

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 TUESDAY, June 14, 2016 beginning 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
- Public Comments
- Treasurer's Report – Approval of Monthly Checks
- ESD Draw
- Fire Chief's Report

- Old Business
 - Station 63 Construction
 - Radio System Transition
 - Disposal of donated RV

- New Business
 - Boat Purchase
 - High Water Vehicle Purchase
 - PVFA Audit 2015

- Executive Session

- Adjourn

A handwritten signature in cursive script that reads "Teresa Griffin".

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 June 14, 2016

Members Present:

Dan Vogel, President (2)

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

Brandon Huffman, Treasurer (4)

Steve Sheridan, 1st V.P.

Buddy Yen, 3rd V.P.

Bill Wurdeman, Secretary (5)

Others Present:

Debbie Gibson, McCall Gibson et al

Fred Windisch, Fire Chief

Teresa Griffin, Office Manager

CALL TO ORDER

Dan Vogel called the June 14, 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 May 10, 2016 Board Meeting. No changes were presented; Steve Sheridan made a motion to accept the minutes as written. Bill Wurdeman seconded the motion with unanimous approval of the board.

PUBLIC COMMENTS

No public in attendance.

TREASURER'S REPORT

Brandon Huffman gave the Treasurer's Report as of May 31, 2016:

Prosperity Bank Checking	\$ 71,694.12
Prosperity Bank Advantage Plus	316,268.42
Prosperity MM Contingency Acct	100,149.75
Trustmark Cook FF ED/Relief Fund	16,692.67
Prosperity Non-ESD Funds	137,069.44
Dan A. & Larue B. Langford	96,190.63
Independent Bank-SCBA CD	30,000.00
Total:	\$768,065.03

Checks for May 2016 > \$1,000

Check No.	To	Amount	For
ACH	Lincoln Trust	\$ 31,975.00	* LOSAP Payment
28691	Dalmatian Equipment	1,306.48	Training Packs
28702	Texas Assoc. of First Responders	2,700.00	Cook-Off Registration
ACH	EFTPS	13,182.52	Payroll Taxes
ACH	Lincoln Trust	4,194.24	401K
ACH	QuickBooks Payroll	32,886.51	Payroll
ACH	QuickBooks Payroll	12,053.40	PVIP
ACH	EFTPS	3,376.86	PVIP Taxes
28714	Home Depot	2,000.73	Cook-Off Expense; Sta. 3 Furniture; Sta. 1 + 2 Maint. Supplies
28715	Hudson Energy	1,909.38	Electric Utilities
ACH	EFTPS	13,851.96	Payroll Taxes
ACH	Lincoln Trust	4,570.18	401K
28725	Alexander Tent Rentals	2,214.25	Tent Rental Cook-Off
28730	First In Software	3,000.00	Responder 360 Software
28734	PPE Care	3,880.00	Bunker Gear Maintenance
28735	Prime ITS, Inc.	1,749.00	Monthly Computer Maintenance
28736	Sam's Club	2,128.71	Sta. 1 + 2 Misc. Cleaning & Maint. Supplies; Rehab Supplies and Picnic
28739	Siddons-Martin Fire Apparatus	1,848.26	TW-61 Fault on for Drivers Squib.
28742	Sun Coast Resources	1,235.11	Diesel Fuel
ACH	QuickBooks Payroll	34,552.37	Payroll & Stipends
28747	Blue Cross Blue Shield of Texas	3,223.28	Health Insurance Premium
28748	Capital One Bank	2,080.79	Explanation attached
28754	Royal Mortenson	3,718.20	Speaker at Sta. 61
28755	Tucker Lithographic Company, Inc.	1,137.82	PFD Cooker T-Shirts
28756	VFIS of Texas	4,305.60	Critical Illness Policy-Renewal
28759	American Express	12,698.22	

* On May's check list, there was a payment of \$31K to Lincoln Trust and it was noted "401K". Teresa said that was an error, it should have been noted "LOSAP" which is the annual payment. She will make the correction.

Total checks for the month of May are \$219,478.00.

FCW commented that on check #28754 to Royal Mortenson, a special speaker that is coming in, Spring VFD is going to pay for ½ of the cost after July 15th.

Balance Sheet (pg. 11 of 19)

Brandon reported the \$450K draw we requested last month is reflected in the Advantage Plus account.

Profit & Loss YTD (pg. 14 of 19)

\$450K draw is shown under Income on page 14; page 17 shows the \$15K Depreciation Expense for the month.

We had net income for the month of \$221,944.49.

