

**THE BOARD OF DIRECTORS OF THE PECAN GROVE VOLUNTEER FIRE DEPARTMENT
HELD A REGULAR BOARD OF DIRECTORS MEETING ON Thursday, August 11th, 2016 AT
7:00 PM AT THE PECAN GROVE VOLUNTEER FIRE DEPARTMENT, 727 PITTS ROAD,
RICHMOND, TEXAS 77406**

DIRECTORS PRESENT: Barski, Golden, Hughes, Katz, Grillo

DIRECTORS ABSENT: Boyd, Hines

ALSO PRESENT: Chief Woolley, Jennifer Easley and (3) other guests.

CALL TO ORDER/QUORUM:

The meeting was called to order at 7:08 p.m. The Agenda was adopted as presented.

MINUTES:

The Minutes of the Board of Directors meeting held on July 14th, 2016 were presented to the Board for approval. A motion was made by Katz to approve and seconded by Barski. The minutes were unanimously approved.

FINANCIAL REPORT

The financial report was presented by Woolley. The Board reviewed the Financial Report and a motion was made by Katz and seconded by Barski and were accepted unanimously as presented.

As of August 11th, 2016 Bank Balances as listed:

Chase Checking	\$ 139,480.66
Chase Savings	\$ 32,250.16
Chase Money Mrkt	\$ 14,128.03
Merrill Lynch	\$ 22,605.43

Reserve Required by Board \$10,000

TOTAL \$ 208,464.28

- The Chief mentioned:
Chase Bank denied \$70,000 loan for booster truck stating that non profits cannot use the truck as collateral.
Jennifer and Joey are researching other options. Katz recommended a few possibilities.
Totals for August report do not include the \$19,522 from Waterside.

UNFINISHED BUSINESS

Ratify vote concerning computer upgrade, as voted/approved electronically, via, email.
Motion by Katz, second by Grillo, accepted unanimously.

The computer network will be installed next week. Firewall will be as it should be and protection will be in place. Computers will network with the exception of Quick Books which will be separate. Will have backup on site with instant access and also backup on the cloud.

By-laws still being updated. Board has to review and update as necessary.
The board by-laws have not been sent to Austin. Board by-laws need to be changed regarding Chief and Assistant Chief being members of the board. Board members are supposed to serve staggered terms. Terminology needs to be cleaned up. HOA's do not nominate board members. This is nearing completion. Katz suggested the board receive the bylaws by e-mail for review prior to the next board meeting.

Joey will provide amount needed for continuing education. Chief is waiting on getting the “numbers” (costs) together. He requested that this item be tabled until further information can be obtained.

Harvest Green – MUD 134E met today and Patterson brought the ESD 5 contract to them. MUD 134 D (our side of Harlem) will meet next on September 9th. They are reviewing our contract and currently have 174 residents. They are still setting aside 2 acres for a fire station if we opt to pursue that. Katz mentioned that his office does work with ESD 5 as we may end up competing for the contract.

Audit is completed and delivered. The questioned posed last month have been answered.
Boyd – payroll in two places, the business manager salary is separate.
Katz – debt deferral did not match up, due to reporting principle and interest.
Jill came out and worked with Jennifer to clean up quick books.

The well water at Station 2 has a smell coming from the cold water. Jones & Carter has been authorized to design the line and hydrant project and will work out a plan with easements and costs.

The booster truck has been ordered from Classic Chevrolet and then Rugged Depot for fittings. Delivery date projected for December with a cost of \$63,400. Brian Vickers is writing a grant for a new skid load and 15 spare air bottles. Chief is also pursuing other group purchase plans for the air bottles.

Chief – the Christmas Banquet is scheduled for December 6th, 2016. The Banquet will begin with a Social at 6:30 p.m. and the meal being served at 7 p.m at the PG Country Club.

Fire Prevention Week is October 9 -15th, 2016. The FD will be working with Dave Spillman of the Red Cross and conduct a smoke detector drive, during that week.

Staffing – 2 hired and working, 2 more going on schedule this week. Purchased 5 sets of gear for new hires. No problem finding staff with the increased salary.

Trip to A&M hot!! Good turnout with 1833 students. Field ops had to be shut down several times due to lightening.

NEW BUSINESS:

Financing of truck – Katz will send names of possible lending institutions.

Open records – need to develop a form to guide giving the right information when requested. Even when a lawyer requests a run report it must be accompanied by a signed consent from the patient and the request must be made in writing (can be e-mail) then you have 10 days to respond. Per the Non-profit act, the public is entitled to see financial records.

Jennifer is looking into programs for managing payroll. Fire Manager includes scheduling, payroll, and time clock for \$200/month.

Romain mentioned that there is talk in Waterside that they want to do something nice for the firefighters. Jennifer mentioned that they would like a TV for station 2. Romain suggested a swim party for firefighters and their families. Chief said a Tuesday night would work well for that.

ADJOURNMENT TO EXECUTIVE SESSION at: 8:27 p.m. – the Board reconvened in open session at 9:01 p.m.

After reconvening the board took action on the following:

Motion by Grillo, seconded by Katz to implement raises starting September 1, 2016.
Accepted unanimously.

Board okay with content of financial report as is with summary version.

Board agreed not to send a letter to the 64 addresses outside the MUD service area. Many of them donate generously and they are covered by the County reimbursement.

ADJOURNMENT

The next meeting has been scheduled for Thursday, September 8th, 2016. The meeting was adjourned at 9:02 p.m.