

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 WEDNESDAY, February 12th, 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 — *Paul + Sheridon*
- Public Comments *none*
- Treasurer's Report — Approval of Monthly Checks —
- ESD Draw
- Fire Chief's Report

- Old Business
 - Station 1 Remodel
 - Replacement Fire Engine
 - Station 63 Repairs Update
 - CD's — Renew and Add
 - Pay off Station 63
 - 2014 Budget
 - Begin Hiring Process
 - SCBA Purchase

- New Business
 - Annual Meeting

- Adjourn

Legal
Whitman
not
here
Annual
meeting


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 February 12, 2014 6:00 p.m.

Members Present:

Dan Vogel, President (2)	Steve Sheridan, 1 st V.P. (3)
Paul Nichols, 2 nd V.P. (1)	Bill Wurdeman, Secretary (5)
Brandon Huffman, Treasurer (4)	Rick Windham, 3 rd V.P.-

Others Absent:

Fred Windisch, Fire Chief (excused-out of town)
Teresa Griffin, Office Manager (excused-out sick)

CALL TO ORDER

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

MINUTES

Dan asked if there were any changes to the minutes from the January Board Meeting. Bill Wurdeman noted that page 6 should be page 5. Teresa can make the correction.

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

PUBLIC COMMENTS

No public in attendance.

TREASURER'S REPORT

Brandon gave the Treasurer's Report.

As of January 31, 2014:

Prosperity Bank Checking	\$ 17,406.41
Prosperity Bank-Advantage Plus	427,795.48
Prosperity MM-Contingency Acct.	99,025.72
Trustmark Bank-Cook FF ED Fund	7,018.48
Prosperity Bank Non-ESD Funds	366,187.10
Trustmark Bank-Dan & Larue Langford Fund	99,655.64
Trustmark Firefighter Relief Fund	8,173.83
TOTAL:	\$1,025,262.66

January Checks > \$1,000

Check #	Name	Amount	For
26666	Emergency Ministries	\$ 1,600.00	2014 Contribution
26669	VFIS of Texas	96,167.00	Insurance Renewals 2014
ACH	EFTPS	8,428.88	Payroll Tax
ACH	Lincoln Trust	3,503.65	401K
ACH	QuickBooks Payroll	20,772.32	Payroll
26684	Blue Cross, Blue Shield of TX	1,772.76	Health Care Premium
26688	Spring VFD	1,528.00	Tower Rent thru 6/2014
26689	State Firemen's & Fire Marshal's Association	2,415.00	2014 Department Dues
26692	VFIS of Texas	7,791.00	Accident & Sickness Renewal
ACH	EFTPS	1,834.82	PVIP Payroll Tax
ACH	QuickBooks Payroll	6,397.59	PVIP
ACH	QuickBooks Payroll	23,672.63	Payroll
26704	Conroe McCaffety Electric	1,718.07	(3) Photo Cells Furnish & Install
26705	Cummins Southern Plains	1,273.00	Generator Maintenance
26712	Sun Coast Resources	2,080.86	Diesel Fuel
26713	Texas Assoc. of First Responders	1,690.00	2014 Registration for TAFR Cook-Off
ACH	EFTPS	9,040.56	Payroll Tax
26735	Capital One Bank	3,154.76	Explanation Attached
26737	Eddie Buchanan	2,200.00	Training Travel Expense
ACH	American Express	8,985.04	Explanation Attached
26751	Blue Cross Blue Shield of TX	1,772.76	Health Care Premium
26752	Cypress Creek EMS	18,937.09	Dispatch Fee for 2014
26757	Prime ITS	1,300.00	Monthly Computer Maint.
26760	Target Solutions	5,895.00	Prem. Membership Renewal
ACH	QuickBooks Payroll	23,936.49	Payroll

Total checks for the month of January were \$273,725.31; which includes our annual insurance renewal of \$96,167.00 on 1/2/14.

Profit & Loss – Page 11 of 28

We received a draw of \$485K.

Expenses are in line.

Balance Sheet – Page 14 of 28

Everything looks in order. The Non-ESD Account has a balance of \$366,187.10 since the SCBA CD has been deposited there, and we have not received a bill yet for the SCBA equipment yet.

Steve Sheridan made a motion to accept the Treasurer's Report and checks as written. Paul Nichols seconded the motion with unanimous approval of the board.

ESD Draw – The next draw will be in March 2014.

FIRE CHIEF'S REPORT

FCW provided a written report as he is out of town. Report is attached for your review.

OLD BUSINESS

Station 1 Remodel (*from Fred's report*)

"The bay floors are almost finished with an outstanding \$5200 to be paid; this may come out of the 2014 budget, but we will try to back date for the encumbered funds."

Replacement Fire Engine

"We are at Pierce February 10-13 for final inspection."

Station 63 Repairs Update

Complete, please see updated report on page 25. "Transferred \$3,325.88 from non-ESD account to the checking account on 2/4/14; \$935.03 over budget."

CD's – Renew and Add

"Cashed the CD and placed in PVFA Non-ESD account. This is related to the SCBA purchase, PO produced, items ordered. \$4,456.60 was booked as interest income from the CD."

Pay off Station 63

"Waiting on release of lien/papers/deed; we need to move forward in the future to re-deed the assets to ESD 28 to position for new 63, if we do that."

2014 Budget

Hiring – "We are in the process now."

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

NEW BUSINESS

Annual Meeting

The Annual Meeting was set for Wednesday, March 12th, 2014. The meeting will take place at 6:30 p.m., and will be followed by the board meeting.

MOTION TO ADJOURN

A motion to adjourn was made at 6:09 p.m. by Steve Sheridan and seconded by Paul Nichols.

The next scheduled meeting of the board will be **Wednesday, March 12th at 6:30 p.m.**



Bill Wurdeman, Secretary

February 2014 Board Report

Item	Current Month Information	Explanation
Fuel	Diesel \$3.468/gallon; First diesel exhaust fluid (DEF) purchase for new engine - \$57;	DEF is \$4.50/gal required for 2010 & later diesel engines; minimal cost impact.
Equipment Expense	Compartment lining for new engine \$610; new SCBA purchase \$236,131.60; The amount is listed on the monthly spreadsheet but is not part of the regular budget. Quickbooks will carry it from Feb forward.	The SCBA project will occur after the new engine is in service and will be phased in over a 2 month period. We will sell most of the old SCBA this year we hope.
Equipment Maint	E62 major PM, transmission cooler, tank to pump and tank fill valves rebuilt - \$4,092; Eq3 PM \$495; E61 major PM, AC check and add freon, deck gun valve rebuild, front and rear brakes-\$4,139; E63 major PM, transmission cooler-\$3,300	There is a possibility of a portion of E61's trans cooler in December 2013 may result in some credit due to failure; the others are preventative.
Dispatching	Technology fee annual \$3,000	Technology fee from various agencies will pay for software to allow for new software allowing less expensive computers on rolling stock – we are looking at laptops or tablets. This is also related to the on board GX440 boxes that provide improved internet access and wireless capabilities. We are in the process of retrofitting wireless to the new boxes.
Training	Some costs to FCW attending VCOS board meeting in Jan/Feb - \$640.	
Station 61 Maint		Changing vendors for soap/cleaners; shipping from the former company amounted to about 18% above the cost of the products; new company is local.
Station 62 Maint	Annual fire sprinkler inspection \$495	
Operations	Down payment Shirley Acres \$500; AMEX see separate report. Annual WhenToWork scheduling software \$400 (on Amex)	
Public Ed	See Amex report	Receiving a donation from Carl's Jr. unknown amount at this time.
PVIP		
Payroll		The second period will show up in March quickbooks due to direct deposit.
PVFA Expenses	\$2,822 for SAFE-D conference (Amex report) to be reimbursed by ESD28	
Insurance	\$8,925 annual grant from Tx Forest Service offsetting WC costs; Tx Mutual after audit cost \$3,346	
Cook off Revenue	\$5,000 to date	
Training Facility Fees Revenues	Recruit class payments Champions \$714, Spring \$1428, Little York \$1428; Northeast \$714; TxForestService recruit class grant \$1,220- Total of \$5,504	
Interest/Debt	2010 Engines \$50,778 interest; \$109,367 principal	
New Engine		Arrive to PFD on March 3, 2014
Other Revenue	Movie making donation to FF relief fund \$500; Haude PTO annual use of T61 for picture \$200 misc donation & Northview Place HOA annual \$300 – non ESD funds	

Ponderosa VFA
2013 If Flow

ITEM	JAN		FEB		MAR		APR		MAY		ITEM	Budget		Per Cent	
	Projected	Real	Projected	Real	Projected	Real	Projected	Real	Projected	Real		Amount	To-Date		Actual
March 3, 2014											March 3, 2014				
Motor Fuels	3.0	2.2	3.1	2.6	3.1	3.0	3.1	3.0	3.1	3.1	Motor Fuels	37.0	6.1	4.9	13.1%
Equipment Expense	5.0	1.6	20.0	1.0	10.0	20.0	20.0	20.0	5.0	5.0	Equipment Expense	121.0	25.0	2.6	2.1%
Radio Maintenance	0.4	0.0	0.5	0.0	0.4	0.4	0.4	0.4	0.4	0.4	Radio Maintenance	5.0	0.9	0.0	0.0%
Equipment Maint.	8.0	2.9	8.0	13.8	8.0	8.0	8.0	8.0	8.0	8.0	Equipment Maint.	96.0	16.0	16.7	17.4%
Dispatching	26.5	19.4	0.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0	Dispatching	28.0	26.5	22.4	80.0%
Training	9.0	10.1	2.0	0.7	1.0	3.0	3.0	3.0	2.0	2.0	Training	35.0	11.0	10.7	30.6%
Training Facility/Recruit	2.0	1.1	0.5	0.0	0.5	1.0	1.0	1.0	7.0	7.0	Training Facility/Recruit	22.5	2.5	1.1	5.0%
Station 61 Maint.	1.0	2.0	1.0	1.9	2.0	2.0	2.0	2.0	3.0	3.0	Station 61 Maint.	27.0	2.0	3.9	14.4%
Station 62 Maint.	0.5	0.3	0.5	0.6	0.5	0.5	0.5	0.5	0.5	0.5	Station 62 Maint.	5.5	0.9	1.0	17.4%
Station 63 Maint.	0.8	0.5	0.8	1.0	0.8	0.8	0.8	0.8	0.8	0.8	Station 63 Maint.	9.5	1.6	1.5	15.8%
Insurance	110.0	109.2	3.0	-2.1	3.0	3.7	3.7	3.7	4.0	4.0	Insurance	188.0	113.0	107.0	56.9%
Station 61 Utilities	1.0	0.2	1.9	2.2	1.6	1.6	1.6	1.6	2.0	2.0	Station 61 Utilities	25.0	2.9	2.4	9.8%
Station 62 Utilities	0.8	0.1	1.1	1.0	0.7	1.5	1.5	1.5	0.3	0.3	Station 62 Utilities	12.5	1.9	1.1	9.0%
Station 63 Utilities	0.8	0.0	0.7	0.7	0.7	1.1	1.1	1.1	0.8	0.8	Station 63 Utilities	10.0	1.5	0.8	7.7%
Operations	4.0	3.9	4.0	8.2	5.0	5.0	5.0	5.0	5.0	5.0	Operations	67.0	8.0	12.1	18.0%
Office Operations	4.4	3.6	4.4	1.8	4.4	4.4	4.4	4.4	4.4	4.4	Office Operations	53.0	8.8	5.4	10.2%
Public Education	0.1	2.2	0.1	0.9	0.1	0.1	0.1	0.1	5.0	5.0	Public Education	13.0	0.2	3.1	23.5%
Payroll/Stipends	90.0	103.9	79.0	72.6	86.0	96.0	96.0	96.0	110.0	110.0	Payroll/Stipends	1149.0	169.0	176.6	15.4%
PVFA Expenses	2.0	2.0	2.0	2.9	2.0	2.0	2.0	2.0	9.0	9.0	PVFA Expenses	32.0	4.0	4.8	15.1%
Interest Expense	0.0	0.0	51.0	50.8	0.0	0.0	0.0	0.0	0.0	0.0	Interest Expense	51.0	51.0	50.8	99.6%
Personal Savings Accts	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	35.0	35.0	Personal Savings Accts	35.0	0.0	0.0	0.0%
P-VIP	8.0	7.2	0.0	0.1	14.0	0.0	0.0	0.0	13.0	13.0	P-VIP	100.0	8.0	7.3	7.3%
TOTAL OPERATING	277.3	272.3	183.6	163.8	143.7	153.2	153.2	153.2	218.2	218.2	TOTAL OPERATING	2122.0	460.9	436.1	20.6%
Debt Retirement	0.0	0.0	110.0	109.4	0.0	0.0	0.0	0.0	0.0	0.0	Debt Retirement	110.0	110.0	109.4	99.4%
SCBA Fund	0.0	0.0	30.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	SCBA Fund	30.0	30.0	0.0	0.0%
CAPITAL											CAPITAL				
Firefighting	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	Firefighting	8.0	0.0	0.0	0.0%
Communications	0.0	0.0	12.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	Communications	45.0	12.0	0.0	0.0%
Other Assets	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	Other Assets	15.0	0.0	0.0	0.0%
SCBA - Not in std budget				236.13							SCBA - Not in std budget			236.1	
Total Capital	0.0	0.0	12.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	Total Capital	68.0	12.0	0.0	0.0%
Total Budget	277.3	272.3	335.6	273.2	143.7	153.2	153.2	153.2	218.2	218.2	Total Budget	2330.0	612.9	545.5	23.4%
REVENUE											REVENUE				
Training Facility/Recruit	3.0	0.0	3.0	5.5	0.0	2.0	2.0	2.0	2.0	2.0	Training Facility/Recruit	15.0	6.0	5.5	20.8%
ESD#28	510.0	485	0.0	0.0	300.0	0.0	0.0	0.0	360.0	360.0	ESD#28	2330.00	510.0	485.0	20.8%
Interest Income	0.0	0.0	5.0	5.0	5.0	0.0	0.0	0.0	0.0	0.0	Interest Income	1.0	0.0	0.0	0.0%
Barbecue Competition	0.0	0.0	5.0	0.0	0.3	0.0	0.0	0.0	0.0	0.0	Barbecue Competition	10.0	5.0	5.0	50.0%
Camper 63	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	Camper 63	0.3	0.0	0.2	66.7%
Donations/other	0.0	0.0	1.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	Donations/other	2.5	0.0	1.0	40.0%
Revenue Total	513.0	485.0	8.0	11.5	305.3	2.0	2.0	2.0	362.0	362.0	Revenue Total	2358.8	521.0	495.7	21.0%

February 2014 Major Responses

Total MA received – 9
 Total loss in district – \$47,000

Total MA given – 24 **Total Responses – 142**
 Total save in district - \$2,230,000

Date	Type	Given/Rec'd	Department	ET Hrs
2/4	Commercial	G	Aldine	5.0
2/7	Commercial	G	Aldine	1.7
2/10	Commercial	G	Spring	1.7
2/16	Commercial	G	Aldine	1.1
2/22	House	G	Spring	See note
2/22	Cover Assignment	G	Westfield	1.5

2/22 – fatality house fire- rehab there a long time; fire crews about 2 hours

The responses are as follows

Avg/Month	Annual	EMS Assists	Avg/month
2008 – 127	1519	355	30
2009 – 117	1409	374	31
2010 – 116	1396	388	32
2011 – 125	1498	469	39
2012 – 138	1656	620	52
2013 – 130	1564	597	50
2014 - 149			57

Ponderosa Volunteer Fire Department

Ponderosa Mutual Aid Responses by Incident

Alarm Date Between {02/01/2014} And {02/28/2014}

Inc. #	Date	Location	Incident Type	Other Dept	Type M/A	Time
14-0004906	02/01/2014	505 CYPRESS STATION DR	Arcing, shorted	Klein Volunteer	Automatic aid received	00:15:20
14-0004906	02/01/2014	505 CYPRESS STATION DR	Arcing, shorted	Little York	Automatic aid received	00:15:52
14-0004906	02/01/2014	505 CYPRESS STATION DR	Arcing, shorted	Spring	Automatic aid received	00:16:00
14-0005234	02/04/2014	1004 ALDINE BENDER RD	Building fire	Aldine	Automatic aid given	04:54:00
14-0005325	02/04/2014	2331 Bammelwood DR	Building fire	Champions	Automatic aid received	00:07:32
14-0005325	02/04/2014	2331 Bammelwood DR	Building fire	Klein Volunteer	Automatic aid received	00:09:44
14-0005325	02/04/2014	2331 Bammelwood DR	Building fire	Little York	Automatic aid received	00:09:23
14-0005378	02/04/2014	14201 Landfair St	Dispatched & cancelled	Aldine	Mutual aid given	00:21:00
14-0005643	02/06/2014	20817 RHODES RD	Building fire	Spring	Automatic aid given	01:38:48
14-0005656	02/06/2014	NORTH FREEWAY & E	Motor Vehicle Accident	Spring	Automatic aid given	00:15:32
14-0005662	02/06/2014	3207 MISSION GROVE DR	No Incident found on	Klein Volunteer	Mutual aid given	00:08:32
14-0005782	02/07/2014	17626 LORING LN	Combustible/flammable	Klein Volunteer	Automatic aid received	00:10:02
14-0005782	02/07/2014	17626 LORING LN	Combustible/flammable	Little York	Automatic aid received	00:17:53
14-0005782	02/07/2014	17626 LORING LN	Combustible/flammable	Spring	Automatic aid received	00:10:02
14-0005827	02/07/2014	1999 RANKIN RD	Building fire	Aldine	Mutual aid given	01:49:52
14-0005883	02/08/2014	19919 BROOKWAY WIND CT	Outside equipment fire	Klein Volunteer	Automatic aid given	00:23:19
14-0006088	02/09/2014	5230 BRYANHURST LN	Building fire	Klein Volunteer	Mutual aid given	00:24:48
14-0006107	02/09/2014	2534 KELLY LN	Dispatched & cancelled	Northwest	Automatic aid given	00:17:05
14-0006129	02/10/2014	22730 GOSLING RD	Building fire	Spring	Automatic aid given	01:46:36
1-006390	02/11/2014	18411 TALL CYPRESS DR	Chimney or flue fire,	Spring	Mutual aid received	00:33:31
14-0006841	02/14/2014	18710 TOMATO ST	Dispatched & cancelled	Klein Volunteer	Automatic aid given	00:11:03
14-0006895	02/15/2014	FM 2920 & HANNOVER	Dispatched & cancelled	Spring	Mutual aid given	00:14:30
14-0006996	02/15/2014	22221 CYPRESSWOOD DR	Dispatched & cancelled	Spring	Automatic aid given	00:05:26
14-0007064	02/16/2014	1655 RANKIN RD	Special outside fire,	Aldine	Automatic aid given	01:08:50
14-0007281	02/17/2014	16011 IMPERIAL FOREST	Dispatched & cancelled	Aldine	Automatic aid given	00:05:24
14-0007341	02/17/2014	19843 BETTENCOURT LN	Dispatched & cancelled	Aldine	Automatic aid given	00:06:55
14-0007525	02/19/2014	FM 1960 & SPRINGBRIDGE	Forest, woods or	Spring	Mutual aid received	00:42:24
14-0007984	02/22/2014	23307 WHISPERING	Building fire	Spring	Mutual aid given	06:35:45
14-0008022	02/22/2014	15219 LANTERN CREEK LN	Medical assist, assist	Klein Volunteer	Mutual aid given	00:23:30
14-0008114	02/22/2014	4105 LAUDER RD	Cover assignment,	Westfield Road	Mutual aid given	01:31:42
14-0008127	02/23/2014	16007 ALDINE WESTFIELD	Motor vehicle accident	Westfield Road	Mutual aid given	00:07:21
14-0008205	02/23/2014	NORTH FREEWAY & HOLLOW	Passenger vehicle fire	Spring	Automatic aid received	00:16:57
14-0008383	02/24/2014	17829 S CYPRESS VILLAS	Dispatched & cancelled	Klein Volunteer	Automatic aid given	00:13:03
14-0008780	02/27/2014	21323 PEPPERBERRY TRL	Dispatched & cancelled	Spring	Automatic aid given	00:08:48
14-0008840	02/27/2014	4362 LOUETTA RD	Motor vehicle accident	Spring	Automatic aid given	00:42:17
14-0008860	02/27/2014	CYPRESSWOOD DR & BURNT	Dispatched & cancelled	Spring	Automatic aid received	00:05:14
14-0008861	02/27/2014	FM 1960 & NORTH FRWY	Motor vehicle accident	Spring	Automatic aid received	00:09:46
14-0008870	02/27/2014	NORTH FREEWAY &	Motor Vehicle Accident	Spring	Automatic aid received	00:39:12
14-0009050	02/28/2014	4514 LOUETTA RD	Steam, Other gas	Spring	Automatic aid given	00:36:58