

**MICO VOLUNTEER FIRE DEPARTMENT**  
**7121 County Road 271, Mico TX 78056**  
**EXECUTIVE/BUSINESS MEETING MINUTES**  
**Tuesday, May 21, 2019**  
**Time: 7:00pm**

**Attendees:**

Linda Murphy – President  
Phyllis LaLonde – Vice President  
Dorothy Ahr – Treasurer  
Bo Shaw – Absent  
Mike Tudor – Fire Chief  
See Sign-in Sheet (Approx. 18 attendees)

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

**II. Reading and Approval of the Minutes:** The April meeting minutes were reviewed with one recommended change. A motion was made to accept the minutes with the one change, it was seconded, and passed and accepted.

**III. Financial Report (Dorothy):** The Treasurer presented a summary of MVFD bank balances to the Board. The total amount of Mico Funds is \$162,790.00 Treasurer reported that one check is waiting to be cleared. Check is from TFS in excess of 10,000.00 dollars. A motion was made to accept the financial report, it was seconded, carried and approved.

**IV. Unfinished Business:**

1. Post BBQ Review (Phyllis): The Vice-president provided a brief post-event update. VP commented on the need to track and follow-up with donors concerning donations. Internal revenue service requires letters/documentation for gifts received. Further discussion will take place during the post-BBQ committee meeting. Treasurer provided a preliminary income/ expense account summary for the event showing a total of \$26, 025.45 dollars. A post-BBQ committee meeting is scheduled for Friday, May 31<sup>st</sup> at 7:00pm.
2. Firefighter Appreciation Planning: -Tabled
3. Recruitment for New Board President: (All) The President presented the name of Jamie Esquivel Sr. for appointment as interim President starting June 1, 2019. A motion was made to appointment Mr. Esquivel as interim President, it was second. Appointment was approved by show of hands vote of attending membership and Board Officers in attendance. A question was raised as to whether Mr. Esquivel would hold the position until a new president is found or until December (end of term of outgoing president). Board mentioned until a new president was found. However, Article-5: Section 4 of By-Laws need to be reviewed and discussed at June's meeting.
4. Draft By-laws Update: (Linda) The President briefly explained the process of suggesting changes to the draft by-laws. Current by-laws and the draft with instructions will be placed on MVFD website.
5. Fire Programs Training Update: Two firefighters were trained to input incident reports in fire programs data system.

## V. New Business from Board Members:

1. Monthly report of incident calls and FF staffing (Fire Chief): Eight calls for April.
2. Facility Maintenance Issues (All):
  - Increase use of salt possibly due to EMS personnel (2-bags a month)
  - Propane odor outdoors and inside of the building (Requested a meeting with ESD)
  - Rocky Creek mold issue (Requested a meeting with ESD)
3. **Other New Business**

*Mike:*

- VFIS Health and wellness grants completed: Receipts submitted
- Received last piece of equipment from TFS match grant. Check was sent for final invoice
- Wildland training completed for April
- Security locks have been installed and/or replaced. Gateway system is on order. Temporary codes are available. Permanent badges will be networked and distributed to assigned personnel.

*Phyllis:*

- Requested clarification on the process for getting donations/raffles for Fall festival. Event ideas were also discussed from the floor.

## VI. New Business from Membership:

Firefighter Susan Tinsley reported having private mail (sent to her attention) opened without her permission and placed in someone's mail box. She is requesting the Board provide a policy on the procedures for handling mail that is addressed to the receiver. President acknowledged that her concern would be documented and addressed by the Board.

## VII. Announcements:

- MVFD Exec/Board Meeting: Tuesday, June 11<sup>th</sup> @ 7:00pm

**VIII. Adjourn (Motion):** A motion was made to adjourn, it was seconded and carried. The meeting concluded at 7:40pm.

**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: