

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, August 9, 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
 - Boat and Motor Purchase
 - High Water Vehicle Purchase & Repairs
 - PVFA 2015 Audit
 - Benefiting Community Youth Sponsored by PVFA (Boy Scouts)
 - Office Manager Retirement

- New Business
 - Capital One & American Express Cards; Prosperity Bank Lock Box, etc. – for Dana Schmanski

- 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 August 9, 2016

Members Present:

Dan Vogel, President (2)
Bill Wurdeman, Secretary (5)
Brandon Huffman, Treasurer (4)

Steve Sheridan, 1st V.P.
Buddy Yen, 3rd V.P.

Members Absent:

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

Others Present:

Fred Windisch, Fire Chief
Dana Schmanski, Office Manager
Bob Schmanski, Chartering Organization Rep, Troop 62

CALL TO ORDER

Dan Vogel called the August 9, 2016 Board Meeting of the Ponderosa Volunteer Fire Association, Inc. to order at 6:01 p.m.

MINUTES

Dan Vogel asked if there were any changes to the minutes from the July 12, 2016 Board Meeting. No changes were made; Bill Wurdeman made a motion to accept the minutes as written. Buddy Yen 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 July 31, 2016

Bank Balances as of 7/31/16:

Prosperity Bank Checking	22,523.35
Prosperity Bank Advantage Plus	316,508.52
Prosperity MM – Contingency Acct.	150,022.27
Ttrustmark Bank Cook FF ED/Relief FD	16,806.97
Prosperity – Non ESD Funds	141,086.10
Dan A. & Larue B. Langford	96,401.86
Independent Bank – SCBA CD	30,000.00
TOTAL:	773,349.07

Checks for July > \$1,000

Check No.	To	Amount	For
ACH	QuickBooks Payroll Service	31,954.15	Payroll
ACH	EFTPS	12,671.68	Payroll Taxes
ACH	LINCOLN TRUST	4,061.74	401K
28848	HUDSON ENERGY	3,082.96	Electric Utilities
28852	Municipal Emergency Svcs. Depository Acct	3,186.97	(1) Pants (1) Coat and Boots
28858	TEXAS FACILITIES COMMISSION	7,510.00	1999 TRUCK CARGO LMTV M1078
28862	TEXAS FACILITIES COMMISSION	3,000.00	ENGINE DSL W/TRANSMISSION
ACH	EFTPS	15,968.00	Payroll Taxes
ACH	LINCOLN TRUST	4,438.41	401K
ACH	QuickBooks Payroll Service	39,360.03	Payroll & Stipends
28868	PRIME ITS, INC.	1,749.00	Monthly Computer Maintenance & Support
28870	SCV, INC.	8,390.00	REPLACE COMFORT HTG AND COOLING SYSTEM
28871	SHELL FLEET CARD	1,465.60	
28872	SIDDONS-MARTIN FIRE APPARATUS	19,330.44	R-61 MAJOR PREV. MAINT.
ACH	EFTPS	4,778.98	PVIP Taxes
ACH	QuickBooks Payroll Service	16,165.53	PVIP
28886	NORTHWEST COMMUNICATIONS	20,615.77	Combined Fire Dispatch System FM1960 Grp. 50% Down
28887	SOUTHWEST HOUSTON TIRE SALES, INC.	2,016.48	T-61 Tires
28888	VERIZON WIRELESS	1,013.09	Cell Phones and Air Cards
28890	Southern Plains	1,602.10	Jake Brake Inspections E64, E61, E62, E63
ACH	EFTPS	16,659.80	Payroll Taxes
ACH	LINCOLN TRUST	4,333.55	401K
28896	BLUE CROSS BLUE SHIELD OF TEXAS	3,223.28	Health Care Premium
ACH	QuickBooks Payroll Service	40,873.11	Payroll

Total of July checks written is \$ 283,665.10

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

ESD DRAW

Dan Vogel - next ESD Draw will be in September.

FIRE CHIEF'S REPORT

Fred handed out the preliminary report of major responses. We have a new department record, 273 responses. We had a house fire in the attic on Anvil Drive, and a garage fire on Sweet Grass Trail. It's been a very busy month. Station 62 had 91 responses with Spring Fire Department. I've asked Scott Siefert, Spring Fire Chief to use Engine 75 instead of using Engine 62 while they are staffing at station 62 for part of the month. 91 responses is quite high, almost double. As of August 1st we've had few responses. The month of July has historically had an increase in responses.

OLD BUSINESS

Station 63 Construction

FCW passed out a picture of Station 63 Construction from today. The steel beams for the apron and the tower are being installed. Construction is moving very quickly. Tony Spitzenberger is working from Station 63 to oversee construction.

Radio System Transition

FCW we have paid our 50%, for the purchase order. We have 3 to 4 months before it is turn over to dispatch.

Disposal of donated RV

FCW reported we filed a surety bond cost of \$100.00, a requirement by the state to file for a lost title.

Boat and Motor Purchase

Motor has been purchased, but not yet received.

High Water Vehicle Purchase & Repairs

FCW – High water vehicle is in transition this week to modify the replacement transmission.

PVFA 2015 Audit

FCW – Each board member received a copy of the 2015 Audit for PVFA. The 2015 Audit is complete and we have received the final copy.

Fundraiser for Troop 62

Bob Schmanski – the boys scouts are moving forward with the gun raffle. A sample copy of the raffle ticket was distributed to the board for review. The Boy Scouts Organization prohibits the scouts to have a gun raffle, so we are asking PVFA to sponsor the raffle for accounting of revenue and expense with non ESD funds.

FCW – we will create a revenue and expense account. Once the raffle sales are complete and gun is purchased all profits will be forwarded to Troop 62.

Buddy Yen – noted there are rules we must follow for the wording of the raffle ticket. He will review previous raffle tickets and report findings.

Bob Schmanski – time is of the essence, September 3-4th the troop is attending a Shooting Club Adventure in Bellville, Texas. This is an excellent opportunity for the scouts to sell raffle tickets. In addition, the card stock was purchased by Kevin Wiseman for printing tickets.

Buddy Yen made a motion to approve the financial accounting of the funds and the project for the charting organization of Troop 62's Gun Raffle. Bill Wurdeman seconded the motion with unanimous approval of the board.

Office Manager Retirement

Dan Vogel - as you know Teresa Griffin is retiring after 16 years of service.

FCW - we are planning a retirement party for Teresa Griffin, Friday, August 26th, 6:00-9:00 pm, 2016. Suitable refreshments will be served.

FEMA

All paperwork has been filed for the FEMA flood recovery request in the amount of \$23,400.00. It includes overtime pay, meals, and usage of equipment.

NEW BUSINESS

Capital One and American Express

FCW requested approval for Dana Schmanski (new office manager), to receive an American Express and Capital One credit cards. In addition, allowed access to the Prosperity Bank accounts and safe deposit box, Trustmark Bank, and other banking entities, etc.

Buddy Yen made a motion to allow Dana Schmanski to receive credit cards and access to any necessary accounts at Prosperity Bank, Trustmark, TBD. Steve Sheridan 2nd the motion with unanimous approval of the board

OLD FIRE ENGINE

FCW the old fire engine is going to a restoration shop on Louetta Road in about 2 weeks. After reviewing the restoration repairs our cost to make it road worthy will be approximately \$10,000.00 including tires. Also discussed the paint, it was not finished correctly, so he can sand the paint and add a clear coat to improve the paint. The request is to use non ESD funds for restoration and repairs.

Bill Wurdeman made a motion to move forward with restoration of the old fire engine. Buddy Yen seconded the motion with unanimous approval of the board.

ESD BUDGET

ESD 28 will review their budget and adopt in September. FCW – noted we could use the 3 million as our starting budget number. Morris Bradley agreed to utilize the 3 million for the next preliminary 2017 budget.

Buddy Yen made a motion to review and utilize the 3 million as a preliminary 2017 budget. Dan Vogel seconded the motion with unanimous approval of the board.

MOTION TO ADJOURN

A motion to adjourn was made at 6:29 p.m. by Bill Wurdeman; seconded by Buddy Yen with unanimous approval of the board.

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



Bill Wurdeman, Secretary