

MICO VOLUNTEER FIRE DEPARTMENT
7121 County Road 271, Mico TX 78056
EXECUTIVE/BUSINESS MEETING MINUTES
Tuesday, September 11, 2018
Time: 7:00pm

Attendees:

Jamie Esquivel – Vice President
James Wilbourn – Treasurer
Mike Tudor – Fire Chief
Bo Shaw – Secretary
Phyllis LaLonde – Member

Absent – Linda Murphy, President

I. Call to Order: The Vice President called the meeting to order at 7:06 PM.

II. Reading and Approval of the Minutes: The August meeting minutes were reviewed, a motion was made to accept, it was seconded, and approved.

III. Financial Report (Jim): The conjoined account is at \$33,144.00 and the non-conjoined account is at \$75,536.00. Large expenses last month were for truck tires (\$970.00), VFIS Insurance (\$1511.00), Hotel for training (\$6157.00), and Xpress Signs (\$581.00). The Vice President asked the Treasurer to cancel an old check written to him, which was not cashed, and issue a new one. The Treasurer agreed. A motion was made to accept the Treasurer's report, it was seconded, and approved.

IV. Unfinished Business:

1. Annual BBQ Brief Review of Outcomes- (Jamie): Tabled.
2. Fire Fighter appreciation dinner after action - (Bo): The event was under budget and the Fire Chief and Vice President report that the event was well received by the firefighters. All agreed that the new format for this event, summer picnic, was a much better venue and should be adopted for future events.
3. Building Maintenance Proposal Update (Jamie): The ESD has a new manager so MVFD will have to prepare solutions for these issues and submit to the ESD. Two issues that are pressing right now – the shade structure provided by the ESD to cover the ambulance or a MVFD fire truck and donated concrete. We do not have clear guidance on new procedures for facility maintenance, the Board will continue to communicate with ESD to accomplish these improvements to the facilities.
 - a. Painting of building interior
 - b. Asphalt driveway
 - c. Maintaining A/C & Heating Unit
4. Computer for Fire Chief/President's Office (Linda): Tabled.
5. Property Inventory and Accountability (Bo): The Secretary proposed accounting for non-conjoined assets through a system separate from Fire Programs. Additionally, a hand receipt

has been developed to account for items which are loaned out. All tables and chairs still need to be numbered for accountability purposes. The Vice President emphasized that accountability for 501(C)(3) purchased items should be in accordance with state regulations.

6. EMS Trailer/Personnel (All): The Fire Chief recommended that MVFD make a proposal to the ESD for finishing off the back of the station area with asphalt to support the additional vehicle traffic associated with the new EMS building. He recommended that we submit the asphalt bids that we have for the area to ESD for funding.

V. New Business from Board Members:

1. Monthly report of incident calls and FF staffing (Fire Chief): There were 9 runs for August. No new firefighter applications have been received. We won a TFS fire apparatus/station grant for \$20,000. The Chief has a list of items to be purchased with this grant money. The Chief recapped some high-water rescues that firefighters took part in over the recent rain event.
2. Facility Maintenance Issues (All): The Chief replaced some ceiling tiles that were damaged by the recent rain and a leaky roof.
3. Fall Harvest Update (Jamie): One food truck is confirmed, and two others are being considered. We have almost the full quota of vendors and are working on securing more games for the kids. Small toys (prizes) have been approved as well as pinatas. HEB will be donating pumpkins. The focus is on making this a kid-friendly event, everything is on schedule.
4. Fall Newsletter (Bo): Inputs are due for the newsletter, focusing on the Fall Festival and highlighting Board positions that are up for election. The Secretary will try to mail it the first week of October.
5. Fire Programs Software Training (Linda): Tabled.
6. By-Laws Update (All): We will be reviewing the by-laws next meeting, all Board members should review and present updates/changes to the President before the next Board Meeting.
7. ID Printer (Fire Chief): The Fire Chief reported that our current printer is obsolete and barely functioning and requested that we purchase a new one. A motion was made to purchase a new printer, it was seconded, and passed.
8. Reimbursement Form (Bo): The Secretary followed up on discussion from last month and recommended that all forms submitted by firefighters for reimbursement be initialed by the Fire Chief. After discussion it was determined that this initiative would allow the Fire Chief to have full visibility on all expenses submitted by his firefighters.
9. Board Member Application Form (Bo): The President has developed an application form for anyone who wants to become a MVFD Board member. Table until next meeting.
10. Proximity Door System (Fire Chief): The Fire Chief has been talking with ESD about our door system with regards to making it standard across the ESD and adding some more

proximity locks to doors at MVFD.

11. Christmas Party (Jim): Traditionally we hold this party on a Friday night, this year on December 7. The Vice President said that he received complaints about having the party on a Friday night. Therefore, he recommended that we move the party to Saturday night. The date agreed upon is December 1 and moving up serving time to 6 pm.
12. National Night Out (Fire Chief): The Fire Chief requested that the website be updated with the Fall Festival (Oct 20) and National Night Out (Oct 2).
13. Fuel for Fire Trucks (Jim): The Treasurer recommended getting new fuel cards for fire trucks because the old ones do not work well in the machines. The Fire Chief reported that the cards work fine at the Valero but don't work at the Valley Mart. There is no significant price difference between the two vendors and he recommended we move to using Valero as our primary fuel source. The Vice President reported that if we opened a commercial account with Valero, there would be a discount offered. ESD is working on getting a central account for fuel since the budget line item for fuel has been pulled from our budget. More information to come on this issue.
14. Voting (Fire Chief): There is a runoff election next week, Dorothy Ahr has the key.
15. Calendar (Fire Chief): A new calendar has been posted in the office, the Chief asked Board members to use the calendar to post events.

VI. New Business from Membership: None

VII. Announcements:

- ESD Meeting: September 19, 2018 @ 7:00pm
- Exec/Business Meeting: October 9, 2018 @ 7:00pm

VIII. Adjourn (Motion): A motion to adjourn was made at 8:40 PM, it was seconded and approved.

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: