

MICO VOLUNTEER FIRE DEPARTMENT
7121 County Road 271, Mico TX 78056
EXECUTIVE/BUSINESS MEETING MINUTES
Tuesday, January 8, 2019
Time: 7:00pm

Attendees:

Linda Murphy – President
Phyllis LaLonde – Vice President
Dorothy Ahr – Treasurer
Mike Tudor – Fire Chief
Pat Ahr – Member
Garry Murphy – Member
Jim Wilbourn - Member

Absent: Bo Shaw - Secretary

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

II. Reading and Approval of the Minutes: Not all new board members received a copy of the minutes prior to the meeting; they were given time to review the minutes. A motion was made to accept the minutes as read, it was seconded, carried and approved.

III. Financial Report (Dorothy): The Treasurer distributed a copy of the balance sheet which was taken from Quickbooks which is slightly different than the old report which was taken from the bank statements. The only difference is the report done using bank statements includes all payments that have cleared the bank. There were no questions. The Treasurer highlighted the excess funds remaining in the ESD account of \$20,802.43. The Treasurer also provided a report showing each funding line, ESD and MVFD, with a snapshot of each budget line funding and amount spent on each line. This is a new report and the Treasurer asked everyone to look it over to see if it is useful and what could make it more useful. The Treasurer asked if there was an inventory control system for purchases made, outside of operational equipment. There currently is not one. Bo is working on this as a project with Helen's volunteerism, we started with tables and chairs) The Treasurer asked for copies of all grants that have been submitted, the Chief will provide copies to her. A motion was made to accept the financial report, it was seconded, carried, and approved.

IV. Unfinished Business:

1. Re-appropriation of Funds Update/Proposal for use of excess funds (Linda/Dorothy): The President is working with the ESD to re-appropriate excess ESD funds to fund a project to finish paving the MVFD driveway and install an ADA approved ramp at the side door. The Board has a quote for the work, however it is several months old, for approximately \$12,000.00 to finish paving the driveway. The ESD originally asked for an email outlining the work to be done, but now they have sent a new form to be filled out for the project. Martin-Marietta has donated concrete and labor, and the Fire Chief believes that we could use them to build the ADA ramp. The Treasurer said the deadline for submitting

the request is to ESD is January 15. The Treasurer is going to contact the company that gave the current bid for the job to see if it is still a good bid; she will also call another company to see if she can get a competitive quote.

2. MVFD Events Information Checklist Request Update (Phyllis): The Vice President met with the BBQ committee tonight, she will be putting together a plan of action to get volunteers to help first with gathering Auction and Raffle items.
3. Newsletter Update (Linda): Due to Secretary Friday, January 11th
4. Draft Bylaws Update (Linda): Recommendations from membership and ESD
The President gave an update on the By-Law revision process. ESD has looked over the draft with the following feedback so far:
 - add dual signature requirement for checks
 - add Board approval for expenditures

The Treasurer said that we need to set the limits on these two items as well. Also, she said that she is concerned about page 6, where the threshold for spending was raised from \$2,000 to \$3,000. Mr. Ahr raised a concern that in the new By-Laws, the membership is not allowed to vote on board issues such as election of new board members. Mr. Murphy asked if there was a threshold of number of meetings a member should have to attend in order to be able to vote. The Treasurer is concerned about the bonding requirement in the By-Laws. We have an insurance plan, crime policy covering up to \$200,000 in theft. She recommended rewording the By-Laws to specify that either is acceptable – bonding or theft policy. The President passed out the forms to be used for recommending changes to the draft By-Laws such as the ones that came up in this meeting and encouraged all to submit comments.

V. New Business from Board Members:

1. Monthly report of incident calls and FF staffing (Fire Chief): The Chief reported that there were 3 calls in December. Devil's Kitchen lighting project is complete and has provided a much better environment. He recommended upgrading to LED lighting in the main fire station bays as they begin to fail. Firefighters upgraded lighting at Rocky Creek however more is needed. He would like to add exterior lights on all sides. The Fire Chief needs the proof of insurance cards so that he can get trucks inspected, the Treasurer has them in the office and will provide them. The smoking policy was employed at the station in accordance with ESD policy. The BBQ area is the designated smoking area and is marked so, ESD is supposed to provide a container for smoking materials. The Chief submitted a no-match grant proposal for health and wellness in the amount of \$4667.86. MVFD participated in a Christmas event at Laurel Canyon Ranch with a truck and some firefighters. The Treasurer thinks that the dues for AirMedCare could be included in SFFMA membership for Firefighters. The Chief is concerned about foot traffic coming to the station and to the EMS facility, especially for emergency situations. He recommends additional signage directing the public to call 911 if they are having an emergency. His concern is delayed response for emergencies if the public is under the false assumption that MVFD is a 24-hour station. The Chief will approach the ESD for additional signage outside the Fire Station. The majority of Firefighters are ready to test

for state certification for either Firefighter 1 or 2. Another CPR class for the community is scheduled for the month of February. TFS is going to send instructors, and MVFD is going to host, a 40-hour wildland fire school during the months of March and April which will be open to other departments in the area.

2. ESD Incident 4th Quarter Report (Linda): Due January 15. The President and Lt Tinsley are working on this report during the upcoming week.
3. Financial Reports for Board Meetings (All): The Treasurer has just a couple of updates to do and then they will be ready to turn in.
4. Board Meeting Dates & Monthly Financial Reporting conflicts (All): ESD is concerned that there is a conflict, however, the Treasurer does not believe there is a conflict due to online access to the accounts. She recommends waiting to see if this is a problem in the future.
5. Facility Maintenance Issues (All): The Chief reminded everyone that there is a calendar in the office, and everyone should put important events on there such as when housekeeping is coming, A/C service, lawn care, etc. He also said that ESD told him that the County is moving toward a secure facilities policy. Our building is already positioned for this initiative because we already have the types of locks they are looking at. Our service provider is ready to start the project to upgrade our locks. This issue will be discussed at the next board meeting. The Fire Chief believes that all keys to the building should be collected and everyone should use the proximity card. The firefighters are held accountable for access and he believes that the board members should also be held accountable for building access. The President said we should outfit the front door to operate the same as the side door. After discussion the consensus was that the front door should be outfitted with a keypad or proximity if all traditional keys are collected. The Fire Chief will get a fresh quote to do this work.
6. Other New Business:
 - a. The Fire Chief would like when new board members make email addresses that they don't use a year, rather make it a standard such as:
micovfdposition@gmail.com.
 - b. The Vice President said that our membership card with Restaurant Depot is about to expire and asked for instructions on how to renew. The Treasurer will check to see if they will accept our tax-exempt number before renewing and will find out if it is more cost effective to use them than Sam's Club.

VI. New Business from Membership:

VII. Announcements:

- ESD Meeting Wednesday, January 9th @ 7:00pm
- Mico Exec/Business Meeting: Tuesday, February 12th @ 7:00pm

VIII. Adjourn (Motion): A motion to adjourn was made at 8:42, it was seconded, carried 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:**