

Ponderosa Volunteer Fire Department



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



PVFA BOARD MEETING

October 11, 2016

Members Present:

Dan Vogel, President (2)
Bill Wurdeman, Secretary (5)
Paul Nichols, 2nd V. P. (1)

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

Members Absent:

Buddy Yen, 3rd V.P. (Excused)

Others Present:

Fred Windisch, Fire Chief
Dana Schmanski, Office Manager

CALL TO ORDER

Dan Vogel called the October 11, 2016 Board Meeting of the Ponderosa Volunteer Fire Association, Inc. to order at 6:00 p.m.

MINUTES

Dan Vogel asked if there were any changes to the minutes from the September 13, 2016 Board Meeting. No changes were made; Paul Nichols made a motion to accept the minutes as written. Steve Sheridan seconded the motion with unanimous approval of the board.

PUBLIC COMMENTS

No public was in attendance.

TREASURER'S REPORT

Brandon Huffman gave the Treasurer's Report as of September 30, 2016

Bank Balances as of 09/30/16:

Prosperity Bank Checking	8,409.83
Prosperity Bank Advantage Plus	176,569.95
Prosperity MM – Contingency Acct.	150,072.28
Trustmark Bank Cook FF ED/Relief FD	16,996.01
Prosperity – Non ESD Funds	142,023.56
Dan A. & Larue B. Langford	96,413.11
Independent Bank – SCBA CD	30,000.00
TOTAL:	620,484.74

Checks for September > \$1,000

ach	EFTPS	14,651.38	Payroll
ach	LINCOLN TRUST	-4,189.73	401K
29010	SPITZENBERGER, ANTHONY R	-1,118.14	Payroll
	QuickBooks Payroll Service	35,341.47	Payroll
ach	EFTPS	-2,784.04	Taxes
29021	SHELL FLEET CARD	-1,152.96	Fuel
	QuickBooks Payroll Service	10,013.52	Payroll
ach	EFTPS	15,235.06	Taxes
ach	LINCOLN TRUST	-3,913.30	401K
29036	PRIME ITS, INC.	-1,749.00	Monthly IT Services
29037	SUN COAST RESOURCES, INC.	-1,259.37	Fuel
29026	SPITZENBERGER, ANTHONY R	-1,118.15	Payroll
	QuickBooks Payroll Service	38,121.07	Payroll
29042	AFP ALARM & DETECTION	-1,039.25	Alarm
29043	AMERICAN EXPRESS	-5,391.43	Computers, BBQ Cook-off, Troop 62 Raffle, Maintenance
29046	BLUE CROSS BLUE SHIELD OF TEXAS	-3,223.28	Medical Premiums
29047	CAPITAL ONE BANK (USA), N.A.	-3,745.94	Awards, Computers, Boat Repairs, Maintenance
29053	HUDSON ENERGY	-1,521.98	Electricity
29058	NORTHWEST COMMUNICATIONS	19,319.50	Radio Maintenance
29064	SOUTHWEST HOUSTON TIRE SALES, INC.	-1,910.62	2010 Velocity 2 Maintenance
29065	Sauna Ray	-6,395.00	Dry Sauna

Total of September checks written is \$ 190,335.49

Steve Sheridan made a motion to approve the Treasurer's Report and checks as written. Dan Vogel seconded the motion with unanimous approval of the board.

ESD DRAW

FCW- ESD draw next month

OLD BUSINESS

FIRE CHIEF'S REPORT

FCW over all looking good, projecting \$106,000.00 under budget.

Fire Reponses

Fire responses 219 responses, 186 average relatively easy month we did not burn anything large in our district.

401K plan

FCW – Right now our 401K plan matches 7% gross income for full time employees and Spitzenberger. The federal guidelines may have changed the 401K eligibility requirements for part time employees. Currently we have 4 or 5 employees that are in that range of 1000 hours. I will read our 401K documents to be sure that the information we heard from two sources is true. Supposedly the federal guidelines indicate that any part time employee working over 1000 hours a year must be included in the 401K plan. Once discovered we may have to include in the 2017 budget. We will report findings next month so leave on agenda until confirmed.

