

# *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



## **PVFA BOARD MEETING** January 10, 2017

### **PVFA Members Present:**

Bill Wurdeman, Secretary (5)	Steve Sheridan, 1st V.P. (3)
Brandon Huffman, Treasurer (4)	Paul Nichols, 2nd V. P. (1)
Buddy Yen, 3 <sup>rd</sup> V.P.	

### **Others Present:**

Fred Windisch, Fire Chief  
Dana Schmanski, Office Manager

## **CALL TO ORDER - PVFA**

Steve Sheridan called the January 10, 2017 Board Meeting of the Ponderosa Volunteer Fire Association, Inc. to order at 6:00 p.m.

## **PUBLIC COMMENTS**

No public in attendance.

## **MINUTES**

Steve Sheridan asked if there were any changes to the minutes from December 13, 2016 Board Meeting. Paul Nichols made a motion to accept the minutes as written. Brandon Huffman seconded the motion with unanimous approval of the board.

## TREASURERS REPORT

Brandon Huffman gave the Treasurer's Report as of December 31, 2016.

### Bank Balances as of 12/31/2016:

Prosperity Bank Checking	65,431.30
Prosperity Bank Advantage Plus	211,695.54
Prosperity MM – Contingency Acct.	150,139.62
Trustmark Bank Cook FF ED/Relief FD	13,583.46
Prosperity – Non ESD Funds	135,215.46
Dan A. & Larue B. Langford	96,430.07
Independent Bank – SCBA CD	30,000.00
<b>TOTAL:</b>	<b>702,495.45</b>

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

12/02/2016	ach	EFTPS	-15,696.78	Payroll Taxes
12/02/2016	ach	QuickBooks Payroll Service	-37,886.85	Payroll
12/08/2016	29213	BRADBURY THORNTON PLUMBING SERVICES	-1,854.00	Station 63 Plumbing
12/08/2016	29220	HOME DEPOT	-1,187.70	Maintenance, Station 61 & Station 63
12/08/2016	29221	HOUSTON CHRONICLE	-1,040.27	Legal Notice Public Hearing Nov. 28 2016
12/08/2016	29222	HUDSON ENERGY	-1,799.99	Electricity
12/08/2016	29225	NORTHWEST COMMUNICATIONS	-7,218.00	Over the Air Programming and Licenses
12/08/2016	29231	SIDDONS-MARTIN FIRE APPARATUS	-1,746.49	E-62 Preventive Maint., E-63 Solenoid Replacement
12/08/2016	29234	TEXAS MUTUAL INSURANCE COMPANY	-52,852.00	PFD Workers Comp 12/23/16- 12/22-17
12/09/2016	29238	PRO-SAFE FIRE TRAINING SYSTEMS, INC.	-3,761.00	Tower Annual Inspection and Maintenance
12/12/2016	29280	INVONICS TECHNOLOGIES	-1,156.18	Station 62 Video Insight 50%
12/12/2016	29281	TEXAS FACILITIES COMMISSION	-6,300.00	LMTV
12/12/2016	ach	EFTPS	-6,356.88	Payroll Taxes
12/13/2016	29278	JAMES SCHULTZ	-1,461.63	E60 Fan Repair
12/15/2016	29285	INVONICS TECHNOLOGIES	-1,156.18	Station 62 Video Insight 50%
12/15/2016	29286	iPROMOTEu	-1,300.50	Power Banks - Member Gifts
12/15/2016	29289	SHELL FLEET CARD	-1,330.78	Fuel
12/15/2016	29290	SIDDONS-MARTIN FIRE APPARATUS	-3,432.64	E-63 Major Preventive Maintenance
12/15/2016	ach	LINCOLN TRUST	-4,250.23	401 K
12/16/2016	ach	QuickBooks Payroll Service	-42,080.44	Payroll
12/16/2016	ach	EFTPS	-17,545.90	Payroll Taxes
12/22/2016	29296	AFLAC	-1,900.73	Health Insurance

