

VILLAGE FIRE DEPARTMENT
REGULAR MONTHLY BOARD MEETING AGENDA
Wednesday, May 21, 2025, 6:00 P.M

Notice is hereby given of a regular monthly meeting of the Fire Commission of the Village Fire Department, to be held on **Wednesday, May 21, 2025, at 6:00 P.M.**, 901 Corbindale Road, Hedwig Village, Texas 77024.

1. **CALL TO ORDER**
2. **COMMENTS FROM THE PUBLIC** – Comments are limited to 3 minutes each.
3. **CONSENT AGENDA** – All Consent Agenda items listed are considered to be routine by the Board of Commissioners and will be enacted by one motion. There will be no separate discussion of these items unless a Board Member requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.
 - A. Approval of Minutes – Regular Monthly Board Meeting Minutes April 23, 2025
 - B. Approval of Bills Paid – April 2025
4. **REPORTS**
 - A. Treasurer’s Financial Reports and possible action – April 2025
 - B. Administrator’s Report and possible action – April 2025
 - C. Investment Report – April 2025
 - D. Fire Chief’s Report and possible action – April 2025
5. **DISCUSSION ITEMS/PRESENTATION OF SPECIAL REPORTS** – The Board will discuss and consider possible action on the following:
 - A. Temporary Aerial Apparatus
 - B. VFIS Insurance
 - C. Board Member Orientation
6. **DISCUSSION OF AND POSSIBLE ACTION ON THE FOLLOWING** – The Board will discuss and consider possible action on the following:
 - A. Budget Amendments
 1. 2024-02
 2. 2025-03
7. **DISCUSSION OF AND POSSIBLE ACTION REGARDING PAST FINANCIAL MATTERS** - The Board of Commissioners will discuss and take any action necessary related to past financial matters, the resulting forensic audit, and steps toward resolution.
8. **DISCUSSION OF AND POSSIBLE ACTION REGARDING TIMING AND PAYMENT OF 2024 AUDIT** - The Board of Commissioners will discuss and take any action necessary related to past financial matters, the resulting forensic audit, and steps toward resolution.

I certify that the agenda for the 21st of May 2025 Regular Monthly Board Meeting was posted at the fire department this the 16th day of May 2025, at 2:00 P.M. – Amy Buckert, Administrator/Finance Director.

The facility is wheelchair-accessible and accessible parking is available. Requests for accommodations or interpretive services must be made at least forty-eight (48) hours prior to this meeting. Please contact the Fire Chief’s Office at (713) 468-7941 for further information.

9. **DISCUSSION OF AND POSSIBLE ACTION REGARDING PAYMENT OF STIPEND FOR INTERN** - The Board of Commissioners will discuss and take any action necessary related to payment of a stipend for internship completion.
10. **DISCUSSION OF AND POSSIBLE ACTION REGARDING AMENDMENT TO THE VFD BYLAWS** - The Board of Commissioners will discuss and take any action necessary related to amending the VFD bylaws.
11. **DISCUSSION OF AND POSSIBLE ACTION REGARDING FY 2026 BUDGET DISCUSSION #4** – The Board of Commissioners will conduct Budget Discussion #4 to include discussion and possible action.
12. **EXECUTIVE SESSION** - The Board of Commissioners will retire into Executive Session as authorized by Chapter 551; Texas Government Code, to seek legal advice related to the following matters:
 - A. Executive session pursuant to Texas Government Code Section 551.074 authorizing a governmental body to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee;
 1. Fire Chief
 2. Administrative Specialist
 3. Fire Marshal
 4. Captain
 5. Fire Medic 2
 - B. Executive session pursuant to Section 551.071 consultation with attorney regarding pending or contemplated litigation
13. **ACTION – CLOSED SESSION** – The Board of Directors will consider and take any actions necessary on items discussed in Executive Session
14. **FUTURE TOPICS**
15. **NEXT MEETING DATE**
June 25, 2025
16. **ADJOURNMENT**

I certify that the agenda for the 21st of May 2025 Regular Monthly Board Meeting was posted at the fire department this the 16th day of May 2025, at 2:00 P.M. – Amy Buckert, Administrator/Finance Director.

The facility is wheelchair-accessible and accessible parking is available. Requests for accommodations or interpretive services must be made at least forty-eight (48) hours prior to this meeting. Please contact the Fire Chief's Office at (713) 468-7941 for further information.

Minutes
**VILLAGE FIRE
DEPARTMENT REGULAR
MONTHLY BOARD
MEETING**

Wednesday, March 26, 2025, 6:00 P.M.

1. CALL TO ORDER

A regular fire commission meeting of the Village Fire Department was held on Wednesday, April 23, 2025, at 901 Corbindale, Houston, Texas 77024. It began at 6:00 p.m. and was presided over by Keith Brown. The secretary was present.

Present & Voting Were:

City of Bunker Hill Village
City of Hedwig Village
City of Hilshire Village
City of Hunters Creek
City of Piney Point Village
City of Spring Valley Village

Commissioner Keith Brown, Chair
Commissioner Matt Woodruff
Mayor Robert (Bob) Buesinger
Commissioner Rob Adams, Secretary
Commissioner Henry Kollenberg, Vice Chair
Commissioner John Lisenby, Treasurer

Present Were:

City of Bunker Hill Village
City of Hedwig Village
City of Hilshire Village
City of Hunters Creek
City of Piney Point Village

Alternate Clara Towsley
Alternate Patrick Breckon
Commissioner Mike Garofalo
Alternate John DeWitt
Alternate Dan Ramey

Village Fire Department
Administrative Staff

Fire Chief, Howard Miller
Amy Buckert, Administrator/Finance Director
Katherine Stuart, Administrative Specialist

Randle Law Firm

Attorney Brandon Morris

Not Present Were:

City of Spring Valley Village

Alternate Steve Bass

2. COMMENTS FROM THE PUBLIC – Comments are limited to 3 minutes each.

Mayor Tom Jinks spoke about item 6A on the agenda, which would bring the Department's TMRS retirement plan in line with what is offered Hedwig Village's other City employees. He stated that his City was unable to afford the improvements to the Department's retirement plan, and as such, he wanted the record to reflect that he was against the item.

3. CONSENT AGENDA – All Consent Agenda items listed are considered to be routine by the Board of Commissioners and will be enacted by one motion. There will be no separate discussion of these items unless a Board Member requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

- A. Approval of Minutes – Regular Monthly Board Meeting Minutes March 26, 2025
- B. Approval of Bills Paid – March 2025

Motion: Lisenby
Second: Kollenberg
Unanimously approved

4. REPORTS

- A. Treasurer's Financial Reports and possible action – March 2025 (attached)
- B. Administrator's Report and possible action – March 2025 (attached)
- C. Investment Report – March 2025 (attached)
- D. Fire Chief's Report and possible action – March 2025

The department is fully staffed. Captain Ekblaw is out until August. There was one major incident, a house fire in Hunters Creek. There were 193 calls for service averaging a four minute, eleven second response time. Chief is working on the All Hazards Mitigation Plan, working on an incident/accident training program, and thanked Commissioner Brown for his year as the Chair of the Board.

Motion: No Action Taken

Second:

5. DISCUSSION ITEMS/PRESENTATION OF SPECIAL REPORTS – The Board will discuss and consider possible action on the following:

- A. Temporary Aerial Apparatus

Chief told the Commission that five of the Cities had approved the Budget Amendment, and that Piney Point had it on their agenda for the Monday following the Commission meeting. He advised the Commission that there are two trucks available for lease at the moment.

Motion: No Action Taken

Second:

6. DISCUSSION OF AND POSSIBLE ACTION ON THE FOLLOWING – The Board will discuss and consider possible action on the following:

- A. TMRS Retirement

Anthony Mills of TMRS drove in from Austin to present to the Commission and explain nuances of the retirement plan options to the Board. The Chief gave his presentation which outlined reasons the plan improvements were needed (attached). He explained how the enhanced benefits would assist with recruitment and retention.

Member Kollenberg moved to approve the 100% option. He stated that in response to Mayor Jinks, Hedwig has 100% COLA for its employees, which makes its contribution 12.1%, which is pretty close to the 13% for option six. And also gives them a \$1.2 million unfunded liability for their employees as opposed to their share of option six, which would be just under \$700,000. He asked the Chair for discussion; however, with no second for the motion, they were unable to have a discussion.

The floor was not turned over to Mr. Mills.

There was a motion made to approve Option 1 from the packet.

Motion: Kollenberg

Second:

Motion died for lack of a second

There was a motion made to approve Option 2 from the packet.

Motion: Kollenberg

Second:

Motion died for lack of a second

There was a motion made to approve Option 3 from the packet.

Motion: Kollenberg

Second:

Motion died for lack of a second

There was a motion made to approve Option 4 from the packet.

Motion: Kollenberg

Second:

Motion died for lack of a second

There was a motion made to approve Option 5 from the packet.

Motion: Kollenberg

Second:

Motion died for lack of a second

There was a motion made to approve Option 6 from the packet.

Motion: Kollenberg

Second:

Motion died for lack of a second

7. **DISCUSSION OF AND POSSIBLE ACTION REGARDING PAST FINANCIAL MATTERS** - The Board of Commissioners will discuss and take any action necessary related to past financial matters, the resulting forensic audit, and steps toward resolution.

Motion: No Action Taken

Second:

8. **DISCUSSION OF AND POSSIBLE ACTION REGARDING TIMING AND PAYMENT OF 2024 AUDIT** - The Board of Commissioners will discuss and take any action necessary related to past financial matters, the resulting forensic audit, and steps toward resolution.

The Administrator/Finance Director gave an update to the Board, including that Mr. Belt had drafted a letter to the partners on behalf of the Department, and the Department was reviewing the letter for return back to Mr. Belt. She advised the Commission that Mr. Belt would want a meeting with the Audit Committee once that letter was final.

Motion: No Action Taken

Second:

9. **DISCUSSION OF AND POSSIBLE ACTION REGARDING COMBINING GENERAL FUND SAVINGS AND CHECKING INTO ONE ACCOUNT** - The Board of Commissioners will discuss and take any action necessary related to closing the savings account and combining the General Fund checking and savings accounts.

The Administrator explained that there is no benefit to the Department to have a separate savings and checking account at Stellar Bank as appeared to be the case at Wells Fargo. She sought permission to consolidate the two accounts to simplify money management.

She also mentioned that she wants to get more intentional with cash management and treasury management so that the Department can make more money on the current interest rates. She stated that she would be drafting an Investment Policy during her time in Little Rock so that the Department can more actively manage cash. The policy will be PFIA compliant and all monies will be collateralized in accordance with PFIA.

Commissioner Woodruff moved combine the general fund checking and savings account and authorize the secretary to sign such corporate certificates as may be required on the bank's forms to effectuate the intended report.

Motion: Woodruff

Second: Lisenby

Unanimously approved

10. **DISCUSSION OF AND POSSIBLE ACTION REGARDING AUDIT FIRM REQUEST FOR QUALIFICATIONS** - The Board of Commissioners will discuss and take any action necessary related to seeking qualifications from audit firms for annual audit work.

The Board directed the Administrator/Finance Director to draft up an RFQ for Audit Services for their review.

11. **DISCUSSION OF AND POSSIBLE ACTION REGARDING AMENDMENT TO THE VFD BYLAWS**
- The Board of Commissioners will discuss and take any action necessary related to amending the VFD bylaws.

Member Woodruff asked the Commission to consider striking the authority of the Chair to appoint Committees as is outlined in the interlocal. The decisions would be handled on a Committee-by-Committee basis.

Motion: Woodruff

Second: Kollenberg

Unanimously approved

12. **DISCUSSION OF AND POSSIBLE ACTION REGARDING APPOINTMENT OF ALL COMMITTEES** - The Board of Commissioners will discuss and take any action necessary related to appointing Committee members.

There are three Committees on the Commission: the Search Committee, the Audit Committee, and the Budget Committee. The following are the compositions of each:

Audit Committee:

- Ramey
- Buesinger

Motion: Woodruff

Second: Kollenberg

Unanimously approved

Budget Committee:

- Towsley
- Lisenby
- Ramey

Motion: Woodruff

Second: Garofalo

Unanimously approved

Search Committee:

- Woodruff
- Pappas
- Buesinger

Motion: Kollenberg
Second: Garofalo
Unanimously approved

Member Woodruff asked the Commission to consider striking the authority of the Chair to appoint Committees. The decisions would be handled based on each Committee.

