

MICO VOLUNTEER FIRE DEPARTMENT
7121 County Road 271, Mico TX 78056
EXECUTIVE/BUSINESS MEETING MINUTES
Tuesday, January 9, 2018

Attendees:

Linda Murphy - President
Jamie Esquivel – Vice President
Jim Wilbourn – Treasurer
Mike Tudor – Fire Chief
Bo Shaw – Secretary
Jerrie Bishop – Bookkeeper
Ian Zabel – Firefighter/Lt

I. Call to Order: The President called the meeting to order at 7:00 pm (12/12)

II. Reading and Approval of the Minutes: The meeting minutes from December were read, a motion was made to accept the minutes, it was seconded, carried and approved.

III. Financial Report: (Jim) As of December 31, we have \$38,083.50 in the conjoined account and \$64,086.81 in the non-conjoined account. Expense account remained the same at \$2,013.53 and the savings account went up \$3.56. CDs remained the same. Accounts ending December 31 amount to \$163,710.20. Large payments/receipts were for Fire Text Response (\$500) and Texas Mutual Workers Comp (\$988.00). Summit Ridge POA donated \$2,000.00. The bookkeeper's report show that we have spent 78% of our budget. April starts the 2019 budget planning. The Vice President asked if the remaining 22% of the budget carried over to the next year. The Treasurer responded by saying he is not sure how much of the 22% that was left was conjoined and how much was non-conjoined. The bookkeeper will go through the accounts to find out how much money was left over by account. MCESD#1 will review the books to determine if we spent the entire conjoined budget. In the past ESD has allowed the department to retain any unspent budget but in the future they may not. The Bookkeeper outlined the process for CPA review of our books and reporting to the MCESD #1. The goal for next year is to closely monitor the budget provided by the MCESD#1 to ensure that all planned expenditures are executed. The bookkeeper was not involved in the budget process for 2018 but does plan to be involved in the 2019 budgeting process to help make a more accurate budget. In Quickbooks there is a code that indicates whether an expense is a MCESD expense or a Mico VFD expense. The bookkeeper will work with MCESD to figure out how to extrapolate out data that shows the two different accounts. The President pointed out a reconciliation report, this report will be reviewed each meeting going forward. The Vice President asked about donations coming in for the BBQ are being coded for the BBQ. The Treasurer has a system where he identifies donations for the BBQ as long as when the donation comes in it is specified for the BBQ. The Fire Chief submitted receipts for exercise equipment purchased last year to VFIS so a check reimbursing the department for that equipment should be coming in. A motion was made to accept the Treasurer's report, it was seconded, carried, and approved.

IV. Unfinished Business:

1. Relocation of AMR team – Update (Fire Chief): The electrical connection is complete, still waiting on the plumbing to be completed. Propane tanks will be upgraded. The radio connection has been completed. Allegiance is the company that was awarded the new EMS contract with a February 1 start date, and the service will be expanded to 24 hr service.
2. Installation of Radios - Update (Fire Chief): The Fire Chief reported that the installation is complete, Motorola is still troubleshooting the system, but the County is still having problems. The County is working with Motorola through the problems. The Fire Chief will be submitting a request for the accessories required for the new radios.
3. Christmas Party – After-action review (Jamie): The party went well, the only drawback was the fact that the post office failed to deliver the announcements to about 30% of the mailing area resulting in lower than expected attendance. The Treasurer wants to submit a complaint because this is not the first time this has happened. The President wants to submit a formal letter to the postmaster concerning this specific issue. The Secretary will continue to work with the postmaster at Castroville for reimbursement.
4. BEC Fiber Update (Jim): The Treasurer said that BEC will do Bandera, Pipe Creek, Lake Hills, and then Mico. We can probably expect to see it next year.
5. Valero Gas Update (Jamie/Chief): The Vice President is still awaiting information.
6. Fire Programs Update (Fire Chief): The Fire Chief is looking to set up training with Mrs. Lair in the next couple of weeks after we look at the program together to set a baseline. The Fire Chief believes the intent is to use this program as a business tool that captures not only incident reports but also inventory, training, etc.
7. Newsletter Update (Bo): January 10 is the deadline for input, the Secretary has received the President's input, just waiting for the Fire Chief's input. The Fire Chief asked if we wanted to specify donations for the BBQ, the group does not want to confuse membership by doing this. The Fire Chief wants to talk about the Amazon smile program in the newsletter.
8. MVFD Website Update (Bo): No changes.
8. CAF/Skid Unit/Install Update (Fire Chief): Scheduled to be installed in February, payment has been made by MCESD#1. Additional money for improving the truck suspension will be needed, but the Fire Chief does not have a quote yet.
10. Strategic Planning Work Group Meeting Date (Linda): Scheduled for February 3, 8:30 – 11:00. This should be the final meeting.