12/22/2016	29298	CAPITAL ONE BANK (USA), N.A.	-1,978.06	Minor Equipment Repair, Awards, Office Furniture
12/22/2016	29309	PRIME ITS, INC.	-1,749.00	Monthly IT Services
12/22/2016	29310	PRO COATS, INC.	-4,252.50	Training Tower Maintenance and Painting 50% Paid
12/22/2016	29311	SIDDONS-MARTIN FIRE APPARATUS	-5,422.82	E-64 Coolant Leak
12/22/2016	29312	TASK FORCE TIPS	-3,971.94	Fire Equipment 2018 Engine Deck Gun
12/22/2016	29315	Municipal Emergency Services Depository Acct	-1,162.96	Fire Gear
12/27/2016	29316	AMERICAN EXPRESS	-15,391.28	Christmas Party, Equip. Mtc., Sta 63 Furniture
12/28/2016	ach	LINCOLN TRUST	-4,393.36	401 K
12/28/2016	ach	EFTPS	-17,778.84	Payroll Taxes
12/29/2016	29321	BLUE CROSS BLUE SHIELD OF TEXAS	-4,511.32	Health Insurance
12/29/2016	29326	INTERSTATE ALL BATTERY CENTER	-2,439.80	Scissor Life Battery Replacement
12/29/2016		QuickBooks Payroll Service	-40,998.57	Payroll
12/30/2016	29344	HOME DEPOT	-1,503.25	Building Repairs ,Awards, Sta 63 Furnishing
12/30/2016	29345	HUDSON ENERGY	-2,679.14	Electricity
12/30/2016	29348	NORTHWEST COMMUNICATIONS	-1,796.20	Communication Equipment
12/30/2016	29416	HALO BRANDED SOLUTIONS	-2,302.89	Longevity Awards Board Members
12/30/2016	29417	BUOY SERVICES DBA SURVIVAL AIR SYSTEMS	-38,529.00	Breathing Air Module
12/30/2016	29418	CAPITAL ONE BANK (USA), N.A.	-2,940.13	Maintenance, Water, Operations Expense
12/30/2016	29419	NORTHWEST COMMUNICATIONS	-21,281.74	Fire Dispatch Systems Final 50%
12/30/2016	29445	PRO COATS, INC.	-4,252.50	Training Tower Maintenance and Painting Final 50% Paid

**Total of December 2016 Checks Written is \$ 413,734.38**

Steve Sheridan – Should we make a motion to pay the bills? Brandon Huffman – we can but it is not necessary because PVFA has an annual audit. According to “Robert’s Rules of Order”, we do not need a monthly approval of financial statements.

**ESD DRAW**

FCW – In review, we have several invoices remaining from December 2016, approximately \$104,000.00. In addition, we have \$100,000.00 we borrowed from January to cover invoices due in December. With all of this in consideration, the ESD#28 Draw amount is \$450,000.00.

Brandon Huffman made a motion to approve the draw not to exceed \$450,000.00. Bill Wurdeman seconded the motion with unanimous approval of the board.

## **FIRE CHIEF'S REPORT**

### **Fire Responses**

FCW – Responses 159 for the month of December. No major events, the 26<sup>th</sup> we had a residential minor smoke inhalation from a pot on stove, no hospital transport. Year to date we had 2,223 responses, 939 EMS assists, giving us an average of 78 responses per month in 2016.

When Spring FD uses our fire station, we have to take out responses in their district. They are staffing two fire fighters now. We have asked that they add one more fire fighter for now to cover responses until we hire additional fire fighters. Spring FD always asks when they use our fire engine and our sharing agreement at station 62 is working very well.

The annual fire response report attached breaks down all the categories. Page 25 of 27 shows we had 5 civilian injuries, 3 civilian deaths, and 3 fire fighter injuries, (one fatalities in North Forest Subdivision and two in Inverness Forest Subdivision).

**Fire Alarm Incidents** - The Com Center dispatched approximately 11,500 fire responses in 2016. Of that 11,500, 48 % were automatic alarms. 46% of the automatic alarms were responded too via fire department. We have a 4 minute wait time, waiting for the fire alarm company to call back. Two recent mutual aid house fires in Champions district were automatic fire alarms, one was totally involved, and the second heavily involved.

Strictly, a learned opinion, they are selling false security.

Steve Sheridan – Can we send a pickup versus a fire truck for automatic fire alarms?  
FCW – we are going to discuss better feedback internally, by having responding officer record incident #, date and time, address, and event details. We must record the information as an automatic fire alarm to address this problem. Philosophically we want people to have alarm systems, but there is a disconnection to commercial institutions, foster homes, medical and multi family dwelling. There is no code authority for single family dwelling residence.

Champions FD just hired an inspector to do inspections on commercial occupancies. We do not have the capability of hiring someone for that position.

## **OLD BUSINESS**

### **401K Plan**

As we go through the year, if a member reaches 1,000 hours, they are now eligible to participate in our 401K.

### **Station 63 Construction**

Inspections scheduled on March 2, 2017. They are currently working on drywall away from the windows. Currently painting and doing other items not connected to windows. Training tower is painted.

### **Radio System**

February 13, 2017 is the cut over date for new radios. When we turn the radios on they will be automatically ready for use. It is called OTAP, (Over the Air Programming). We split cost with Spring Fire Department. Our cost was only \$2,000.00. As updates and changes occur, Ed Calub will make changes through software editing and all radios will update at one time, he will no longer have to touch each radio. We have to touch pagers.

### **Disposal of donated RV**

Recreation Vehicle is still here and ready for sale to new owners.

### **High Water Vehicle Purchase and Repairs**

LMTV remove from agenda. It runs and operates, and is available for service.

### **PVFA Document Retention**

Waiting to hear back from Debbie Gibson.

### **2017 Budget**

FCW – found an error in our favor, recorded \$22.5K in a category and it should have been \$11,500. Training Facility Recruitment expense. We forgot to remove the expense from the budget now that we are no longer holding classes.

### **Hiring**

We have 15 applicants. Listed on the Texas Commission, one of the applicants is a volunteer with us. He has to do his EMT, Cypress Creek EMS started today so he had to go through North Harris for his training.

We are doing physical testing on the 17th and 25th of January.

Our goal is to hire 5 fire fighters. We are budgeted for 3 more, but we want to hire good people.

## **New Business**

### **Lease Space Weather Station**

New company came by and they are putting 150 weather stations in Harris, County. They are going to all fire departments to locate as many wireless weather stations locations as possible to capture wind, hail, rain, and lightning activity. They are wireless and solar powered. The offer to Fire departments is \$500 per year per weather station mounted on the roof of the departments. The weather station weights about 8 pounds and covers a 4' X 6' area in size. Their company will only need access every 6 months.

They are in the business of selling their data to insurance companies for loss control. So we need board approval to enter into this agreement. Brandon Huffman - will they interfere with our radio communications. FCW – do not believe it will, but we will find out more details before proceeding.

The company is going to the Northwest Chief meeting to spread the word. They are a private industry and they will have an agreement to sign. Once we have more information we can review for consideration. The board is in agreement.

### **2018 Pumpers Purchase Order**

FCW - we are ready to move on the purchase of the trucks. After several meetings of negotiation with our command staff and Jeff Doran, the sales price is down to what you see with prepay and full prepay discounts.

We retain possession until the trade and delivery of the new trucks. The first will be in January or February of 2018. If everything goes as planned, we will have to make the final payment the last part of 2017. New payment will be January 2018.

The other part of the deal is the draft of the lease purchase agreement. This is our third go around with Pierce and our eight-year cycle. Payment will only go up about \$3,000.00 annually. We have a lower interest rate and more trade in value from the last lease purchase agreement.

Our interest rate will vary depending on the date contract is signed, current rate 3.55%. We are confident that we have met and reviewed all specifications on the trucks and we are ready to move forward.

All requirements have been met, we have held a public hearing, reviewed all options and specifications, and now we are waiting on an opinion letter from John Peeler (attorney), once received we will be send it to PNC.

Buddy Yen made a motion to approve the purchase proposal and to allow FCW to sign the purchase order for 3 Pierce Velocity Pumpers. Paul Nichols seconded the motion with unanimous approval of the board.

### **Board Member Resignation**

Resignation of Mr. Daniel Vogel in an email dated January 6, 2017, from his son Daniel Vogel accepted and agreed by the board.

We have to look for a replacement Board Member.

**MOTION TO ADJOURN**

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Bill Wurdeman made a motion to adjourn at 6:51 p.m. Buddy Yen seconded the motion with unanimous approval of the board.

The next meeting will be Tuesday, February 14, 2017 at 6:00 p.m.

*Bill Wurdeman*

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Bill Wurdeman, Secretary