

# 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



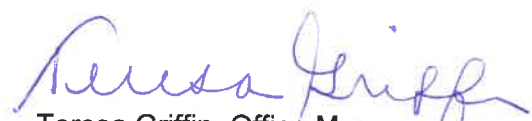
## NOTICE OF PUBLIC MEETING

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, July 12, 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 - July
- Fire Chief's Report
  
- Old Business
  - Station 63 Construction
  - Radio System Transition
  - Disposal of donated RV
  - Boat and Motor Purchase
  - High Water Vehicle Purchase & Repairs
  - PVFA Audit 2015
  
- New Business
  - Mutual Aid Agreement
  - Office Manager Retirement
  - Office A/C System
  - Fundraiser for Troop 62
  
- Executive Session
  
- Adjourn

  
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 July 12, 2016**

### **Members Present:**

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

Steve Sheridan, 1<sup>st</sup> V.P.  
Buddy Yen, 3<sup>rd</sup> V.P.

### **Members Absent:**

Brandon Huffman, Treasurer (4) (Excused)

### **Others Present:**

Dana Schmanski  
Bob Schmanski, Chartering Organization Rep, Troop 62

Fred Windisch, Fire Chief  
Teresa Griffin, Office Manager

## **CALL TO ORDER**

Dan Vogel called the July 12, 2016 Board Meeting of the Ponderosa Volunteer Fire Association, Inc. to order at 6:03 p.m.

## **MINUTES**

Dan Vogel asked if there were any changes to the minutes from the June 14, 2016 Board Meeting. No changes were made; Steve Sheridan made a motion to accept the minutes as written. Paul Nichols seconded the motion with unanimous approval of the board.

## PUBLIC COMMENTS

No public was in attendance.

## TREASURER'S REPORT

Fred Windisch gave the Treasurer's Report in Brandon's absence.

Bank Balances as of 6/30/16:

Prosperity Bank Checking	\$ 10,332.39
Prosperity Bank Advantage Plus	176,268.42
Prosperity MM – Contingency Acct.	150,149.75
Ttrustmark Bank Cook FF ED/Relief FD	16,692.67
Prosperity – Non ESD Funds	141,069.44
Dan A. & Larue B. Langford	96,190.63
Independent Bank – SCBA CD	30,000.00
<b>TOTAL:</b>	<b>\$ 620,703.3</b>

Checks for June > \$1,000

Check No.	To	Amount	For
28770	Sun Coast Resources	\$ 1,089.22	Diesel Fuel
ACH	QuickBooks Payroll	33,872.22	Payroll
ACH	EFTPS	13,359.74	Payroll Taxes
ACH	Lincoln Trust	4,081.51	401K
28782	Houston Livestock Show and Rodeo	2,715.00	2017 Rodeo Tickets
28783	Hudson Energy	1,353.08	Electric Utilities
28785	McCall, Gibson, et al	10,000.00	2015 Audit of PVFA – Interim Billing
28791	Xerox Business Services	1,700.00	Firehouse Renewal
28797	Pam's Prints & More	1,748.50	150 T-Shirts PVFD
28800	Shell Fleet Card	1,379.65	Fuel
ACH	EFTPS	13,944.90	Payroll Taxes
ACH	Lincoln Trust	4,364.84	401K
ACH	QuickBooks Payroll	34,474.06	Payroll
28809	Custom Aviation Services	1,500.00	Fan-62 Repair
28813	Emergency Scene Services	4,151.38	Heavy Duty Inflatable Rescue
28816	Hirsch & Westheimer	1,993.35	Legal Fees-Open Records Act
28818	Prime ITS, Inc.	1,749.00	Monthly Computer Maint.
28821	Sun Coast Resources	1,879.67	Diesel Fuel
28823	Verizon Wireless	1,125.82	Cell Phones and Air Cards
28824	AFLAC	1,302.12	Loss of Income Insurance
28826	American Express	1,480.20	See Attached
28829	Blue Cross Blue Shield of Texas	3,223.28	Health Insurance Premium

Total of June checks written is \$163,633.05.

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

### **ESD DRAW JULY**

FCW reported on page 21 of the package is the requested operating funds draw. We have payroll, PVIP and miscellaneous expenses coming up, and FCW will put that number together Monday after payroll hits. Steve Sheridan made a motion to approve the draw not to exceed \$415K. Paul Nichols seconded the motion with unanimous approval of the board.

### **FIRE CHIEF'S REPORT**

Fred handed out the June run reports, as we go through, you can see we've been quite busy. We had a house fire on Cypresswood Drive, possible arson; we didn't hear any more on that. We had a major house fire on Marywood next to Spitz' old house. Then we had another fire from lightning strike on the same street, same day.

