

Ponderosa Volunteer Fire Association, Inc.



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PVFA BOARD MEETING & 2017 BUDGET REVIEW December 13, 2016

PVFA Members Present:

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

Others Present:

Fred Windisch, Fire Chief
Dana Schmanski, Office Manager
Shirley Jauma, (Interested Future Board Member)

ESD#28 Members Present

Dan Langford, President	Mike Jones, Vice President/Secretary
Morris Bradley, Treasurer	Dan Dronberger, Asst. Treasurer

CALL TO ORDER - PVFA

Steve Sheridan called the December 13, 2016 Board Meeting of the Ponderosa Volunteer Fire Association, Inc. to order at 6:00 p.m.

PVFA BUDGET 2017

FCW - handed out the PVFA 2017 Budget Proposal to all board members. Review of budget presented by FCW, with a request to keep information confidential until budget is approved. Secondly, to have the time to talk to individual employees concerning salary increases.

FCW – presented the 2017 Budget with a line by line description of all expenses for 2017.

PUBLIC HEARING

Seeking public hearing for 3 fire engines, PVFA will carry loan and highest elected ESD#28 official to accept a tax exempt loan.

PUBLIC HEARING COMMENTS

No public was in attendance.

PVFA BOARD MEETING – CONTINUED

MINUTES

Steve Sheridan asked if there were any changes to the minutes from October 11, 2016 Board Meeting. Bill Wurdeman made a motion to accept the minutes as written. Paul Nichols seconded the motion with unanimous approval of the board.

TREASURERS REPORT

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

Bank Balances as of 11/30/16:

Prosperity Bank Checking	41,475.86
Prosperity Bank Advantage Plus	716,611.33
Prosperity MM – Contingency Acct.	105,119.11
Trustmark Bank Cook FF ED/Relief FD	13,497.66
Prosperity – Non ESD Funds	135,209.73
Dan A. & Larue B. Langford	96,424.35
Independent Bank – SCBA CD	30,000.00
TOTAL:	1,138,338.04

Checks for November > \$1,000

11/4/2016		QuickBooks Payroll Service	-35,784.11	Payroll
11/4/2016	ach	LINCOLN TRUST	-4,028.40	401 K
11/4/2016	ach	EFTPS	-14,613.60	Taxes
11/4/2016	29148	HUDSON ENERGY	-2,134.86	Electricity
11/4/2016	29149	JAMES SCHULTZ	-1,461.63	Repair Fan 62
11/4/2016	29155	PRIME ITS, INC.	-2,199.01	Monthly IT Services
11/4/2016	29156	PRO-SAFE FIRE TRAINING SYSTEMS, INC.	-3,761.00	Annual Inspection and Maintenance
11/17/2016	29174	PRIME ITS, INC.	-1,749.00	Dell Extended Warranty through 11/19/2020
11/17/2016	29176	SAUNA RAY	-6,395.00	Sauna Cancer Prevention

11/17/2016	29177	SHELL CREDIT CARD CENTER	-1,119.99	Fuel
11/18/2016		QuickBooks Payroll Service	-39,577.15	Payroll
11/22/2016	29189	FIDELITY SECURITY LIFE INSURANCE COMPANY	-1,020.82	Health Insurance
11/22/2016	29190	HIRSCH & WESTHEIMER	-1,263.96	Public Records Litigation
11/22/2016	29192	SUN COAST RESOURCES, INC.	-1,080.94	Fuel
11/22/2016	29193	Vallen Distribution, Inc.	-2,694.35	SCBA Respiratory Service
11/23/2016	ACH	EFTPS	-17,031.18	Payroll
11/23/2016	ach	LINCOLN TRUST	-4,125.96	401K
11/30/2016	29196	AMERICAN EXPRESS	-8,097.46	Cargo Truck Transmission, VCOS Conference, Equipment Expense
11/30/2016	29200	BLUE CROSS BLUE SHIELD OF TEXAS	-4,694.13	Health Insurance
11/30/2016	29201	CAPITAL ONE BANK (USA), N.A.	-1,253.82	LMTV, Equipment, Operations, W2 & 1099 2016
11/30/2016	29207	OFFICE SYSTEMS OF TEXAS	-7,878.00	Konica Minolta Copier

Total of November checks written is \$161,964.37

Buddy Yen made a motion to approve the Treasurer's Report and checks as written. Paul Nichols seconded the motion with unanimous approval of the board.

ESD DRAW

FCW- ESD draw next month

FIRE CHIEF'S REPORT

FCW over all looking good, we are still under budget at least \$100,000.00, Our overall goal is to be under budget, but our maintenance is about \$20,000.00 higher this year.

OLD BUSINESS

Fire Responses

Fire responses 165 responses, relatively busy month and mutual aid given and received. We did have arson on the top of the Goodwill Store, a homeless person living on the roof. Quite a setup including a laptop and hanging clothes.

