

Ponderosa Volunteer Fire Association, Inc.



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PVFA BOARD MEETING September 8, 2015

Members Present:

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

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

Others Present:

Fred Windisch, Fire Chief
Teresa Griffin, Office Manager

Members Absent:

Dan Vogel, President (2) Excused

CALL TO ORDER

Steve Sheridan called the September Board Meeting of the Ponderosa Volunteer Fire Association, Inc. to order at 6:00 p.m.

MINUTES

Steve Sheridan asked if there were any changes to the minutes from the August 11, 2015 Board Meeting. There was one change, on page 6 of 20 under "Radio System Transition", the first sentence should read, "We have ordered an electronic integrity monitoring system" rather than "mentoring". Teresa will make the change. The Minutes were accepted with the one change by Bill Wurdeman and Paul Nichols.

PUBLIC COMMENTS

No public was in attendance.

TREASURER'S REPORT

Brandon Huffman gave the Treasurer's Report as of August 31, 2015:

Prosperity Bank Checking	\$9,930.37
Prosperity Bank Advantage Plus	163,823.92
Prosperity MM-Contingency Account	150,012.70
Trustmark Bank Curtis Cook FF Education/Relief Fund	17,845.17
Prosperity Bank Non-ESD Funds	131,166.82
Dan A. & Larue B. Langford Fund	96,134.46
Independent Bank – SCBA CD	30,000.00
Total:	\$598,913.44

Checks for August > \$1,000:

<u>Check #</u>	<u>Amount</u>	<u>To</u>	<u>For</u>
28016	\$ 2,961.65	Hudson Energy	Electric Utilities
28020	3,020.00	Northwest Communications	Communications Equipment
ACH	12,357.46	EFTPS	Payroll Taxes
ACH	4,752.75	Lincoln Trust	401K Contributions
ACH	30,120.90	QuickBooks Payroll Service	Payroll
28035	1,360.22	Sam's Club	Sta. 61 Supplies & Sta. 61 High Back Chairs
28036	8,122.00	SCV, Inc.	New A/C Equipment for Equipment Room
28038	1,655.42	AFLAC	Loss of Income Ins. Premium
28045	1,184.00	Medical Screening Services	Firefighter Physicals
28049	1,145.78	Sun Coast Resources	Diesel Fuel
28051	4,401.28	VFIS of Texas	Accident Insurance Premium
28054	5,244.14	American Express	VCOS Symposium-Air Fares/Training-Computer
28056	3,761.79	Blue Cross Blue Shield TX	Health Insurance Premium
28060	1,500.00	Prime ITS, Inc.	Monthly Computer Maintenance and Support
28062	1,309.42	Verizon Wireless	Cell Phones & Air Cards
ACH	12,683.72	EFTPS	Payroll Taxes
ACH	\$ 4,648.06	Lincoln Trust	401K Contributions

Monthly checks for August totaled \$145,034.80.

Profit & Loss YTD Comparison: (Page 10 of 20)

Brandon referred to the report which reflected a cumulative date span of January through August 2015, rather than with a monthly comparison as well. Teresa will run a new report for the next meeting.

Page 9 of 20 shows the credit card expenditures broken down by charges.

Balance Sheet as of August 31, 2015: (Page 14 of 20)

Everything looks to be in order, the Depreciation number went down because of Debbie Gibson's suggestion to change from \$25K to \$15K monthly until year end.

Brandon asked if there were any questions.

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

ESD Draw

The draw request is for \$175k; since we increased the Contingency Account to \$150k it gives us a bit more flexibility. Rick Windham made a motion to approve the draw request for \$175k. Paul Nichols seconded the motion with unanimous approval of the board.

FIRE CHIEF'S REPORT

We had 176 responses for August which is 23 over our average. We will mail out the incident report when it is completed. This month we have been running heavily also.

Tower 61 was involved in a minor accident; they were making a turn on Imperial Valley and Richey and caught the bumper of another vehicle. No damage to T-61. Our insurance will handle. Individuals involved are doing training classes now.

