

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



PONDEROSA BOARD MEETING December 10, 2014

Members Present:

Dan Vogel, President (2)
Rick Windham, 3rd V.P.
Bill Wurdeman, Secretary (5)

Paul Nichols, 2nd V.P. (1)
Brandon Huffman, Treasurer (4)

Others Present:

Jennifer Day, McCall, Gibson, et al
Fred Windisch, Fire Chief
Teresa Griffin, Office Manager

CALL TO ORDER

Dan Vogel called the December Board Meeting of the Ponderosa Volunteer Fire Association, Inc. to order at 6:00 p.m.

MINUTES

Dan Vogel asked if there were any changes to the minutes from the November 12, 2014 Board Meeting. The only change was that under Members "Absent", Steve Sheridan was not noted as 'excused'. Teresa will make the change.

Steve Sheridan made a motion to accept the minutes with the noted change. Paul Nichols seconded the motion with unanimous approval of the board.

PUBLIC COMMENTS

2014 Audit

Jennifer Day attended from McCall, Gibson – She presented an Engagement Letter for the 2014 PVFA Audit. The maximum for the 2014 audit is \$16,500.

Brandon Huffman made a motion to approve McCall Gibson handling the 2014 PVFA Audit. Paul Nichols seconded the motion with unanimous approval of the board.

TREASURER'S REPORT

Brandon Huffman gave the Treasurer's Report as of November 30, 2014:

Prosperity Bank Checking	\$ 11,137.25
Prosperity Bank Advantage Plus	99,391.21
Prosperity MM Contingency Acct.	100,065.35
Trustmark Bank Cook FF ED Fnd	7,022.57
Prosperity Bank Non-ESD Funds	131,807.94
Dan A. & Larue B. Langford Fund	98,953.58
Trustmark Firefighter Relief Fund	9,657.20
Total:	\$458,035.10

Checks > \$1,000 November Pg.7 of 20

<u>Check</u>	<u>Name</u>	<u>Amount</u>	<u>For</u>
27360	Siddons-Martin Fire Apparatus	\$ 1,390.00	E-61 and E-64 Preventative Maintenance
27361	Sun Coast Resources	1,900.03	Diesel Fuel
27364	Home Depot	1,083.01	Sta. 1 & 3 Repairs; Training Center Repairs
ACH	EFTPS	11,446.94	Payroll Taxes
ACH	Lincoln Trust	3,962.85	401K Contributions
ACH	QuickBooks Payroll	28,157.90	Payroll
27368	Spitzenberger, Anthony R.	1,087.03	Payroll
27387	iPROMOTEu	4,257.80	Gifts-Christmas Party
27390	MES-Texas	1,302.00	Job Shirts
27393	Spitzenberger, Anthony R.	1,087.04	Payroll
ACH	QuickBooks Payroll	21,412.21	Payroll
ACH	EFTPS	11,932.48	Payroll Taxes
ACH	Lincoln Trust	3,726.86	401K Contributions
ACH	Capital One Bank	2,814.23	Explanation Provided in Minutes
27396	American Express	6,920.93	"
27399	Blue Cross Blue Shield of Texas	2,550.17	Health Care Premium
27406	Northwest Communications	5,422.00	10 M6 Pagers & Monthly Internet Svc.
27407	Prime ITS Inc.	1,459.99	Smart Switch and Monthly Computer Maintenance
27409	Southwest Houston Tire Sales	2,368.74	T-61 Tires

December will be a heavy month for us, as it usually is.

Profit & Loss YTD Comparison, Pg. 9 of 20

We received the \$120K from the ESD draw. Everything else looks fine on the report.

Balance Sheet, Pg. 13 of 20

We have \$11,137.25 in the checking at the end of November; \$99,391.21 in Advantage Plus and then \$100,065.35 in the Contingency account. Balance Sheet is in good order.

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

ESD Draw - December

Fred handed out the ESD Draw Request. Per the second page, as of December 8, 2014, our cash on hand listed in the Treasurer's Report has dropped considerably. We decided to take a draw in November and December this year. The December draw is for \$390K, and it includes \$100K advance since the insurance is due in January. Rick Windham made a motion to approve the draw not to exceed \$400K. Dan Vogel seconded the motion with unanimous approval of the board.

FIRE CHIEF'S REPORT

FCW reported that we had 151 responses for November, major events are listed. We had a large grass fire, no financial loss and a couple of smaller apartment fires, both room and contents on the 5th and 18th. Also, a mutual aid house fire assist to Klein FD.

We are averaging 138 runs a month, and EMS runs are holding steady.

Fred reported that in December there will be several items that are quite expensive; the American Express bill and also the Workers Comp which is \$61,833.00. We are planning some end-of-year purchases including 24 Handy Talkies. We applied for a grant from the Temple Foundation in the amount of \$300K that would have paid a significant portion; however it was denied in late November. We had budgeted \$45K this year that will not be spent and will roll over into next year's budget.

We purchased new tables for the Training Room and some chairs too.

FCW reported that Marti has requested another robot, this one in a motorized wheelchair. It costs \$6,030.00. It was not budgeted, but is within our scope of budget for this year. Marti actually paid for the first robot herself. She will use this in public training for elderly and child safety. This is just for Board knowledge.

We hired Jay Frost as a fulltime firefighter. Jay is John Frost's son, and he started on 12/5. He will be signed up for our insurance effective 2/1/15.

OLD BUSINESS

Station 63 Deed Change – Status

The title will be transferred over to ESD 28 as per our previous discussions. Howard Katz has done all of the leg work, the cost is less than we originally thought, and will be \$1-2,000 to change the deed title. Associated with that is the platting of the property. When it was donated, we only plated the exact area where the station would be. We may go through a process after the title transfer; it will cost the ESD up to \$6K. All of that property will then be legally platted the way it is supposed to be. The platting will not occur until next year.

Modify Insurance for Families

FCW handed out the 'Cost for Insurance' chart and went over with the board. The left hand column explains what we currently pay for each employee. We pay Employee Only as of this time.

SIS is 'First Dollar Coverage' which helps the employee with the deductible payment.

'Dental Select' is dental and vision coverage.

'AFLAC' is Loss of Income insurance.

'AFLAC Indemnity' is a cost-share at 50%. They have options of getting a better policy, costs us \$15, the employee pays the rest.

The right hand column shows what PVFA pays currently, \$319 to \$332 per employee, dependant on age. The proposal is that we have 2 employees to go to full Family coverage, 1 to full Family coverage, and the other to Employee and Children. \$12K per year is the direct impact on our budget. It's another benefit and doesn't affect everyone on the payroll. FCW believes that is a reasonable assist to the employees. Spring VFD pays up to \$800 per month. It is for a 'legal' spouse only.

Bill Wurdeman asked if we had an impact from ACA, Fred commented the Blue Cross and Blue Shield 12% increase is relative to the AHC Act.

2015 Budget – Adopt at December Board Meeting

\$2.45 million is the requested amount for the 2015 Budget. Rick Windham made a motion to approve the 2015 budget. Paul Nichols seconded the motion with unanimous approval of the board.

Station 63 Planning

We have a meeting here December 18th with the architects to discuss design. The feasibility study is complete. ESD will assign one of their Board members to work in conjunction with Tony Spitzenberger on this project.

NEW BUSINESS

2014 Audit – Jennifer Day

Jennifer Day presented the Engagement Letter and fees from McCall, Gibson, et al to prepare the PVFA 2014 Audit. The maximum fee would be \$16,500. We need to approve and act upon. Brandon Huffman made a motion to engage McCall, Gibson to do the 2014 Audit. Paul Nichols seconded the motion with unanimous approval of the board. Dan Vogel signed the letter as President.

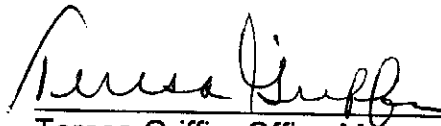
MOTION TO ADJOURN

A motion to adjourn was made at 7:10 p.m. by Rick Windham. Bill Wurdeman seconded the motion with unanimous approval of the board.

The next meeting will be on Wednesday, January 14, 2015 at 6:00 p.m.



Bill Wurdeman, Secretary



Teresa Griffin, Office Manager

PVFA 2015 Budget Proposal Information Document
December 3, 2014

The document is produced to give explanations to various budget items and categories for the 2015 PVFA budget proposal. This is laid out via page number; further discussions may occur at the December 10, 2014 meeting with the goal to adopt the budget with modifications as necessary.

Page 1

An overview of all budget categories. Categories that are lump sum based on history/predictions are:

- Motor Fuels
- Radio Maintenance
- Fire Stations Utilities
- Personal Savings Accounts - volunteers
- SCBA Fund – need to begin a new long term savings account

The total budget is \$2,267,000 for operations. Debt/SCBA/Capital are added for a total budget of \$2,490,000.

Revenue is forecasted: ESD#28 \$2,450,000; Training Facility/Recruit \$13,500; Barbecue Competition \$13,000; Interest Income \$1,000; Total Revenue \$2,477,500.

While the budgeted expenses/capital exceeds revenue by \$12,400 (0.5%) we have a history of managing the budget with the goal to be under budget.

Page 2

Operations

- Removal of Pierce Inspection since there are no new apparatus in this year's proposal.
- Cleaning and Paper products are established in Station Maintenance categories.
- Office furniture reduced
- NFPA Codes – due to the NFPA significant price increase and value to the organization, on line code access was removed in 2014 and 2015.

PVFA Expenses

- Chaplain Support – increase of \$400
- Newsletter – we will try again but we will probably have to find another editor
- Boy Scouts – increase of \$100

Equipment Expenses

- Uniforms/Badges – increase of \$10,000 to begin implementing an updated uniform process.
- On Board Computers – decrease of \$8,000 due to using tablet computers versus the legacy ones.
- New Engine Equipment – removed \$10,000 – no new apparatus
- Pinpoint GPS Device – add \$1,000 for an additional device
- Note – continuing to purchase replacement radios for the move to digital communications.

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Equipment Maintenance

- Generic increases as apparatus ages
- SCBA parts and recertification – reduced \$6,000; new SCBA require less maintenance but will have to be recertified during the year.
- Grace Accountability Parts – removed \$1,500 since the items require replacement

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Training

- No significant changes compared to the previous year.

Training Facility Expenses & Training Facility Revenue

- No significant changes compared to the previous year

Page 5

Station 61 Maintenance

- No remodel!!! – reduced overall by \$7,000

Station 62 Maintenance

- No significant changes compared to the previous year

Station 63 Maintenance

- No significant changes compared to the previous year
- Note: we do not know at this point of the fire station will be replaced by ESD28

Public Education/Prevention

- Increased Barbecue Competition \$12,000 to be more accurate; there is an offsetting revenue

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Programmed Debt

- Three 2010 engines lease purchase
 - Interest - \$45,000
 - Principal - \$115,000
 - 2017 will start the replacement process
- Other listings are for information only and will be removed next year

Page 7

Insurance

This category is increasing substantially due to increased Worker's Compensation costs related to some injuries and more payroll.

- Health; includes health/dental/vision/life/NxStep-(high deductible policy) for full time firefighters that includes a 17% increase in BCBS/health
 - Family Assistance – implementing \$500/month additional support for two family/child coverages
 - This may increase after a meeting on December 5, 2015 with a decision deadline per employee due on 12/8/14 to determine the final census
 - Census may result in less than 15 employees requesting coverage
- Aflac indemnity credit - \$4,000 for payroll deduction for optional coverage
- Management costs removed during 3rd quarter 2014
- The lower chart shows cost per fighter

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Firefighting Equipment – replace one thermal imager

Other Assets – No specific plan

Communication Equipment

- Single dispatch project between Ponderosa/Spring/Klein/Little York/Champions
 - \$60,000 for hardware/labor for four dispatch sites

Office Operations

- Monthly computer system increase to \$18,000/year
- Server rebuild completed in 2014 – remove \$14,000

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Volunteer Incentive Program

The total estimated costs using absolute numbers = \$132,000; based on history we have been under budget primarily due to less volunteers and less staffing; therefore the actual budget number is \$100,000.

- Reduce Station 61 volunteer night staffing from 4 to 3
- Increase Station 63 volunteer night staffing to 2 per night supplementing volunteer respond from home
- Increase from \$45 to \$50 per shift

There is a continuous trend of less volunteers and less volunteer involvement (bad news). The suspicion is there will be more “payroll” involved in the future to maintain adequate service levels.

- Duty Officer – we have recently increased the DO to include Saturdays & Sundays daytime
 - Increase from \$40 to \$45 per shift

Page 10

Payroll

This sheet is a comprehensive look at all payroll/employees with a total of \$1,287,000. It includes payroll taxes, a formula for overtime (vacations/holiday/sick computations), 401k, etc. Chiefs/Office Manager are “mature” monthly salaries.

- Fire Chief – increase of \$1,000/year
- Asst Chief – increase of \$600/year
- Deputy Chief – increase of 600/year
- No increases for others in this block

- Office Manager – increase of \$1,000/year

- Duty Crew – increase from 9 to 10 hours per day
 - Small hourly adjustments will be made during the first payroll period
 - Station 63 Lead hourly persons will receive a \$1.00/hour

Full Time Firefighters

- Lieutenants – increase of \$2,000/year = 4.6%; \$45,200/year minimum
- One long term – increase of \$2,000/year = %4.9%; \$42,800/year minimum
- Two – increase of \$2,600/year = 6.9%; \$40,100/year minimum
- Four – increase of \$2,600/year = 7.2%; \$38,500/year minimum
- One – increase of \$2,600/year = 7.5%; \$37,300/year minimum
- Three – increase of \$2,600/year = 7.6%; \$36,700/year minimum
- One new firefighter – 2014 minimum start = \$34,100; new start base \$35,300 Jan 2015

All Lieutenants receive a cell phone taxable monthly stipend of \$55