

MICO VOLUNTEER FIRE DEPARTMENT
7121 County Road 271, Mico TX 78056
EXECUTIVE/BUSINESS MEETING MINUTES
Tuesday, February 13, 2018

Attendees:

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

I. Call to Order: The President called the meeting to order at 7:00 pm (13/13)

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

III. Financial Report: (Jim) As of January 31, totally all accounts, we have \$168,035.02. Large payments in February were for: SFFMA - \$525.00, Potranco Automotive - \$1,389.42, and Air Med Care - \$605.00. The Air Med Care expense was for 13 firefighters, however more people can be added. Board members can also be covered, just let the Treasurer know. The Treasurer and the bookkeeper did a comparison of spending between the conjoined and non-conjoined accounts that revealed that we have spent all the MCESD#1 budget at this point. The bookkeeper provided a profit/loss spreadsheet which shows the spending, profit and loss by class, indicating that all MCESD#1 budget has been spent. The bookkeeper reviewed the different reports that are available for the monthly meeting. The bookkeeper will run a report, by class, every month for the meeting to review spending. The Fire Chief asked if the bookkeeper attended the monthly MCESD#1. She does not, however, she said she can go if needed. A motion was made to accept the financial report as read, it carried and was approved.

IV. Unfinished Business:

1. MVFD Bookkeeper (Linda): MCESD#1 has hired Jerrie Bishop to be our dedicated bookkeeper. There are 3 bookkeepers under the MCESD#1 umbrella. Congratulations Jerrie.
2. Letter of complaint to Postmaster (Bo): Bo presented the letter of complaint to the postmaster at the Castroville post office. The postmaster has promised to follow-up with our request for reimbursement and call the Secretary. The president did some research and found that if the issue is mail not being delivered on time, the local post office handles that. If the issue is mail being destroyed, then this must be reported through the postal inspector general system.
3. CAF/Skid Unit/Install Update (Fire Chief): The Chief said they got the truck back last Friday, did some training with the Lts and plans to do some more training on the next training date. TFS inspector came and inspected the truck to confirm that the equipment was

installed. The Treasurer asked if there was going to be some more expenses. The Fire Chief said that the MVFD will cover the two small equipment grants to complement the new equipment, and he will get quotes for additional items needed.

4. **New Reimbursement form (Jim):** The Treasurer has changed the internal reimbursement form and asked for feedback on it. The form is working fine and all receipts are being turned in timely.
5. **Building Maintenance:** The Treasurer would like to get the building painted, inside. The Vice President said he will take the lead to include painting and adding asphalt. He is working on a proposal for a maintenance contract on the HVAC system. The Fire Chief said the doors still have small glitches but are working properly. The Vice President asked if the repair company gave us an estimate on how long the doors will continue to work properly. The Fire Chief said the doors were never right from the original installation, the Fire Chief recommended that we hire a service company for the doors.
6. **By-Laws:** The President asked for Board members to review the by-laws, the Secretary will send out the current by-laws via email to Board members. The President asked that Board members to review the ESD Contract and compare it to the by-laws. She will set up a special meeting to address the by-laws, probably in March.
7. **ESD Contract (Linda):** The President will send out a copy of the ESD contract to the Board members.

V. New Business from Board Members:

1. Monthly report of incident calls and FF staffing (Fire Chief): There were 5 incident calls in January. The Fire Chief has asked Sarah Smith to assist with grant writing, the VFIS grant was successful and they are working on some more. The EMS crew has moved out of the station and into their quarters behind the station.
2. Reports for February/March(Linda): No reports due until April.
3. Cleaned Firehouse (Fire Chief): The Fire Chief got a group of firefighters together and cleaned out the firehouse, substations, and EMS barn.
4. Newsletters: The Board discussed delivery of the newsletter and decided that we should email the newsletter to the people who indicated that they would like to receive correspondence by email. Additionally, we will add the newsletters to the website. The Chief asked Sarah to head up the support team for the firefighters, the title of her position is yet to be determined. The Chief asked if we wanted to set her up with a gmail account so that she can communicate with a MVFD email and allow her to make purchases of food items for firefighter trainings. The Vice President recommended that Sarah draft some by-laws for this group. There is some question on whether we can call this unit the “auxiliary”, more research needs to be done. The President recommended that this group start small and grow as more people join. The Chief recommended that this position be under the direction and oversight of the Fire Chief, the Board agreed.
5. EMS (Fire Chief): The EMS have moved out, they tapped into our gas tank so we need to

keep a close eye on usage, the Treasurer just filled the tank.

6. Events schedule (Jim): Jim put together a new events schedule and posted it on the bulletin board, he asked about the date for the Fall Festival, which is October 20.
7. Appreciation Dinner (Linda): The President asked the Fire Chief to check with the Firefighters to see when the best date for maximum participation for this dinner would be.

VI. New Business from Membership: None.

VII. Announcements:

Exec/Business Meeting: March 13, 2018

ESD Meeting: February 14, 2018

VIII. Adjourn (Motion): A motion was made to adjourn at 8:00 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:**