

# *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](http://www.ponderosavfd.org)



## **PVFA BOARD MEETING** December 12, 2017

### **PVFA Members Present:**

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

Bill Wurdeman, Secretary  
Brittany Lawrence, 2<sup>nd</sup> V.P.

### **Others Present:**

Fred Windisch, Fire Chief  
Dana Schmanski, Office Manager

### **Members Excused:**

Brandon Huffman, Treasurer  
Bill Murrell, 1<sup>st</sup> V.P.

### **Others in Attendance:**

Phil Johnson – Hope for U.S. Veterans  
Debbie Gibson – McCall, Gibson, Et al  
John McDermott Jr. – Lonestar Military Maintenance

## **CALL TO ORDER**

Steve Sheridan called the December 12, 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 November 14, 2017 Board Meeting.

Brittany Lawrence made a motion to accept the minutes as written. Bill Wurderman seconded the motion with unanimous approval of the board.

### TREASURERS REPORT

Steve Sheridan gave the Treasurer's Report as of November 30, 2017.

**Bank Balances as of 11/30/17:**

Prosperity Bank Checking	115,636.24
Prosperity Bank Advantage Plus	752,303.90
Prosperity MM – Contingency Acct.	150,763.47
Trustmark Bank Cook FF ED/Relief FD	13,371.94
Prosperity – Non ESD Funds	82,808.46
Dan A. & Larue B. Langford	93,930.82
Independent Bank – SCBA CD	55,339.93
<b>TOTAL:</b>	<b>1,264,154.76</b>

**Checks for November 2017 > \$1,000.00**

11/03/2017		QUICKBOOKS PAYROLL SERVICE	-31,215.25	PAYROLL
11/03/2017	ACH	EFTPS	-12,640.26	PAYROLL TAXES
11/03/2017	ACH	LINCOLN TRUST	-5,829.02	401K
11/14/2017	30087	INDEPENDENT BANK	-25,000.00	SCBA CD RENEWAL
11/14/2017	30088	ALLIED BENEFITS SYSTEMS, INC	-5,344.46	HEALTH INSURANCE
11/16/2017	ACH	EFTPS	-16,524.38	PAYROLL TAXES
11/16/2017	ACH	LINCOLN TRUST	-7,212.38	401K
11/16/2017	30105	PRIME ITS, INC.	-1,749.00	IT SERVICES
11/16/2017	30107	REHAB GARAGE RESTORATION AND PERFORMANCE	-10,037.93	1972 FIRE ENGINE
11/16/2017	30108	RIPLEY'S MUFFLER & BRAKES INC.	-1,893.99	2001 DODGE PICKUP
11/17/2017		QUICKBOOKS PAYROLL SERVICE	-39,447.73	PAYROLL
11/21/2017	30115	AFLAC	-1,073.23	HEALTH INSURANCE
11/21/2017	30123	METRO FIRE & SAFETY	-28,644.00	DECK GUNS FOR NEW ENGINES
11/21/2017	30124	PRIME ITS, INC.	-2,947.98	IT SERVICES
11/21/2017	30125	PRO-SAFE FIRE TRAINING SYSTEMS, INC.	-3,900.00	ANNUAL INSPECTION & MAINTENANCE
11/21/2017	30126	VERIZON WIRELESS	-1,425.98	CELL PHONES
11/30/2017	30132	AMERICAN EXPRESS	-8,079.38	SEE ATTACHED
11/30/2017	30139	HUDSON ENERGY	-2,153.64	ELECTRICITY
11/30/2017	ACH	EFTPS	-17,071.94	PAYROLL TAXES
11/30/2017	ACH	LINCOLN TRUST	-6,995.76	401K

**Total of November 2017 Checks Written is \$244,461.67**

**ESD Draw – January**

## **FIRE CHIEF'S REPORT**

### **Fire Responses**

FCW – No report will mail once completed. Nothing serious in our district.

## **OLD BUSINESS**

### **Weather Station – Station 63**

Nothing to report

### **Foundation Search**

Nothing to report

### **Replacement Fire Engines**

The final inspection is January 15, 2018. At this point 6 people going and FCW will be there the following week. The corporate jet is not available, so Siddons Martin is picking up the commercial flight costs. They now deliver the fire trucks, due to liability. We do not take ownership and have zero exposure to loss until they reach our station.

### **Part Time Position: Automatic Fire Alarms**

Discussion held, place on hold until more information received.

### **2016 Tax Return Status**

Brandon Huffman received email of tax return.

### **2018 Budget**

2018 Budget Review is scheduled for December 18, 2017 at 5:00 pm. Buddy Yen is preparing Lasagna for our dining experience. Dinner at 5:00 pm and 2018 Budget review to follow.

We have been working with FEMA, by the time, we adopt the 2018 budget, which will be the January Board meeting, we can count the FEMA reimbursement as revenue. The budget number will be higher because FEMA will reimburse 90% for volunteer labor, about \$36,000.00 for full time employees and \$10,800.00 for part time employees during Hurricane Harvey.

### **New Pickup**

Out for bids, nothing received to date.

### **Lone Star Military Maintenance**

John McDermott is here today, we have hired them to clean the Public areas here at Station 61 for 2018. So far, the quality of cleaning is outstanding.

### **Hurricane Harvey – FEMA**

Met with FEMA this morning, it is a little complicated, administrative costs are also reimbursable; we are not going to do that. We may possibly get a percentage for administrative costs.

### **Hope for U.S. Veterans**

John McDermott - this is Phil Johnson with Hope for U.S. Vets. He is here to talk about the Department of Labor Program to staff fire fighters in an apprenticeship program were the Department of Labor pays partial wages.

I am Phil Johnson, CEO and founder of Hope for U.S. Veterans, and we have been in business for 7 years. We currently have an eighty-five percent graduation rate and 100% employment. We work with Fortune 3's and Fortune 5's companies so we do not have to worry when vets complete program that they have a job for the rest of their lives. We like to set the wage rate with the Department of Labor so that they are financially stable. We have designed a program and been approved for 5 fire fighters and 4 more coming. We just received our TWC and HJC certification through Texas Workforce Commission with vocational rehabilitation for veterans as well as civilians. DOL actually scholarships the program for the individual.

We have about 180 we are visiting with, 30 to 40 have considered to come to Houston for training if approved. We manage the veterans, the program, and the schools. It is basically, 800 to 960 hours and can be stackable to help them complete the program. The veteran can go on to get their bachelor's degree if desired.

Once program is completed, the DOL and TWC will throw in dollars to hire these individuals. You will receive 50% payback on 1<sup>st</sup> 500 hours. TWC has a 75% payback if they are stackable. Basically you can hire two for the cost of one. We are also tied into The White House, the Mayor's office, the State, and the Pentagon. They will send us the people we need and now they are now currently coming from Fort Polk, Fort Bliss, and Fort Hood.

FCW – based on our discussion the board needs to approve for us to move forward through the PVFA acceptance into the program. What we perceive is hiring 3 new fire fighters next year. Our application process is open until January 9, 2018. In addition, one of our full timers is leaving us to accept his dream job of EMT with Texas Children's Hospital Emergency Room. They are also looking at putting a helicopter at the The Woodlands Hospital location.

What we see is having Fire Fighter apprentices.

PVFA has already approved to hire someone for the False Alarms and Knox Box position and we could possibly use one person to begin working part time in this position while completing certifications.

Discussion held by the board, Phil Johnson, and FCW. FCW -To move forward with details we need to understand the logistics. How do they reimburse? PJ - every month 30 days, 50% reimbursed for the 1<sup>st</sup> 500 hours, then 30% on the remaining time to finish school.

PJ – it takes about 22 days to put proposal together in writing. FCW – then we can discuss at next board meeting.

Buddy Yen made a motion for FCW to investigate moving forward with Phil Johnson with Hope For U.S. Vets in apprenticeships to hire Fire Fighters. Brittany Lawrence seconded the motion with unanimous approval of the board.

### **NEW BUSINESS**

#### **Joint Meeting, December 18, 2017, ESD#28 and PVFA BOARD**

Dinner at 5:00 pm, then review of PVFA 2018 Budget

#### **McCall, Gibson, Swedlund, & Barfoot PLLC – Engage Auditor**

Debbie Gibson – DMS sent me the Profit & Loss Statement and the Balance Sheet to review. In addition, we reviewed previous year invoicing, and it looks that our charges for 2017 financial audit including Tax Return will be between \$17,000 to \$18,000. This fee estimate is about \$200.00 on the bottom end and \$500.00 on the top end FCW – Why the increase? DG – Hourly employee payroll increases.

2016 Tax Return Status - Jennifer sent a week or so ago. FCW - BH was on the email. DG – Jennifer has not received the signed return, but the new deadline for filing is January 31, 2018 due to Hurricane Harvey.

DG – gave engagement letter to Steve Sheridan, Board President, for signature.

Bill Wurdeman made a motion to engage McCall, Gibson, Swedlund, Barfoot PLLC for the audit of the financial statements as of December 31, 2017, to include preparation of 2017 Tax Return and related activities. Brittany Lawrence seconded the motion with unanimous approval of the board.

### **MOTION TO ADJOURN**

Bill Wurdeman made a motion to adjourn at 6:42 p.m. Brittany Lawrence seconded the motion with unanimous approval of the board.

The next meeting will be January 9, 2018 at 6:00 p.m.



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**Bill Wurdeman, Secretary**