

# *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, September 13, 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
  - Benefiting Community Youth Sponsored by PVFA (Boy Scouts)
  - Office Manager Replacement
- New Business
  - PVFA Document Retention and Destruction
  - Dry Sauna
  - Washer and Dryer
  - Lifeline Compressions – Josh Suarez
  - Copy of TDL's for Safe Deposit Box
- Executive Session
- Adjourn

Dana Schmanski, 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** September 13, 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  
Bob Schmanski, Chartering Organization Rep, Troop 62

## **CALL TO ORDER**

Dan Vogel called the September 13, 2016 Board Meeting of the Ponderosa Volunteer Fire Association, Inc. to order at 5:50 p.m.

## **MINUTES**

Dan Vogel asked if there were any changes to the minutes from the August 15, 2016 Board Meeting. No changes were made; Brandon Huffman 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

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

### Bank Balances as of 8/31/16:

Prosperity Bank Checking	30,231.49
Prosperity Bank Advantage Plus	156,547.05
Prosperity MM – Contingency Acct.	150,047.68
Trustmark Bank Cook FF ED/Relief FD	16,807.96
Prosperity – Non ESD Funds	138,967.82
Dan A. & Larue B. Langford	96,407.57
Independent Bank – SCBA CD	30,000.00
<b>TOTAL:</b>	<b>619,009.57</b>

### Checks for August > \$1,000

28892		SPITZENBERGER, ANTHONY R	-1,157.21	Payroll
ach		AMERICAN EXPRESS	-1,171.18	Office Supplies, Fuel, Alarm monitoring 2 months, Speaker, Hotel, meals
28911		HUDSON ENERGY	-3,444.28	Electricity 61,62, & 63
28912		MEDICAL SCREENING SERVICES, INC.	-4,570.00	Annual Physical Exams to include PSA's
28913		SIDDONS-MARTIN FIRE APPARATUS	-1,017.66	TW61 Repairs
28915		SUN COAST RESOURCES, INC.	-1,416.62	Fuel
ach		EFTPS	-14,689.48	Payroll
ach		LINCOLN TRUST	-4,431.00	401K
28930		HOME DEPOT	-1,755.40	Maintenance STA61, STA62, Furniture STA63
28921		SPITZENBERGER, ANTHONY R	-1,114.02	Payroll
ach		QuickBooks Payroll Service	-36,031.89	Payroll
28942		CLASSIC PROTECTION SYSTEMS, INC.	-1,350.00	STA62 Fire Alarm Power Supply
28944		GRAINGER	-1,105.96	Maintenance STA61, STA62, Furniture STA63
28948		PRIME ITS, INC.	-1,749.00	Monthly IT Services
28951		SHELL FLEET CARD	-1,558.67	Fuel
ach		EFTPS	-14,271.86	Payroll
ach		LINCOLN TRUST	-3,867.43	401K
28956		SPITZENBERGER, ANTHONY R	-1,118.13	Payroll
28955		CALUB, EDWARD	-1,048.90	Payroll
ach		QuickBooks Payroll Service	-34,647.89	Payroll
28979		CAPITAL ONE BANK (USA), N.A.	-1,985.21	Notary for DMS, Boat 63 Transom weld, Plaques JTG
28981		AMERICAN EXPRESS	-8,045.45	25HP outboard motor, Nov 2016 Symposium in Florida
28984		BLUE CROSS BLUE SHIELD OF TEXAS	-3,223.28	Monthly Medical Premiums
28988		HUDSON ENERGY	-3,210.87	Electricity 61,62, & 63

Total of August checks written is \$ 167,240.24

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**

FCW - suggests no more than \$310,000.00 for the September draw. We have some big maintenance bills, PVIP, payroll and our operating expenses. Steve Sheridan made a motion to approve the draw. Paul Nichols seconded the motion with unanimous approval of the board.

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

FCW handed out the preliminary report of major responses. We have total of 164 responses. In our district we had Hazmat event on the 17<sup>th</sup>, but came back as no spill. We spent several hours looking for 2 people along Cypress Creek, who were separated, one person transported to hospital, very unusual situation. We are still averaging 182 responses per month for the year and EMS responses have gone up as expected.

BBQ Cook-off was extremely successful. Unfortunately we did not have a good turnout due to the weather. But it was a great success. We brought home several trophies

Trophies received:

Reserve Grand Champion

1st Place Hospitality

1st Place Display

4th Place Noah Calub - Senior Kids 9-11 Year Olds

3rd Place Seafood

5th Place Wild Game

6th Place Seafood

10th Place Brisket

The new store front was constructed and they did a great job. FCW will have a compiled report after all bills are received. We could be about \$500.00 over donations received. They spend about \$13,000.00 the donations were \$12,500.00, FCW will have a full report after all documents are received.

## OLD BUSINESS

### **Station 63 Construction**

FCW was at site this morning, posted more pictures today on our website. They are making significant progress. We have the ESD funded water taps and everything is moving along very quickly. Expected completion is February 28, 2017 or sooner.

### **Radio System Transition**

FCW they are building out the microwave portion this week, so we will possibly see the balance due in November.

### **Disposal of donated RV**

FCW we are still waiting on the title for the donated RV.

### **Boat and Motor Purchase**

Motor was picked up today.

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

FCW – waiting on transmission repair to be completed.

### **Fundraiser for Troop 62**

Bob Schmanski – The tickets are being sold. The Boy Scouts participated in a shoot weekend that was in the Beeville, TX area over the past weekend. Sales of the raffle are going very well.

### **Office Manager Replacement**

FCW – Please review the Office Manager Position rewrite and we can discuss at Octobers meeting. Some changes made, please review.

## NEW BUSINESS

### **PVFA Document Retention and Destruction**

FCW handed out a PVFA Document Retention and Destruction Policy Draft 1 for the board to review. The changes are primarily a change from 10 years to 7 years in most cases. The first one was done in 2013 so I have updated and reduced time/years, and added emails with 4 month retention requirement. Brandon please review the financial section for any possible changes required. FCW asks the board to review and discuss at next meeting.

### **Dry Sauna**

FCW would like to permission to purchase the Dry Sauna for Station 61. Maybe later this year we will get one for Station 62. And after Station 63 construction is complete, up and running we will purchase one for Station 63 as long as the budget allows. Cost per Dry Sauna is \$6,400.00.

Steve Sheridan made a motion to purchase the Dry Sauna for Station 61. Brandon Huffman seconded the motion with unanimous approval of the board.

### **Washer & Dryer**

We were turned down for the grant. We will need to purchase a washer and dryer for station 62. FCW would like to make sure everything fits and we are within budget before purchase. Once Station 63 is completed we will look into buying a washer and dryer for station 63.

### **Lifeline Compressions**

One of our members Josh Suarez has already been outside certified for First Aid and CPR. This is a proposal to partner with LifeLine Compressions. We have become an American Heart Association location. This is an agreement to form a partnership with LifeLine Compressions. Generally speaking, he will be allowed to use our Training Room and we will be paid \$75.00 for room rental. Our members will only pay \$35.00 for certification and anyone who lives in our area will receive a \$10 discount.

Brandon Huffman made a motion to allow Josh Suarez (LifeLine Compressions) to use our facility for First Aid and CPR classes. Steve Sheridan seconded the motion with unanimous approval of the board.

### **Copy of TDL's for Safe Deposit Box**

DMS – Prosperity Bank is now requiring a copy of TDL's for all persons who will have access to our Safe Deposit boxes. DMS will need a copy of your licenses to forward to the bank. All board members TDL's were scanned and will be forwarded to Prosperity Bank.

## **MOTION TO ADJOURN**

A motion to adjourn was made at 6:21 p.m. by Bill Wurdeman; Brandon Huffman seconded by with unanimous approval of the board.

The next meeting will be Tuesday, October 11, 2016 at 6:00 p.m.

*Bill Wurdeman*

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Bill Wurdeman, Secretary