month. This will ensure the reports are submitted on time and with all the information, from the various points of contacts required. She asked about the process of preparing the quarterly reports to the MCESD#1. The Chief said he initiates the report along with the Treasurer. The President would like for the Chief to initial the report indicating he reviewed it before she signs the document. (CLOSED ITEM)
9. Strategic Planning Work Group (Linda): There have been two meeting so far with good progress on identifying MVFD mission and goals. One more meeting, to be scheduled in February, should finish up the details of defining the mission and setting the goals. The President is looking at using a subcommittee to document the meetings in order to free up work group members to focus on participating in the meeting. (OPEN ITEM)

#### **V. New Business from Board Members:**

1. Monthly report of incident calls and FF staffing (Fire Chief): Firefighters responded to 6 calls in the month of November. The Chief received to verbal commitments for volunteer firefighters but they have not submitted applications at this time. (OPEN ITEM)
2. CAFS Skid Unit/Install (Chief): The equipment has arrived, the Chief is getting quotes on upgrading the suspension on the vehicle to support it. Hoping to get a final quote, but it might not be until January. (OPEN ITEM)
3. ESD Contract – 2015 (Linda): The President received a signed copy of our contract with ESD and is reviewing it. She sees some items that might require follow-up, and will bring these items for discussion at the next Board meeting. (OPEN ITEM)
4. Process for amending By-Laws (Linda): The President presented a flow chart with instructions how to submit changes to the MVFD bylaws. The Chief recommended:
  - a. Adding a block for the secretary to initial after a check of the submitter's membership status is confirmed.
  - b. Expanding the block entitled "proposed amendment" allowing more room for the submitter to outline the desired change.
  - c. Having a board member sign the form showing receipt of the submission.
  - d. Adding this form to the website.
  - e. Annual review of the bylaws by the Board.

5. Texas Open Meetings Act Handbook (2018) & Training (Linda): The President recommended this training for all Board members. It is online and only takes about 1 hour to complete. The website: <https://texasattorneygeneral.gov/og/open-government-training>. (CLOSED ITEM)
6. MVFD Bookkeeper (Linda): MCESD#1 is looking to fund our bookkeeping position, which is currently being done on a volunteer basis. (OPEN ITEM)
7. MVFD Newsletter (Bo): It is time to prepare the Annual Newsletter, inputs from the President and Fire Chief are needed. Let's plan for a January 10 deadline for those submissions with a target of January 17 for getting it to the printer. (OPEN ITEM)
8. Pre-incident planning (Chief): The Chief is starting to partner with local businesses to conduct an evaluation of their Commercial operations as a "Recognized Program". He proposes to use a 2-person team concept, starting with his Officers, to meet with local businesses. The first will be the Zumwalt property located on FM 1283. The goal is to eventually offer this service to private residences. (OPEN ITEM)
9. Participation of Meetings (Linda): The President asked the Board to think of ways to get more participation at the monthly meetings. It is important for members to know how MVFD is spending tax money and fundraising money. (OPEN ITEM)

**VI: New Business from Membership: None**

**VII: Announcements:**

Exec/Business Meeting: January 9, 2018

ESD Meeting: December 13, 2017

**VIII: Adjourn (Motion)** – a motion to adjourn was made and seconded, the meeting was adjourned at 8:37 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:**