13. DISCUSSION OF AND POSSIBLE ACTION REGARDING FY 2026 BUDGET DISCUSSION #3 –

The Board of Commissioners will conduct Budget Discussion #3 to include discussion and possible action.

Member Kollenberg asked the Commission to consider a 5% COLA and a 4% contribution to the 457(b) plan. Commissioner Woodruff said he would be in support of a 3%. Mr. Kollenberg stated that the police department is talking about 4%. He stated the Fire Department should be talking about 4% or 5%, especially since there was no movement on the TMRS options. He stated it would be a good idea to increase the 457(b) contribution.

The department is approximately \$750,000 under budget for the 24 budget, so in essence the Department is returning \$750,000 back to the Cities. \$750,000 is roughly 7% of the budget.; he stated he wants 7% to go toward salary improvements. There was some discussion about building in a cushion of three days (\$150,000) for disaster mitigation in the event that it is needed.

There was some discussion about the sustainability of the budget, being as how a 3% raise was increasing the Department's budget approximately 6%. It was clarified that each City pays a portion of that 6% increase, not the entire 6% increase, based on the Interlocal Agreement.

There was discussion about the cost of Capital items in the budget artificially inflating the budget and making the increases appear larger than they really are. Someone mentioned that this is an issue with the Interlocal and how Capital is defined, and not necessarily a statement on how the Fire Department does their budgeting. The Commission then discussed amending the Interlocal to allow for better classification of these items within the budget.

There was a proposal to take some of the capital items (Tower repairs, fuel station upgrades, and the generator), remove them from the budget, and do a budget amendment at the same time that we fix the interlocal to address all those capital items, and take the capital items from the refund to the Cities.

Motion: Woodruff
Second: Kollenberg
Unanimously approved

14. EXECUTIVE SESSION - The Board of Commissioners will retire into Executive Session as authorized by Chapter 551; Texas Government Code, to seek legal advice related to the following matters:

- A. Executive session pursuant to Texas Government Code Section 551.074 authorizing a governmental body to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; Fire Chief
- B. Executive session pursuant to Texas Government Code Section 551.074 authorizing a governmental body to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; Administrator/Finance Director
- C. Executive session pursuant to Section 551.071 consultation with attorney regarding pending or contemplated litigation

The Board convened in Executive Session at 7:50 pm.

The Board resumed open session at 8:09 pm. No action was taken.

15. **ACTION – CLOSED SESSION** – The Board of Directors will consider and take any actions necessary on items discussed in Executive Session

Motion: No Action Taken

Second:

16. **FUTURE TOPICS**

- A. Ratify appointments of existing committees
- B. Amend Interlocal Agreement
- C. Approve Budget Amendment 2025-03
- D. Adoption of 2026 Budget

17. **ROTATION OF OFFICERS**

2025/2026 Rotation

- Commissioner PPV Henry Kollenberg – Chair
- Alternate Dan Ramey
- Commissioner SVV John Lisenby – Vice Chair
- Alternate Council Member Steve Bass
- Commissioner HCV Rob Adams – Treasurer
- Alternate John DeWitt
- Commissioner Hil V Mike Garofalo - Secretary
- Alternate Mayor Robert “Bob” Buesinger
- Commissioner HV Matt Woodruff
- Alternate Council Member Patrick Breckon
- Commissioner BHV Keith Brown
- Alternate Council Member Clara Towsley

18. **NEXT MEETING DATE**

May 28, 2025

The Board elected to move the May meeting up one week to May 21, 2025.

Motion: Kollenberg

Second: Garofalo

Unanimously approved

19. **ADJOURNMENT**

The meeting was adjourned at 8:12 pm.

**Village Fire Department
Statement of Receipts and Expenditures
Accrual Basis
As of April 2025 and YTD**

Accounts	Apr 25	Apr 25	Over (Under)	Over	Apr 25 YTD	Apr 25 YTD	Over (Under)	Fiscal Year	Over (Under)	Over
	Actuals	Budget	\$	(Under) Budget %	Actuals	Budget	Budget	Budget	\$	(Under) Budget %

Receipts

14000 City Assessments General Fund											
14010 Bunker Hill Village	\$ 156,369	\$ 156,369	\$ -	0%	\$ 703,659	\$ 547,291	\$ 156,369	\$ 1,876,425	(\$1,172,766)	37%	
14020 Hedwig Village	152,254	152,254	0	0%	685,142	532,888	152,254	1,827,045	(1,141,903)	38%	
14030 Hilshire Village	24,690	24,690	0	0%	111,104	86,414	24,690	296,278	(185,174)	38%	
14040 Hunter's Creek Village	183,116	183,116	(0)	0%	824,022	640,906	183,116	2,197,392	(1,373,370)	37%	
14050 Piney Point Village	172,829	172,829	0	0%	777,729	604,900	172,829	2,073,943	(1,296,215)	38%	
14060 Spring Valley Village	133,736	133,736	0	0%	544,254	468,077	76,177	1,604,837	(1,060,583)	34%	
Total 14000 City Assessments General Fund	\$ 822,993	\$ 822,993	\$ (0)	0%	\$3,645,910	\$2,880,477	\$765,434	\$9,875,920	(\$6,230,010)	37%	
24000 Capital Replacement	\$ -	\$ 16,667	(\$16,667)	0%	\$ -	\$ 58,333	(\$58,333)	\$ 200,000	(\$200,000)	0%	
32010 Ambulance Fund Income (ABF)	46,177	20,833	25,344	222%	388,569	62,500	326,069	250,000	138,569	155%	
14200 Fuel Cost Reimbursements	4,285	0	4,285	0	8,051	0	8,051	0	8,051	0	
14211 Hedwig - Fuel Cost Reimbursement	0	0	0	0	2,825	0	2,825	0	2,825	0	
14271 Piney Point - Fuel Cost Reimbursement	0	0	0	0	87	0	87	0	87	0	
14275 Fuel Admin Fee	40	0	40	0	146	0	146	0	146	0	
14290 Workers Comp Reimbursement	174	0	174	0	12,364	0	12,364	0	12,364	0	
14400 Medical Standby Event Income	0	0	0	0	7,475	0	7,475	0	7,475	0	
14500 CPR Income	176	0	176	0	1,901	0	1,901	0	1,901	0	
14600 COBRA Income	1,784	0	1,784	0	5,351	0	5,351	0	5,351	0	
14910 Interest Income	14,301	0	14,301	0	27,855	0	27,855	0	27,855	0	
14930 Miscellaneous Income	27,719	0	27,719	0	28,297	0	28,297	0	28,297	0	
24910 Interest Income (CRF)	503	0	503	0	14,985	0	14,985	0	14,985	0	
54910 Interest/Dividend Income (FF)	7	0	7	0	741	0	741	0	741	0	
Total Receipts	\$ 918,159	\$ 860,494	\$57,665	107%	\$ 4,144,558	\$ 3,001,310	\$ 1,143,248	\$ 10,325,920	(\$6,181,362)	40%	

Operational Expenditures

Total 15000 Capital Expenditures	\$ 13,304	\$ 12,217	\$ 1,087	109%	\$ 14,728	\$ 36,650	(\$21,922)	\$ 146,600	(\$131,872)	10%
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Personnel Expenditures

16010 Salaries	\$ 464,080	\$ 482,417	(\$18,337)	96%	\$ 1,740,468	\$ 1,447,250	\$ 293,218	\$ 5,789,000	(\$4,048,532)	30%
16011 Salaries - Overtime Regular	10,627	25,000	(14,373)	43%	55,072	75,000	(19,928)	300,000	(244,928)	18%
16012 Overtime - Medical Standby Events	0	841	(841)	0%	2,716	2,522	194	10,090	(7,374)	27%
16013 Overtime - Training	0	4,080	(4,080)	0%	0	12,240	(12,240)	48,960	(48,960)	0%
16014 Overtime - CPR	1,076	841	235	128%	3,826	2,522	1,304	10,090	(6,264)	38%
16015 Longevity Pay	1,940	2,217	(277)	88%	7,724	6,650	1,074	26,600	(18,876)	29%

**Village Fire Department
Statement of Receipts and Expenditures
Accrual Basis
As of April 2025 and YTD**

Accounts	Apr 25	Apr 25	Over (Under)	Over	Apr 25 YTD	Apr 25 YTD	Over (Under)	Fiscal Year	Over (Under)	Over
	Actuals	Budget	Budget	(Under)		Budget	Budget		Budget	Budget
			\$	%					\$	%
16016 Higher Class Pay	147	1,811	(1,664)	8%	10,493	5,434	5,060	21,735	(11,242)	48%
16018 Professional Certification Pay	5,643	5,803	(160)	97%	20,651	17,410	3,241	69,640	(48,989)	30%
16020 457 Plan Contribution	0	9,648	(9,648)	0%	0	28,945	(28,945)	115,780	(115,780)	0%
16030 FICA Tax	33,296	40,748	(7,453)	82%	126,436	122,245	4,191	488,980	(362,544)	26%
16040 Basic Life, ADD, LTD Insurance	1,739	2,100	(361)	83%	6,788	6,300	488	25,200	(18,412)	27%
16050 Employee Retirement - TMRS	29,974	35,688	(5,714)	84%	119,372	107,065	12,307	428,260	(308,888)	28%
16060 Health Insurance	79,442	87,883	(8,441)	90%	318,476	263,650	54,826	1,054,600	(736,124)	30%
16070 Worker's Compensation Insurance	0	7,800	(7,800)	0%	9,912	23,400	(13,488)	93,600	(83,688)	11%
16100 Meal Allowance	3,833	3,833	(0)	100%	12,778	11,500	1,278	46,000	(33,222)	28%
Total 16000 Personnel Expenditures	\$ 631,796	\$ 710,711	(\$78,915)	89%	\$ 2,434,713	\$ 2,132,134	\$ 302,579	\$ 8,528,535	(\$6,093,822)	29%

Maintenance, Office Expenditures

17010 Ambulance Medical Supplies	3,520	5,000	(1,480)	70%	18,320	15,000	3,320	60,000	(41,680)	31%
17020 Dues & Subscriptions	100	413	(313)	24%	288	1,238	(950)	4,950	(4,662)	6%
17030 Building Maintenance	720	2,500	(1,780)	29%	2,177	7,500	(5,323)	30,000	(27,823)	7%
17035 Station Supplies	1,441	1,500	(59)	96%	6,973	4,500	2,473	18,000	(11,027)	39%
17040 IP Address VPN (PS Lightwave)	1,015	735	280	138%	4,061	2,205	1,856	8,820	(4,759)	46%
17041 Internet & TV (Comcast & Starlink)	1,028	1,650	(622)	62%	5,751	4,950	801	19,800	(14,049)	29%
17042 Mobile Device Services	557	508	48	109%	1,768	1,525	243	6,100	(4,332)	29%
17043 City of Houston Radio System	0	1,640	(1,640)	0%	338	4,920	(4,583)	19,680	(19,343)	2%
17044 Communications - Motorola 47 & NICE	0	3,798	(3,798)	0%	42,109	11,395	30,714	45,580	(3,471)	92%
17048 EMS Equipment Maintenance - ProCare/Stryker	20,545	1,873	18,672	1097%	20,545	5,618	14,927	22,470	(1,925)	91%
17070 Public Education, Relations, Promotions (Prevention)	0	417	(417)	0%	38	1,250	(1,212)	5,000	(4,962)	1%
17080 Gas & Oil Inventory	0	0	0	0	26,001	0	26,001	0	26,001	0
17085 Gas & Oil Purchase	60	4,583	(4,523)	1%	505	13,750	(13,245)	55,000	(54,495)	1%
17090 Property & Casualty Insurance	(4,991)	8,333	(13,324)	-60%	43,245	25,000	18,245	100,000	(56,755)	43%
17099 Maintenance of Equipment	378	0	378	0	481	0	481	0	481	0
17100 Vehicle Maintenance	0	15,417	(15,417)	0%	784	46,250	(45,466)	185,000	(184,216)	0%
17101 Maint.-Chief's Truck	0	0	0	0	7,902	0	7,902	0	7,902	0
17102 Maint.-Fire Marshal's Car	0	0	0	0	111	0	111	0	111	0
17105 Maint.-Pumper (E1)	0	0	0	0	61,436	0	61,436	0	61,436	0
17107 Maint.-Ladder (L1)	0	0	0	0	49	0	49	0	49	0
17108 Maint.-Ambulance (Medic 1)	386	0	386	0	386	0	386	0	386	0
17109 Maint.-Ambulance (Medic 2)	0	0	0	0	1,375	0	1,375	0	1,375	0
17110 Maint.-Other	321	0	321	0	427	0	427	0	427	0
17111 Maint.-Contracts	0	0	0	0	4,291	0	4,291	0	4,291	0

**Village Fire Department
Statement of Receipts and Expenditures
Accrual Basis
As of April 2025 and YTD**

Accounts	Apr 25	Apr 25	Over (Under)	Over	Apr 25 YTD	Apr 25 YTD	Over (Under)	Fiscal Year	Over (Under)	Over
	Actuals	Budget	\$	(Under) Budget %	Actuals	Budget	Budget	Budget	\$	(Under) Budget %
17112 Maint.-Pumper (E2) 2000	0	0	0	0	34	0	34	0	34	0
17123 Equipment & Supplies Maintenance	0	3,033	(3,033)	0%	2,839	9,100	(6,261)	36,400	(33,561)	8%
17133 Maintenance SCBA	3,979	1,250	2,729	318%	6,730	3,750	2,980	15,000	(8,270)	45%
17135 Maintenance Fuel System	0	417	(417)	0%	665	1,250	(585)	5,000	(4,335)	13%
17136 Vehicle Licenses & Permits	31	417	(385)	7%	41	1,250	(1,209)	5,000	(4,959)	1%
17129 Other Office Expenses	35	0	35	0	35	0	35	0	35	0
17140 Utilities	5,356	5,583	(228)	96%	13,367	16,750	(3,383)	67,000	(53,633)	20%
17160 Fire Certification Fees	586	608	(22)	96%	1,196	1,825	(629)	7,300	(6,104)	16%
17170 Fire Training Programs	4,765	2,667	2,098	179%	17,171	8,000	9,171	32,000	(14,829)	54%
17171 EMS Training	300	1,500	(1,200)	20%	2,650	4,500	(1,850)	18,000	(15,350)	15%
17177 Fire Marshal Training	0	667	(667)	0%	1,348	2,000	(652)	8,000	(6,652)	17%
17178 Out of Town Expenses	0	0	0	0	69	0	69	0	69	0
17181 Travel Meals & Mileage	0	0	0	0	73	0	73	0	73	0
17183 Dispatch Training & Certification Fees	0	750	(750)	0%	(849)	2,250	(3,099)	9,000	(9,849)	-9%
17185 Admin. Training & Certification Fees	0	417	(417)	0%	20	1,250	(1,230)	5,000	(4,980)	0%
17190 Uniforms	3,020	4,600	(1,580)	66%	12,224	13,800	(1,576)	55,200	(42,976)	22%
17203 Shipping	0	50	(50)	0%	31	150	(119)	600	(569)	5%
17205 Office Supplies	694	958	(264)	72%	991	2,875	(1,884)	11,500	(10,509)	9%
17207 Bank Service Charges	474	167	308	285%	513	500	13	2,000	(1,487)	26%
17211 Adobe	306	67	240	459%	446	200	246	800	(354)	56%
17213 Postage Meter Rental	0	150	(150)	0%	231	450	(219)	1,800	(1,569)	13%
17217 VFD Branded Stationary	0	42	(42)	0%	545	125	420	500	45	109%
17219 Office Phones (8x8)	0	500	(500)	0%	1,352	1,500	(149)	6,000	(4,649)	23%
17221 HRIS (UKG Workforce Ready/AmericheX)	880	1,605	(726)	55%	3,845	4,815	(970)	19,260	(15,415)	20%
17223 Accounting (QuickBooks)	251	258	(7)	97%	1,002	773	230	3,090	(2,088)	32%
17225 Office Software	27	1,000	(973)	3%	10,163	3,000	7,163	12,000	(1,837)	85%
17240 Electronic Protocol Cards - Pro QA	0	0	0	0	53	0	53	0	53	0
17250 Translation Service - Language Line	8	17	(8)	49%	11	50	(40)	200	(189)	5%
17300 Professional Services	275	0	275	0	4,050	0	4,050	0	4,050	0
17302 Legal Services	2,901	3,000	(99)	97%	8,099	9,000	(902)	36,000	(27,902)	22%
17304 Accounting Services	5,350	1,333	4,017	401%	25,881	4,000	21,881	16,000	9,881	162%
17306 IT Services	0	2,658	(2,658)	0%	6,121	7,973	(1,851)	31,890	(25,769)	19%
17308 Health Insurance Consulting Services	0	1,102	(1,102)	0%	10,400	3,306	7,094	13,225	(2,825)	79%
17309 Medical Director Services	1,596	2,083	(487)	77%	6,385	6,250	135	25,000	(18,615)	26%
17313 Other Professional and/or Miscellaneous Services	158	2,250	(2,092)	7%	835	6,750	(5,915)	27,000	(26,165)	3%
17401 VFD Fire Commission & Meeting Expenses	309	632	(323)	49%	1,049	1,895	(846)	7,580	(6,531)	14%
17403 VFD Employee Appreciation & Events	382	833	(451)	46%	559	2,500	(1,941)	10,000	(9,441)	6%
17405 CPR Supplies, Cards, & Equipment	12	250	(238)	5%	48	750	(702)	3,000	(2,952)	2%

**Village Fire Department
Statement of Receipts and Expenditures
Accrual Basis
As of April 2025 and YTD**

Accounts	Apr 25	Apr 25	Over (Under)	Over	Apr 25 YTD	Apr 25 YTD	Over (Under)	Fiscal Year	Over (Under)	Over
	Actuals	Budget	Budget	(Under)		Budget	Budget		Budget	Budget
			\$	%					\$	%
Tipalti Transaction Fee	10,004	0	10,004	0	10,004	0	10,004	0	10,004	0
Other Maintenance, Office Expenditures	0	10,836	(10,836)	0	0	32,510	(32,510)	130,040	(130,040)	0
Total Maintenance, Office Expenses	\$66,779	\$100,065	(\$33,285)	67%	\$399,589	\$300,196	\$99,392	\$1,200,785	(\$801,197)	33%
Total Operational Expenditures	\$711,879	\$822,993	(\$111,113)	-14%	\$2,849,029	\$2,468,980	\$380,049	\$9,875,920	(\$7,026,891)	29%
Other Income										
15100 Insurance Payout from Ladder Truck	0	0	0	0	2,001,500	0	2,001,500	0	2,001,500	0
Excess of Receipts (Expenditures)	\$206,279	\$37,501	\$168,778	550%	\$3,297,028	\$532,330	\$2,764,699	\$450,000	\$2,847,028	733%

**Village Fire Department
Statement of Assets, Liabilities and Fund Balance
Accrual Basis
30-Apr-25**

	GENERAL FUND	CAPITAL REPLACEMENT FUND	FACILITY FUND	AMBULANCE BILLING FUND	COMBINED TOTAL
ASSETS					
Cash					
General Fund (2634)	\$ 481,190	\$ -	\$ -	\$ -	\$ 481,190
Savings (8337)	1,014,702	-	-	-	1,014,702
Texas Class - General Fund	385,656	-	-	-	385,656
Capital Replacement (2709)	-	240,723	-	-	240,723
Texas Class - Capital Replacement	-	2,559,032	-	-	2,559,032
Ambulance (Stellar - 2840)	-	-	-	161,805	161,805
Ambulance (WF - 4347)	-	-	-	4,110	4,110
Texas Class - Ambulance	-	-	-	372	372
Facility (9988)	-	-	3,178	-	3,178
Texas Class - Facility Fund	-	-	98,097	-	98,097
Total Cash & Certificates	1,881,548	2,799,755	101,275	166,287	4,948,865
Accounts Receivable	4,773	-	-	-	4,773
Gasoline & Oil Inventory	8,966	-	-	-	8,966
Prepaid Insurance	36,488	-	-	-	36,488
Interfund Receivables/Payables	(49,039)	49,039	-	-	0
Total Assets	\$ 1,882,736	\$ 2,848,794	\$ 101,275	\$ 166,287	\$ 4,999,092
LIABILITIES AND FUND BALANCE					
Liabilities					
Current Liabilities					
Accounts Payable including Credit Cards	\$ 80,046	\$ -	\$ -	\$ -	\$ 80,046
Due to Spring Valley	57,560	-	-	-	57,560
FICA Payable	34,570	-	-	-	34,570
Federal Income Tax Withholding Payable	23,383	-	-	-	23,383
Supplemental Life Insurance Withheld	310	-	-	-	310
Retirement Contribution Payable	27,463	-	-	-	27,463
Payable to Capital Replacement Fund	-	-	-	388,204	388,204
Ambulance Funds Payable	-	-	-	(221,917)	(221,917)
Due to Texas State Unclaimed Property	1,821	-	-	-	1,821
Total Current Liabilities	225,153	-	-	166,287	391,439
Fund Balance	1,657,583	2,848,794	101,275	-	4,607,654
Total Liabilities & Fund Balance	\$ 1,882,736	\$ 2,848,794	\$ 101,275	\$ 166,287	\$ 4,999,092

Village Fire Department Statement of Cash Flows April 2025

	Total
Excess Receipts over (Expenditures)	\$206,279
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Accounts Receivable (A/R)	7,323
11080 Payroll Clearing	10,655
11320 Prepaid Insurance	694
11500 Due From Marlo Longoria (Misc. Income)	(27,719)
11710 Due to/from Capital Replacement Fund	16,667
Accounts Payable (A/P)	12,310
12025 12025 BUCKERT, AMY (6002) - 2	(702)
12030 MARSHAL, FIRE (5283) - 2	(2,647)
12035 12035 MILLER, TIMOTHY (2075) - 2	(2,710)
12040 MILLER, HOWARD (3921) - 2	(543)
12045 12045 DEPAUL, FRANK (4657) - 2	(347)
12050 STUART, KATHERINE (3345) - 2	48
12060 WITT, STEVE (9719) - 2	2,494
12110 FICA Payable	(755)
12120 Fed Income Tax W/H Payable	(1,639)
12200 Supp. Life Ins. W/H	7
12310 Retirement Contrib. Payable	(1,017)
32020 Ambulance Funds Payable (ABF)	362
Total Adjustments to reconcile Excess Receipts to Net Cash provided by operations:	\$12,480
Net cash increase for period	218,759
Cash at beginning of period	4,730,106
Cash at end of period	\$ 4,948,865

**Village Fire Department
Statement of Changes in Fund Balance
Accrual Basis
1-Apr-25**

	<u>GENERAL FUND</u>	<u>CAPITAL REPLACEMENT FUND</u>	<u>FACILITY FUND</u>	<u>COMBINED TOTAL</u>
Fund Balance - March 31, 2025	\$ 1,659,683	\$ 3,183,567	\$ 13,362	\$ 4,856,613
Excess of Receipts (Expenditures) for the 1 month Ended April 30, 2025	(2,100)	(334,773)	87,913	(248,960)
Fund Balance - April 30, 2025	<u>\$ 1,657,583</u>	<u>\$ 2,848,794</u>	<u>\$ 101,275</u>	<u>\$ 4,607,654</u>

<u>DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>Payee</u>
4/8/2025	Childsupp Texas Sdu	(\$2,710.00)	
4/8/2025	Payroll Tmrs Ccd	(\$64,724.42)	
4/9/2025	Engie	(\$2,137.03)	
4/9/2025	Check 13739	(\$1,650.00)	
4/9/2025	Legalshield	(\$146.50)	
4/9/2025	AT&T	(\$499.61)	
4/9/2025	Starlink	(\$140.00)	
4/10/2025	Payments Tracking Id	(\$8,328.18)	
4/10/2025	Check 13728	(\$481.41)	
4/10/2025	Payments Tracking Id	(\$487.48)	
4/11/2025	Payroll	(\$57.00)	
4/11/2025	Utility Dd Memorial	(\$141.40)	
4/11/2025	Wire Kotapay Ref:259	(\$158,633.17)	
4/11/2025	Edi Pymnts Tipalti	(\$9,994.00)	
4/14/2025	Payments Tracking Id	(\$1,225.00)	
4/14/2025	Billings	(\$879.50)	
4/15/2025	Check 13738	(\$53.04)	
4/15/2025	Check 13737	(\$198.58)	
4/15/2025	Payments Nationwide	(\$1,570.00)	
4/15/2025	Edi Pymnts Tipalti	(\$4.47)	
4/15/2025	Payments Nationwide	(\$7,329.00)	
4/17/2025	Aflac	(\$938.07)	
4/18/2025	Check 13713	(\$20.00)	
4/18/2025	Internal Revenue Service	(\$52,749.09)	
4/22/2025	Check 13745	(\$278.10)	
4/22/2025	Check 13743	(\$8.19)	
4/22/2025	Check 13740	(\$213.57)	
4/23/2025	Childsupp Texas Sdu	(\$2,710.00)	
4/23/2025	Henry Schein	(\$417.36)	
4/23/2025	Edi Pymnts Tipalti	(\$885.69)	
4/24/2025	Comcast	(\$597.95)	
4/25/2025	Payments Tracking Id	(\$35.00)	
4/25/2025	Check 13742	(\$4,200.00)	
4/25/2025	Wire Kotapay Ref:587	(\$171,665.82)	
4/28/2025	Aflac	(\$938.07)	
4/28/2025	Payroll	(\$3,833.31)	
4/28/2025	Payments Tracking Id	(\$1,225.00)	
4/28/2025	Check 13744	(\$98.15)	
4/29/2025	Payments Nationwide	(\$6,929.00)	
4/29/2025	Payments Tracking Id	(\$1,250.00)	
4/29/2025	Edi Pymnts Tipalti	(\$4,523.59)	
4/29/2025	Payments Nationwide	(\$1,667.00)	
4/29/2025	Ent Ach Dr	(\$188.37)	

