

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 December 8, 2015

Members Present:

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

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

Others Present:

Fred Windisch, Fire Chief
Teresa Griffin, Office Manager
Debbie Gibson, McCall Gibson Swedlund Barfoot

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 23rd, 2015 Board Meeting.

There was an error on page 3 of 29 under "PVFA Budget 2016", second paragraph, first sentence should read, "...since Texas Comptroller has decided we do not qualify since we are not a combination department." rather than 'quality'. 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

No public was in attendance.

TREASURERS REPORT

Brandon Huffman gave the Treasurer's report as of November 30, 2015:

Prosperity Bank Checking	\$ 52,224.32
Prosperity Bank Advantage Plus	548,993.98
Prosperity MM Contingency Account	150,000.00
Trustmark Cook FF Ed/Relief FD	6,316.20
Prosperity Bank Non-ESD Account	131,683.35
Dan A. & Larue B. Langford Fund	96,151.42
Independent Bank – SCBA CD	30,000.00
<i>Total:</i>	\$1,015,369.27

Checks for November > \$1,000

Check #	Amount	To	For
28224	\$ 1,300.46	Hudson Energy	Electric Utilities
ACH	13,552.94	EFTPS	Payroll Taxes
ACH	33,627.76	QuickBooks Payroll	Payroll
28233	2,000.00	Demontrond Buick	Deposit on R61 Repair
ACH	4,116.09	Lincoln Trust	401K
28241	1,050.63	Home Depot	Sta. 2 & 3 Maint. & Equip. Maint.
28248	2,660.67	Siddons-Martin	E-63 MJ Preventative Maint.
28249	2,189.00	Southwest Houston Tire	(4) Tires E-63
28263	1,749.00	Prime ITS	Monthly Computer Maintenance
28265	1,173.60	Siddons-Martin	E-62 Maintenance
ACH	40,169.73	QuickBooks Payroll	Payroll
ACH	16,076.76	EFTPS	Payroll Taxes
ACH	4,460.06	Lincoln Trust	401K
28273	3,424.94	Blue Cross/Blue Shield	Health Ins. Premium
28274	3,112.82	Capital One Bank	Explanation attached
28278	1,690.00	Siddons-Martin	E61 Replace Front Motor mounts
28279	2,104.70	Southwest Houston Tire	E61 – 4 tires
28280	1,148.54	Sun Coast Resources	Diesel Fuel
28282	4,631.84	Wildfire Truck & Equip.	Fire Equip-New Pickup
28283	10,628.78	American Express	Explanation attached
28285	1,477.16	Hagemeyer North America	SCBA Repair
28287	1,249.44	Hudson Energy	Electric Utilities
28291	13,000.00	World Champions Centre	Big Fans 18' diameter (2) – Sta. 61

Page 12 of 29, check 28283 for \$10,628.78 needs explanation, was not attached. FCW provided the explanation during the meeting.

Total checks for the month of November were \$183,553.62.

Balance Sheet (Page 13 of 29)

Balance Sheet looks in order, we received \$ 731,275.00 from ESD and the Contingency Account was brought back up to \$150K.

Profit & Loss YTD Comparison (Page 16 of 29)

The ESD funding for \$731,275.00 was for \$730K operating funds plus a reimbursement of \$1275.00.

With the exception of the Curtis Cook Education Fund (405-10), everything looks good. There is a YTD balance of \$ -10,870.29 because of a loan made from the Fund, and subsequently partially paid back.

Brandon asked if there were any questions on the report or checks. Rick Windham made a motion to accept the Treasurer's Report and checks as written. Bill Wurdeman seconded the motion with unanimous approval of the board.

The ESD draw will be next month.

FIRE CHIEF'S REPORT

FCW reported that the Assistance to Firefighters Grant is working toward personal gear purchase for cancer prevention against the Petrochemical made chemicals that are burning today. Part of that grant will be for two more washer extractors and two dryers. Our part would be 10%, but he doesn't know what the total dollars will be yet. We will put on the agenda for next meeting. FCW would just like the Board's permission to put in for the grant.

Brandon Huffman made a motion to approve FW's applying for the grant. Steve Sheridan seconded the motion with unanimous approval of the board.

We are going to receive a \$1500 donation on Friday evening, and it will be coming from James Dickerson's sister. It will be used to build a dining table for the upstairs. The guys will build it.

We had a really busy month, we alternate months with Spring at Station 2, and had 57 automatic aid responses to Spring. On the 28th, we had two house fires within 3 ½ hours. Our total responses for the month are 212 runs. It appears that we are going to hit 1850 responses this year.

We were reimbursed by the ESD for the SAFE-D registration, Blue Cross and Blue Shield went down a little for everyone except those with family coverage. Big fans were installed; we paid \$13k for the fans and just paid \$4500 for labor and installation.

Page 27 is the 2015 Cash Flow spreadsheet; we are presently \$88K under budget. We will purchase \$20K worth of radios, part of the radio migration project. We bought a couple of helmets, VCR for Station 2 for the security cameras. We also purchased firefighting foam and we replaced the kitchen chairs for Station 1.

We should still come in under budget. We are over on payroll, which was explained in the Budget Report.

OLD BUSINESS

Station 63 Planning

ESD approved the contract; we met with the contractor this week. They are ready to move forward with the first phase after the first of the year. Centerpoint has to set some poles first. The first pay request came in yesterday and for a \$10K permit and some other things. It will be submitted at the ESD Board Meeting this month.

The shed is complete except for electricity; and the old shed has been taken down. Tony is doing a very good job.

Station 61 Fans

We can remove the Station 61 fans from the agenda, they are installed and working perfectly.

2016 Budget

Fred reported that he has some changes from the November 23rd meeting. There was an error in the hourly employee (just in the worksheet).

He has made some adjustments to offset. The replacement heating A/C has been deferred for one year at Station 61. Station 63 utilities has been reduced during the construction period, forgot to put in for the POD Rentals. We will defer also on the thermal imager, etc.

On the cook-off, Tony thinks they can gather \$14K again.

Full time raises will remain in force; we maintained the current Captain Stipend also for Public Education (Marti Stein).

Station 62 is a staffing plan - Spring has hourly folks that could be employed here as 'call in' vs. paying OT to our people.

We have a deficit in budget at this time of \$20,500 in Payroll. We will look at again mid-year and see where we are and can address again at that time.

Fred asks that we go ahead with the 2016 Budget just presented to you, we will adjust as necessary.

Rick Windham made a motion to approve the budget, Steve Sheridan seconded with unanimous approval of the board.

Upgrade Burn Building

They are here from Canada and doing the annual maintenance and upgrade.

Disposal of Donated RV

FCW hasn't finished working on the RV Bid.

Curtis Cook Fund Loan

\$10,000 of the \$12,000 has been paid back on the loan taken from Curtis Cook Fund.

NEW BUSINESS

2015 Audit

Debbie Gibson from McCall, Gibson arrived. She presented the Engagement Letter (same as last year) to the Board. Brandon Huffman made a motion to retain McCall, Gibson, et al again for the 2015 PVFA Audit. Steve Sheridan seconded the motion with unanimous approval of the board.

MOTION TO ADJOURN

A motion to adjourn was made at 6:50 p.m. by Rick Windham; Bill Wurdeman seconded the motion with unanimous approval of the board.

The next meeting will be Tuesday, January 12th, 2016 at 6:00 p.m.



Bill Wurdeman, Secretary