

Ponderosa Volunteer Fire Association, Inc.



17061 ROLLING CREEK DRIVE
HOUSTON, TX 77090
281-444-8465
FAX 281-444-8052
TAX ID 74-1893778
www.ponderosavfd.org



NOTICE OF PUBLIC MEETING

Notice is hereby given to all members of the public that the meeting of the Board of Directors of the captioned Association will hold a public meeting at **Station 61**, 17061 Rolling Creek Drive, Houston, TX 77090 Harris County, Texas.

We will meet on Tuesday, January 14, 2014 at 6:00 p.m. at Station 61, 17061 Rolling Creek Drive, Houston, TX 77090.

The subjects of the meeting are for consideration and action on the following:

- Roll Call
- Minutes
- Public Comments
- Treasurer's Report – Approval of Monthly Checks
- ESD Draw
- Fire Chief's Report

- Old Business
 - Station 1 Remodel
 - Internet Access Modifications
 - Replacement Fire Engine
 - Station 63 Repairs Update
 - Bylaws Update
 - Whistleblower Policy
 - Document Destruction Policy
 - CD's – Renew and Add
 - Pay off Station 63
 - Pay off T-61

- New Business
 - SCBA Purchase
 - 2014 Budget Approval
 - Begin Hiring Process
 - Employee Cost Share-Healthcare
 - Change Monthly Meetings
- Adjourn

A handwritten signature in cursive script that reads "Teresa Griffin".

Teresa Griffin, Office Manager

We reserve the right to enter into an Executive Session on any of the above items on the grounds of Personnel, Legal or Real Estate Acquisition

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PVFA BOARD MEETING January 14, 2014 6:00 p.m.

Members Present:

Dan Vogel, president (2)
Paul Nichols, 2nd V.P. (1)
Brandon Huffman, Treasurer (4)

Steve Sheridan, 1st V.P. (3)
Bill Wurdeman, Secretary (5)

Members Absent:

Rick Windham, 3rd V.P. (excused)

Others Present:

Fred Windisch, Fire Chief
Teresa Griffin, Office Manager

CALL TO ORDER

At 6 p.m. Dan Vogel called to order the January Board Meeting of the Ponderosa Volunteer Fire Association, Inc.

MINUTES

Dan asked if there were any changes to the minutes from the December Board Meeting. Bill Wurdeman noted on page 7 of 32 mid page "Office Mangler" should be "Office Manager".

Bill Wurdeman made a motion to approve the minutes with the noted change. Paul Nichols seconded with unanimous approval of the board.

PUBLIC COMMENTS

No public in attendance.

TREASURER'S REPORT

Brandon gave the Treasurer's Report.

As of December 31, 2013:

Prosperity Bank Checking	\$ 16,691.38
Prosperity Bank-Advantage Plus	242,729.90
Prosperity MM-Contingency Acct.	99,008.72
Plains Capital Bank SCBA CD	196,044.50
Trustmark Bank-Cook FF ED Fund	7,018.06
Prosperity Bank Non-ESD Funds	165,678.08
Trustmark Bank-Dan & Larue Langford Fund	99,649.72
Trustmark Firefighter Relief Fund	8,173.35
TOTAL:	\$834,993.71

December Checks > \$1,000

Check #	Name	Amount	For
ACH	EFTPS	\$ 4,501.00	Payroll Taxes
26587	Blue Cross Blue Shield of TX	1,713.03	Health Ins. Premium
26592	Ipromoteu	4,250.61	Christmas Dinner Gifts
26593	McCall Gibson Swedlund Barfoot	7,585.00	Final 2012 Audit Invoice-PVFA
ACH	EFTPS	9,738.94	Payroll Taxes
PVIP	PVIP Dec. Checks	22,758.83	PVIP Total
26599	Hudson Energy	1,260.32	Electric Utilities
26601	Johnson Supply	1,513.61	Sta. 63 A/C Work
26602	Shirley Acres	7,870.18	Christmas Awards Dinner
ACH	Lincoln Trust	3,217.95	401K
26603	AFLAC	2,326.29	Premium
26616	Northwest Communications	7,805.21	Replace Repeater at Houston NW Med. Ctr.
26619	Prime ITS	1,300.00	Monthly Computer Maintenance
26624	Texas Mutual Ins. Company	37,617.00	Workers' Comp Premium
26625	Home Depot	3,000.53	Station 63 Remodel
26627	Prosperity Bank	130,719.89	Pay Off T-61
26628	Prosperity Bank	403,063.78	Pay Off Sta. 63 Note
ACH	EFTPS	11,646.00	Payroll Taxes
ACH	Lincoln Trust	3,937.37	Payroll Taxes
ACH	QuickBooks Payroll	28,348.31	Payroll
26631	Capital One Bank	3,480.48	Explanation attached
26637	John Wright Associates, Inc.	2,408.40	R-61 Red LED Clear Lens
26638	Johnson Supply	1,507.68	A/C Station 63
26643	Rick Reeg	1,530.00	Sta. 63 Renovation Work
26645	Sun Coast Resources	2,100.34	Diesel

