

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

Attendees:

President – Linda Murphy
Treasurer – James Wilbourn
Secretary – Bo Shaw
Fire Chief – Mike Tudor
Phyllis LaLonde – Vice President-elect
Dorothy Ahr – nominee for Treasurer
Jenny Fenner – nominee for Treasurer
Pat Ahr
Rich Johanning
Mary Wilbourn

Absent:

Jamie Esquivel – Vice President

I. Call to Order: The meeting was called to order by the President at 7:00pm. A motion was immediately made to move agenda item V.8. – Nominations & Vote on New Treasurer to the top of the agenda for the meeting. The motion was seconded, carried, and approved.

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

III. Financial Report (Jim): The Treasurer presented the board with a summary of expenses and account totals ending 30 November. Total of all accounts is \$166,756.58. Large expenses for the past month was for communications equipment for \$5,594.85 and for tactical equipment for \$1,012.33.

IV. Unfinished Business:

1. Devils Kitchen Lighting (Fire Chief): The Fire Chief presented a quote from an electrician to evaluate the electrical structure at Devil's Kitchen and upgrade it for better safety and into code compliance. He will provide all labor as well as kits to retrofit light units along with various wiring and connectors for the price of \$450.00 and will complete the work by December 31. A motion was made to accept the quote, it was seconded, carried and approved. The Fire Chief will coordinate the work with the electrician.
2. ESD Decision for Metal Structure (Fire Chief): The Fire Chief has coordinated with MCESD#1 and the metal canopy behind the station will stay on the property and is available for MVFD use.
3. Invoice for Propane (Jim): The Treasurer checked with the propane dealer and MCESD #1 is now paying this bill. MCESD #1 asked MVFD to terminate this service so that

MCESD #1 can establish the service relationship.

V. New Business from Board Members:

1. Monthly report of incident calls and FF staffing (Fire Chief): The month of November was slow, only 4 calls. No new firefighter applications were received.
2. Facility Maintenance Issues (All): County Wide A/C Company came out and conducted service on the system at the fire station. We need to purchase more filters to have on hand for the next service so that they can replace them.
3. Preparation to assist VP Transition-Official Start Date (01-01-2019): The Vice President-elect is working with the incumbent to collect information on events for continuity. She asked for any information that anyone might have regarding volunteers, vendors, etc.
 - a. checklist of activities required for each event and timelines
 - b. List of volunteers with contact info
 - c. List of vendors and contact info
 - d. List of donators and their contact info
4. Re-Appropriation of ESD Funds Request: (All) The President said there are some MCESD #1 funds in our budget that have carried over from previous year. She will fill out the required form to request re-use of those funds. Specifically, this effort is to expand the asphalt driveway, install an ADA compliant ramp, and lay concrete in the patio area. This request needs to be submitted in January.
5. Texas Department of Safety Criminal Background Account (Linda): The President has established an account for conducting background checks on new board members. She has the access code and password for the account.
6. Availability of Draft By-laws: (Linda) The President presented the draft by-laws for the public to view and asked for everyone to read and provide comment/suggestions. The by-laws will be available for the public to view for 3 consecutive meetings.
7. ESD 1 - No Smoking Resolution Policy (Fire Chief) MCESD#1 has released a resolution entitled "Smoke and Tobacco Free Workplace". They have asked us to designate an area where these products can be used. The Fire Chief will determine where this area will be with appropriate signage.
8. Nominations & Vote on New Treasurer: (All) - 2 Interested Applicants: The President explained the nomination and election process. Two nominations were received for the position of Treasurer - Jenny Fenner and Dorothy Ahr. Each nominee was given 10 minutes to address the board with why they wanted to serve in the Treasurer position. Board members were then given the opportunity to ask the nominees questions. A vote was conducted by the board and all members in good standing that were present. The result of the vote was election of Dorothy Ahr to the position of Treasurer of the Mico Volunteer Fire Department for a term of 2 years beginning on January 1, 2019.

9. Castroville State Bank CDs (Jim): The Treasurer presented the new CD interest rates offered by our bank and recommended when the next CD matures in January, that we put that money into a new CD at the new rate.
10. Table and Chairs inventory (Jim): The Treasurer inventoried the tables and chairs. We should have 3 small tables, with only 2 on hand. There are 54 tables, which is correct. There are 131 chairs and there should be 150.
11. Shirts for new board members (Jim): The Treasurer asked the Fire Chief to order MVFD polo shirts for the two new board members.
12. January Newsletter (Bo): The Secretary asked for inputs to the newsletter be submitted by January 11 so that the newsletter can be published and mailed in January. She requested input from the President and Fire Chief but invited anyone else to submit content.
13. Overhead Door Maintenance (Fire Chief): The Fire Chief hired Castex, from Castroville, to complete maintenance on the overhead doors. He was very happy with their work and all doors are working as designed.
14. Laptop (Fire Chief): The Fire Chief has been in contact with the Laurel Canyon Ranch property owners' association president. He has donated a copy of Microsoft Office 365 at no cost, for multiple machines so the new laptop now has all the software required.

VI. New Business from Membership:

1. Mary Wilbourn thanked the board for the recognition she and Jim received at the Annual Mico Community Christmas Party.

VII. Announcements:

- ESD Meeting Wednesday, December 12th – **7:00pm at LaCoste Fire Station (11370 South Front Street)**
- Mico Exec/Business Meeting: Tuesday, January 8, 2019 @ 7:00pm

VIII. Adjourn (Motion): A motion to adjourn was made, seconded, and carried and the meeting was adjourned at 8:35pm.

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:**