

# *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**  
**August 12, 2014**  
**6:00 p.m.**

## Members Present:

Dan Vogel, President (2)  
Paul Nichols, 2<sup>nd</sup> V.P. (1)  
Brandon Huffman, Treasurer (4)

Steve Sheridan, 1<sup>st</sup> V.P. (3)  
Rick Windham, 3<sup>rd</sup> V.P.  
Bill Wurdeman, Secretary (5)

## Others Present:

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

## CALL TO ORDER

Dan Vogel called the August Board Meeting of the Ponderosa Volunteer Fire Association, Inc. to order at 5:56 p.m.

## MINUTES

Dan Vogel asked if there were any changes to the minutes from the July Board Meeting. Bill Wurdeman had a change to be made regarding the number of runs during the month of June. The minutes reflect 105; however, the run report says 106. FCW said we didn't have the reports ready at the time of the meeting, but 106 is the correct number. Teresa will make the change. Paul Nichols made a motion to accept the minutes with the noted change. Steve Sheridan seconded the motion with unanimous approval of the board.

## PUBLIC COMMENTS

Debbie Gibson was present and reported on the 2013 PVFA Audit.

### **2013 Audit – McCall Gibson, et al**

Debbie Gibson gave the initial audit report for 2013. They have audited the records and have issued a clean and fair position as to where we were at 12/31/13. The Management Letter is the same as previous years. Brandon had some questions about removing some of the assets. Debbie will talk with Jennifer Day and see what we need to do.

Page 3 Statement of Financial Position: \$4.8 million assets in property and equipment less depreciation. Net Assets at the end of the year were \$3.7 million.

Page 4 Statement of Activities: Total Revenue for 2013 of \$3.3 million; Program Costs of \$1.9 million; total expenses of \$2.1 million.

Page 5 Statement of Cash Flows: We started the year with cash of \$584,511 and had a net increase in cash of \$228K over last year.

Page 10 Notes to Financial Statements: We paid off 3 notes in 2013. The loan on Station 61 with Kansas State Bank was paid off; the loan with Prosperity Bank on Station 63 was paid off and the Ladder Truck was paid off with Prosperity as well.

Fred noted that on page 11, Note 5 Leases, in the lease payments table, the 2014 payment should be \$160,146, rather than \$161,691. Debbie will make the change.

Page 12, Note 6 Security of Cash and Cash Equivalents: \$303,017 was unsecured. We've been very aware of moving money around.

Debbie commented we received insurance proceeds for Station 3 repairs – the more appropriate place to put that would be against the expenses. FCW said we deposited it against claims and then expensed out all of it on the repairs.

Page 12 Note 8 Contingent Receivable: Debbie asked if we wanted to keep leaving this in the audit. FCW wants it left in. It has to do with the breach of contract and the judgment that we hold on original Station 63 build. We will continue to renew until it is paid.

Page 12 Note 9 Property and Equipment: At December 31, 2013, property and equipment net of accumulated depreciation was \$4,043,820.00.

Page 13 Note 10 Grants: SAFER (Staffing for Adequate Fire and Emergency Response) grant. During the current fiscal year, the Association received \$44,824 from this grant; as of December 31, 2013, \$283,774 has been received in total. The grant ends November 13, 2014, but there will be no receivables during 2014. The 2014 reporting is a requirement to assure the program is still in effect.

Page 13, Note 11 Designated Funds: There are four designated funds, same as last year. Designated funds at the end of 2013 totaled \$313,098.

Page 14 Note 12: Has to do with the Retirement Plan. Total retirement plan contribution costs for 2013 were \$70,699.

Page 18 – Board Members as of December 31, 2013. Debbie stated that it is not required to have home addresses listed and asked if we wanted to continue that. The board discussed and it was decided to remove the home addresses from the audit report.

A typo at the bottom of page 17, Schedule of Insurance was noted – the last item should read “CRITICAL ILLNESS BENEFIT” rather than “CRITISAL ILLNESS....”.

Debbie said they have extended the income tax return deadline and that she will do the review this weekend.

Rick Windham made a motion to accept the 2013 Audit with the modifications. Steve Sheridan seconded the motion with unanimous approval of the board.

### TREASURER’S REPORT

Brandon Huffman gave the Treasurer’s Report as of July 31, 2014:

Prosperity Bank Checking	\$ 13,360.09
Prosperity Bank Advantage Plus	219,287.78
Prosperity MM-Contingency Account	100,000.00
Trustmark Bank Cook FF Ed Fnd	7,020.91
Prosperity Bank-Non ESD Funds	127,682.50
Trustmark Bank Dan A. & Larue B. Langford Fund	98,930.24
Trustmark Bank Firefighter Relief Fund	8,910.97
<b>Total:</b>	<b>\$575,192.49</b>

#### Checks > \$1,000 - July

<b>Check</b>	<b>Name</b>	<b>Amount</b>	<b>For</b>
27077	American Express	3,795.84	Explanation attached w/July minutes
27084	Hudson Energy	3,079.12	Electric Utilities
27088	Siddons-Martin Fire Appar.	6,092.34	T-61 Major Preventative Maintenance; R-61 Preventative Maintenance
27090	Sun Coast Resources	2,164.05	Diesel Fuel
ACH	EFTPS	11,659.26	Payroll Taxes
ACH	Lincoln Trust	3,942.92	401K
ACH	QuickBooks Payroll	29,201.28	Payroll
ACH	EFTPS	3,506.38	PVIP Taxes

ACH	QuickBooks Payroll-PVIP	12,126.31	PVIP
27106	Home Depot	1,458.91	Sta. 1 Maint.; Sm Equip. Maint.; Training Fac. Repairs; Recruit Training, Training Expense
ACH	EFTPS	1,790.94	941 – 2 <sup>nd</sup> Qtr. Taxes
ACH	EFTPS	11,899.30	Payroll Taxes
ACH	Lincoln Trust	3,999.08	401K
ACH	QuickBooks Payroll	32,715.69	Payroll
27117	Medical Screening Services	3,626.00	Firefighter Physicals
27121	Sam's Club	1,123.48	Sta. 61 and Rehab Supplies
27123	Spring VFD	2,656.50	Tower Rental – July-Dec. 2014
27128	Blue Cross Blue Shield of Texas	2,256.24	Health Care Premium
27136	Sun Coast Resources	2,082.02	Diesel Fuel
27137	Verizon Wireless	1,051.90	\$342 Air Cards; \$710 Cell Phones
27139	American Express	1,632.01	Explanation attached to July minutes
27147	Prime ITS, Inc.	1,300.00	Monthly Computer Maint.
ACH	EFTPS	12,639.18	Payroll Taxes
ACH	Lincoln Trust	4,407.34	401K
ACH	QuickBooks Payroll	31,669.77	Payroll

Total checks for the month total \$207,488.42.

Paul Nichols made a motion to accept the Treasurer's Report and checks written. Bill Wurdeman seconded the motion with unanimous approval of the board.

### FIRE CHIEF'S REPORT

FCW reported that there were 127 responses for the month, nothing major for us.

### OLD BUSINESS

#### Station 63 Deed Change – Status

ESD 28 has signed off, and we will be going to closing, but this should stay on the agenda until it is finished.

#### Modify Insurance

We are not going to act on that this month, as at a meeting FCW had with Kevin Sofoul; our BCBS is going up 14% in 2015. The increase is most likely related to the Affordable Care Act. Our monthly health premium was \$2,180. The cost will go up to \$2,572 per month in 2015.

Fred will report this also to the ESD. We do not think the other insurance, SIS, dental, etc. will change much.

The increase is going to change the spreadsheet FCW presented before, so he will rework it. We are looking at 50%.

The next cycle is when we are going to see significant change because of the ACA.

**Station 63 Staffing**

We are into our fourth week; we can remove this item from the agenda.

**Modify Station 61 Bedroom**

The lockers are in, door frame and door should be in this week. We should be at \$5K for this modification.

**2013 Audit**

Complete, remove from agenda.

**NEW BUSINESS**

**2015 ESD Funding**

FCW said \$2.4 million is what he will request. Brandon Huffman thinks that amount sounds right and the Board agreed.

**ESD 2015 Budget**

This will be due in September, but they will start working on it next Monday night.

**Station 63 Planning**

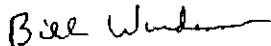
Construction costs are going up 1% per month. ARS and FCW sat down to put together a plan for replacing station 63. We will do a feasibility study and they met with Dan Langford as well. He's ok with it. \$9600 is the feasibility study, schematic design is \$81,000. We will ask the ESD to fund the feasibility study now. FCW is meeting with a flood control person next week and after they tell us if we can do parking lot retention, do a small pond, or nothing, that will trigger the survey. The survey will come out of the PVFA budget which will allow BRW to move ahead with their feasibility study. It's possible we could start in the 3<sup>rd</sup> quarter of 2015, but we will see what transpires. We are basically looking at flipping Station 2.

We will keep on the agenda.

**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, September 10<sup>th</sup> at 6:00 p.m.



Bill Wurdeman, Secretary



Teresa Griffin, Office Manager