26646	The Carpet Man	2,937.75	Station 63 Remodel
26647	Tony Spitzenberger	2,120.00	Sta. 63 Renovation Work
26648	Waukesha-Pearce Industries	1,911.43	Generator Maint.-Heater Block
26656	Prime ITS	1,300.00	Monthly Computer Maint.
26659	American Express	4,514.70	Explanation attached
26664	Prime ITS	1,675.00	Switch from AT&T to NW Wireless Internet Serv.
26665	Siddons-Martin Fire Apparatus	2,783.77	E-61
26670	John Weschler	1,792.00	Station 63 Work
26671	USAT Corporation	5,780.10	On Board Computer Hardware

Page 8 of 32 starts the checks for the month of December.

Total checks for the month of December were \$761,898.59; which includes our paying off the Station 63 note, and also the loan on Tower 61.

Profit & Loss – Page 13 of 32

We did receive a draw of \$403K, which was quickly paid out again.

Expenses are in line.

Balance Sheet – Page 17 of 32

Everything looks in order. On page 19, Long Term Liability is getting very small as loans get paid off.

Brandon asked if there were any questions on the Treasurer's Report or checks. Steve Sheridan made a motion to accept the report and checks as written. Bill Wurdeman seconded the motion with unanimous approval of the board.

ESD Draw – FCW requested that we request a draw of \$470K, as we are still going to have Payroll later in the week. Paul Nichols made a motion to approve the draw not to exceed \$480K. Steve Sheridan seconded the motion with unanimous approval of the board.

The next draw after January will be in March 2014.

FIRE CHIEF'S REPORT

FCW reported on December incidents, we had 161 total responses. EMS went down a little; Fred did a total for year-end report. We have become pretty stable, actually building fires went down somewhat as an average.

Page 30 is the Annual Maintenance Report. We break down each unit specifically. \$7500 was spent on the one that is going out. E-61 is in now for brakes and then the other two will be going in for their annual PM.

On January 20th, FCW and Teresa will be in the Annual Workers' Comp audit.

OLD BUSINESS

Station 1 Remodel

Very small things to finish up now, the bay floors are being done and the last person coming in will be the painter to finished touch ups.

Internet Access Modifications

We are completely finished. We have paid out first invoice for the new Internet access and we can remove it from the agenda.

Replacement Fire Engine

We are looking to take delivery sometime in the middle of February. We will be taking a total of 6 people to Pierce.

Station 63 Repairs Update

Updated report is on page 31. Project will be finalized by the end of January. We will transfer more money from non-ESD account back into checking which will be approximately \$3K better than the insurance.

Bylaws Update

Bylaws update is ready for signatures and is posted on our website. We need Dan Vogel and Bill Wurdeman's signatures.

CD's – Renew and Add

We are going to hold just a little while on this as we discuss possible SCBA purchase. Will keep the Board apprised.

Pay off Station 63

We will leave on the agenda until we get the Release of Lien.

Pay off T-61

We can remove from the agenda, this has been completed.

NEW BUSINESS

SCBA Purchase - See page 32 attached which outlines the Replacement SCBA and Special Projects Proposal

FCW reported they have done the research as to why we would make the purchase now, addressing the funding capabilities (the SCBA CD which expires January 23rd). We do not know what the resale value will be on the old

equipment, but we are developing a plan to sell to for about \$18K. We will take the best ones and they will go as Training Packs. We propose ordering (40) new ones, and 80 cylinders. We would spend \$ 237,300.00; MES would be our supplier and will save us about \$30K. We will have some money coming back.

FCW said that is the recommendation and asked if the Board was on with it for us to proceed. Steve Sheridan made a motion to cash out the CD and proceed with the purchase up to \$240K. Brandon Huffman seconded the motion with unanimous approval of the board.

FCW commented that because the money has been saved, it gives us the option to look at some other items also. Tony Spitz would like to revamp the cabinets on the Rescue truck. There is one treadmill upstairs and it's approximately \$5K that needs replacement. We are also looking at transition to digital radios. We have budgeted \$45K in the upcoming budget for that. He is not looking for approval on that, just for pass along information.

