

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

Attendees:

Jamie Esquivel Sr. – President
Phyllis LaLonde – Vice President
Jenny Ferren – Treasurer
Mike Tudor – Fire Chief
Destiny Phelps – Secretary
Ian Zabel – Member
Susan Tinsley – Member
Mary Dennis – Member
Linda Murphy – Member
Sara Peach - Member

I. Call to Order: Called to order at 7:00pm

II. Reading and Approval of the Minutes: Motioned made and passed.

III. Financial Report: (Jenny) Beginning amount was 192,014 dollars, we received 4,382 dollars bulk of which was donations, we used 6,616 dollars bulk of which went to repairs and insurance our end of month amount is 187,893 dollars. As a total we are on track with our budget but some line items are not, we will be working to reallocate and move things around for the 2021 budget as the 2020 is already set. Motion made and passed.

IV. Unfinished Business:

1. Laptop & QuickBooks License Purchases **Update:** (Jenny) We are trying to decide between a cloud version for a monthly fee to always have access to our books or stick with the download version. Polly from ESD was reviewing because we want us to all stay on track together but the cloud software doesn't work well with older versions. Also cloud only allows for one window open at a time. She (Polly) is working to find out where the third license is and to see if we can get one moved to our laptop at no cost.
2. USB Bank Corporate Credit Card **Update:** (Jenny) This card will have to be tied to a board members personal credit/social and no board member would like to do that so we will be continuing with debit cards.
3. Fall News Letter **Update:** (Destiny) Completed, sent out to community, and received.
4. Fall Festival Planning **Update:** (Phyllis) Sixteen vendors, 2 food trucks, and kettle corn.
5. Mico VFD Policy for Personal Mail **Update:** (President) President got with the post master and has a draft for this policy, he will be completing and bringing to the table at the November meeting. Who it is addressed to is who will open but people can have proxies, any board position the board can and will open as needed.
6. Landscaping Services (Any new bids?): (President) \$1000 dollar budget per year;

Cleaning by Carmen has a landscape company too and have put in a bid for \$175 per occurrence vs our current was \$350, includes mowing, weed eating, and chemical treatment on rocks. Company has their own insurance and coverage. Motioned made and approved. We would like to look into the possibility of updating the front rock area and a new marquee for the station, once put together we will run it by the ESD.

7. By-Laws: Proposed Amendments (Available for Membership): (All) Waiver for board membership living outside of the Mico area added to draft by laws.

V. New Business from Board Members:

1. Monthly report of incident calls/FF staffing/Training: (Fire Chief) Four calls for the month of September, most at the first half of the month. We had four trainings, two regular Tuesday/Saturday trainings; one we went to dispatch and had a meet and greet. Some did LZ training in Castroville. Laptop has been purchased and labeled Mico VFD Treasurer/Board officers and turned over to the Treasurer. County wide will be coming the 14th of October and we are asking that they clean out intake vents in the restrooms and check the Cubic feet per minutes in the front office.
2. 3rd Quarter Incident Report Due to ESD by October 15th (President) Training and fire programs is updated and report is ready to be signed and sent to ESD.
3. Facility Maintenance Issues: (All) Chief mentions staying on top of the filter in the pump house, so our toilet's continuing good pressure, and we are interested in getting a contractor to maintain the station. We need a regular checklist for the firefighter and member to help with maintaining the station.
4. Christmas Party Planning: (All) We discussed the meat donations for the party, what the Board will be donating and the Laurel Canyon Ranch board. Mr. and Mrs. Claus are confirmed. We are going to cover the main dishes within our station group to ensure plenty of main sides.
5. **Other New Business**
 - a. **New Printer/copier:** Will be installed before the next meeting once bought.
 - b. **Ice Machine:** We have members interested in having an ice machine for our different events but it has been tabled due to lack of justification.
 - c. **Baby Changing Station:** We need to add them to the restrooms so young families in the community have a private and comfortable place to change their babies.

VI. New Business from Membership:

1. Nomination Committee (Susan and Ed): Names provide for nominees to the Board Positions are as follows: President: Linda Murphy, Vice President: Destiny Phelps, and Secretary: Kelly Hall (January 2020)

VII. Announcements:

- ESD Business Meeting for Wednesday, October 9th @ 7:00pm was cancelled.
- Fall Festival Saturday October 19th
- Mico VFD Exec/Board Meeting: Tuesday, November 12th @ 7:00pm

VIII. Adjourn (Motion): Motion to adjourn made at 8:20pm 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
Jamie Esquivel Sr., President**

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