

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

**Attendees:**

**Linda Murphy – President**  
**Jaime Esquivel - Vice President**  
**Jim Wilbourn – Treasurer**  
**Bo Shaw – Secretary**  
**Mike Tudor – Fire Chief**  
**Jerrie Bishop – Bookkeeper**

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

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

**III. Financial Report:** The Treasurer read the financial report. Accounts total \$164,578.35 as of August 31, 2017. We received our quarterly budget from MCESD #1 as well as a donation from Exxon-Mobile for volunteer work performed by one of our members. A motion was made to accept the report, it was seconded, carried and approved.

**IV. Unfinished Business:**

1. Fall Harvest Fund Raiser (Jamie): The Vice President reports that more vendors have confirmed for this event and planning is progressing. He asked the Secretary to send out a mass email to all members announcing this event. (OPEN ITEM)
2. Strategic Planning Meeting (Linda): The first meeting for this committee will be on September 23 at 0900 at the fire house. The committee will be made up of Board members and Firefighter officers. The President asked the Fire Chief to invite his officers to this meeting. (OPEN ITEM)
3. Update on new equipment for brush truck (Mike): We received a grant from Texas Forest Service for \$38,000.00 to outfit Truck 199 with a Compressed Air Foam System (CAFS), MCESD #1 has agreed to fund the remaining cost of \$22,154.00. The Fire Chief ordered the system which has a 12-week delivery time. Discussion on how the billing should work took place and it was agreed that the bill should go to MCESD #1 and MVFD will reimburse the grant amount. (CLOSED ITEM)
4. MCESD #1 Discussion – relocation of AMR team (Linda): ESD is still working on a plan to move the AMR team out of the firehouse and into a building dedicated to them. The Fire Chief reported that in a meeting with MCESD #1 he was told that they have budgeted \$30,000.00 for this project. (OPEN ITEM)

5. MCESD #1 Purchase of Radios: The Fire Chief reported that all radios have been purchased. He attended a meeting with Keith Lutz to discuss frequencies within MCESD #1. Expected delivery and distribution of the radios is set for mid-October. Additionally, MCESD #1 is paying for installation of 6 mobile radios. The Fire Chief is going to look at what accessories might need to be needed to complete the equipment setup. (OPEN ITEM)
6. Update on liability for Civilians in the Fire Station (Bo): The Secretary and Treasurer reviewed the MVFD VFIS insurance policy, then called the VFIS Insurance Agent for clarification. Our insurance policy covers MVFD for liability on any civilians that visit our Fire Station and grounds. The Agent recommended having visitors sign a liability release letter if they are going to be conducting any physical activity such as physical exercise utilizing the equipment in the bay, CPR class, etc. The Secretary has drafted and posted liability release forms in the office, that can be easily filled out. (CLOSED ITEM)
7. Nomination Committee: In accordance with the By-laws, Article V, Section 2, a nominating committee was selected. The positions expiring this year are the President and the Secretary. Both incumbents indicated a willingness to stay on if needed/desired. (OPEN ITEM)

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

1. Monthly report of incident calls and FF staffing (Fire Chief): Firefighters responded to 5 calls in the month of August; Mike Tudor took over as Fire Chief with no other changes to Firefighter staffing. (OPEN ITEM)
2. Credit card issues (Mike/Jamie): Firefighters attending training recently has difficulty with the debit card used to pay for their hotels. This issue has been ongoing for some time and causes frustration and embarrassment for those attending training. The Treasurer stated that he has increased the limit on the card to accommodate the expenses associated with off-site training. The Fire Chief reported that they are still having trouble with using the card. The Treasurer will contact the bank and find out if there is a solution to this problem. (OPEN ITEM)
3. Table and Chair Inventory: The Treasurer has inventoried the tables and chairs and noted several missing. Discussion revealed that these items were used at an off-site event and will be returned immediately. (CLOSED ITEM)
4. Purchase of Air Packs (SCBA): The Fire Chief reported that MCESD #1 has purchased new Air Packs for MVFD. The old Air Packs will be serviced and the disposition of them will be discussed at a later date. (CLOSED ITEM)
5. Air Life Training: The Fire Chief reported that MVFD hosted Air Life Training which included the VFDs from Lake Hills, La Coste, Natalia, and Castroville. MCESD #1

notified the Fire Chiefs that they are purchasing Air Life Coverage for all MVFD Firefighters and the Board of Directors. (CLOSED ITEM)

6. National Night Out: The Fire Chief reported that MVFD will be hosting a National Night Out event on October 3. Activities include: Fire Department tours and demonstrations, art contest, meet the AMR EMS team servicing our area, talk with Medina County Constable Don Berger, and enjoy free hot dogs, chips, cookies and drinks. (CLOSED ITEMS)
7. Electric Bills: The Fire Chief asked if MVFD is receiving 2 separate electric bills. The Treasurer confirmed that we are receiving 2 bills. (CLOSED ITEM)
8. Training Opportunities: The Fire Chief is looking at some training opportunities in the near future, with cost ranging from \$50 - \$600. He asked if we had money in the training budget for these opportunities. The Treasurer confirmed that we do have money for training. (CLOSED ITEM)
9. MVFD Property across the street: The Fire Chief asked if we had any ongoing legal issues with our property across the street – parking lot and medical staging area. Discussion revealed no current issues with this property or the way it is being used. (CLOSED ITEM)
10. Donation to Rockport VFD: The Treasurer made a motion to send a donation of \$1,000.00 to the Rockport VFD to support their efforts to recover from hurricane Harvey. Discussion revealed that MVFD has supported other VFD's in this manner during times of crisis. The motion was seconded, carried, and approved. The Treasurer will send Rockport VFD a letter with a check for \$1,000.00. (CLOSED ITEM)

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

**VII: Announcements:**

Exec/Business Meeting: October 10, 2017

ESD Meeting: September 13, 2017

**IX: Adjourn (Motion)** – the meeting was adjourned at 8:24 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:**