2014 Budget Approval

We have the budgeted dollars needed at \$2.33 million for 2014. When we did the budget, we didn't know if we were going to pay off Station 3 and didn't know about hiring, etc. The ESD agrees that the \$2.33 million is ok, based upon hiring (4) new full time Firefighters, pay raises, etc.

Page 2, \$5100 budgeted for Pierce Inspection trip, 6 people to go. NFPA Codes taken out of budget because of their price increase. Pinpoint GPS devices have been bought and paid for in December.

Station Maintenance Page – we have included \$8K there. We have just finished a huge remodel; however, if we hire another firefighter, we will need another bedroom. \$8K as a remodel to the remodel!

Training Facility Revenue and Office Operations – We have the new server and to rebuild that is an estimated \$14K that is budgeted.

Indebtedness – We are saving interest on the Station 63 and T-61 loans. 2010 Engines are the only indebtedness and then Station 62 for ESD28.

Salaries – FCW said nothing has changed since the presentation in November. We have raises across the board, the new day time position and we would hire in March for total payroll of \$1.149M.

The Woodlands hired (3) firefighters, but not any of our people.

That covers the 2014 budget overview.

We would be able to staff Station 63 weekdays with 3 and have 6 at Station 1.

We will begin another Recruit Class in either March or April.

Brandon Huffman noted that we should accept the budget as modified. Paul Nichols seconded the motion with unanimous approval of the board.

Change Monthly Meetings


FCW said we need to address changing the monthly schedule as to when the PVFA Board meets. Brandon has had a conflict for some time and we would like to accommodate that. We can change to the second Wednesday of each month. Wednesday, February 12th will be the next scheduled meeting at 6 p.m.

Everyone on the Board was agreeable to the change.


MOTION TO ADJOURN

A motion to adjourn was made at 6:44 p.m. by Steve Sheridan and seconded by Bill Wurdeman.

The next scheduled meeting of the board will be Wednesday, February 12th at 6:00 p.m.



Bill Wurdeman, Secretary



Teresa Griffin, Office Manager

January 2014 Major Responses

Total MA received – 6
 Total loss in district – \$48,000

Total MA given – 17 **Total Responses – 155**
 Total save in district - \$1,279,000

Date	Type	Given/Rec'd	Department	ET Hrs
1/11	Apartment	G	Little York	1.0
1/16	WalMart	G	Champions	0.9
1/28	Planet Ford Oil Change Building	G	Spring	0.9

1/16 Walmart smoke – Fan 62

The responses are as follows

Avg/Month	Annual	EMS Assists
2008 – 127	1519	355
2009 – 117	1409	374
2010 – 116	1396	388
2011 – 125	1498	469
2012 – 138	1656	620
2013 – 130	1564	597

Ponderosa Volunteer Fire Department

Ponderosa Mutual Aid Responses by Incident

Alarm Date Between {01/01/2014} And {01/31/2014}

Inc. #	Date	Location	Incident Type	Other Dept	Type M/A	Time
14-0000013	01/01/2014	4878 LOUETTA RD	Dumpster or other	Spring	Automatic aid given	00:20:54
14-0000259	01/02/2014	15915 KUYKENDAHL RD	Smoke or odor removal	Klein Volunteer	Automatic aid given	00:11:43
14-0000601	01/04/2014	1907 CORRAL DR	Building fire	Klein Volunteer	Automatic aid received	00:11:04
14-0000601	01/04/2014	1907 CORRAL DR	Building fire	Little York	Automatic aid received	00:10:34
14-0000601	01/04/2014	1907 CORRAL DR	Building fire	Spring	Automatic aid received	00:10:57
14-0001146	01/08/2014	506 MISTYWOOD DR	Building fire	Aldine	Automatic aid received	00:09:39
14-0001146	01/08/2014	506 MISTYWOOD DR	Building fire	Little York	Automatic aid received	00:09:39
14-0001146	01/08/2014	506 MISTYWOOD DR	Building fire	Spring	Automatic aid received	00:09:39
14-0001293	01/08/2014	505 CYPRESS STATION DR	Building fire	Klein Volunteer	Automatic aid received	00:16:40
14-0001293	01/08/2014	505 CYPRESS STATION DR	Building fire	Little York	Automatic aid received	00:15:15
14-0001293	01/08/2014	505 CYPRESS STATION DR	Building fire	Spring	Automatic aid received	00:16:10
14-0001647	01/11/2014	NORTH FREEWAY & W FM	Motor Vehicle Accident	Spring	Automatic aid received	00:17:30
14-0001726	01/11/2014	HARDY TOLL NB RD &	Dispatched & cancelled	Spring	Automatic aid given	00:22:36
14-0001781	01/11/2014	705 BARREN SPRINGS DR	Building fire	Little York	Automatic aid given	00:59:25
14-0002490	01/16/2014	7075 W FM 1960	Building fire	Champions	Mutual aid given	00:49:10
14-0002731	01/18/2014	NORTH FREEWAY & W FM	Motor Vehicle Accident	Spring	Automatic aid received	00:16:16
14-0002754	01/18/2014	18109 AMMI TRL	Dispatched & cancelled	Aldine	Automatic aid given	00:12:15
14-0002805	01/18/2014	14000 ELLA BLVD /LOT	Building fire	Little York	Automatic aid given	00:23:38
14-0002931	01/19/2014	17711 KUYKENDAHL RD	Passenger vehicle fire	Klein Volunteer	Automatic aid received	00:40:46
14-0003162	01/21/2014	910 RANKIN /Houston,	Dispatched & canceled	Aldine	Automatic aid given	00:06:00
14-0003738	01/24/2014	17111 MISTY CREEK DR	Alarm system	Klein Volunteer	Mutual aid given	00:12:15
14-0003775	01/25/2014	20201 NORTH FREEWAY	No Incident found on	Spring	Automatic aid given	00:13:58
14-0003850	01/25/2014	NORTH FREEWAY & E	Motor Vehicle Accident	Spring	Automatic aid given	00:30:10
14-0004364	01/28/2014	20403 NORTH FREEWAY	Building fire	Spring	Automatic aid given	00:51:28
14-0004724	01/31/2014	1522 HARDY STONE DR	Dispatched & cancelled	Aldine	Automatic aid given	00:06:15
14-0004743	01/31/2014	KUYKENDAHL RD &	Motor Vehicle Accident	Spring	Automatic aid given	00:04:30
14-0004756	01/31/2014	NORTH FREEWAY &	Motor Vehicle Accident	Spring	Mutual aid given	00:01:02
14-0004762	01/31/2014	NORTH FREEWAY & E	Motor Vehicle Accident	Spring	Automatic aid given	00:21:11
14-0004773	01/31/2014	19600 COUNTRY VILLAGE	Dispatched & canceled	Spring	Automatic aid given	00:03:54

January 2014 Board Report

Item	Current Month Information	Explanation
Fuel	Diesel \$3.468/gallon;	
Equipment Expense	Antennae/parts for on board computer gps interfaces - \$565	Onboard computer "boxes" removed from 2014 budget
Equipment Maint	E62 semi-annual maintenance \$1,273 (oil/filters/load); E61 rear tire replacement \$593	E62, E63 and T61 transmission coolers to be replaced in January & February 2014
Dispatching	Spring Fd 6 months tower rental share \$1,528; CCEMS annual \$17,862	Technology fee next month
Training	See report on special Jan 18 class; SFFMA individual dues \$2,280; Target Solutions annual \$5,895	
Station 63 Maint	See project end report;	Finished
Station 61 Maint	Bay area electrical \$1,718	Encumbered bay floors balance due \$5k
Station 62 Maint	Annual fire alarm inspection \$275	
Utilities	Minimal bills due to invoice timing	
Operations	Replacement order of window decals \$771 – original order was 2009; 9 Enroute on board computer annual licenses \$734; Annual I Am Responding web access license \$800.	
Office Ops	Annual safety deposit box \$60; Annual Messaging Solutions server software \$875; Annual Firehouse Mobile software licenses \$341.	Cancelled AT&T DSL; price monthly for mwave internet is the same as DSL.
Public Ed		Receiving a donation from Carl's Jr. unknown amount at this time.
PVIP	Nov/Dec staffing & duty officer \$6,900	
Payroll	3 payroll period \$104k	The third period will show up in February quickbooks due to direct deposit.
PVFA Expenses	Annual donation Emergency Ministries \$1,600. Wonderlic for 25 Motivational Assessments licenses for hiring process \$375.	
Insurance	Major annual insurance payments to VFIS \$104k;	
Training Facility Fees Revenues		
Interest/Debt		Only indebtedness now are three fire engines and Station 62; Engine payment in February
New Engine		February 10-13 final inspection trip for 6
Other Revenue		

Station 61 painting completed, going to seal the limestone for about \$2k; bay floors in progress at 75% mark with balance due of \$5k;