

**THE BOARD OF DIRECTORS OF THE PECAN GROVE VOLUNTEER FIRE DEPARTMENT  
HELD A REGULAR BOARD OF DIRECTORS MEETING ON  
Thursday, September 22, 2022 at 6:30 P.M.  
PGVFD, 727 Pitts Rd., Richmond, Texas 77406**

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**DIRECTORS PRESENT:** Grillo, Katz, Golden, Hamrick, Barski,

**DIRECTORS ABSENT:** Baker, Levan

**ALSO PRESENT:** Chief Vontz, J Easley

**CALL TO ORDER/QUORUM:**

The meeting was called to order at 6:30 p.m. The Agenda was adopted as presented.

**MINUTES:**

The minutes of the Board of Directors meeting held on August 25, 2022 and the minutes of the Special meeting held on August 11, 2022 were presented for approval. A motion was made by Hamrick to approve the minutes and seconded by Barski. The motion carried and the minutes were approved unanimously.

**FINANCIAL REPORT**

Chief Vontz presented the financial report. The Board reviewed the Financial Report and a motion was made by Katz and seconded by Barski to approve the report. The motion passed unanimously as presented.

As of September 21, 2022 Bank balances as listed:

New First ICS	\$595,683.10
New First Checking	\$ 20,000.00
New First Money Market	\$130,769.80

**TOTAL OF ACCOUNTS**                      **\$746,452.90**

Reserve Required by Board                      \$100,000.00

**CASH AVAILABLE**                              **\$646,452.90**

**FINANCIAL CONTINUED:**

Chief Comments: No major expenses to report, overhead door replaced at station 2, ice machine replaced at station 1, quarterly insurance due. Harvest Green D and E payments on time this month. Preliminary results for Fireball Classic about \$14,000, cleared \$5 to \$6000.

**UNFINISHED BUSINESS:**

October business meeting moved to October 11th due to National Night Out.

Board member nominees to present at that meeting.

#### Committee Reports

- Apparatus - ordered F150 with delivery expected in April or May next year. Still looking at extrication tools. Chief Vontz has initiated a call for bids for a new pumper, estimated cost \$850,000 to \$950,000 plus equipment.
- Station 1 remodel - GC called today to get demo started on Monday. Waiting on a permit from the Fire Marshal. There was a vote by e-mail to approve moving ahead with the demo. A motion was made by Katz to proceed to demolition and seconded by Hamrick. Motion passed unanimously as presented.

#### **NEW BUSINESS:**

By-laws reviewed and passed by membership presented to board:

##### **Article II - Section 10**

**SECTION 10.** The Business Manager shall be hired by the fire board and reports to the Chief as described in the Constitution and By-Laws and Standard Operating Procedures of this Department.

**Board: Motion made by Katz to reject as written, and will entertain a revision that deletes the reference to SOPs, seconded by Barski. The motion passed unanimously as presented.**

##### **Article II - Section 14**

**SECTION 14.** Good standing as an Active Firefighter is defines as:

- A. any member who has attended at least seventy-five (75%) of the regular business meetings and drills, and twenty-five (25%) of the general alarms or a minimum completion of 10- hour ride out with Duty Crew per month for the year based on the following years:
  1. 0 – 5 years of service (2) ride out per month, 2 shifts or 25% of calls.
  2. 5 – 10 years of service (1) ride out per month, 1 shift or 15% of calls.
  3. 10 -20 years of service (2) ride out per year or 1% of calls. Will only be required to attend and assist with fifty (50%) of the regular business meetings and drills.
  4. 20 years or more of service will only be required to attend and assist with fifty (50%) of the regular business meetings and drills.
- B. Any member that assists with preparation and day of duties for Fire Ball Classic and 5 Miles My Way in accordance with Article VIII Section 4.

**Board: Motion made by Hamrick to reject, seconded by Katz. Motion passed unanimously as presented.**

##### **Article III - Section 14**

**Add "SECTION 14.** The Board of Directors will approve or deny the use of department funds in purchases in excess of \$5000.

**Board: Motion made by Barski to reject, seconded by Hamrick. Motion passed unanimously.**

##### **Article VII - Section 2**

**SECTION 2.** Probationary Members during their Probationary Period shall

- A. Attend at least seventy-five (75%) percent of the regular business meetings, drills, Community Relation meetings and events. Make twenty-five (25%) percent of the general alarms, or complete two 10-hour ride outs with Duty Crew per month.

**Board: Tabled to acquire more information.**

### **Article IX - Section 1**

#### SECTION 1. Chief

Add

- G. The Chief or his/her designee will have the authority to use department funds in excess of \$1000 without committee, membership, Business Manager, or Board of Directors approval in order to take steps to place equipment or apparatus back in service.

**Board: Motion made by Katz to reject, seconded by Hamrick. Motion passed unanimously as presented.**

### **Article IX - Section 4**

#### SECTION 4. Special Command

D The Assistant Chief (Admin.) shall appoint the following committees to serve for one (1) year.

1. Membership Committee.
2. Training Committee
3. Public Relations Committee  
Community Relations Committee
4. Capital Expenditures Committee
5. Any other committees as deemed necessary.

**Board: Motion made by Katz to approve, seconded by Barski. Motion failed with 1 vote for, 3 against, and 1 abstain. Amendment rejected.**

Add “

- E. The Assistant Chief (Admin.) or his/her designee shall be responsible for the purchase and distribution of uniform items in accordance with department purchasing procedures.

**Board: Motion made by Katz to reject, seconded by Hamrick. Motion passed unanimously as presented.**

### **Article IX - Section 7**

#### SECTION 7. Business Manager

A. The Business Manager shall maintain all financial records of the Department.

B. The Chief or his/her designee shall give a quarterly financial report to the Department including accounts received, total expenditure, and budget status.

Add

C. The Business Manager shall approve for the use of funds when available for the purchase of items in excess of \$1000 after the purchase has been approved by an Assistant Chief or The Chief.

**Board: Motion made by Hamrick to reject, seconded by Barski. Motion passed unanimously as presented.**

## **Article X - Section 1**

SECTION 1. Membership Committee

B. To see that all applicants are qualified and follow the procedures as outlined in Article VI and Article VIII.

**Board: Motion made by Katz to approve, seconded by Barski. Motion passed unanimously as presented.**

## **Article X - Section 3**

SECTION 3. Public Relations Committee

SECTION 3. Community Relations Committee

**Board: Motion made by Golden to approve, seconded by Katz. Motion passed unanimously as presented.**

## **Article X - add Section 4**

Add

“Section 4. Capital Expenditures Committee will be over seen by the Asst Chief of Administration. The committee will consist of one member with a minimum 2 years of service and one member with 10 or more years of service from Duty and Volunteer memberships at minimum. Additional members may be added or removed by the Asst Chief of Administration. Duties will be to:

- A. Research and acquire quotes on the purchases of department equipment with a unit price that exceeds \$5000.00
- B. In the event of purchasing a new or used vehicle the committee will oversee determining the specifications to the vehicle.
- C. Upon reaching a recommendation of a purchase the committee will submit the appropriate paperwork at the next Business Meeting to be signed by an Assistant Chief after the approval of a quorum of the Volunteer Membership present.
- D. Assistant Chief of Administration will be tasked with forwarding the paperwork for the Business Manager to approve that the funds are available and then present at the next Board of Directors meeting for Board approval.

**Board: Motion made by Hamrick to reject, seconded by Katz. Motion passed unanimously as presented.**

## **Article II - Section 9**

### **ORGANIZATION**

SECTION 9. Election procedures as follows:

C. Operational Officers appointed by the Chief as follows: Asst. Chief, two (2) Captains, Safety Officer, and Business Manager

*C. Operational Officers will be appointed by the Chief as needed for Operations of the Department.*

**Board: Motion made by Katz to approve, seconded by Hamrick. Motion passed unanimously as presented.**

## **Article V - Section 2**

### **DEPARTMENT OFFICERS**

SECTION 2. The Chief shall appoint one (1) Assistant Chief (Operational), two (2) Captains(Operational), at the first Business Meeting in January each year.

*C. Operational Officers will be appointed by the Chief as needed for Operations of the Department.*

**Board: Motion made by Katz to approve, seconded by Barski. Motion passed unanimously as presented.**

**Article IX - Section 1**

**DUTIES OF OFFICERS**

SECTION 1. Chief

- E. The Chief shall appoint two Captains (Operational) who shall aid the Assistant Chief in the performance of his/her duties and to assume the responsibilities of the Assistant Chief in his/her absence.

*E. Operational Officers will be appointed by the Chief as needed for Operations of the Department.*

**Board: Motion made by Hamrick to approve, seconded by Barski. Motion passed unanimously as presented.**

**Article IX - Section 2**

- E. The Assistant Chief (Admin.) or his/her designee shall be responsible for the purchase and distribution of uniform items in accordance with department purchasing procedures.

**Board: Motion made by Katz to reject, seconded by Barski. Motion passed unanimously as presented.**

Build out estimate for Harvest Green is 11,394. Tap count currently is 8,875.

Chief Vontz presented potential station coverage and needs for 2030.

Chief Vontz presented a proposed membership track including junior members, minimum requirements, and training. It was discussed to have trainees sign a debt obligation for training .

**ADJOURNMENT TO EXECUTIVE SESSION:** at 8:47 p.m. Executive session was called to order.

The board reconvened in open session at 9:08 p.m.

- o **ACTION ITEMS from Executive Session: None**

**ADJOURNMENT**

The next regular meeting has been scheduled for October 27, 2022 at 6:30 p.m. The meeting was adjourned at 9:09 p.m.