

MICO VOLUNTEER FIRE DEPARTMENT
7121 County Road 271, Mico TX 78056
EXECUTIVE/BUSINESS MINUTES
Tuesday, June 11, 2019
Time: 7:00pm

Attendees:

Jamie Esquivel - President
Phyllis LaLonde – Vice President
Dorothy Ahr – Treasurer
Bo Shaw – Absent
Mike Tudor – Fire Chief
Attendees- approximately 10-12

Pledge of Allegiance

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

II. Reading and Approval of the Minutes: The May meeting minutes were received. A motion was made to accept the minutes as written, it was seconded and passed and accepted.

III. Financial Report (Dorothy): Treasurer presented a summary of MVFD bank balances to the Board. She provided an income and expense budget on MVFD vs. ESD budget information. One major change to the bank balance is outstanding checks from the conjoined account (2) outstanding checks: **1.** For Locks and **2.** Insurance Premium (which has been paid).

- Treasurer received a check for a health and wellness grant from VFIS of \$2,500.00. MVFD is waiting for reimbursement from the TFS grant of \$27,000.00.
- A proposed budget must be submitted to ESD by July 1st. President will coordinate a special budget meeting. A motion was made to accept the financial report, it was seconded, carried, and approved.

IV. Unfinished Business:

1. Firefighter Appreciation Planning: (Phyllis): Planning is in the works. A date and venue have been set. Discussed catering the meal. The vice-president will designate a chairperson to form a committee to continue planning for the event. A motion was made to form an official committee for firefighter appreciation event, it was second, carried and approved.
Providing alcohol was discussed: Responsibility is with the event sponsor.
2. Review/discuss By-laws - Article V: Section 4: (All). Treasurer requested a copy of the by-laws. Treasurer submitted changes to the by-laws (draft version). Those changes were accepted and approved by the board in April. Firefighter voting rights and membership dues were discussed. President wants firefighters to have voting rights in the new bylaws. Membership fees were discussed and need to be clarified in the new by-laws. Membership is \$20.00 per person (*exception-* no dues for firefighters and honorary members). The MVFD current and draft by-laws are on the MVFD website, including the form to request changes to the draft document.
3. The President encouraged all in attendance to following a code of ethics of professionalism, respect, and integrity when dealing with board members and firefighters.

He emphasized that Board members are held to a higher standard.

V. New Business from Board Members:

1. Monthly report of incident calls and FF staffing (Fire Chief): 7 calls for May and 1 new firefighter joined the department – orientation is in process

Fire Chief Input:

- Training at Texas A&M in July – 4 firefighters confirmed and (3) tentative
 - Rocky Creek continues to have a problem with mold. The situation is impacting breathing equipment. Chief contacted - ESD, no satisfactory feedback at this point.
 - Board discussed using the donation fund to install the floor at Rock Creek and hire a company to install ventilation equipment. It was suggested someone attend the ESD meeting on June 12th to present the issues to the ESD board.
2. Facility Maintenance Issues (All):
 - Landscaping/Housekeeping services: Chief requesting all time/dates be placed on the calendar
 - Treasurer will be the point of contact to schedule Landscaper/Housekeeper
 - Board discussed a getting a new vendor for landscaping services
 - Sign-In sheets in the bay are no longer required since insurance (workman's compensation) company requires only an estimation. The fire chief recommends we return to an estimated count for reporting and forego the sign-in sheets. Numbers are captured via electronic key card, Fire chief made a motion to stop using the sign-in sheets, it was second, passed and approved.
 - Equipment grant information was submitted to ESD
 - Cannon printer must be taken into the company. Treasurer will investigate and coordinate the procedures for getting it serviced.
 - Fire chief purchased a rugged point and shoot camera for MVFD official purposes.
 - Chief: PPE items are being reviewed and ordered
 - Chief: Accountability & ID Tags are being considered for firefighters and/or officers.
 3. **Other New Business**
 - Phyllis: Update on card keys: Chief is following up on this issue.
 - Phyllis: Internet services for the MVFD area. Treasurer will call BEC
 - New President information must be put on MVFD financial accounts

VI. New Business from Membership:

- Lt. Chris Smith requested the board consider purchasing label mikes for all firefighters: President recommended the issue go through the fire chief
- Garry Murphy inquired about entry into the building during board meetings. Board assured that doors would be open for attendees.
- Linda Murphy inquired about accepting a request to amend draft bylaws.
President reply: receiving requests will be taken when documents arrive.

- Susan Tinsel requested information about the policy and procedures for mail addressed to specific individuals. **President reply:** said it was against federal law to open mail sent to the attention of a party and the board will address this issue. **Treasurer reply:** It is difficult to know if checks are coming in for events and financial documents need to be sent to the attention of the treasurer. **Vice-President reply:** suggested checks/gift certificates need to come to the treasurer for timely deposit. **Linda Murphy reply:** consider establishing a policy on the receipt of mail at the fire station.
- Firefighter – Greg inquiring about a CPA to count monies from events. A CPA is already assigned to MVFD to assist with account and auditing purposes. **Treasurer reply:** MVFD financial books are open for the membership to review.

VII. Announcements:

- ESD Business Meeting Wednesday, June 12th @ 7:00 pm
- MVFD Exec/Board Meeting: Tuesday, July 9th @ 7:00 pm

VIII. Adjourn (Motion): A motion was made to adjourn; it was seconded and carried. The meeting concluded at 8:15pm.

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
Jamie Esquivel Sr., President**

**Posted According to all
known meetings acts:**