Station 63 Construction

New construction photos have been added to our Ponderosa Face Book page. They are really making progress. Roof should be completed in within two weeks. Dan Vogel is reviewing their progress daily. Plumbing and electricity moving along as well.

Radio System

Visited Plum Creek Tower site today with Ed Calub, these microwaves communicate with each other. The new system is perfect. We have a consortium with six other fire departments and we have purchased all the radios. Now we must purchase licenses and software. All programming of the radios is done with a cut and paste action in the software program. New channel 6B which is digital will only require about a minute and a half to program. Ed Calub will no longer have to touch each radio, it is all done automatically. Total cost is about \$4,500.00 with Spring Fire Department our cost will be about \$2,200.00.

Disposal of donated RV

The title has been a nightmare so I have turned it over to Dana Schmanski to complete. She has extended the bond needed to title the RV and once received she will go to the Department of Motor Vehicles and Harris County Tax Assessors office to file for the bonded title.

High Water Vehicle

FCW - drove the LMTV from Cleveland, Texas to the transmission shop. It runs perfectly, but does not go in reverse. The Transmission is being repaired. FCW - wrote a document to explain the journey for this vehicle which includes 3 pages with color pictures. And this proposed a question? Can we sell the Caterpillar motor we don't need? Or, can we return it? They will pull that vehicle out of their records and resubmit it, send us their title again, and a check for \$1,000.00. Steve Sheridan "Is that a wash"? FCW - No, we spent about \$5,000.00. Not counting what we are charged for repairs. The good news is we can sell the motor after 18 months.

Fundraiser for Troop 62

We have raised about \$3,700.00 from raffle sales. With all deposits being made to the Non-ESD account and it looks like we will issue a check to the Boy Scouts for approximately \$3,000.00, after the cost of the raffle purchase. Next month we have the reconciliation of the donations and costs associated with the raffle.

PVFA Document Retention and Destruction

FCW - changes proposed at last meeting. Brand Huffman - we may want to review email retention time? FCW - right now our system deletes emails after 4 months. Most items listed have been changed from 10 years to 7 years. FCW - Any suggestions? Brandon Huffman - maybe we should table until next meeting.

Office Manager Replacement and Payroll Adoption

Job description for office manager replacement. Just a review from the document distributed at the last meeting.

Bill Wurdeman made a motion to accept the Office Manager Replacement and Payroll adoption as submitted. Steve Sheridan seconded the motion with unanimous approval of the board.

Dry Sauna

FCW - our current budget situation projected \$21,000.00 for November and in the budget \$40,000 replacement compressor for station 63. # 1 item current price quote for compressor. Would like to wait until December and see if we are in a good place with budget.

Washer & Dryer

Cost is about \$13,000.00 and we are currently under budget \$106,000.00. I think we should purchase this year. Leave on agenda until next meeting and we can review expenses.

NEW BUSINESS

Independent Bank, SCBA \$30,000.00

FCW -I would like approval to add an additional \$20,000.00 to the CD prior to 11/18/2016. If you would support that with a motion.

Dan Vogel made a motion to add \$20,000.00 to the SCBA CD by 11/18/2016 at Independent Bank. Paul Nichols seconded the motion with unanimous approval of the board.

Hiring

FCW – we lost one firefighter to Houston, hired one volunteer, we have the potential of losing two others going to Sugarland, but has possibly fallen through. At any point those 2 could get called by Sugarland Fire Department.

So if anything happens I would like to be able to hire if needed. Don't foresee anything now but would like to have approval. I have a couple of guys at spring possibly interested.

CJC Fund

One of our staff member's engine motor blew up and he doesn't have money to repair. He has requested a loan in the amount of \$3,500.00 and has committed to paying \$50.00 a month against the loan. The committee went further and convinced him to find better pricing. After three estimates the amount to repair will cost \$3,500.00. Approved.

MOTION TO ADJOURN

A motion to adjourn was made at 6:34 p.m. by Bill Wurdeman; Brandon Huffman seconded by with unanimous approval of the board.

The next meeting will be Tuesday, December 13, 2016 at 6:00 p.m.

Bill Wurdeman, Secretary