

MICO VOLUNTEER FIRE DEPARTMENT
7121 County Road 271, Mico TX 78056
EXECUTIVE/BUSINESS MEETING MINUTES
Tuesday, October 9, 2018
Time: 7:00pm

Attendees:

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

I. Call to Order: The meeting was called to order at 7:00 pm.

II. Reading and Approval of the Minutes: A motion was made to accept the September meeting minutes as written, it was seconded, carried, and approved.

III. Financial Report (Jim): The Treasurer reported that the total of accounts is \$169,688.00. The President asked everyone to look at the profit vs loss report, the Vice President had a question regarding the fuel budget line. The Fire Chief has talked to ESD#1 and says that the budget line for fuel is still in our budget until ESD#1 is ready to take over the fuel account. The President asked for assistance from the Treasurer in reading the report, specifically how much of the overall budget has been received from ESD. The Treasurer said that he pays expenses associated with Fire Operations from the Conjoined account and community events sponsored by MVFD are expensed to the non-conjoined account. The expense account is separate and used for training and the Fire Chief's expenses. The President asked if the expense account is the one that has to be replenished periodically, and he said it is. The President asked how much is held in that account, and he responded the amount is \$2,000.00. The Fire Chief asked if there is an overdraft fee associated with the expense account. The Treasurer said there is no overdraft since it is a debit card and it won't let you spend more than is in the account, however, there is a budget line for the expense account for the year. The Fire Chief is establishing accounts with frequent suppliers, specifically for purchasing items associated with grants. The Treasurer asked the Fire Chief to specifically not expenses associated with grants so that he can properly account for expenses supported by grants. The Vice President asked if the Treasurer could set up electronic access to accounts to move money around between accounts to eliminate charges for transfers. The Treasurer summarized the report and recommended that board members attend Quick Books training to better understand financial reports. A motion was made to accept the Treasurer's report, it was seconded, carried and approved.

IV. Unfinished Business:

1. Annual BBQ Brief Review of Outcomes- (Jamie): The Vice President said there is no new information, he is working on a continuity book for the next Vice President. The Fire Chief made a suggestion that a debrief be conducted after the event next year to look at what went well and what did not go well. The Vice President said he had a meeting with his committee to go over the positive and negative comments and he has done this every year, which is how the event has improved every year.
2. ESD Building Maintenance Proposal Update (Jamie):
 - a. Painting of building interior – We have a bid, need to be coordinated through ESD.

The Vice President recommended waiting until after the Christmas party to start this project.

- b. Asphalt driveway: We have a bid, needs to be coordinated through ESD. The Treasurer recommended asking ESD to pay for this project since the placement of the EMS trailer has made this project necessary to stop erosion of the driveway behind the station.
 - c. Maintaining A/C & Heating Unit: The President recommended Countywide for a bid and the Treasurer recommended getting a bid from Zinsmeyer, the company that installed the system. The President will call these two companies to get quotes on an annual maintenance contractor.
 - d. Shade structure: Right now we have a fire truck parked under the structure but the ESD can request we move it so that EMS can park the ambulance there. The Vice President is concerned that the ESD came here, cut down a tree, and moved the shade structure without consulting the Fire Chief or MVFD Board members. We understand that this is not our property, however, MVFD is the caretaker of the property with plans to utilize these areas for training and community events. He feels that the MVFD Board should have been notified before major changes, such as cutting down a tree and relocating a permanent structure was done.
 - e. Donated Concrete: The concrete was donated, but labor will be needed to set the forms, etc. We are ready to go, however this project is at a standstill for ESD coordination. The President will coordinate this project.
3. Computer for Fire Chief/President's Office (Linda): The President is not going to pursue a laptop for her use, she will use the computer in the office. However, she is researching purchase of a "Toughbook", for use with Fire Programs. More research is needed on this item.
 4. Fire Programs Training: (Linda)
 - a. October 13th – Braden Keller Center in Castroville Start time: 9:00am:
 - b. Training agenda: Navigating the User Interface, overview and incident reporting, department logs, mapping, assets, protected properties, hydrants, printing reports.
 - c. Number of attendees: up to 12
 5. Fall News Letter Update: (Bo): Fall newsletter has been mailed to all residents in the 78056 and 78066 zip codes.
 6. Fall Harvest Update: (Jamie): Next meeting is Sunday to start prepping for the event. The Fire Chief is ordering more t-shirts for this event. We have 22 vendors, 2 food trucks, floor plan has been set, hay ride is set, pumpkins are purchased, and we have beverages to offer. Cake walk will be \$1 per ticket this year to see if there is still good interest in this event. Kids games are set including one bounce house and pinatas. Decorations are pretty much set from last year, we will get together on Friday before the event to decorate the station.

V. New Business from Board Members:

1. Monthly report of incident calls and FF staffing (Fire Chief): There were 15 runs last month and the Fire Chief has concerns about flooding along FM 1283. One recent storm sent debris across the road shutting it down for some time. This creates a hazard for travelers, but also

isolates firefighters from the station. Also of concern, with regular flooding events are CR2615 and CR 371. The Fire Chief is looking to implement swift water training very soon for all firefighters in response to this recent threat.

2. Community CPR (Fire Chief): The Fire Chief is coordinating a community CPR class for Nov 17, cost is \$10.00.
3. Facility Maintenance Issues (All): The Fire Chief reports the electrical fixtures at Devil's Kitchen are in need of attention and repair. Also, the overhead doors at the station are still not functioning properly.
4. ESD Special Request & Quarterly Reports: (Linda)
 - a. Training Roster – ESD Requested a copy from the Fire Chief.
 - b. QuickBooks Budget Information due to CPA 10/10/18
 - c. Qtrly. Incident Report Due 10/15/18
5. By-Laws Update (All): This item is tabled to allow more time for changes highlighted at this meeting.
6. Review Board Member Application Form (Linda): The President presented a proposed application, asked the board members to review, and send comments to her before the next meeting.
7. Nominations for Board positions (All)
 - a. Vice President: The board has received one nomination, a motion was made to vote on the nomination, it was seconded, carried and approved. The board accepted the singular nomination for this position, Phyllis LaLonde.
 - b. Treasurer: There is still no nomination for this position. The Treasurer needs two board members to go with him to the bank to establish new signature cards for the accounts. He will continue to do the reporting required.
8. Fire Chief's printer (Fire Chief): The county is setting up a FEMA badging system and has invited MVFD to use the system for badging. There is no need for a new printer as a result of this project.
9. Door locking system (Fire Chief): MCESD#1 is taking on this project, all MVFD projects have been cancelled at this time and we will have to wait to upgrade/expand our security system.
10. Safety Training (Fire Chief): The Fire Chief recommended that the newest board member attend the safety training conference scheduled for February 2019 in Dallas. This will give the new board member priceless insight into Fire Department operations and requirements.
11. Background checks (President): As required by contract, all board members and firefighters must submit to a background check. She will conduct a review of records to see what checks need to be done.

VI. New Business from Membership: None

VII. Announcements:

- **ESD Meeting CANCELED Wednesday, October 10, 2018 @ 7:00pm**
- Fire Programs Training: Saturday, October 13, 2018
- Fall Harvest: Saturday, October 20, 2018
- Exec/Business Meeting: Tuesday, November 13, 2018 @ 7:00pm

VIII. Adjourn (Motion):

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:**