4/30/2025 1st Bankcard Ctrccd	(\$12,137.34)
4/30/2025 Check 13741	(\$1,810.00)

ADDED OR MATCHED

Added to: Expense: 12190 Special Employee W/H Payable 04/08/2025 \$2,710.00
Added to: Expense: 12310 Retirement Contrib. Payable 04/08/2025 \$64,724.42
Matched to: Expense: 17140 Utilities 04/08/2025 \$2,137.03
Matched to: Check: 17304 Professional Services:Accounting Services 13739 03/27/2025 \$1,650.00
Added to: Expense: 12170 Prepaid Legal Services 04/09/2025 \$146.50
Matched to: Expense: 17042 Mobile Device Services 04/08/2025 \$499.61
Added to: Expense: 17041 Internet & TV (Comcast & Starlink) 04/09/2025 \$140.00
Added to: Expense: 15050 Capital Expenditures:Office Computers 04/10/2025 \$8,328.18
Matched to: Check: 17109 Maintenance of Equipment:Maint.-Ambulance (Medic 2) 13728 03/12/2025 \$481.41
Added to: Expense: 15050 Capital Expenditures:Office Computers 04/10/2025 \$487.48
Added to: Expense: 17042 Mobile Device Services 04/11/2025 \$57.00
Matched to: Expense: 17140 Utilities 04/10/2025 \$141.40
Added to: Expense: 11080 Payroll Clearing 04/11/2025 \$158,633.17
Added to: Expense: Tipalti Clearing Account 04/11/2025 \$9,994.00
Added to: Expense: Split expense 04/14/2025 \$1,225.00
Added to: Expense: 17221 Office Expenses:HRIS (UKG Workforce Ready/Americhex) 04/14/2025 \$879.50
Matched to: Check: 17240 Electronic Protocol Cards - Pro QA 13738 03/27/2025 \$53.04
Matched to: Check: Split expense 13737 03/27/2025 \$198.58
Added to: Expense: 12140 Deferred Compensation 04/15/2025 \$1,570.00
Added to: Expense: Tipalti Clearing Account 04/15/2025 \$4.47
Added to: Expense: 12140 Deferred Compensation 04/15/2025 \$7,329.00
Added to: Expense: 12130 Employee Medical Plan 125 04/17/2025 \$938.07
Matched to: Check: 17185 Admin. Training & Certification Fees 13713 02/27/2025 \$20.00
Added to: Expense: Split expense 04/18/2025 \$52,749.09
Matched to: Check: Split expense 13745 04/10/2025 \$278.10
Matched to: Check: 17250 Translation Service - Language Line 13743 04/10/2025 \$8.19
Matched to: Check: 17190 Uniforms 13740 04/10/2025 \$213.57
Added to: Expense: 12190 Special Employee W/H Payable 04/23/2025 \$2,710.00
Added to: Expense: 17010 Ambulance Medical Supplies 04/23/2025 \$417.36
Added to: Bill Payment: Accounts Payable (A/P) 04/23/2025 \$885.69
Matched to: Expense: 17041 Internet & TV (Comcast & Starlink) 04/21/2025 \$597.95
Added to: Expense: 17129 Other Office Expenses 04/25/2025 \$35.00
Matched to: Check: Split expense 13742 04/10/2025 \$4,200.00
Added to: Expense: 11080 Payroll Clearing 04/25/2025 \$171,665.82
Added to: Expense: 12130 Employee Medical Plan 125 04/28/2025 \$938.07
Added to: Expense: 16100 Personnel Expenditures:Meal Allowance 04/28/2025 \$3,833.31
Added to: Expense: Split expense 04/28/2025 \$1,225.00
Matched to: Check: 17035 Station Supplies 13744 04/10/2025 \$98.15
Added to: Expense: 12140 Deferred Compensation 04/29/2025 \$6,929.00
Added to: Expense: 17309 Professional Services:Medical Director Services 04/29/2025 \$1,250.00
Added to: Expense: Tipalti Clearing Account 04/29/2025 \$4,523.59
Added to: Expense: 12140 Deferred Compensation 04/29/2025 \$1,667.00
Matched to: Expense: 17140 Utilities 04/29/2025 \$188.37

Added to: Expense: 11090 Cash Transfers 04/30/2025 \$12,137.34

Matched to: Check: 17304 Professional Services:Accounting Services 13741 04/10/2025 \$1,810.00

Village Fire Department



901 Corbindale Rd
Houston, Texas 77024
(713) 468-7941
(713) 468-5039 FAX

Protecting and Serving the Cities of:
BUNKER HILL VILLAGE
HEDWIG VILLAGE
HILSHIRE VILLAGE
HUNTERS CREEK VILLAGE
PINEY POINT VILLAGE
SPRING VALLEY VILLAGE

To: Village Fire Department Fire Commission
From: Amy Buckert, Administrator/Finance Director
CC: Howard Miller, Fire Chief
Date: May 21, 2025
Re: **March Administrator's Report**

Please find below an overview of the financial statements and reports for April 2025.

Summary of VFD Financial Performance as of end of April (33.3% of the budget year):

-

February Revenue:

- Total General Fund revenue year-to-date is tracking at 37%.

February Expenses:

- Personnel Expenses: 29% of budget
- Operational Expenses: 29% of budget
- Fire Training will level out as the year progresses, pre-paid for large May training
- Accounting Services continue to be over budget due to the fraud investigation, price increases, and the software conversion, did not receive financials in time to include in our Budget Amendment, will need future BA
- Higher Class pay tracking high due to officer out on injury
- Internet tracking a little high due
- Both Motorola and Stryker have been paid for the year, so although tracking high, no more expenses should be recorded this year

Key Highlights:

- Tipalti rollout of AP module is mostly complete
- Bills are being paid through Tipalti
- Work is largely complete on the PO process
- Work on credit cards has begun
- Wells Fargo money has been transferred to Stellar, next is closure of account

Policies Update

The following policies have been drafted and are being presented this evening for consideration by the Commission:

- No policies at this time, there is a Board Orientation presentation tonight to assist the new members

Next Steps:

- Continue Tipalti training
- Circulate Tipalti training videos
- RFPs for Workers Comp, Audit, Fuel
- Investment Policy

April 2025 Investment Report

Account Type	Purchase Date	Maturity Date	Interest (Yield)	EOM Balance	Interest Earned
General Fund	N/A	On Demand	2.58%	\$519,157.21	\$960.48
Capital Fund	N/A	On Demand	2.58%	\$240,723.06	\$503.47
Facility Fund	N/A	On Demand	2.58%	\$3,178.18	\$6.65
Ambulance Fund (WF)	N/A	On Demand	0.68%	\$5,930.37	\$3.33
Ambulance Fund (St)	N/A	On Demand	2.58%	\$161,805.08	\$292.16
VMIG	N/A	On Demand	0%	\$120,913.84	\$0.00
Savings	N/A	On Demand	2.58%	\$1,014,702.15	\$2,624.31
TexasClass	N/A	On Demand	4.44%	\$3,043,890.34	\$11,077.03
Totals:				\$5,110,300.23	\$15,467.43

This report complies with the requirements of the Public Funds Investment Act and covers all the funds of the Village Fire Department that are subject to that law.



Amy Buckert, Administrator/Finance Director

NATIONAL UNION FIRE INSURANCE COMPANY PA
1271 AVE OF THE AMERICAS FL 37
NEW YORK NY 10020-1304

NOTICE OF NONRENEWAL OF INSURANCE

RECEIVED MAY 13 2025

Named Insured & Mailing Address:

Producer: VFIS

VILLAGE FIRE DEPARTMENT
901 CORBINDALE ROAD
HOUSTON TX 77024

VFIS
183 LEADER HEIGHTS ROAD
P.O. BOX 2726
YORK PA 17405

Policy No.: VFNU-TR-0030950-02
Type of Policy: PACKAGE
Date of Expiration: 09/30/2025; 12:01 A.M. Local Time at the mailing address of the Named Insured.

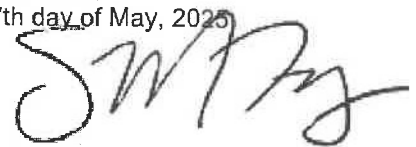
We will not renew this policy when it expires. Your insurance will cease on the Expiration Date shown above.

The reason for nonrenewal is due to adverse loss experience including severity of losses. This results in a 6-year account loss ratio of 605% with \$2,073,473 incurred losses including 1 Management Liability and 2 Portable Equipment losses.

Named Insured

VILLAGE FIRE DEPARTMENT
901 CORBINDALE ROAD
HOUSTON TX 77024

Date Mailed:
7th day of May, 2025



AUTHORIZED REPRESENTATIVE

NATIONAL UNION FIRE INSURANCE COMPANY PA
1271 AVE OF THE AMERICAS FL 37
NEW YORK NY 10020-1304

NOTICE OF NONRENEWAL OF INSURANCE

RECEIVED MAY 13 2025

Named Insured & Mailing Address:

Producer: VFIS

VILLAGE FIRE DEPARTMENT
901 CORBINDALE ROAD
HOUSTON TX 77024

VFIS
183 LEADER HEIGHTS ROAD
P.O. BOX 2726
YORK PA 17405

Policy No.: VFNU-CM-0001252-05
Type of Policy: AUTO
Date of Expiration: 09/30/2025; 12:01 A.M. Local Time at the mailing address of the Named Insured.

We will not renew this policy when it expires. Your insurance will cease on the Expiration Date shown above.

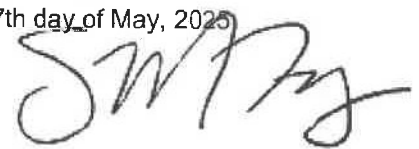
The reason for nonrenewal is due to adverse loss experience including severity of losses. This results in a 6-year account loss ratio of 605% with \$2,073,473 incurred losses including 11 Auto losses.

This policy provides auto liability coverage. You should contact your agent concerning your possible eligibility for replacement coverage through another insurer or the Texas Automobile Insurance Plan.

Named Insured

VILLAGE FIRE DEPARTMENT
901 CORBINDALE ROAD
HOUSTON TX 77024

Date Mailed:
7th day of May, 2025



AUTHORIZED REPRESENTATIVE

Village Fire Department Commission Orientation

Outline of Duties, Responsibilities and Roles
of Fire Commissioners
and Fire Department Staff

Guidelines and Duties for Appointed Officials

- Fire Commissioners can better serve constituents and Cities by understanding their duties, bring aware of responsibilities and are informed of the best practices
- Fire Commissioners provide leadership, arbitrate conflicting interests, and make sound decisions by carefully studying problems and reviewing alternatives to determine the best course of action
- The Commission
 - Adopts bylaws and rules of procedure
 - Establishes policy
 - Adopts the annual budget
 - Provides direction to the Fire Chief
 - Provides updates to their City Council/serves as a liaison to the Fire Department

Policy Making

- Policy is established by a majority vote of the Commission
- A decision of the majority binds the Commission to a course of action, regardless of individual members' preferences
- Policy making is “what to do” and administration is “how to do it”

Positions and Duties

- **Chair**
 - Call meeting
 - Presides over meetings
 - Signs checks
 - Sounding board for Chief
- **Vice Chair**
 - Call meeting in absence of Chair
 - Presides over meetings in absence of Chair
 - Signs checks
- **Treasurer**
 - Provides updates on finances to Commission
 - Approval of bills
 - Signs checks
- **Secretary**
 - Approval of bills
 - Signs checks

Communications from Fire Commission

- The Administrator posts Fire Commission agendas, agenda packets, and minutes on the Department's website, www.villagefire.org, as well as a hard copy for review at the Fire Department, 901 Corbindale, Houston, TX 77024
- Commissioners receive all agenda related material from the Administrator via email
- Regular Fire Commission meetings are held the fourth Wednesday of each month

Fire Commission/Department Attorney Relationship

- Department Attorney appointed by and serves at the discretion of the Village Fire Commission
- General Responsibilities Include:
 - Provide legal assistance necessary
 - Represent the Department's interests in litigation, hearings, negotiations and similar proceedings
 - Prepare contracts, interlocal amendments, resolutions, and other legal documents
- Attorney does not represent individual members of the Commission or Staff, but the Department as a whole

Staff Responsibilities

- Prepare and review agendas and minutes in accordance with open meetings procedure and State law
- Notify members of meetings
- Maintain records for Department
- Staff must at all times consider the policy and fiscal impacts of proposals and provide members with early and timely information about all proposals

Analytical Problem-Solving Approach

- As resources dwindle, systems become more complex, and Cities and Departments must adapt
- To determine priorities, here are some questions we can ask:
 - What is the problem we are trying to solve, and is that a symptom or is there a deeper problem?
 - What general approaches could be used to solve the problem? (avoid single-solution answers)
 - What personnel, financial and other resources are needed to make the solution work? Where will these come from?
 - Have all involved in implementation had input?
 - Is it feasible and manageable? (is it legal and is there budget for the solution?)
- These questions help avoid wasted time and effort and lead to approved recommendations

Questions?

VILLAGE FIRE DEPARTMENT



901 Corbindale Rd
Houston, Texas 77024
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Protecting and Serving the Cities of:
BUNKER HILL VILLAGE HEDWIG
VILLAGE HILSHIRE VILLAGE
HUNTERS CREEK VILLAGE
PINEY POINT VILLAGE SPRING
VALLEY VILLAGE

Budget Amendment 2024-02 & 2025-03

To: Gerardo Barrera City of Bunker Hill Village
Wendy Baimbridge City of Hedwig Village
Cassie Stephens City of Hilshire Village
Tom Fullen City of Hunters Creek Village
Bobby Pennington City of Piney Point Village
John McDonald City of Spring Valley Village
Cc: Board of Commissioners & Alternates Village Fire Department
From: Amy Buckert Village Fire Department
Date: May 21, 2025
Re: Budget Amendment 2024-02 &
Budget Amendment 2025-03

During the regular monthly Village Fire Department Board Meeting on May 21, 2025, the Village Fire Department Board of Commissioners unanimously approved a budget amendment to fund tower improvements, purchase of a generator and purchase of a fuel system. The Village Fire Department Board of Commissioners is requesting that the member Cities approve a 2025 budget amendment in an amount not to exceed \$236,000 to facilitate the purchases and improvements. This budget amendment will not result in an additional assessment to the member Cities in 2025.

The improvements and purchases are as follows:

- Tower improvements - \$80,000
 - Generator purchase - \$100,000
 - Fuel system purchase - \$56,000
- Total - \$236,000

The total budget amendment of \$236,000.00 will be funded by the 2024 Village Fire Department budget surplus in an amount not to exceed \$236,000.

The Village Fire Department Board of Commissioners further unanimously approved intra-budgetary transfers for Budget years 2024 and 2025. While these intra-budgetary transfers will not result in an additional assessment to the member Cities, they do require the approval of the member cities per Sec. 5.01 of the Interlocal Agreement.

The intra-budgetary transfers are as follows:

- 2024 Village Fire Department Budget:
 - Transfer \$40,000 from line item 16060 Health Insurance to line item 17112 Maintenance Pumper (E2)

- 2025 Village Fire Department Budget:
 - Transfer \$10,000 from line item 17131 Bunker Gear Maintenance to line item 15030 Protective Gear; and

 - Transfer \$10,000 from line item 16060 Health Insurance to line item 17225 Office Software

Please put these budget amendments on your earliest agenda for consideration and advise us of your council's action in writing.

BY-LAWS FOR THE BOARD OF COMMISSIONERS
VILLAGE FIRE DEPARTMENT, AS AMENDED ON 03/26/2014

SECTION ONE

Officers

Article 1 – Officers: The officers of this Board of Commissioners shall be Chair, Vice Chair, Treasurer and Secretary. These Officers will perform the duties prescribed by the Village Fire Department Interlocal Cooperation Agreement (the “Interlocal Agreement”), these By-Laws, Board Rules of Procedure, and such other duties prescribed by the Board of Commissioners.

Article 2 – Rotation of Officers: The positions of Chair, Vice Chair, Treasurer and Secretary will be rotated among the Commissioners of the contracting cities ~~at the end of the April board meeting~~ of each calendar year. The Vice Chair will move to Chair and the Treasurer will be next in rotation to be the Vice Chair. The position of Secretary will be the next in rotation to be the Treasurer. The sequence of rotation for officers will be City of Spring Valley Village, City of Hunters Creek Village, City of Hilshire Village, City of Hedwig Village, City of Bunker Hill Village and City of Piney Point Village.

Article 3 – Vacancies: The Vice Chair will call and preside at meetings in the absence of the Chair. In the absence of the Chair and Vice Chair, the Treasurer will preside over the meetings.

Article 4 – Duties of Officers: The Chair of the Board shall preside at all meetings of the Board of Directors. ~~and appoint all committees.~~

The Vice Chair of the Board shall preside at all meetings in the absence of the Chair and will perform the Chair’s duties in case of the Chair’s inability to serve as Chair.

The Treasurer shall preside at any meeting of the Board where the Chair and Vice Chair are not present. The Treasurer will report on the financial status of the department at the monthly meeting of the Board.

The Secretary shall review and sign all meeting minutes after approval by the Board and reasonably assure that all board records, personnel records and accounting papers are maintained at the VFD facility or offsite storage facility of the department.

SECTION TWO

Board of Commissioners

Article 1 – Duties: The duties of the Board are as prescribed in the Village Fire Department Interlocal Agreement.

Article 2 – Voting: A majority of the members of the Board shall constitute a quorum for the transaction of regular business. Annual budget approval requires a majority of the pro-rata vote as described in the Interlocal Agreement.

Article 3 – Meetings: Regular Meetings shall be held on the fourth Wednesday of a month unless cancelled or changed by approval of the Board. Special meetings may be called by the Chair or a majority of the members of the Board. Notice of all meetings will be posted in the manner required by state law and distributed to the members.

Article 4 – Compensation Review Committee: A Compensation Committee is established consisting of the following members: Commissioner Chair, Vice Chair and the Fire Chief.

Each year, prior to the preparation of the budget, the Compensation Committee will review compensation practices of the Houston Fire Department and at least three (3) other Metro Area Fire Departments. The committee will recommend to the board any changes in the salary schedules in sufficient time for the changes to be included in the following year's budget.

Article 5 – Budget Preparation and Workshop: The Fire Chief shall prepare a proposed Budget for presentation and review by the Board in Budget Workshops. Budget Workshops shall be called by the Chair, or a majority of the members of the Board in a sufficient number to allow participation and input from all Commissioners and Alternate Commissioners before the final Budget is formally voted on in a Regular Meeting. Working with the Fire Chief and his staff, the Chair shall cause to be prepared an agenda to be posted in the manner required by state law, and to distribute beforehand information and documentation concerning the Fire Chief's proposed Budget for the Commissioner's consideration in the workshops.

Article 6 – Vacancies: Alternate Commissioners shall serve in the event of the absence of a City's Commissioner, but shall not preside as Chair.

SECTION THREE

Finances

Article 1 – Annual Budget: The fiscal year of the corporation shall be from January 1st through December 31st of each year. The budget will be approved no later than the 30th day of June for submission to the Contracting City Councils for final approval. As appropriate the Board may also hold meetings for the benefit of the Contracting City Mayors and Councils regarding the proposed budget before final approval and submission to the Cities.

SECTION FOUR

Procedural Guidelines

Article 1 – Open Records Compliance: The Department will follow the rules and guidelines of state laws regarding open meetings and open records.

Article 2 - Roberts Rules of Order: The rules contained in Robert's Rules of Order Revised shall govern the conduct of all meetings of Commissioners if they are not inconsistent with the By-Laws, Village Fire Department Interlocal Cooperation Agreement, or the laws of the State of Texas.

SECTION FIVE

Amendments of the By-Laws

These By-Laws may be amended at any meeting of the Board of Commissioners provided that the proposed amendment is not inconsistent with the Interlocal Agreement or Laws of the State of Texas. ~~A written copy of proposed amendment changes shall be mailed to all Commissioners and Alternate Commissioners at their Cities address at least ten days prior to the meeting. Amendments to these By-Laws shall require a two-thirds majority of the Commissioners present and all six Contracting Cities must be represented. Notwithstanding, if a City absences itself from a meeting to prevent the By-Laws from being voted on and amended, then the Chair shall call and notice another meeting and the Amendment shall be approved by a majority of the quorum vote present.~~ If approved, the Amendment shall replace all prior by-laws and amendments.

ADOPTED BY THE BOARD OF COMMISSIONERS OF THE VILLAGE FIRE DEPARTMENT on this 26th day of March, 2014.

Chair _____
Zebulun Nash, Chair

Date March 26, 2014

GENERAL FUND															
Budget Category	Account Number	Detail Category	2023 Actual	2024 Adopted	2024 Amended	2024 Actual	2025 Adopted	2026 Proposed	\$ Increase Base/ 2025-2026	% Increase	Base 3% Increase to Base Pay	\$ Increase Opt 1/ 2025-2026	% Increase		
CAPITAL															
Capital															
	15015	Physical Plant/Facility	190,315	10,000	10,000	8,380	10,000	0	(10,000)	-100%	0				
	15020	Misc. Tools & Equipment - FIRE	66,898	32,375	38,375	30,339	86,000	10,000	(76,000)	-88%	10,000				
	15025	Misc. Tools & Equipment - EMS		26,356	26,356	27,308	12,800	60,210	47,410	370%	60,210				
	15030	Protective Gear	126,727	41,680	41,680	33,492	22,400	45,000	22,600	101%	45,000				
		Boat				0	0	0	0	0%	0				
	15065	Gym Equipment		0	0	0	0	0	0	0%	0				
	15050	Office Computers	6,882	3,924	3,924	12,791	10,000	4,000	(6,000)	-60%	4,000				
	15035	Apparatus Computers	22,117	13,734	13,734	0	0	12,000	12,000	0%	12,000				
	15055	Radios	70,649	64,964	64,964	61,646	5,400	45,000	39,600	733%	45,000				
		TOTAL CAPITAL	483,588	193,033	199,033	173,955	146,600	176,210	29,610	20%	176,210	29,610	20%		
PERSONNEL															
Payroll															
	16010	Base Pay	5,054,985	5,542,285	5,478,605	5,372,531	5,789,000	5,892,100	103,100	2%	6,062,300	273,300	5%		
	16020	457 Plan Compensation	98,401	110,846	110,846	94,251	115,780	117,842	2,062	2%	242,492	126,712	109%		
	16015	Longevity		22,000	22,000	23,734	26,600	25,100	(1,500)	-6%	25,100	(1,500)	-6%		
	16016	Higher Class		18,540	37,360	29,917	21,735	28,111	6,376	29%	28,111	6,376	29%		
	16011	Overtime	483,164	261,406	309,086	330,292	330,292	409,341	79,049	24%	421,621	91,329	28%		
	16018	Professional Certification	57,269	57,000	66,000	63,758	69,640	21,402	(48,238)	-69%	21,402	(48,238)	-69%		
	16030	FICA	425,470	454,513	455,213	407,359	488,980	519,512	30,532	6%	544,082	55,102	11%		
		TOTAL PAYROLL	6,119,290	6,466,589	6,479,110	6,321,842	6,842,027	7,013,407	171,380	3%	7,345,107	503,081	7%		
Benefits															
	16050	Retirement - TMRS	371,849	402,809	403,509	332,356	428,260	403,920	(24,340)	-6%	423,024	(5,236)	-1%		
	16060	Health Insurance	1,034,529	1,246,876	1,126,233	891,593	1,054,600	1,163,050	108,450	10%	1,163,050	108,450	10%		
	16040	Basic Life, ADD, & LTD Insurance	29,649	34,449	34,449	28,792	25,200	25,000	(200)	-1%	25,540	340	1%		
	16070	Worker's Comp. Insurance	65,372	71,651	71,651	74,963	93,600	107,562	13,962	15%	107,562	13,962	15%		
	16100	Meal Allowance	40,000	46,000	46,000	46,500	46,000	46,000	0	0%	46,000	0	0%		
		TOTAL BENEFITS	1,541,399	1,801,786	1,681,842	1,374,204	1,647,660	1,745,532	97,872	6%	1,765,176	117,516	7%		
		TOTAL PERSONNEL	7,660,690	8,268,375	8,160,952	7,696,046	8,489,687	8,758,939	269,252	3%	9,110,283	620,596	7%		

