

**MICO VOLUNTEER FIRE DEPARTMENT**  
**7121 County Road 271, Mico TX 78056**  
**EXECUTIVE/BUSINESS MEETING MINUTES**  
**Tuesday, December 10, 2019**  
**Time: 7:00pm**

**Attendees:**

**I. Call to Order: 7:00 pm**

**II. Reading and Approval of the Minutes: Motion made and Passed.**

**III. Financial Report (Need motion and approval):** (Jenny) For the period of November 1<sup>st</sup> to November 30<sup>th</sup>, no deposits and \$2000 in debits for SCBA maintenance, \$850 for CAFs training, and \$550 for t-shirt restock. We went from \$197,237 to \$191,223.91. We believed the agreement with ESD was to use roll over 2018 budget for truck repairs but was told they were used on 2019 budget. We will clarify with ESD. We had close to \$28,000 rollover fund from 2018 budget. CPA has to tell us what is our rollover or for ESD. Motion made and passed.

- Outstanding receipts, needs receipt for polos.
- Pending invoices, invoices for truck work.
- Budget status, we don't have separate numbers for the accounts.

**IV. Unfinished Business**

1. Laptop & QuickBooks License Purchases **Update:** (Jenny) Have the laptop and quickbooks updated.
2. Christmas Party- After Event Review: (All) Good turnout, one complaint championship football game on may have led to less people, next year take out bring a dish on the flyer so we don't have lots of left overs. Maybe Radio Santa from the station. Door prizes will be added to next year party for the community. Buy poinsettias to give to the community. Thank you from Presidents to all volunteers.

**V. New Business from Board Members:**

1. Monthly report of incident calls/FF staffing/Training: (Fire Chief) 8 calls for November, regular training days, and used VFIS to be trained to instruct the train the trainers. Great training. Good engagement with the community with using our facility for POAs.
2. DUNS compliance (Fire Chief) Credit rating for federal business like grants, We need to keep correct information, and login and update the account.
3. Grants (Fire Chief) Won the PPE Grant through TFS for \$15,000 for replacing gear. Grant for VFIS for health and wellness grant for a dryer and fire wipes turning it in at the end of the month.
4. Department polo shirts (Fire Chief) Order has been placed and once in shop embroidery will begin. Heather grey polos for officers and navy blue for firefighters.
5. Facility Maintenance Issues: (All) Salt is currently good continued monitoring, water filter needs to be changed, propane said left invoice at the tank.

6. **Other New Business**

- a. Motion made for jackets for all fire fighters for \$1500, not seconded. We will wait till Jenny finds out budget vs. actual for each account. So tabled.
- b. Definition of firefighter for Mico VFD for January Board meeting.

**VI. New Business from Membership:**

- **Voted to accept draft by laws motioned made and passed by membership and board. On website and copies available by January 10<sup>th</sup>.**
- Reminder: End of year reports due to ESD by January 15<sup>th</sup>. (Linda)
  - Fourth Quarter Incident Report
  - Budget vs. Actuals, P&L & Balance Sheet
  - QuickBooks Backup from CPA

**VII. Announcements:**

- By-Laws: Proposed Amendments (Copies available for Membership and on the Mico VFD website)
- ESD Business Meeting Wednesday, December 11th @ 7:00pm
- ***Closed meeting for new Board Officers Only (Topics - Roles & Responsibilities) Saturday, January 4<sup>th</sup> @ 9:00am***
- Mico VFD Exec/Board Meeting: Tuesday, January 14, 2020 @ 7:00pm

**VIII. Adjourn (Motion): Motion made to adjourn and seconded.**

**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:**