

**MICO VOLUNTEER FIRE DEPARTMENT**  
**7121 County Road 271, Mico TX 78056**  
**EXECUTIVE/BUSINESS MEETING MINUTES**  
**Tuesday, March 13, 2018**  
**Time: 7:00pm**

**Attendees:**

Linda Murphy – President  
Jamie Esquivel – Vice President  
Jim Wilbourn – Treasurer  
Mike Tudor – Fire Chief  
Bo Shaw - Secretary

**I. Call to Order:** The meeting was called to order at 7:00 pm by the President.

**II. Reading and Approval of the Minutes:** All board member read the minutes, there were two administrative corrections, a motion was made to accept with the two corrections, it was seconded, carried and approved.

**III. Financial Report (Jim):** The Treasurer presented the monthly financial report, updated as of February 28, 2018. We received a large check from the Texas Forest Service (\$38,000.00) for expenses which the MVFD wrote a check for. The MVFD check will show in next month's report. The Treasurer reloaded the expense account to \$2,000.00. A large payment this month was to Pleasanton VFD for training, \$1,920.00, but there is a rebate check for this training which the Vice President has and will turn over to the Treasurer. To date, we have received \$4,762.50 from the membership drive, which includes amounts POA's have given us. The President asked if Ranchland Oaks had donated; the Treasurer said they have not. The President said she will contact the Ranchland Oaks POA to see if they will give a donation this year. The Fire Chief said we received two donations from the Dancing Bear Ranch, one in person and one from the property management company. These donations were deposited and counted as membership donations. The President asked for comments on the Profit/Loss report. The Fire Chief asked about the expense under line 412, if that is for t-shirts and caps. The Treasurer said this expense is for the items purchased for the new officers. The Fire Chief has a different amount, this may be due to partial billing and rebates. The balance of the order has been received. The Vice President needs money to purchase items for the BBQ raffle, however, this amount will be reimbursed by a sponsor. The Treasurer will give him a check to cover the expense. A motion to accept the financial report was made, it was seconded, carried and approved.

**IV. Unfinished Business:**

1. By-Laws-Special Meeting (Linda): The President is looking at a special meeting to review the by-laws. After discussion it was agreed to meet on May 26 at 9:00am.
2. Annual BBQ Update (Jamie): The Vice President has a meeting this week and will be able to provide a better update next month. The President made an announcement during the Alamo Area Corvette Club about the BBQ, they are looking at their schedule to see if they can come by for display. The Vice President recommended parking the Fire Trucks behind the medical

staging area and putting the Corvettes in front of the medical staging area. Tiger Sanitation will donate a dumpster for the BBQ this year. They will not be accepting used items for the auctions, focusing on children's toys and item. There will be no cake sale, rather a cake walk, which they will sell tickets for. Ticket price is now \$10.00 due to the price of beef.

3. Building Maintenance Proposal Update (Jamie):

- a. Painting of the building interior: We need to specify a date and person to let the painters in to get bids.
- b. Asphalt driveway : received bids, one was extremely high.
- c. Maintaining A/C & Heating Unit : one person is very interested, the other said it is too far. He is working on coordinating a date/time for him to come look at our system.

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

1. Monthly report of incident calls and FF staffing (Fire Chief): There were 3 calls for the month of February. The Fire Chief is working with Medina County dispatch to make sure they are calling out the correct department because there have been some issues. There are 3 new firefighter applications.
2. Reports for April (Linda): Financial report to CPA (Jerrie). Quarterly incident and training report due in April. The Treasurer will put together the report; he needs incident report and training report from the Fire Chief. The President will assist the Treasurer to learn how to put the report together. When Fire Programs gets fully implemented, it will take the place of the manual reporting we are currently doing.
3. ESD Budget Worksheets (Linda): Tabled.
4. Expand Conference Table (Linda): The President will research vendors for adding more pieces to the conference table. This will provide better environment to conduct fire fighter training sessions.
5. Overhead doors: The Fire Chief received two quotes for service, we need to just make a decision on which company to go with. Cost will be around \$500.00 per year plus parts. He recommends Premier Door Solutions, they are less expensive, and will provide periodic service. Start date is yet to be determined, but as soon as possible is needed. A motion was made to accept Premier Door Solutions as the contractor for the doors, not to exceed \$800.00 per year. It was seconded, carried and approved.
6. Rekeying: The Fire Chief would like to rekey the building, including adding Proximity locking system to additional doors, eliminating keys completely. Add proximity to President/Chief's office, side door, quartermaster/electric room, pantry door, and replace the personnel door unit. System provides accountability and traceability for everyone entering the building. The Fire Chief selected two vendors to provide quotes, he can present these next month. Cost looks to be approximately \$9,000.00.
7. Emergency Manager: The Emergency Manager spoke to the County Fire Chiefs about getting an auxiliary dispatching/texting system through cell phones. This system would be redundant to the Fire Text System and will provide better confidence for notifications and

will be an app on the fire fighters cell phones. The cost is \$521.50 per year to MVFD. The President said this needs to be added to annual budget. A motion was made to accept this expense and purchase this service, it was seconded, carried and approved.

8. Orientation Manual: The President put together the manual for new board members and a shorter version for potential board members. Soft copies are located on the Dell computer in the office.
9. Form 990 to IRS: This form is due to ESD (Polly) by the end of May.
10. Vehicle inventory replacement needs: This report is due to ESD (Polly) by May 1.
11. Safety of parking/driveway: The Treasurer is concerned about the drop-off behind the fire station. He recommended putting the plastic barriers, filled with water, across the drop off area. The Fire Chief said that was a great idea, it might take 5 to 10 to cover the dangerous area.
12. EMS BBQ parking: We need to make sure that EMS parks their ambulance across the street during the BBQ to be sure they are able to respond to calls without disruption.
13. EMS trash: There is a trash problem that needs to be addressed to Allegiance. They moved a MVFD trash can to their trailer and used the other trash cans around the station for their overflow trash. The Fire Chief has contacted them by email asking for resolution but has not received response yet. The Treasurer has asked ESD to get with Tiger Sanitation to get them a dedicated trash can.
14. Rock Solid Internet: The Fire Chief said that Rock Solid was out to work on cabling for the trailer out back, the cable is just on the ground, which needs to be buried. Additionally, Rock Solid has a new tower, but ours is aiming at a tower which is further away. The President will call Rock Solid to see if they will move our antenna to see if we can get better service.
15. Pantry water filter: The President is concerned about the leaking canister in the pantry. That water filter is currently being bypassed.
16. Ice Maker: The Vice President asked if we could purchase a small ice maker for the station. He has found one that will fit under the counter, which will allow us to collect ice for the BBQ and have ice available for fire fighter training. He will bring specific info to the next meeting.
17. Truck 199: The Fire Chief said the vendor who upgraded this truck would like to purchase the old equipment that was replaced during the latest upgrade. ESD said to market the old equipment to the other County Fire Chiefs to see if anyone wants it. None of them do. The Fire Chief requested a proposal, received it (\$1,800), and sent it to ESD. No response yet from ESD.
18. Fire Chief's spending limit: The Fire Chief asked for clarification on his spending limit. The Board reviewed the by-laws which states that he can make purchases less than \$1,000.00 without requiring board approval.

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

**VII. Announcements:**

Exec/Business Meeting: April 10, 2018

ESD Meeting: March 14, 2018 **(Cancelled)**

**VIII. Adjourn (Motion) :** The meeting was adjourned at 8:35pm

**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:**