

MICO VOLUNTEER FIRE DEPARTMENT
7121 County Road 271, Mico TX 78056
EXECUTIVE/BUSINESS MEETING MINUTES
Tuesday, April 10, 2018
Time: 7:00pm

Attendees:

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

I. Call to Order: The meeting was called to order at 7:05 pm by the President.

II. Reading and Approval of the Minutes: All board member read the minutes, no changes noted. A motion was made to accept as written, it was seconded, carried and approved.

III. Financial Report (Jim): The Treasurer presented the monthly financial report, updated as of March 31, 2018. A large payment this month were to Alamo Doors, the newsletter, and raffle items. The profit and loss report was reviewed without comment, however, the Treasurer recommended having the budget available to compare the profit and loss report to so that the board can see how much of the total budgeted amount for each item has been spent. The Treasurer will talk to the book keeper to determine the best way to incorporate that information. A motion to accept the financial report was made, it was seconded, carried and approved.

IV. Unfinished Business:

1. Plastic Barriers – (Fire Chief): The Fire Chief ordered barriers, the company only had 3 in stock, they still owe one. He put reflective tape on them and put them in place. They have already been struck and damaged. It appears that the EMS crew damaged the barriers and are willing to make restitution. The Fire Chief recommended that we let it go, he is not sure if the barrier will hold water. They come in packages of 4, the Fire Chief asked if we should purchase more to future events. After discussion, it was agreed to purchase 4 more, the Fire Chief will order them.
2. Annual BBQ Update (Jamie): Raffle tickets do not have the address on them, which needs to be corrected. He asked his team for feedback on the meal price of \$10 and there have been no complaints. All aspects are on track, there are a couple of entertainment activities that might require pre-payment. The meat has been ordered, same amount as last year. Meat pricing has gone up since last year. Live music will be on site, the auctioneer is committed. All auction items are new items. The President said that 10-15 corvette from the Alamo Corvette Club will be attending. The Chief asked for input on what to advertise on facebook and on the webpage. We are at the point where he is going to have to make some purchases to support this event. He requests access to a credit card during the fund-raising events so that he can execute the purchases more quickly. The delays are frustrating. The treasurer offered to set this up with the bank on the MVFD non-conjoined debit card. Two things he

needs immediately, is to pay a deposit on the entertainment and purchase paper goods. He requested a SAMS club card in order to be able to capture the costs of the event, the Chief will give him his card. The Chief needs a check for \$200 for ice for this event. The Treasurer said he will give Jamie the pin number required to use the debit card. The Treasurer asked if there was anyone to sell tickets on the day of the BBQ, and Jamie said he has one table set up for that but will look into what is needed for that day. The President said there will be another board meeting before the event and request a final update on that day.

3. Quotes for Ice Maker (Jamie): Jamie passed out quotes for the ice maker to all board members for an under counter ice maker. Originally looked at a 300-400 pound bin, but that seemed too large so is looking at a 150 pound bin ice maker. He highlighted an under the counter model that makes 150 pounds every 24 hours, 27 in x 33in and fits under the sink and will hook up to the reverse osmosis water line. Price is approximately \$1,800.00. The Treasurer said he doesn't think we need an ice maker. The Fire Chief recommended tabling this agenda item until after the BBQ event.
4. Quote for Conference Tables (Linda): The President got a quote for expanding the conference table. For 4 additional pieces, the quote was \$2,489.60. This includes hardware, casters, laminate, delivery fee, and install. The Treasurer and the Fire Chief recommended that we check pricing for the original table to compare. The President recommended tabling this item pending further price checks and negotiations.
5. ESD Budget Worksheets (Linda): Polly sent the worksheets to the board, looks like the same one we used last year. The President will schedule a budget meeting for May.
6. Building Maintenance Proposal Update (Jamie): All items have been tabled until June.
 - a. Painting of the building interior – received two quotes, the lowest was \$8,965.00 (M&M renovations) and high was \$10,000. This is for a total interior painting including steel doors with the paint specified by Jamie.
 - b. Asphalt driveway – only one quote so far but expecting another one.
 - c. Maintaining A/C & Heating Unit – tabled until June.
7. By-Law Amendment Request Form (Linda): the President passed out the by-law amendment form to all board members. This form should be used in preparation for the upcoming meeting on May 26. The Treasurer suggested that each board member be responsible for their own area of the bylaws.
8. Rock solid Internet Order – Completed (Linda): Installation has been completed and service has improved.
9. EMS Trash Pickup (Linda): This new service started last week, the bill has been added to our account.
10. Overhead Doors (Fire Chief): Premier Doors quoted two trips per year at \$250 plus parts for preventive maintenance. The Fire Chief wants to ask questions on the quote for clarification on whether it includes door openers. He recommends accepting this quote if he receives confirmation on this. A vote was taken to accept this proposal and passed unanimously. The Chief is concerned about door #2, which appears to be leaking. The ESD is sending someone to look at the door to see if it is leaking or if there is something else on the building that is