Brandon asked if there were any questions on the checks of the Treasurer's Report. No questions were presented; Paul Nichols made a motion to accept the checks as written and the Treasurer's Report. Buddy Yen seconded the motion with unanimous approval of the board.

FIRE CHIEF'S REPORT

FCW went over the May Board Report, page 18 of 19; and commented that we are getting a better deal at the pump now than through the fuel vendor. Maintenance has been very high this year, and we have the Rescue truck in now first for the air conditioner and now it's a host of other things.

The Cook-Off is going to be held on 9/9 and 9/10 at Pasadena. Budget Report to date, we have had expenses of \$7,500 and income of \$6,000. The money comes out of our Non-ESD account and goes into our checking to off-set.

In May we had a total of 202 responses; it was Ponderosa's turn at Station 62 this month.

OLD BUSINESS

Station 63 Construction

FCW reported on the status of construction – rain seems to have stopped for the time being, there are 126 piers in place and the next step is plumbing to go in so we need the 'no rain' to continue. Slab will be going in after that then it should go pretty fast. We did get electricity last month, took 2 months for that.

Radio System Transition

FCW said they did meet today and are getting ready to submit the purchase order for software. They will start installing; currently we are going to be a little under budget, they brought the price down and our portion is \$42K.

Disposal of Donated RV

Fred has sent notification of bid out to employees and board members. As of today we have not received bids yet.

NEW BUSINESS

Boat Purchase

We learned a lot during the flood. FCW said this particular product we are looking at is inflatable and there are different applications. Fred passed around photos of the boat; this one is \$4K. FCW is going to keep looking for a motor. Most departments have a hard body and an inflatable. Our Zodiac was destroyed during a rescue years ago. Steve Sheridan made a motion to approve the purchase of the boat; Paul Nichols seconded the motion with unanimous approval of the board.

High Water Vehicle Purchase

FCW passed around photos of a high water vehicle that Federal Surplus Property has in Ft. Worth. Aldine FD and Klein FD just bought one. This is on hold pending this meeting; it's a 1998 and has 8K miles on it. It can go up to 8 feet of water; this is the same as what the National Guard trucks can handle. The price is \$7,500; however, they will accept negotiations. The negative is that it is another vehicle, however, it's a good investment and we think usage will not be all that much. We also think we have someone who could work on it if needed. Brandon Huffman asked if it was a military surplus and Fred said it was.

Steve Sheridan made a motion to approve the purchase and Brandon Huffman seconded the motion with a maximum purchase price of \$8,500.

PVFA 2015 Audit

Debbie Gibson of McCall, Gibson was in attendance and presented the draft audit. She said they audited the books and records and this is a clean and fair opinion of where PVFA was at the end of December 2015. The Management Letter states the Management's Responsibility for the Financial Statements and then the Auditor's Responsibility as well.

Page 3 Statement of Financial Position with \$3.6 million assets less depreciation. Net Assets at the end of the year were \$2.7 million.

Page 4 Statement of Activities: Total Revenue of \$ 24 million, and total Expenses for 2014 of \$2.4 million.

Page 5 Statement of Cash Flows: We started the year with cash of \$539,345. and had a net increase of \$141,860.

Debbie mentioned that they made an adjustment of \$100K that they should not have made. Debbie will correct, it was for the advance from ESD for PVFA to pay insurance in early January.

Page 15 Schedule of Activities: Revenues in Harris County will increase to \$2.5 million.

They are not making any recommendation to change the way we are doing things. They should have the finished report before the next Board Meeting.

Steve Sheridan made a motion to accept the 2015 PVFA Audit with changes as noted. Brandon Huffman seconded the motion with unanimous approval of the board.

Brandon Huffman made a motion to go into Executive Session to discuss personnel.

[Executive Session]

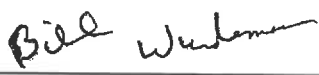
Board moved back into regular Board Session at 6:37 p.m.

FCW asked for a motion to accept Teresa's retirement and follow the draft plan as presented at this time to make an offer to Dana Schmanski tomorrow. Paul Nichols made a motion to accept Teresa's retirement and make an offer to Dana Schmanski. Brandon Huffman seconded the motion with unanimous approval of the board.

MOTION TO ADJOURN

A motion to adjourn was made at 6:47 p.m. by Bill Wurdeman; seconded by Buddy Yen with unanimous approval of the board.

The next meeting will be Tuesday, July 12, 2016 at 6:00 p.m.



Bill Wurdeman, Secretary