Three months ago Fred allowed an individual to get a loan from the Curtis Cook Fund to be repaid when a withdrawal from his LOSAP Account came in. He has received the monies and paid back the fund. Fred shared this person's Thank-You note with the Board.

FCW wants to go into executive session after our regular business to talk about staffing, etc.

OLD BUSINESS

Station 63 Planning

FCW reported that we are moving forward. They met with the architects and the contractor again. For our budget next year (2016), Tony Spitzenberger has put together what will come out of the PVFA budget, tables, chairs, televisions, content furnishings, etc. The budget amount is \$36k and will just be for furnishings expense, no assets.

Shed

We think that they will start working in earnest on the property during the second week in October. The concrete pour for the new shed is supposed to be 9/15, getting concrete today is a tough job.

Station 61 Fans

The gym where they are currently are will be vacated and we will arrange for pick up most likely in October. The electrician will reinstall here at station 61. That is going to be a \$20k with labor compared to approximately \$28k.

Staffing Study

Staffing study – For discussion in Executive Session.

2016 Budget

In October we should have a decent idea as to where we are going, however, for the ESD purposes; we need to get them a number to put in their budget. FCW proposes \$2.75 million would be that number. That will include additional staffing, etc. ESD is estimated to get \$2.75 million on property taxes and approximately \$1.1 million on sales tax revenue.

Station 62 – Ponderosa/Spring Joint Use

We are looking to potentially launch on October 1st. One PVFD person and four Spring VFD people for a crew of 5. Spring will be moving one fire engine every month and then to Spring 77 in the off months. Costs are pretty minimal to us, will increase our north side coverage.

FCW would like permission to move forward. The Board gave permission, and Bill Wurdeman moved to proceed.

Radio System Transition

We are continuing to purchase hardware. FCW will update the board monthly. We still hope that the single dispatch radio channel will happen this year.

NEW BUSINESS

Radio Tower Station 63

FCW reported that we acquired through Northwest Communications a used 120 ft. tower via ESD #28. It was suppose to have been done a week ago from the Exxon Mobile campus, but delayed until this coming Saturday. Instead of a cost of \$48k, we paid \$22k for it. We are covering the concrete, but that is part of the rebuild.

Upgrade Burn Building

We are looking at a touch screen panel which will be \$57,400 and with that said; we may change that a bit and drop the wireless control. ESD now owns the burn building and is responsible for the invoice.

October Board Meeting Schedule

FCW commented that he will be out of town on 10/13 when the next PVFA Board Meeting is scheduled. He will be attending a Line of Duty Death Conference in Hurst, TX. The Board can still meet if they desire and he will provide a written report, or reschedule. The Board decided to keep the meeting date of 10/13.

Ponderosa 61 Fence

FCW commented that with recent events going on in the area, i.e. a car being broken into during a Chief's Meeting, we are having a contractor for 63 look at extending a fence out from along the building 20 ft. over by the dumpster and re-using the gate from 63 to give a measure of more security. It is a 12 ft. gate, we do not have a price but FCW recommends we move forward. Steve Sheridan made a motion to do so. The Board was in agreement.

FCW requested going into an executive session to discuss Staffing and Personnel at 6:25 p.m.

(EXECUTIVE SESSION)

Rick Windham made a motion to allow FCW to make the final decision on who we hire relative to the firefighter positions open. Steve Sheridan seconded the motion with unanimous approval of the board.

Returned to regular board meeting at 6:35 p.m.

MOTION TO ADJOURN

A motion to adjourn was made at 6:38 p.m. by Rick Windham; Steve Sheridan seconded the motion with unanimous approval of the board.

The next meeting will be on TUESDAY, October 13th, 2015 at 6:00 p.m. at Station 61.

Bill Wurdeman

Bill Wurdeman, Secretary

Teresa Griffin

Teresa Griffin, Office Manager