Included in the report is the January – June 30 breakdown of all the types of fires. Of note is that we had 75 structure fires this year. Through 6/30 we had a total of 1021 responses; we are up about 15% from last year.

There were two civilian injuries and two deaths this year. We have had 2 fires this week.

We have an outside speaker coming in to do classes on various Leadership topics on Saturday. Spring is paying \$1500 and we are doing the balance and lunch. Approximately \$4500 which seems to be the going cost for speakers these days.

### **OLD BUSINESS**

#### **Station 63 Construction**

We have electricity and the beams are poured. The plumbing is in, the electrical is in the floor, and next up is the pouring of the slab. It will be a 2-day pour and will start 2 or 3 a.m. in the morning. It will be moving along pretty quickly, but the slab base has to be dry.

### **Radio System Transition**

FCW reported on page 23 there is a synopsis of what is going on. We are a little under budget, pro-rata share for each participant finalized at \$41,231.55.

There will be \$7K a year in maintenance costs which includes tower rental. We are spending \$5K a year on tower rental. Our portion is only going up \$2K on the maintenance side.

### **Disposal of donated RV**

FCW reported that Chris Guidry had the highest bid on the RV of \$1,052. We are in the process of getting a copy of the lost title. When that comes in, Guidry will pay for it and it will go into Non-ESD funds.

### **Boat and Motor Purchase**

From LMC, we looked at Mercury and Yamaha motors, we need a 25 HP motor (\$2500). We aren't finding any used ones; need to purchase a new one. Steve Sheridan made a motion for Fred to proceed with the purchase. Buddy Yen seconded the motion with unanimous approval of the board.

### **High Water Vehicle Purchase & Repairs**

FCW sent out a note, and was able to get the motor and transmission at \$3K and they are swapping the transmission. We need to keep the motor for a year with the old transmission, and then we will sell it for between \$4-9K.

### **PVFA 2015 AUDIT**

The audit is completed and we should get it any day.

## **NEW BUSINESS**

### **Mutual Aid Agreement**

This agreement was put together by Harris County Firefighters Association. Howard Katz has looked it over, as well as two other attorneys and the Tomball City Attorney. They all concur that it is a good agreement. The agreement will go to ESD 28 next.

We need a motion to adopt the agreement and Dan Vogel will need to sign the 3 pages noted. Paul Nichols made a motion to approve; Steve Sheridan seconded the motion with unanimous approval of the board.

### **Office Manager Retirement**

Last month the board accepted the retirement of Teresa Griffin. The Board needs to approve Dana Schmanski accepting the offer of the position. Steve Sheridan made a motion to hire Dana as Office Manager. Buddy Yen seconded the motion with unanimous approval of the board.

### **Office A/C System**

FCW said we had thought the air conditioner system would make another year, but it didn't. They are coming in to replacement system, cost of \$8K.

### **Fundraiser for Troop 62**

Bob Schmanski reported on Troop 62, commenting that we are now up to 23 scouts. We have a venturing crew between 13-21 years that are more task specific as far as a trade. We have steered the scouts away from the pork butt sale that we did previously, to a gun raffle. We have found two different sponsors who will work with us. Because it is a raffle, PVFA will need to fund it because it is considered to be a 'game of chance'. Bob asked if PVFA would be interested in sponsoring a gun raffle. FCW said it would operate the same as the BBQ fund. The revenues would come in, and then there would be an expense account. The raffle ticket would have to show PVFA and that we are a 501(c) 3 benefiting Troop 62.

That is Fred's opinion as to how we should handle it. Bob said he will check to see if there is any issue having them (Boy Scouts) on the actual raffle ticket.

We could raffle off a gift certificate of \$750 or \$800, or specifically say it is an certain of fun, etc Fred said he would go with 'gun of your choice'. PVFA has no upfront expenses. Bob checked regarding Troop 62 being listed on the tickets and it cannot say benefiting Troop 62.

Bob will get with Kevin. We will keep it on the agenda; it could say 'Benefiting Community Youth sponsored by PVFA'.

The board agreed to move forward with the plan.

As a side note, Howard Katz has retired June 30<sup>th</sup> and we will have John Peeler as our counsel now.

[Executive Session @ 6:41 p.m.]

Return to regular board meeting at 6:43 p.m.

## MOTION TO ADJOURN

A motion to adjourn was made at 6:46 p.m. by Bill Wurdeman; seconded by Buddy Yen with unanimous approval of the board.

The next meeting will be Tuesday, August 9, 2016 at 6:00 p.m.

*Bill Wurdeman*

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Bill Wurdeman, Secretary