Budget Category	Account Number	Detail Category	2023 Actual	2024 Adopted	2024 Amended	2024 Actual	2025 Adopted	2026 Proposed	\$ Increase Base/ 2025-2026	% Increase	Base 3% Increase to Base Pay	\$ Increase Opt 1/ 2025-2026	% Increase
OPERATING													
Red Trucks & Saving Lives													
	17010	Ambulance Medical Supplies	47,303	70,000	70,000	69,358	60,000	70,000	10,000	17%	70,000		
	17040	IP Address VPN - PS Lightwave		8,820	8,820	6,611	8,820	13,000	4,180	47%	13,000		
	17041	Internet, Phones, & TV - Comcast		19,800	23,300	22,155	19,800	10,000	(9,800)	-49%	10,000		
	17042	Mobile Device Services		4,067	8,567	9,092	6,100	6,600	500	8%	6,600		
	17043	City of Houston Radio System		19,680	19,680	15,165	19,680	19,680	0	0%	19,680		
	17044	Communications - Motorola 47 & NICE		43,000	41,900	40,819	45,580	45,000	(580)	-1%	45,000		
	17045	Incident Records & CAD - Propheonix		24,000	15,300	25,297	28,810	28,810	0	0%	28,810		
	17047	EMS Protocol App - Handtevy		2,300	6,300	5,234	4,620	6,300	1,680	36%	6,300		
	17046	Training Software & Vehicle Checks - Vector Solutions		7,000	8,100	8,078	8,600	8,600	0	0%	8,600		
	17048	EMS Equipment Maintence - ProCare/Stryker		21,000	21,000	21,286	22,470	23,594	1,124	5%	23,594		
	17190	Uniforms	6,638	20,000	20,000	11,208	55,200	40,000	(15,200)	-28%	40,000		
	17085	Fuel	47,491	48,000	48,000	40,682	55,000	55,000	0	0%	55,000		
	17136	Vehicle Licenses & Permits		5,000		94	5,000	5,000	0	0%	5,000		
	17020	Dues & Subscriptions	4,895	2,439	2,439	3,868	4,950	4,850	(100)	-2%	4,850		
		TOTAL RED TRUCKS & SAVING LIVES	106,329	295,106	293,406	278,947	344,630	336,434	(8,197)	-2%	336,434	(8,197)	-2%
Dispatch													
	17230	Dispatch Alerting System - US Designs (Saman	17,637	7,921	11,000	12,528	11,000	12,500	1,500	14%	12,500		
	17240	Electronic Protocol Cards - Pro QA		2,500	2,500	309	0	350	350	0%	350		
	17250	Translation Service - Language Line		200	200	20	200	100	(100)	-50%	100		
		TOTAL DISPATCH	17,637	10,621	13,700	12,857	11,200	12,950	1,750	16%	12,950	1,750	16%
Fire Prevention - Fire Marshal's Office													
		Public Education & Relations & Promotional	5,210	5,000	0	0	5,000	5,000	0	0%	5,000		
	17071	Inspections		200	0	0	0	0	0	0%	0		
	17072	Fire Investigations		950	576	577	500	0	(500)	-100%	0		
	15060	Law Enforcement Equipment		2,850	3,150	3,070	100	0	(100)	-100%	0		
		TOTAL FIRE PREVENTION - FIRE MARSHAL'S O	5,210	9,000	3,726	3,647	5,600	5,000	(600)	-11%	5,000	(600)	-11%
Fire Station													
	17030	Building Maintenance	41,279	26,892	26,892	20,044	30,000	52,300	22,300	74%	52,300		
	17035	Station Supplies		18,600	18,600	18,828	18,000	18,000	0	0%	18,000		
	17140	Public Utilities	62,179	54,240	52,420	52,044	67,000	55,000	(12,000)	-18%	55,000		
	17086	Rent	10	10	10	10	10	10	0	0%	10		
	17090	Property & Casualty Insurance	85,418	72,306	90,798	84,955	100,000	130,000	30,000	30%	130,000		
		TOTAL FIRE STATION	188,885	172,048	188,719	175,882	215,010	255,310	40,300	19%	255,310	40,300	19%
Office													
	17205	Office Supplies		10,933	42,164	33,068	14,400	32,900	18,500	128%	32,900		
	17225	Office Software	0	34,732	7,000	6,961	41,150	63,300	22,150	54%	63,300		
	17207	Bank Service Charges		7,000	0	0	2,000	2,000	0	0%	2,000		
		TOTAL OFFICE	51,158	52,664	49,164	40,029	57,550	98,200	40,650	71%	98,200	40,650	71%

Budget Category	Account Number	Detail Category	2023 Actual	2024 Adopted	2024 Amended	2024 Actual	2025 Adopted	2026 Proposed	\$ Increase Base/ 2025-2026	% Increase	Base 3% Increase to Base Pay	\$ Increase Opt 1/ 2025-2026	% Increase
Professional Services													
	17304	Accounting Services		0	66,000	53,700	16,000	20,000	4,000	25%	20,000		
	17302	Legal Services		36,000	46,000	30,362	36,000	36,000	0	0%	36,000		
	17306	IT Services		28,000	28,000	31,085	31,890	44,000	12,110	38%	44,000		
	17308	Health Insurance Consulting Services		11,500	11,500	10,186	13,225	13,622	397	3%	13,622		
	17309	Medical Director Services		20,000	20,000	17,077	25,000	25,000	0	0%	25,000		
	17311	Legal Notices & Advertising		3,000	3,573	3,573	10,000	10,000	0	0%	10,000		
	17312	Salary/Benefit Survey Services*	0	0	0	0	5,000	0	(5,000)	-100%	0		
	17313	Other Professional Services (Audit)		16,000	16,000	18,986	27,000	24,000	(3,000)	-11%	24,000		
		TOTAL PROFESSIONAL SERVICES	163,601	114,500	191,073	164,969	164,115	172,622	8,507	5%	172,622	8,507	5%
Training													
	17170	Fire Training	41,723	37,740	88,740	40,638	32,000	29,830	(2,170)	-7%	29,830		
	17160	Fire Certification Fees	2,817	7,320	7,320	8,856	7,300	6,539	(761)	-10%	6,539		
	17171	EMS Training		18,000	18,000	0	18,000	18,000	0	0%	18,000		
	17173	EMS Certification Fees		6,000	6,000	0	6,000	6,000	0	0%	6,000		
	17175	Emergency Management Training - (TDEM)		7,000	7,000	0	6,000	6,000	0	0%	6,000		
	17177	Fire Marshal Training		8,000	8,000	0	8,000	8,600	600	8%	8,600		
	17179	Fire Marshal Certification Fees		0	0	0	0	0	0	0%	0		
	17183	Dispatch Training & Certification Fees		0	2,000	0	9,000	9,000	0	0%	9,000		
	17185	Admin Training & Certification Fees		5,000	5,000	0	5,000	9,500	4,500	90%	9,500		
	17187	General Supplies for Training		5,000	5,000	0	0	0	0	0%	0		
		TOTAL TRAINING	44,540	94,060	147,060	49,494	91,300	93,469	2,169	2%	93,469	2,169	2%
Maintenance													
	17100	Vehicle Maintenance	271,853	165,000	222,626	190,166	185,000	250,000	65,000	35%	250,000		
	17123	Equipment & Supplies Maintenance		36,400	36,400	18,584	36,400	40,000	3,600	10%	40,000		
	17131	Bunker Gear Maintenance		26,000	26,000	14,365	28,600	28,600	0	0%	28,600		
	17133	SCBA Maintenance		15,000	15,000	6,719	15,000	15,000	0	0%	15,000		
	17127	Knox Contracts		1,200	1,200	4,625	800	800	0	0%	800		
	17135	Fuel System	0	900	900	6,378	5,000	5,000	0	0%	5,000		
		TOTAL MAINTENANCE	271,853	244,500	302,126	240,836	270,800	339,400	68,600	25%	339,400	68,600	25%
Events & Other													
	17401	VFD Fire Commission & Meeting Expenses	6,790	7,580	7,580	3,010	7,580	7,500	(80)	-1%	7,500		
	17403	VFD Employee Appreciation & Events	21,084	25,000	25,000	8,594	10,000	10,000	0	0%	10,000		
		Fundraiser Events			0	0		0	0	0%	0		
	17405	CPR Supplies, Cards, & Equipment	39,685	7,000	7,000	6,800	3,000	7,100	4,100	137%	7,100		
	17407	Emergency Contingency		20,000	14,000	0	20,000	20,000	0	0%	20,000		
		TOTAL EVENTS & OTHER	67,559	59,580	53,580	18,404	40,580	44,600	4,020	10%	44,600	4,020	10%
		TOTAL OPERATIONS	916,771	1,052,079	1,242,553	984,971	1,200,785	1,357,984	157,199	13.1%	1,357,984	157,199	13.1%

Budget Category	Account Number	Detail Category	2023 Actual	2024 Adopted	2024 Amended	2024 Actual	2025 Adopted	2026 Proposed	\$ Increase Base/ 2025-2026	% Increase	Base 3% Increase to Base Pay	\$ Increase Opt 1/ 2025-2026	% Increase
OTHER FUNDS													
Budget Category		Category	2023 Actual	2024 Adopted	2024 Amended	2024 Actual	2025 Proposed	2026 Proposed	\$ Increase Base/ 2025-2026	% Increase		\$ Increase Opt 1/ 2025-2026	% Increase
		TOTAL VEHICLE REPLACEMENT	200,000	400,000	400,000	400,000	200,000	0	(200,000)	-100%	0		
		Surplus Contribution				238,054	0	0	0		0		
		Interest			0	17,470	18,000	144,000	126,000	700%	144,000		
		EMS Revenue Contribution			400,000	400,000	250,000	350,000	100,000	40%	350,000		
		TOTAL OTHER FUNDS	200,000	400,000	400,000	655,524	218,000	494,000	276,000	127%	494,000	276,000	127%
		Detail Category	2023 Actual	2024 Adopted	2024 Amended	2024 Actual	2025 Proposed	2026 Proposed	\$ Increase Base/ 2025-2026	% Increase	Base 3% Increase to Base Pay	\$ Increase Opt 1/ 2025-2026	% Increase
		GENERAL FUND	9,061,049	9,513,487	9,602,539	8,854,973	9,837,072	10,293,133	456,061	5%	10,644,477	807,406	8%
		CRF CONTRIBUTION (CITIES)	200,000	400,000	400,000	400,000	200,000	0	(200,000)	-100%	0	(200,000)	-100%
		EMS REVENUE CONTRIBUTION (CRF)		0			250,000	375,000	125,000	50%	375,000	125,000	50%
		TOTAL BUDGET	9,261,049	9,913,487	10,002,539	9,254,973	10,287,072	10,668,133	381,061	4%	11,019,477	732,406	7%

Budget Category	Account Number	Detail Category	2023 Actual	2024 Adopted	2024 Amended	2024 Actual	2025 Adopted	2026 Proposed	\$ Increase Base/ 2025-2026	% Increase	Base 3% Increase to Base Pay	\$ Increase Opt 1/ 2025-2026	% Increase
		TOTAL ASSESSED TO CITIES	9,261,049	9,913,487	10,002,539	9,254,973	10,037,072	10,293,133	256,061	3%	10,644,477	607,406	6%

Proposed Village Fire Department FY 2026 Budget Worksheet

Base 3% Increase to
Base Pay

FY 2026 Notes

Capital Expenditures

Physical Plant/Facility	0.00	(80,000) Tower repairs - removed from budget, paid via BA 2024-02 (100,000) Generator (replacement of 20 yr old gen) - removed from budget, paid via BA 2024-02 (56,000) Fuel System Upgrade (physical components & software upgrades)- removed from budget, paid via BA 2024-02
Misc. Tools & Equipment - FIRE	10,000.00	fire blankets for ev vehicles(\$8,000) <i>(up previous yr for extrication equip)</i>
Misc. Tools & Equipment - EMS	60,210.00	Pro Cot 36,222 (should be replaced every 7-10 yrs, ours is 18 yrs old), Lucas Device 24,588
Protective Gear	45,000.00	11 pair of boots expire in 2026 (5,500.00) 4 full sets of bunker gear will need to be purchased (4,739.00 pants and coat) 18,956.00 @ 2025 prices need to add min. 7% for price increase (20,282.92) 10 helmets (5,000.00) Plus 10 additional sets of boots in various sizes for replacement 5,000.00 35,782.92 Must have for gear 9217.08 gives us gear replacement for failed gear
Boat	0.00	
Gym Equipment	0.00	
Office Computers (Station Information Tech Infrastructure)	4,000.00	2@\$2000 - UPS Replacements
Apparatus Computers (Apparatus Internet Connections)	12,000.00	Upgrade modems to 5G 3 x 4000 (M1, M2, E1) \$12,000
Radios	45,000.00	Mobile units for E1, M1, M2 (End of life for current units) 3@\$15,000

Capital Expenditures TOTAL

176,210.00

Personnel Expenditures

Payroll

Base Pay	6,062,300.00	53 full-time employees, 2 part-time employees, and keep Chief Miller on for 5 months. Adopted budget is 3% increase in pay, possible promotions from FM1 to FM2. Note: includes "FM3" stipend pay for 3 employees.
457 Plan Compensation	242,492.00	4% of base pay
Longevity	25,100.00	2024 total was \$23,542 (from QB report) . 2 long-time employees left/leaving. See 2026 personnel calc spreadsheet - ks.
Higher Class	28,110.60	2024 total was \$24,096 for 6,013.5 hours (from QB report) . 2024 \$4,117.35 for 1,266 hours for Q1, divided by # pay periods x rest of year...(4117.35/3*15)=\$20,586.75 for 6,330 hours .

Overtime

Overtime - REGULAR	421,620.78	72hr disaster (4 dispatchers + 1 extra shift), 1 FM2 out 6-12 months, dispatch OT assuming PTs cover 50-75% of available hours needed (~1000), also considered historical shift off time sick & "excused"
Overtime - CPR		(\$68*6hours*12classes*2employees) 6 total ET hours per class, 1 class per month, x \$68 per hour OT hourly pay rate, 2 employees (10,090 Included in one OT line)
Overtime - MEDICAL STANDBY EVENT		for special events: Lacrosse, Kinkaid, St. Cecilia. Financial consultant says we should show income (received for providing service at events) and expenses (located on budget), so need to show expense here. Estimate same as CPR (10,090 Included in one OT line)
Overtime - TRAINING		(45 employees x OT (\$68) rate(s) x 2 EMS trainings 5hrs ea) + (45 employees x OT (\$68) rate(s) x 1 live burn Fire training 5hrs ea (could be up to 6hrs) (48,960 Included in one OT line)
Professional Certification	21,402.00	9 people from Advanced FF to Master FF (difference per person of \$669 x 9 people = \$6,021) 5 people from Intermediate FF to Advanced FF (difference per person of \$450 x 5 = \$2,250) 3 people from Basic FF to Intermediate FF (difference per person of \$810 x 3 = \$2,430) A total of \$10,701 of a budget increase IF all 17 people get all the needed training in the next 24 months. See 2026 personnel calc spreadsheet - ks.,
FICA	544,082.03	rounded to 8% [7.65% tax on sum of Base Pay, 457, Longevity, Higher Class, all OT, & Professional Certification]

Total Payroll 7,345,107.41

Benefits

Retirement - TMRS	423,023.78	Base is calculated on 2025 rate letter 6.22%, 2026 rate will be determined June 2025.
Health Insurance	1,163,050.00	*15% increase from 2025 actual rate and enrollments (& projected elections) for FT employees. From 2025 budget notes: Base does not include health/life scan 34,450 (34,450=650.00 *53)
Basic Life, ADD, & LTD Insurance	25,540.00	*15% rate increase from 2025 actual rates & using 2026 projected annual salary (for LTD) w/o overall increase to base salary. See 2026 personnel calc spreadsheet - ks.
Worker's Comp. Insurance	107,562.00	increase per 2/2025 email/renewal
Meal Allowance * moved to operations	46,000.00	

**Base 3% Increase to
Base Pay**

FY 2026 Notes

Total Benefits 1,765,175.78

Personnel Expenditures TOTAL

9,110,283.19

Operating Expenditures

Red Trucks & Saving Lives

Ambulance Medical Supplies	70,000.00	Based off 2024 actuals (\$69K)
IP Address VPN - PS Lightwave	13,000.00	PS Lightwave bills approx \$1,000/mo
Internet, Phones, & TV - Comcast (Starlink)	10,000.00	Starlink \$140/mo, Comcast \$600/mo
Mobile Device Services	6,600.00	Added hotspot
City of Houston Radio System	19,680.00	(492*40 radios) annual cost due October
Communications - Motorola 47 & NICE	45,000.00	(43,000*1.06) = 6% increase from 2024 budgeted (6% based on actual increase from 2023 to 2024)
Incident Records & CAD - Propheonix	28,810.00	2025: estimate 7% increase from 2024 estimated actual...25K
EMS Protocol App - Handtevy	6,300.00	increased # of licenses, will affect annual cost - 4398.98 with a 5% increase (Mike G. 954-579-2963) Increase # of personnel
Training Software & Vehicle Checks - Vector Solutions	8,600.00	for annual agreement for training management software & vehicle checks
EMS Equipment Maintenance - ProCare/Stryker	23,593.50	(21,000*1.07) increase 3% per quote, (Kendall recommends budgeting 5-7% increase per conversations with contact/rep)
Uniforms	40,000.00	
Fuel	55,000.00	Base is fuel cost only. 55,000 for fuel for VFD
Vehicle Licenses & Permits	5,000.00	stay same as 2024
Dues & Subscriptions	4,950.00	(1,800) NFPA Standards annual subscription for Fire Marshal (138*3) IAAI association annual dues for Fire Marshal, Cody Seymour, Tommy Depaul (Fire Investigators) (50) TFMA association annual dues for Fire Marshal (175) NFPA Journal annual subscription for station (500) TX Fire Chief Association (150*2) EMAT for Lutz & Miller (160*2) Gov Finance Association (550) TX EMS Alliance \$400base + (150*3units) (250 Fire Chief & 150*3 Deputy Chief) Harris County Fire Chief Association (35) Employee Retirement Systems
Total Red Trucks & Saving Lives	336,533.50	

Base 3% Increase to
Base Pay

FY 2026 Notes

Dispatch

Dispatch Alerting System - US Designs (Samantha)	12,500.00	
Electronic Protocol Cards - Pro QA	350.00	
Translation Service - Language Line	100.00	
Total Dispatch	12,950.00	

Fire Prevention - Fire Marshal's Office

Public Education & Relations & Promotional	5,000.00	(5,000) hats, coloring books, crayons, pencils, badges, stickers, etc. for kids - Positive Promotions, department promotional items
Fire Investigations	0.00	(500) renew investigation equipment & supplies
Law Enforcement Equipment	0.00	(100) amunition required for annual qualification
Total Fire Prevention	5,000.00	

Fire Station

		<i>Kilgore: Hvac contract \$6,000.00 2024 expenses for HVAC services \$13,000.00 = year total \$19,000.00 Loftin equipment: service contract \$8,300 2024 expenses for generators \$5000 = year total \$13,300 Ice Machine: cleaning & filter replacement \$1500 a year. Pest control: \$1500.00 a year Plumbing: \$3000.00 Electrical: \$3000.00 Replacement of station appliances fund: \$5500.00 Carpet Cleaning: \$2300 (removed) Misc repairs: \$5500.00</i>
Building Maintenance	52,300.00	
Station Supplies	18,000.00	
Public Utilities	55,000.00	actuals for 2024 = \$52K
Rent	10.00	annual rent for building/property - Spring Branch School
Property & Casualty Insurance	130,000.00	increase 18% from 2024 actual (84665). add premium for last quarter and include this in the 2024 budget as well as the increase to prem.For the increased agreed values & added cost for tank 4k to annual (Frank) 15%
Total Fire Station	255,310.00	

**Base 3% Increase to
Base Pay**

FY 2026 Notes

Office

Office Supplies

Office Supplies	32,900.00	paper, staples, toner, ink, pens, pencils, folders, binders, printers, Konica M. Copier 2023 \$950 and shred it \$2500. We have not completed a shred day since prior to construction. <i>Tracks past years' actuals</i>
VFD Branded Stationary		<i>no change (500 included in cell above)</i>
Postage Meter Rental - Pitney Bowes		<i>no change (1800 included in cell above)</i>
Shipping		(600 included in cell above)

Office Software

Phones - 8x8		15,000 included in Office Software Line Item
HRIS - UKG Workforce Ready		<i>increase 2025 budgeted amount by 7% 19,260 included in Office Software Line Item</i>
Accounting - QuickBooks		<i>increase 2025 budgeted amount by 3% 3,090 included in Office Software Line Item</i>
Office Software & Email - Microsoft 365	63,300.00	(\$17*55 users*12months) upgrade basic (web only) users to standard (full suite) license for email to work properly ... 55 employees (53 if no vacancies + hire 2 part-time dispatchers) & Power BI (12*2*12)2 licenses; plus items above (8x8, UKG, QB, Adobe, Tipalti (\$10K))
Adobe		800 included in Office Software Line Item
Bank Service Charges	2,000.00	

Total Office 98,200.00

Professional Services

Accounting Services	20,000.00	(1360*12) 8 hrs per month (\$170/hr) for ORW accounting supervision + 3300 for additional (YE items), switch to Falco at \$120/hr
Legal Services	36,000.00	no change
IT Services	44,000.00	<i>Changing services from current to new support company (increase of approx. \$56,000 yearly)</i> <i>New IT support- \$100,000 (removed \$56K from budget to stay w Accutek)</i>
Health Insurance Consulting Services	13,621.75	2024 with a 15% increase estimate
Medical Director Services	25,000.00	includes \$5,000 insurance fee
Salary/Benefit Survey Services*	0.00	2025 Salary Survey
Legal Notices & Advertising	10,000.00	(4*2500) newspaper posting for bids - prop/casual insurance, workers comp, possibly fuel (same as 2024)
Other Professional Services (Audit)	24,000.00	FY25 Audit is \$23,875

Total Professional Services 172,621.75

Training

Training

Fire Training	29,830.00	<p>Swiftwater Rescue - \$850 x 6 = \$5,100 (approx. 144 ET hours) Rescue Boat Operator - \$450 x 6 = \$2,700 (approx. 72 ET hours) Accommodations for Rescue Boat Operator - \$1,110 (3 people x2 events) = \$2,220 Blue Card Course – 1 x \$385 = \$385 (online) (\$770 reduction) Fire Field (Annual Live Burns - \$950 x 3 = \$2,850 (approx. 270 ET hours) (\$150 total increase) Vehicle Extrication - \$200 x 3 = \$600 (vehicle deliver & pickup fees) TCFP Course - \$325 x 25 = \$8,125 (online) (\$1,625 reduction) TFCA Academy - \$1,250 x 2 = \$2,500 (approx. 96 ET hours) Accommodations for TFCA Academy - \$1,100 + mileage Training Supplies - \$2,500 x 1 = \$2,500 (\$2,500 increase) Rope Rescue Class - \$1,750 x 1 = \$1,750 (\$1750 reduction) Total: \$29,830</p>
Fire Certification Fees	6,539.00	<p>\$88.00*30=2640.00 per new initial certification 56.49*30=1710 exam fee for certs Annual TCFP Cert Renewal (\$60 per person)*50=3000</p>
EMS Training	18,000.00	no change
EMS Certification Fees	6,000.00	<p>PALS-4950 (150*33) ACLS-4125 (125.00*33) (\$20*45employees) Handtevy Certification BLS - instructor -(3.00*45)=135.00 CPR/AED TDHS State Provider Certification</p>
Emergency Management Training - (TDEM)	6,000.00	2 conferences each \$1500*2conf*2emp
Fire Marshal Training	8,600.00	<p>Renew investigation equipment and supplies- \$500 Ammunition (required annual qualification)- \$100 Training- \$8000 Conferences (Fire marshal and other investigators)- \$6500 Arson Investigation and Fire Marshal TCOLE classes for CE- \$500 Investigation CE- \$1000 Total request for the Fire Marshal office- \$8600</p>
Fire Marshal Certification Fees	0.00	
Dispatch Training & Certification Fees	9,000.00	500*2 TCOLE certification, (need price) TCOLE CE for 2 dispatchers and (\$8,000) need for training (EMD, 911, CAD, TCOLE CE's, etc.) for 4 FT dispatchers.

Base 3% Increase to Base Pay	FY 2026 Notes
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Admin Training & Certification Fees	9,500.00	TMRS training/workshops, PFIA training & cert, Notary \$100 every 2 or 4years, HRIS conference/training & travel; cost of PD/travel for Amy CGFO Cert; \$500 SHRM Membership for Katherine (local and national)
General Supplies for Training	0.00	
Total Training	93,469.00	

**Base 3% Increase to
Base Pay**

FY 2026 Notes

Maintenance

Vehicle Maintenance	250,000.00	based on 2024 actuals and past spending history
Equipment & Supplies Maintenance	40,000.00	replacement of axes, ladders, etc.
Bunker Gear Maintenance	28,600.00	Hoods, gloves, safety vests, helmet fronts, EZ-Flip shield replacements and helmet parts
SCBA Maintenance	15,000.00	(15,000) FIT testing, maintenance, & repairs
Knox Contracts	800.00	721.00 annual subscription - Knox paid in Nov. (based on number of units, 1 on every truck - tier pricing)
Fuel System	5,000.00	5,000 for maint. and Burns replacing (hardware)
Total Maintenance	339,400.00	

Events & Other

VFD Fire Commission & Meeting Expenses	7,500.00	no increase
VFD Employee Appreciation & Events	10,000.00	(\$10,000) - Family Day - 2026
CPR Supplies, Cards, & Equipment	7,100.00	biannually reoccurring annual cost, 108 Signup genius - CPR classes
Contingency	20,000.00	
Total Events & Other	44,600.00	

Operating Expenditures TOTAL

1,358,084.25

SUMMARY

Capital Expenditures TOTAL	176,210.00
Personnel Expenditures TOTAL	9,110,283.19
Operating Expenditures TOTAL	1,358,084.25
SUBTOTAL (capital, personnel, & operating)	10,644,577.44

Capital Replacement Assessment	0.00
TOTAL BUDGET TO BE ASSESSED	10,644,577.44

Capital Replacement Fund Schedule

Vehicles	Life (years)	2025	2026	2027	2028	2029
2026 Aerial	15		2,121,000			
2020 Pumper 1	20					
2008 Pumper 2	20			1,600,000		
2014 Deputy Chief's Vehicle	10	150,000				
2019 Fire Chief's Vehicle	10					90,000
2020 Utility Vehicle	10					
2023 Medic 1	10					
2023 Medic 2	10					
2014 Medic 3	10				300,000	
2017 Fire Marshal's Vehicle	10			90,000		
Total to be spent for Vehicles		150,000	2,121,000	1,690,000	300,000	90,000

SCBA Equipment		2025	2026	2027	2028	2029
SCBA Equipment	10	225,000				
Total to be spent for SCBA Equipment		225,000	0	0	0	0

Balance	2025	2026	2027	2028	2029
Beginning Cash -AP	1,237,493	3,130,493	1,528,493	417,493	646,493
Planned Budgeted Annual Contribution	0	0	0	0	0
Additional Contributions	0	0	0	0	0
EMS Revenue	250,000	375,000	350,000	350,000	350,000
Interest Income	18,000	144,000	144,000	144,000	144,000
Revenue from sale or trade-in	2,000,000	0	85,000	35,000	5,000
Disbursements	-375,000	-2,121,000	-1,690,000	-300,000	-90,000
Ending Cash	3,130,493	1,528,493	417,493	646,493	1,055,493

Capital Replacement Fund Schedule

Vehicles	2030	2031	2032	2033	2034	2035
2026 Aerial						
2020 Pumper 1						2,000,000
2008 Pumper 2						
2014 Deputy Chief's Vehicle						150,000
2019 Fire Chief's Vehicle						
2020 Utility Vehicle						
2023 Medic 1				350,000		
2023 Medic 2				350,000		
2014 Medic 3						
2017 Fire Marshal's Vehicle						
Total to be spent for Vehicles	0	0	0	700,000	0	2,150,000

SCBA Equipment	2030	2031	2032	2033	2034	2035
SCBA Equipment						226,000
Total to be spent for SCBA Equipment	0	0	0	0	0	226,000

Balance	2030	2031	2032	2033	2034	2035
Beginning Cash -AP	1,055,493	1,549,493	2,043,493	2,537,493	2,331,493	2,825,493
Planned Budgeted Annual Contribution	0	0	0	0	0	0
Additional Contributions	0	0	0	0	0	0
EMS Revenue	350,000	350,000	350,000	350,000	350,000	350,000
Interest Income	144,000	144,000	144,000	144,000	144,000	144,000
Revenue from sale or trade-in	0	0	0	0	0	0
Disbursements	0	0	0	-700,000	0	-2,150,000
Ending Cash	1,549,493	2,043,493	2,537,493	2,331,493	2,825,493	1,169,493

Capital Replacement Fund Schedule

Vehicles	2036	2037	2038	2039
2026 Aerial				
2020 Pumper 1				
2008 Pumper 2				
2014 Deputy Chief's Vehicle				
2019 Fire Chief's Vehicle				90,000
2020 Utility Vehicle				
2023 Medic 1				
2023 Medic 2				
2014 Medic 3			400,000	
2017 Fire Marshal's Vehicle		90,000		
Total to be spent for Vehicles	0	90,000	400,000	90,000

SCBA Equipment	2036	2037	2038	2039
SCBA Equipment				
Total to be spent for SCBA Equipment	0	0	0	0

Balance	2036	2037	2038	2039
Beginning Cash -AP	1,169,493	1,663,494	2,067,494	2,161,494
Planned Budgeted Annual Contribution	0	0	0	0
Additional Contributions	0	0	0	0
EMS Revenue	350,000	350,000	350,000	350,000
Interest Income	144,000	144,000	144,000	144,000
Revenue from sale or trade-in	1	0	0	0
Disbursements	0	-90,000	-400,000	-90,000
Ending Cash	1,663,494	2,067,494	2,161,494	2,565,494

Capital Replacement Fund Schedule

Vehicles	2040	2041	2042	2043	2044	2045
2026 Aerial		4,400,000				
2020 Pumper 1						
2008 Pumper 2			2,000,000			
2014 Deputy Chief's Vehicle						150,000
2019 Fire Chief's Vehicle						
2020 Utility Vehicle						
2023 Medic 1				450,000		
2023 Medic 2				450,000		
2014 Medic 3						
2017 Fire Marshal's Vehicle						
Total to be spent for Vehicles	0	4,400,000	2,000,000	900,000	0	150,000

SCBA Equipment	2040	2041	2042	2043	2044	2045
SCBA Equipment						226,000
Total to be spent for SCBA Equipment	0	0	0	0	0	226,000

Balance	2040	2041	2042	2043	2044	2045
Beginning Cash -AP	2,565,494	3,059,494	-846,506	-2,352,506	-2,758,506	-2,264,506
Planned Budgeted Annual Contribution	0	0	0	0	0	0
Additional Contributions	0	0	0	0	0	0
EMS Revenue	350,000	350,000	350,000	350,000	350,000	350,000
Interest Income	144,000	144,000	144,000	144,000	144,000	144,000
Revenue from sale or trade-in	0	0	0	0	0	0
Disbursements	0	-4,400,000	-2,000,000	-900,000	0	-150,000
Ending Cash	3,059,494	-846,506	-2,352,506	-2,758,506	-2,264,506	-1,920,506

Capital Replacement Fund Schedule

Vehicles	2046	2047	2048
2026 Aerial			
2020 Pumper 1			
2008 Pumper 2			
2014 Deputy Chief's Vehicle			
2019 Fire Chief's Vehicle			
2020 Utility Vehicle			
2023 Medic 1			
2023 Medic 2			
2014 Medic 3			
2017 Fire Marshal's Vehicle		90,000	
Total to be spent for Vehicles	0	90,000	0

SCBA Equipment	2046	2047	2048
SCBA Equipment			
Total to be spent for SCBA Equipment	0	0	0

Balance	2046	2047	2048
Beginning Cash -AP	-1,920,506	-1,426,506	-1,022,506
Planned Budgeted Annual Contribution	0	0	0
Additional Contributions	0	0	0
EMS Revenue	350,000	350,000	350,000
Interest Income	144,000	144,000	144,000
Revenue from sale or trade-in	0	0	0
Disbursements	0	-90,000	0
Ending Cash	-1,426,506	-1,022,506	-528,506

2025 BASE PAY SCALE (3.5% Increase Effective January 1, 2025)

Grade → Rank →	1 Dispatcher 2080 annual hours, non-exempt, no HC			2 Firefighter 2736 annual hours, non-exempt				3 Firemedic 1 2736 annual hours, non-exempt				4 Operator 2736 annual hours, non-exempt			
	Annual	Pay Period	Hourly	Annual	Pay Period	Hourly	HC	Annual	Pay Period	Hourly	HC	Annual	Pay Period	Hourly	HC
1	59,910.28	2,496.26	28.803	66,751.63	2,781.32	24.398		73,906.97	3,079.46	27.013					
2	65,270.26	2,719.59	31.380	70,262.81	2,927.62	25.681	2.898	77,375.07	3,223.96	28.280	0.299	78,192.93	3,258.04	28.579	6.500
3	67,884.50	2,828.52	32.637	73,773.78	3,073.91	26.964	2.883	80,839.06	3,368.29	29.546	0.300	81,660.74	3,402.53	29.847	6.498
4	71,275.92	2,969.83	34.267	77,280.92	3,220.04	28.246	2.868	84,302.73	3,512.61	30.812	0.302	85,128.50	3,547.02	31.114	6.523
5				80,631.30	3,359.64	29.471	2.910	87,770.52	3,657.11	32.080	0.300	88,592.14	3,691.34	32.380	6.497
6				84,301.48	3,512.56	30.812	2.834	91,234.13	3,801.42	33.346	0.300	92,055.84	3,835.66	33.646	6.483
7				87,813.67	3,658.90	32.096	2.817	94,697.71	3,945.74	34.612	0.300	95,519.78	3,979.99	34.912	6.498
8				91,324.52	3,805.19	33.379	2.801	98,165.89	4,090.25	35.879	0.300	98,987.57	4,124.48	36.180	6.497
9				94,835.77	3,951.49	34.662	2.783	101,629.54	4,234.56	37.145	0.300	102,451.22	4,268.80	37.446	6.498

Grade → Rank →	5 Firemedic 2 2736 annual hours, non-exempt				6 Captain 2736 annual hours, non-exempt				7 Fire Marshal 2080 annual hours, non-exempt, no HC			8 Deputy Chief 2736 annual hours, exempt, no HC		
	Annual	Pay Period	Hourly	HC	Annual	Pay Period	Hourly	HC	Annual	Pay Period	Hourly	Annual	Pay Period	Hourly
1	84,742.92	3,530.96	30.973		95,975.82	3,998.99	35.079	5.471	100,915.14	4,204.80	48.517	110,943.80	4,622.66	40.550
2	88,207.01	3,675.29	32.239	2.839	99,439.47	4,143.31	36.345	5.472	105,147.99	4,381.17	50.552	114,411.22	4,767.13	41.817
3	91,670.65	3,819.61	33.505	2.839	102,974.80	4,290.62	37.637	5.446	107,846.00	4,493.58	51.849	117,875.22	4,911.47	43.083
4	95,134.28	3,963.93	34.771	2.866	106,367.14	4,431.96	38.877	5.472	111,308.39	4,637.85	53.514	121,338.87	5,055.79	44.349
5	98,602.03	4,108.42	36.039	2.838	109,792.11	4,574.67	40.129	5.466	114,777.06	4,782.38	55.181	124,745.82	5,197.74	45.594
6	102,066.09	4,252.75	37.305	2.824	113,298.54	4,720.77	41.410	5.472	118,239.45	4,926.64	56.846	128,270.63	5,344.61	46.883
7	105,529.67	4,397.07	38.571	2.839	116,762.55	4,865.11	42.676	5.472	121,701.83	5,070.91	58.510	131,734.29	5,488.93	48.148
8	108,997.55	4,541.56	39.838	2.838	120,230.30	5,009.60	43.944	5.471	125,169.89	5,215.41	60.178	135,197.94	5,633.25	49.414
9														

Certification Pay	
Annual	Pay Period
Intermediate	810.00 / 33.75
Advanced	1,260.00 / 52.50
Master	1,929.00 / 80.38

Note: Firemedic 3 = Firemedic 2 with additional stipend:

Annual	Pay Period
Firemedic 3	1,500.00 / 62.50