V. New Business from Board Members:

1. Monthly report of incident calls and FF staffing (Fire Chief): First FF training of the year was on the new SCBA equipment. Factory reps answered questions. Working on fittings for the Cascade system in order to be able to fill the new SCBA equipment. Old equipment will be disposed of. 6 firefighters are going out for training to Pleasanton. The Treasurer needs to know when they're going, where they're going, and what hotel they will be staying in. A

new training date has been added to accomplish training on the new truck. Truck 195 will be going in for a maintenance package. There were 5 call outs for the month of December.

2. Reports due by January 10th & 15th (Linda): Jan. 10th-Quick Books-CPA/ 4th Quarter (Oct-Dec) & End of Year Report (Jan-Dec 2017), Documents to ESD by Jan 15th: The President purchased a calendar to keep track of what reports are due each month. She encouraged everyone to add to the calendar.
3. Pre-Incident Planning (Fire Chief): The Fire Chief reports that he hasn't implemented this program yet, but he will be taking his officers to about 41 businesses in Mico.
4. ESD Contract Discussion (Linda): Table for February Meeting
5. MVFD Bookkeeper (Linda): Table for February Meeting
6. What is the process for membership forms? The Fire Chief asked what the process is for receiving membership forms. The Treasurer said that he receives the forms and the checks, he deposits the checks and passes the membership forms to the secretary for processing and filing. The Secretary enters the data in the database, then files the membership forms in the filing cabinet.

VI. New Business from Membership:

1. File Folders in Treasurer's cabinet: The bookkeeper outlined the process for keeping receipts and folders in order the Treasury. This month the folders were moved which caused extra work for her. She asked that if anyone needs to get information out of those folders, that they put the folders back to the way they found them.
2. Verizon invoice: The bookkeeper needs a copy of the Verizon invoice. The Fire Chief gets this invoice via email each month and will forward to the bookkeeper in the future.
3. Membership Forms: The bookkeeper wants to make reporting of donations more accurate. Therefore, when the membership forms start coming in she would like to see any donations indicated by members on the form so she can accurately account for them. The Secretary recommended that the Treasurer route the form to the bookkeeper after he accepts it so that she can input any additional donations, then the bookkeeper can route the form to the Secretary when she is finished with it. The Treasurer wanted to clarify his view of membership, he said there are no actual memberships, everything is a donation, and nobody has the right to vote except the board members. The Secretary said that the bylaws state that there are memberships and anyone that is a member is entitled to vote. The Treasurer would like to change the bylaws and change the membership form. The President said that we will look at changing the bylaws if it's best for the department.
4. New reimbursement form: A long discussion took place regarding the new and improved reimbursement form. The Treasurer will move the section which references Debit cards to the bottom of the form and indicate that this is for office use only.
5. Painting of the building interior/asphalt: The Treasurer asked for these items to be added back onto the agenda so that they will be worked. They have been on the agenda in the past

but have still not been addressed.

6. Cleaning of ESD barn: The Fire Chief reported that last Saturday a crew of firefighters cleaned out the ESD barn and developed a storage plan. They also cleaned out the building at Devil's Kitchen and Rocky Creek.
7. Lt Ian Zabel's request: Lt Zabel reported that he will be moving out of Medina County and will be requesting an exception to policy so that he can continue to serve on the Mico VFD. His new residence is less than 1 mile outside of the Medina County line. The Fire Chief said he should submit his request to the Fire Chief once he has moved out of the County.

VII. Announcements:

Exec/Business Meeting: February 13, 2018
Strategic Planning Meeting: February 3, 2018
ESD Meeting: January 10, 2018

VIII. Adjourn (Motion): A motion was made to adjourn at 9:00 pm, it was seconded and carried.

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: