

MICO VOLUNTEER FIRE DEPARTMENT
7121 County Road 271, Mico TX 78056
EXECUTIVE/BUSINESS MEETING MINUTES
Tuesday, November 13, 2018
Time: 7:00pm

Attendees:

Linda Murphy – President
Jim Wilbourn – Treasurer
Mike Tudor – Fire Chief
Bo Shaw – Secretary
Phyllis Lalonde – Incoming Vice President
John Banning – MCESD#1

Not in attendance:

Jamie Esquivel – Vice President

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

- Introduction of New Board Member: Phyllis LaLonde, she will start her duties as Vice President on January 1, 2019.

II. Reading and Approval of the Minutes: Board members have read the meeting minutes from October, no changes. A motion was made to accept the minutes, it was seconded, carried and approved.

III. Financial Report (Jim): As of October 31, 2018, the accounts total \$171,837.31. The large payment for October was for quarterly insurance at \$9,941.00. The Treasurer presented a spreadsheet listing the expenses and income for the Fall Festival. Pending any outstanding payments, the income from this event was about \$2,912.86. Some transition needs to be starting regarding the Treasurer's departure. The President and the Secretary will handle Treasury duties until a permanent Treasurer can be recruited. The President asked everyone to look at the reconciliation summary, 100-B, and she questioned the account balance of \$37,262.18. The Treasurer confirmed that this amount is our ESD account balance. A motion was made to accept the financial report, it was seconded, carried and approved.

IV. Unfinished Business:

1. Fall Festival Brief Review of Outcomes- (Jamie): The President got a short report from the Vice President. Vendors and Food Truck operators were happy, there were plenty of drinks, the pinata and hayride were favorites. They received one suggestion, to mark the parking lot to make parking more orderly. Also, the Fire Chief would like to keep the equipment racks in the building to save wear and tear on them. The Fire Chief recommended that the Vice President hold a post-event meeting to review the details of the event and gather input from all committee members on how to improve the event.
2. Community CPR Outcomes - (Fire Chief): The Fire Chief said that they had 7 attendees for the course, and all went well. He is scheduling another session for February. He will advertise on the Facebook page and the website.
3. QuickBooks Training Outcomes – (Linda): The President and Secretary went to a hands on training class to improve understanding of this program. We have the books and a copy of the

software to practice on at the station.

4. ESD Building Maintenance Issues Update (Linda):

- a. Asphalt driveway: The President said we will be going to ESD with a written request for approval of this project, even though we already had the verbal go-ahead from the ESD board. The written request should be submitted to John Banning.
 - b. Donated Concrete: This project needs ESD approval as well, written request.
 - c. Maintaining A/C Heating Unit: Two quotes were received and Countywide, at \$270, to come out twice per year was the lowest cost. The Fire Chief asked for this service to begin immediately. A motion was made to contract with Countywide for maintenance service, it was seconded, approved and carried. John Banning said that he is coordinating with the Fire Chief to get a used A/C unit from Castroville for installation in the training barn.
5. Lap Top Computer for Board Members (Linda/Fire Chief): The President reported that she has purchased a laptop for use by any board members.
6. By-Laws: Vote to Accept Proposed Revisions: The President asked for a motion to accept the revised by-laws, pending changes recommended by MCESD#1. A motion was made, seconded, carried and approved.

V. New Business from Board Members:

1. Monthly report of incident calls and FF staffing (Fire Chief): The Fire Chief recommended putting signage on the property across the street to discourage people trespassing on that property. His concern is for liability. The President volunteered to research this further with the insurance company and legal counsel. There were 5 calls in the months of October, no new firefighters signed up. The Fire Chief is working on getting firefighters trained to challenge the firefighter 1 and firefighter 2 test, and he proposed that MVFD host the testing event for the area. Truck 193 went in for preventive maintenance.
2. Facility Maintenance Issues (All): The bay doors are working well, but they still malfunction when the rain comes in from the north. The Fire Chief recommended that putting some sort of canopy over the doors to prevent the sun and rain from damaging the building and doors.
3. ESD Special Request & Reports: (Linda): No reports this month.
4. Securing Lock Box/Safe: (Linda): The safe that is in the office must be secured to the floor.

VI. New Business from Membership:

1. Grants – John Banning asked about a grant that was recently awarded, specifically, he wanted to know what the Fire Chief purchased with the money. He said the MCESD#1 is going to be writing policy on how each fire department should apply for grants and responsibilities to report what is purchased. The Fire Chief said this is a new process, he has never had to report what exactly will be purchased with grant money.
2. Station locks – John Banning said MCESD#1 is going forward with standardized locking systems, with the MVFD system as the standard.
3. Propane billing – John Banning asked to have the bill for propane sent to MCESD#1 for payment.
4. Metal structure out back – John Banning asked where the truck came from that is under the metal structure. The Fire Chief told him that we normally keep one truck here and one at Devil's kitchen. However, due to the recent high-water rescues, trucks have been moved around. The plan for that structure was to relocate it to Castroville. The Fire Chief said that he was told by MCESD#1 Board members that we could have/use that structure as we saw fit, so this information is news to MVFD. This lack of communication is frustrating, MVFD has repositioned the structure for use with plans to put donated concrete under it. John

- Banning said that he would have to go back and get a final determination on this structure.
5. Data request – John Banning has asked the Fire Chief to fill out a spreadsheet of training levels for firefighters. MCESD#1 will be writing grants in the future and will be making similar data requests.
 6. Mico Community Christmas Party – scheduled for Dec 1 at 6:00pm.
 7. Devil's kitchen lighting – The Treasurer said the lighting is bad over there, the Fire Chief said it is on the list of repairs that need to be made. The Fire Chief said there is bad wiring, bad bulbs, and it needs a lot of attention. He recommended hiring an electrician to look at the wiring and get an estimate and do the work. The Fire Chief will ask Chris Smith to look at the wiring and submit a proposal for work to be done.
 8. Fuel purchases – The Treasurer noticed that there were some charges for diesel fuel that were not at Valley Mart where we have an account. The Fire Chief said there have been issues with running the card at Valley Mart and when that happens he has instructed his firefighters to get fuel at the Valero.

VII. Announcements:

- ESD Meeting Wednesday, November 14, 2018 @ 7:00pm
- MVFD Christmas Party, Saturday, December 1st
- Exec/Business Meeting: Tuesday, December 11, 2018 @ 7:00pm

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

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: