

**THE BOARD OF DIRECTORS OF THE PECAN GROVE VOLUNTEER FIRE  
DEPARTMENT HELD A REGULAR BOARD OF DIRECTORS MEETING ON**

**Thursday, June 11th, 2020 AT 9:00 A.M.  
PGVFD, 727 Pitts Rd., Richmond, Texas 77406**

---

**DIRECTORS PRESENT:** Hughes, Katz, Levan, Hines, Grillo

**DIRECTORS ABSENT:** Golden, Barski

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

**CALL TO ORDER/QUORUM:**

The meeting was called to order at 9:21 a.m. The Agenda was adopted as presented.

**MINUTES:**

The Minutes of the Board of Directors Meeting held on May 14, 2020 were presented to the Board for approval. A motion was made by Katz to approve the minutes and seconded By Levan. The motion carried and the minutes were approved unanimously.

**FINANCIAL REPORT**

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

As of June 11th, 2020 Bank balances as listed:

New First ICS	\$99,525.94
New First Checking	\$17,404.75
New First Money Market	\$229,425.07
New First CDARS	\$34,314.45

**TOTAL OF ACCOUNTS** **\$410,670.21**

Reserve Acct (CDARS)	\$64,314.45
	(\$60k required by board)

**CASH AVAILABLE** **\$346,355.76**

**FINANCIAL CONTINUED:** there were no noteworthy matters for discussion

## **UNFINISHED BUSINESS:**

Articles and Bylaws update - Grillo, Hines and Katz are the board representatives on the committee and Hoft, Chief Woolley, and Jennifer are the department representatives on the committee. Update – Chief Woolley reported that all 16 amendments are completed and will have the first reading at the February business meeting and the second reading at the March business meeting. Following that, they will be presented to the board. Chief will invite the 3 board representatives to the March business meeting. SOGs are ready, but revisions to amendments need further review.

Committee Report(s) – Note: there have been no meetings since the lockdowns associated with

- Station committee – no report
- Station remodel committee – no report

Report on Fire Apparatus & Capital Replacement Program: this continues to be a work in progress – No report

### **1. Article III. Board of Directors Section 7.**

The Board of Directors shall serve a period of two (2) years. Nominations for board Members will be accepted on the first Thursday of October, of the second year, for the at large Board positions. Elections for the at large positions will be held the first Tuesday of November with majority approval of those eligible voting Membership. The newly elected Directors will assume duties immediately following the election.

Proposed Change:

The Board of Directors shall serve a period of two (2) years **staggered terms, 3 members one year and 4 members the following year.** Nominations for board Members will be accepted on the first Tuesday of May, of the second year, for the at large Board positions. Elections for the at large positions will be held the first Tuesday of June with majority approval of those eligible voting Membership. The newly elected Directors will assume duties immediately following the election.

**Fire Board rejected; 05/14/20**

**Proposed change by the Fire Board;**

The Board of Directors shall serve a period of two (2) years **staggered terms, 3 members one year and 4 members the following year if a 7-member board. If a 5-member board it would be 2 members one year and 3 members the following year.** Nominations for board Members will be accepted on the first Tuesday of May, of the second year, for the at large Board positions. Elections for the at large positions will be held the first Tuesday of June with majority approval of those eligible voting Membership. The newly elected Directors will assume duties immediately following the election.

**Proposed change by the Membership” 06/02/2020**

The Board of Directors shall serve a period of two (2) years staggered terms, 3 members one year and 4 members the following year if a 7-member board. If a 5-member board it would be 2 members one year and 3 members the following year. **Nominations for board Members will be accepted on the first Tuesday of October, of the second year, for the at large Board positions. Elections for the at large positions will be held the first Tuesday of November** with majority approval of those eligible voting Membership. The newly elected Directors will assume duties immediately following the election.

Katz made a motion to approved the revision as presented and Levan seconded the motion. After discussion, the motion passed unanimously.

2. Article V. Department Officers Section 5. Eligibility for elective and appointed officers:

A. Chief

1. Hired or appointed by the Board of Directors.
2. Candidates must be recommended by the Membership and meet the Requirements as per posted job description.

Proposed Change: Remove # 2. Chief is hired by the Fire Board.

**Revision; Leave current requirements and change # 2 from recommended to confirm.**

**Rejected by the Fire Board; 05/14/20**

**Proposed Change by Fire Board: Illuminate #'s 1 & 2. Add; When the Fire Board. is in a position to hire a new Fire Chief, The Fire Board President will form a "Fire Chief Search Committee" comprised of (1) member selected by the members of the Volunteer membership, (1) member selected by the current members of the Duty Crew membership and (3) Fire Board Members appointed by the Board President. Once the Search Committee has completed its review process, the Search Committee will provide a list of at least 3 to 5 qualified candidates to the Board President. At such time, the entire Fire Board will then conduct final interviews of the candidates provided by the Search Committee and choose a final candidate from the list provided.**

**Rejected by the Membership; 06/02/2020**

**Proposed Change by the Membership; When the Fire Board. is in a position to hire a new Fire Chief, The Fire Board President will form a "Fire Chief Search Committee" comprised of (2) member selected by the members of the Volunteer membership, (2) member selected by the current members of the Duty Crew membership and (3) Fire Board Members appointed by the Board President. Once the Search Committee has completed its review process, the Search Committee will provide a list of at least 3 to 5 qualified candidates to the Board President. At such time, the entire Fire Board will then conduct final interviews of the candidates provided by the Search Committee and choose a final candidate from the list provided.**

Hines made a motion to reject the revision as presented and Grillo seconded the motion. After discussion, the motion passed unanimously. Note: the Board of director's suggested the membership consider the "search committee be comprised of (3) member of the Board of Director's, (2) members from the volunteer membership and (1) member from the "duty-crew".

## **NEW BUSINESS:**

Review and take action on approval of the 2021 Budget.

- the Board reviewed and the proposed 2021 Budget. After review and discussion, Levan made a motion to approved the budget and Katz seconded the motion. The motion passed unanimously.

Review and take action on approval or rejection of each of the proposed membership-approved amendments to the Department by-laws:

1. Article V. Department Officers Section 5. Eligibility for elective and appointed officers:

D. Training Officer

1. Member in good standing for two (2) consecutive years just prior to appointment.

Proposed Change: Remove D. Is now a Captain position.

Katz made a motion to approve the revision as presented and Levan seconded the motion. After discussion, the motion passed unanimously.

2. Article V. Department Officers Section 5. Eligibility for elective and appointed officers:

G. Safety Officer

1. Member in good standing for two (2) consecutive years just prior to election.
2. Completion of NFPA Safety Officer Training course.

Proposed Change: Remove G. No longer officer rank.

Katz made a motion to approve the revision as presented and Levan seconded the motion. After discussion, the motion passed unanimously.

3. Article IX. Duties of Officers Section 1. Chief.

- A. The Chief shall command the Department at all fires, drills or other Department activities, and shall enforce a strict performance of duty of the membership as described in the Constitution and By-Laws and Standard Operating Procedures of this Department.

Proposed Change: Add or his/her Designee.

- A. The Chief or his/her Designee shall command the Department at all fires, drills or other Department activities, and shall enforce a strict performance of duty of the membership as described in the Constitution and By-Laws and Standard Operating

Procedures of this Department.

Levan made a motion to reject the revision as presented and Hughes seconded the motion. After discussion, the motion passed unanimously. Note: the Board proposed the change to read, A. "...the chief or his/her authorized Designee..."

4. Article IX. Duties of Officers Section 4. Special Command.

C. The Fire Marshal and the Public Information Officer shall serve as the public relations representative of the Department.

Proposed Change: Remove Fire Marshal.

Levan made a motion to approve the revision as presented and Katz seconded the motion. After discussion, the motion passed unanimously.

5. Article IX. Duties of Officers Section 7. Business Manager B.

Business Manager

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

B. The Business Manager shall give a monthly financial report to the Department including accounts received, total expenditure, and budget status.

Proposed Change: Change Monthly to Quarterly.

**Revision: Change B. Chief or his/her designee shall**

Hines made a motion to approve the revision as presented and Hughes seconded the motion. After discussion, the motion passed unanimously.

6. Article IX. Duties of Officers Section 10. Safety Officer.

Safety Officer

A. The Chief shall appoint a Safety Officer who shall be responsible for all safety related matters.

Proposed Change: Remove Safety Officer.

Hughes made a motion to approve the revision as presented and Levan seconded the motion. After discussion, the motion passed unanimously.

7. Article XI. Disciplinary Actions Section 4. Hearing procedures shall be as follows: E.

E. An appeal of the decision of the membership may be presented to the Board of Directors in writing within seven (7) days of that Business meeting. The decision of the Board is final.

Proposed Change: Remove Board of Directors and add department Secretary, add additional verbiage.

E. An appeal of the decision of the membership may be presented to the department Secretary in writing within seven (7) days of that Business meeting. The Secretary will form a committee of unbiased members to review the situation and make a ruling. The decision of the Committee is final.

Hughes made a motion to approve the revision as presented and Levan seconded the motion. After discussion, the motion passed unanimously.

Chief Woolley will be tasked with presenting the aforementioned edits/revisions to the Fire Department membership, at an upcoming membership meeting for their consideration.

**ADJOURNMENT TO EXECUTIVE SESSION:** at 10:53 a.m. Executive session was called to order.

The board reconvened in open session at 11:04 a.m.

○ **ACTION ITEMS:** there were no items requiring executive session action.

## **ADJOURNMENT**

The next meeting has been scheduled for July 9, 2020 at 9:00 a.m. The meeting was adjourned at 11:04 a.m.