leaking. They are leaning toward it being a facility problem and not a door problem, however it could be a case of the door not sealing to the building. According to ESD, MVFD is responsible only for normal wear and tear on the facility. The President has contacted the ESD and will follow-up with them to see if progress has been made. The Treasurer is concerned that water from the interior hose bib might be leaking into the door's box.

11. Vehicle Replacement Inventory (Fire Chief): Chief is working with ESD to include every truck and their location. He anticipates the biggest replacement cost is with truck #198. We have a grant request in with TFS for \$100,000. He is recommending a budget amendment for the grant matching amount.
12. Truck 199 (Fire Chief): This item should be closed.

V. New Business from Board Members:

1. Monthly report of incident calls and FF staffing (Fire Chief): 5 calls for the month of March, 3 of which were vehicles.
2. Reports for May (1st Qtr., Form 990 to IRS) (Linda): The President asked the Treasurer if the report was ready to go, he said no. He is missing the training report and list of firefighters information. In the past there was a list with each member with their rank and address. The Fire Chief said there is a clip board that has the current list of fire fighters, the training roster. It is in the Chief's office on his desk. The President offered her assistance with this report if desired. The Treasurer asked if there has been any progress on Fire Programs, the Chief said there has not been any progress, except that he has the login and password and has called the help desk and is awaiting a response. He requested that the Treasurer and Secretary find more time for him. The President asked who is responsible for getting the Form 990 to ESD. The Treasurer clarified that it goes to the IRS, through the CPA. We send it to the IRS, the book keeper coordinates with the CPA for completion and the Treasurer sends it in.
3. Roof Repair (Linda): The President stated this has already been covered.
4. Renewal/Update of 501C3(Linda): The President asked if any updates are required because she got a message from ESD reminding her to be sure we maintain our 501(C)3 status. The Treasurer said that the status does not expire, no action is needed.
5. Rekeying of station doors (Chief): The Chief received 2 quotes, one company saves money on installation if we purchase the materials. Discussion on which and how many doors to rekey took place as well as the benefits gained. The President asked if ESD would be responsible for any of the costs to improve/upgrade the locking systems. Tabled pending further pricing and consultation with ESD
6. Marque in front of the station (Chief): The marque is in need of maintenance, mostly from sun damage. In the near future, that sign will need attention. The Chief is interested in moving to a more digital marque rather than try to maintain the current marque. Tabled.
7. Housekeeping (Chief): The Chief requested a calendar for station cleaning and for landscaping so that the fire fighters don't duplicate efforts. The President recommended a calendar in the bay to capture the dates that both of these services are taking place.

8. EMS concerns (Chief): He has forwarded some items to the EMS manager and to the ESD board asking for assistance to resolve concerns. The Vice President asked what type of concerns. The Chief said the trash was a concern and he received no response while trash was all over the place including used medical exam gloves. The EMS staff has been doing archery behind the building; one night there was a dog tied up to a tree behind the pump house which was barking non-stop with no action from EMS. Also, they have been parking in front of the pump house. The President recommended stenciling the house with “no parking” to clearly communicate.
9. Purchases (Chief): The Chief has several larger ticket purchases that need to be made in the near future – bunker gear for new fire fighters, expiring bunker gear, aging compressors. The Chief requested purchasing a new compressor, he will get quotes. Also, he needs radio accessories for current staff, cost is around \$2,400 as well as new radios to outfit the additional fire fighters. The Treasurer asked if he has approached the ESD with this request, and he has but to no resolution. The President said if there is anything over \$1,000.00, just bring it to the board next meeting for a vote. The Chief said that the work on truck 195 is satisfactory, and he would like to send the tender in for service as well and the cost should be less than \$3,000.
10. Fire Fighter appreciation dinner (Chief): August 18 is the date that best accommodates all fire fighters. The Chief wants to change the venue to Paradise Canyon, the VFD has a relationship with the owner so events are free to MVFD. One suggestion was to cater with a food truck. More discussion on this topic next month.

VI. New Business from Membership: None

VII. Announcements:

Exec/Business Meeting: May 8, 2018

ESD Meeting: April 11, 2018

VIII. Adjourn (Motion): A motion was made to adjourn, it was seconded and the meeting was adjourned at 8:40pm.

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: