

Ponderosa Volunteer Fire Association, Inc. ~ Harris County ESD #28

**COMBINED BOARD MEETINGS & PVFA 2016 BUDGET MEETING
November 23, 2015**

PVFA

Members Present:

Steve Sheridan, 1st V.P. (3)
Brandon Huffman, Treasurer (4)

Rick Windham, 3rd V.P.
Bill Wurdeman, Secretary (5)

Others Present:

Fred Windisch, Fire Chief

Teresa Griffin, Office Manager

PVFA Members Absent:

Dan Vogel, President (Excused)

Paul Nichols, 2nd V.P. (1) *(Excused)*

ESD #28

Members Present:

Dan Langford, President
Morris Bradley, Treasurer
Jim Chatterton, Secretary

Mike Jones, V.P.
Dan Dronberger, Asst. Treasurer

CALL TO ORDER - PVFA

Steve Sheridan called the November Board Meeting of the Ponderosa Volunteer Fire Association, Inc. to order at 5:45 p.m.

Brandon Huffman spoke about the ESD Draw for the month of December, which is \$730K.

FCW mentioned that on the December draw we do a \$100K advance because the insurance is due the first week of January.

Brandon Huffman made a motion to approve the draw; seconded by Rick Windham with unanimous approval of the board.

CALL TO ORDER – ESD #28

Dan Langford called to order the November 23, 2015 ESD Board Meeting at 6:00 p.m.

All of the same attendees present.

PVFA BUDGET 2016

FCW handed out the first run of the 2016 PVFA budget. The initial number he gave the ESD Board was \$2.75 million. As of this time, our number is \$2.82 million.

Budget Discussion covered \$35K for fuel, 19.2 cents more a gallon since Texas Comptroller has decided we do not qualify since we are a combination department. There are only three groups in Texas that do, Federal government, volunteer fire departments and agriculture off road.

There will be a decrease in Station 63 maintenance, since we will not have a station for a while to take care of, but we have left some funding in there.

Mobile home for Station 63 construction will be delivered in 1-2 weeks. FCW will decrease to approximately \$7K for Station 63 utilities.

Part of the overage on Payroll is because of Station 62 staffing with Spring. We have OT also because of losing 2 Firefighters, which have since been replaced.

Programmed Debt Retirement – We have payments on the 3 engines next year.

\$24K worth of handheld radios is budgeted related to the new radio system.

Equipment Maintenance is based on historical and, hopefully, nothing big breaks. We have spent a lot on maintenance but it is because we are hitting the 5 year mark.

Fire Rescue International will be in San Antonio in 2016.

VCOS Symposium, we attend every year in November.

Training Facility – December 4th the company is coming in to perform PM for The Woodlands and us. For this year, Fred has asked them to bill us prior to the end of the year, this is an ESD expense for upgrading the burn building.

In 2016, we are going to be out of the Texas Forest Service grants we have gotten in the past, due to the number of our employees.

Station Maintenance-Station 61: We have one more air conditioner to replace at Sta. 61, it is \$10K. We are taking the old gate from Station 63 to give some security to the parking that is on that side of the building.

We got the permit today for the new fire station; the cost was \$10K (via ESD).

The big fans are installed and we will be receiving a bill from the installer next week.

Station Maintenance-Station 63: Some funding just for maintenance on various things as they come up.

Office Operations: Will be pretty much flat for the year.

Assets: Anything above \$5K we always put in as an asset.

The old engine is sitting at Spring Station 72.

PVIP Incentive Program: We now have a duty officer working a full weekend. We are holding the amount per shift.

January 1st, we are going to 12 hour part time shifts and expanding positions.

Payroll and Stipends for 2016: \$1.5 million.

Furniture for Station 3: \$35k budgeted.

Overall Budget for 2016: \$2.82 million; 13% increase over 2015.

\$2.75K is the projected amount for ad valorem taxes; plus the sales tax income – ESD revenue.

ESD #28 BOARD MEETING

MINUTES

Dan Langford asked if anyone had changes to the minutes from the October 26, 2015 board meeting. No changes were presented; Jim Chatterton made a motion to approve the minutes as written. Mike Jones seconded the motion with unanimous board approval.

PUBLIC COMMENTS

No public in attendance.

FINANCIAL REPORT

Morris Bradley handed out the 2015 Budget vs. Year to Date report.

Penalty and Interest is low, but we usually start getting some in November or December. Income is low too, but the same timing applies. Expenditures are pretty much in line, the Architect is over budget however.

Station 62 Payment: We have paid \$600K this year and plan to pay another \$600K this year.

Morris brought up the discussion of why we needed a separate money market account (\$412,228.52). He suggested consolidating it with one of our other accounts, less bookkeeping. Dan Dronberger disagreed, said we set it aside originally for an emergency fund, in the event of hurricanes, etc. After discussion, Mike Jones made a motion that we retain the money market account for emergency use, and increase as we can. Dan Dronberger seconded the motion with unanimous board approval.

We need to move funds into the checking account. Mike Jones made a motion to move \$800K from the Sales Tax Account and into the checking. Dan Dronberger seconded the motion with unanimous approval of the board.

Morris reported on the bank balances in our various accounts as of October 31, 2015.

Checking Account: We had a beginning balance of \$715,240.37 with deposits totaling \$76,521.66 (which includes \$308.23 interest), and checks and debits of \$99,495.98.

Money Market Account: We had a beginning balance of \$412,158.51, with one interest deposit of \$70.01, for an ending balance of \$412,228.52.

Sales Tax Money Market Account: We had a beginning balance of \$1,229,483.05 with deposits of \$76,313.28 (which includes interest of \$216.35). The ending balance was \$1,305,796.33.

Morris presented the (7) bills we have this month to pay, as follows:

Coveler & Katz	\$ 2,614.47	Services during October 2015
Harris Co. Appraisal District	5,282.00	Quarter 1 Assessment

Klein Vol. Fire Department	1,000.00	Cost Sharing EVIEWES Repairs
PVFA	731,275.00	Operating Funds Draw and reimbursement of SAFE-D Registrations (5) \$1275.00
Sales Tax Assurance	1,722.00	Quarterly Retainer and Commissions
Texas Mutual Insurance	342.00	Workers Comp Policy
Stewart Title Co.	3,479.00	Amendment of Schedule B., Item 2 on Owner Policy (Sta. 3 Trustmark Loan)

We made a wire transfer when Howard was here for closing on the Trustmark loan of \$22,803.95 to Stewart Title Co., so we need to approve that as well.

Mike Jones approved the wire transfer to Stewart Title; Dan Dronberger seconded the motion with unanimous approval of the board.

Mike Jones made a motion to approve the bills for approval and the Financial Report. Dan Dronberger seconded with unanimous approval of the board.

FIRE CHIEF'S REPORT

FCW reported on October incidents, we had 171 responses; details are in the written report, one minor firefighter injury. We are averaging 154 per month. Currently, we have had 161 responses this month, some of that was with Station 62 with Spring and PFD.

EMS responses are holding their own.

Traffic Signals

EVIEWES will be here doing another 30-40 intersections in Spring primarily.

Training Facility Upgrades

Upgrades will be the first week in December. We do not know yet when the bill will arrive.

2016 Budget

We already discussed.

SAFE-D Conference

FCW has reserved the rooms, and also registered everyone to attend.

Contract ESD/PVFA

Nothing provided yet from Howard Katz. He is reviewing.

Station 63 Construction

They will be mobilizing very quickly on this; we have 1 POD in place, and decided we did not need 2. That rent will begin once we use it.

New Shed

The bid from the contractor will be \$6K. That has been provided to McCafery Electric.

Sale of old shed: FCW sold it for \$251.16. We only received one bid.

ESD 11 Update

Nothing new to report except that they did pass their budget. Dan Langford and Fred attending last month in Tomball, nothing further to report.

MOTION TO AJOURN ESD #28

A motion to adjourn was made at 6:55 p.m. by Mike Jones and seconded by Dan Dronberger.

The next meeting will be held on Monday, December 21st at 5:00 p.m.

Jim Chatterton, Secretary

PVFA BOARD – Continuing

Steve Sheridan resumed the PVFA meeting portion at 7:01 p.m.

TREASURERS REPORT

Brandon gave the Treasurer’s Report as of October 31, 2015.

Prosperity Bank Checking	
Prosperity Bank Advantage Plus MM	23,905.65
Prosperity MM Contingency Account	
Trustmark Cook FF Ed./Relief Fund	5,847.50
Prosperity Non-ESD Funds	
Dan A. & Larue B. Langford Fund	96,151.42
Independence Bank SCEA/OD	
Total:	\$466,158.19

Checks for October > \$1,000

Check #	To	Amount	For
28151	Hagemeyer North American	\$ 3,382.22	SCBA Equipment Maint.
28154	Home Depot	1,127.80	Sta. 1, 2 & 3 Maintenance Supplies
28155	Hudson Energy	2,628.28	Electric Utilities
28158	McCall, Gibson Swedlund Barfoot	4,000.00	Final 2014 Audit Invoice – Tax Return will be billed separately.
ACH	QuickBooks Payroll	30,731.96	Payroll
ACH	EFTPS	13,003.34	Payroll Taxes
ACH	Lincoln Trust	4,479.24	401K
ACH	QuickBooks Payroll	418.62	Vogel & Stacks shorted OT – Paid out after Payroll
28178	Sun Coast Resources	1,885.75	Diesel Fuel
28185	Capital One Bank	1,061.10	Explanation w/Minutes
28194	Prime ITS	1,749.00	Monthly Computer Maint.
28195	Siddons-Martin	2,061.29	Major Preventative Maint. E61
ACH	EFTPS	15,148.98	Payroll Taxes
ACH	Lincoln Trust	4,558.86	401K
ACH	QuickBooks Payroll	34,889.90	Payroll
28201	Blue Cross/Blue Shield	3,578.02	Health Insurance Premium
28205	Hudson Energy	1,300.76	Electric Utilities
28209	Northwest Communications	5,057.00	Communications Equip.
28212	Siddons-Martin	2,723.98	Major Preventative Maint. E-62
28215	Sun Coast Resources	1,373.24	Diesel Fuel

Total amount of checks written for the month was \$155,554.57.

There will be about a \$400 a month increase on diesel fuel since we are losing the tax credit on diesel.

Balance Sheet (page 10 of 23)
Everything on the balance sheet is in line.

Profit & Loss (page 13 of 23)
The only thing that stands out is a negative amount in the Curtis Cook Fund, which is because of the \$12K check written to a member until his LOSAP funds are received.

Page 17 of 23 – ESD Draw Request which was handed out tonight.

Brandon asked if there were any questions on the Treasurer's Report. None being presented, Rick Windham made a motion to accept the report and checks as written. Steve Sheridan seconded the motion with unanimous approval of the board.

OLD BUSINESS

Station 62 Ponderosa/Spring Joint Use

We are going to restrict some staffing. We are going to let Spring run with it, we will have PVFD people as well.

Radio System Transition

Will occur next year.

2016 Pickup Truck

Ordered without commitment.

NEW BUSINESS

Disposal of old generator

In the cleaning out of things at Station 3, we have the original 15KV generator that FCW would like to bid out to the Board and Members. It's has been sitting for 4 years.

Disposal of donated RV

FCW wants to also put this out to bid for Board and Members.

Rick Windham made a motion for Fred to move forward in going out for bid on both of these items. Steve Sheridan seconded the motion with unanimous approval of the board.

FCW commented that the bill for Workers Comp was received and it is approximately \$66K.

MOTION TO ADJOURN

A motion to adjourn was made at 7:30 p.m. by Rick Windham; Bill Wurdeman seconded the motion with unanimous approval of the board.

The next meeting will be on TUESDAY, December 8th beginning at 6:00 p.m.



Bill Wurdeman, Secretary