Spring Fire Department is using Engine 62 during odd months, this way we have visibility in our district. Spring had 69 runs in their district. Total of 226 with an average of 188 per month. The annual statics chart will be done in January or February.

401K plan

FCW- already explained with the budget presentation. All employees who work 1000 per year are to be included.

Station 63 Construction

Radio tower is being erected. They are inside hanging dry wall and the floors to be stained in 3 to 4 weeks. Expected completion date between February 15 and March 1, 2017.

Radio System

February 13, 2017 is the cut over to the new system.

Disposal of donated RV

Title has been transferred and it will be sold in January 2017.

High Water Vehicle

We have been refunded \$1,000.00, However for Texas Facilities to refund money it would take 3 to 4 weeks. So we reissued funds to receive the credit and all is completed. The Board agreed.

PVFA Document Retention and Destruction

FCW will forward to Debbie Gibson for comments.

Dry Sauna, Washer & Dryer, Copier

Purchases have been made and items are being delivered.

Benefiting Community Youth Sponsored by the PVFA (Boy Scouts)

Reconciliation report was passed out to board members. Total amount received from raffle ticket sales \$4,081.00, after expenses of printing tickets and raffle purchase we issued a check to Troop 62 (Boy Scouts) in the amount of \$3,242.50.

BBQ Cook-off Team

We are one of the larger BBQ teams in the TAFR organization, and it was formed right here in this fire station. They have attorney fees and a storage facility. Our team has done very well as you can see by the trophies against the back wall. BBQ Cook-off Team covers all expenses through donations.

2017 Budget

FCW – our recommendation is to go with the proposed 2017 Budget not to exceed \$2.9 million.

Buddy Yen made a motion to accept the budget as presented at \$2.9 million. Paul Nichols seconded the motion with unanimous approval of the board.

NEW BUSINESS

HIRING

Debbie Gibson – Dana told me activity is pretty much the same as last year. After reviewing Profit and Loss Statement it pretty much looks the same as last year. So my budget and fee range for audit and overseeing for 2016 is \$16,800.00. New Fees for 2017 is \$17,500. The year before \$16,500 (2015). We respect that FCW keeps us up to date with current events.

I have two engagement letters, one for your files and one for our files. Standard bank information to be sent to the bank. Your acceptance for hiring McCall, Gibson, Swedlund, Barfoot PLLC is requested. Please sign the engagement forms and keep one for your records.

Steve Sheridan signed engagement agreement.

Brandon Huffman made a motion to engage McCall, Gibson, Swedlund, Barfoot, PLLC Certified Public Accountants as our Audit and accounting under generally accepted accounting principles. Bill Wurdeman seconded the motion with unanimous approval of the board.

Firefighters – we are planning to hire 5 firefighters between January and March to cover the positions recently vacated. All salaries and benefits are included in the 2017 budget.

SAFE DEPOSIT BOX AGREEMENT FOR PROSPERITY BANK

Prosperity bank has a new safe deposit agreement to be signed by all individuals with access to the safe deposit box. All signatures have been collected and will be forwarded to Prosperity Bank.

CCEMS EMT

CCEMS is offering a new course, this allows them to have a specialized EMT course for local 1st responders. It is a focused effort to get them EMT Certified. We have submitted 5 volunteers to attend at a cost of \$300.00 each for EMT course. The cost is normally around \$2,000.00 per person in the private sector.

DRIVING SIMULATOR DONATION TO HARRIS COUNTY

Driving simulator is not being used, we are proposing to donate simulator to Harris County. They will purchase a trailer and make it mobile to travel all over the county for

training. In addition, they will move it without any cost to our organization. We just have to agree to the grant rules as noted: cannot be sold, must be donated. FCW will get the proper paperwork from FEMA.

Paul Nichols made a motion to donate the Driving Simulator to Harris County. Bill Wurdeman seconded the motion with unanimous approval of the board.

OTHER NEW BUSINESS

We have another project that will probably start in December. Painting the training tower at Station 63. Cost is approximately \$8,500.00. It is the same painter currently painting at station 63 for construction, so we will save 2 to 3 thousand dollars off the cost.

One of our volunteers hit the 2013 Squad Pickup when backing out of driveway. It will be about \$1,200.00 in repairs and \$200.00 to \$300.00 for detailing and stripes. Then we will bill the insurance company and they pay us the costs associated with accident.

We have been approached by a grant search company, to hire for grant writing knowledge, guidelines, foundation searches for businesses granting funds for non-profit organizations. You give them the criteria and they line you up with potential foundations willing to grant funds for your cause. We would like permission to buy a three-year subscription. Dana Schmanski is reviewing to guide us in the direction of this decision.

MOTION TO ADJOURN

Bill Wurdeman made a motion to adjourn at 7:44 p.m. Buddy Yen seconded the motion with unanimous approval of the board.

The next meeting will be Tuesday, January 10, 2017 at 6:00 p.m.

Bill Wurdeman, Secretary