

**VILLAGE FIRE DEPARTMENT**  
**REGULAR MONTHLY BOARD MEETING AGENDA**  
**Wednesday, August 27, 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, August 27, 2025, at 6:00 P.M.**, 901 Corbindale Road, Hedwig Village, Texas 77024.

1. **CALL TO ORDER & PLEDGE OF ALLEGIANCE**
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 July 23, 2025
  - B. Approval of Bills Paid – July 2025
4. **REPORTS**
  - A. Treasurer's Financial Reports – July 2025
  - B. Administrator's Report – July 2025
  - C. Investment Report – July 2025
  - D. Fire Chief's Report – July 2025
5. **DISCUSSION OF AND POSSIBLE ACTION REGARDING ACCEPTANCE OF DONATION OF FUNDS FOR EMS EQUIPMENT** - The Board of Commissioners will discuss and take any action necessary related to donated funds for the purchase of EMS equipment.
6. **DISCUSSION OF AND POSSIBLE ACTION REGARDING INSURANCE PROPOSALS** - The Board of Commissioners will discuss and take any action necessary related to insurance proposals.
7. **DISCUSSION OF AND POSSIBLE ACTION REGARDING TOWER BIDS** - The Board of Commissioners will discuss and take any action necessary related to bids/proposals received on the Tower renovations.
8. **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.
9. **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 2024 financial audit and related matters.

I certify that the agenda for the 27<sup>th</sup> of August 2025 Regular Monthly Board Meeting was posted at the fire department this the 22<sup>nd</sup> day of August 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.

10. **DISCUSSION OF AND POSSIBLE ACTION REGARDING INVESTMENT POLICY** - The Board of Commissioners will discuss and take action on a Resolution updating the Village Fire Department Investment Policy.
11. **DISCUSSION OF AND POSSIBLE ACTION REGARDING CONSOLIDATION OF BANK ACCOUNTS** - The Board of Commissioners will discuss and take any action necessary related to combining the General Fund and Savings Account.
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. Chief
    2. Administrative Support Position
    3. Captain
  - B. Executive session pursuant to Section 551.071 consultation with attorney regarding pending or contemplated litigation.
13. **RECONVENE OPEN 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**  
September 24, 2025
16. **ADJOURNMENT**

I certify that the agenda for the 27<sup>th</sup> of August 2025 Regular Monthly Board Meeting was posted at the fire department this the 22<sup>nd</sup> day of August 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.

**VILLAGE FIRE DEPARTMENT**  
**REGULAR MONTHLY BOARD MEETING AGENDA**  
**Wednesday, July 23, 2025, 6:00 P.M**

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Notice is hereby given of a regular monthly meeting of the Fire Commission of the Village Fire Department, to be held on **Wednesday, July 23, 2025, at 6:00 P.M.**, 901 Corbindale Road, Hedwig Village, Texas 77024.

**Present & Voting Were:**

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

Alternate Dan Ramey, Chair  
Commissioner John Lisenby, Vice Chair  
Commissioner Rob Adams, Treasurer  
Commissioner Mike Garofalo, Secretary  
Commissioner Keith Brown  
Commissioner Matt Woodruff

**Present Were:**

City of Hilshire Village  
City of Hunters Creek  
City of Piney Point Village  
City of Spring Valley Village

Mayor Robert (Bob) Buesinger  
Alternate John DeWitt  
Alternate Henry Kollenberg  
Alternate Steve Bass

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 Bunker Hill Village  
City of Hedwig Village

Alternate Clara Towsley  
Alternate Patrick Breckon

1. **CALL TO ORDER**
2. **COMMENTS FROM THE PUBLIC** – Comments are limited to 3 minutes each.

Andrea Herman of Hedwig Village asked about the old Sweet Tomatoes property and whether the new 10-story building going in there would be accommodated by the new ladder truck. The Chief said it would not.

3. **CONSENT AGENDA** – All Consent Agenda items listed are considered to be routine by The 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 June 25, 2025
  - B. Approval of Bills Paid – June 2025

There was a motion by Commissioner Woodruff to approve the consent agenda and a second by Commissioner Brown.

**Motion:** Woodruff  
**Second:** Brown  
**Unanimously approved**

An amendment was made by Commissioner Adams to adjourn the meeting by 7 pm, and a second by Commissioner Lisenby.

**Motion:** Adams  
**Second:** Lisenby  
**Unanimously approved**

**4. REPORTS**

- A. Treasurer's Financial Reports and possible action – June 2025**
- B. Administrator's Report and possible action – June 2025**
- C. Investment Report – June 2025**
- D. Fire Chief's Report and possible action – June 2025**
- E. Insurance Broker Report – Property and Casualty Insurance**

The Administrator/Finance Director noted that the reports were in a different format this month. She stated that she wanted to pull what can be done in QuickBooks (QBO) and show what those reports look like. She explained that she and the Administrative Specialist are entering items daily into QBO per the SOPs, and then reconciling all the accounts at the end of the month. She informed the Board that the time spend on the reconciliation of the accounts has been cut significantly with the transition to the new system. The everything is turned over to the accountant to put it into a report. In order to make the report work for the Board, there is some manual manipulation that has to occur and takes time. Even with these steps, the reports were still not what the Board wanted to see. The cost each month is running around \$3,000 to do this. Reporting software that staff has explored runs upward of \$20,000 per year. The Administrator decided to see if the QBO standard reports were good enough for the Board, and reiterated that the data in QBO is accurate, solid data, it's just the reports that were lacking.

She suggested returning to ORW, the Department's prior accounting firm, at least in the interim to review all the bank reconciliations and financial reports.

The Administrator again reiterated her attempts to stay within budget for accounting, and asked the Commission to please review the reports and offer any feedback.

Frank Comiskey with Comiskey Insurance, presented some insurance information to the Board. He stated that his group has insured the buildings, the general liability, the fleet, everything for 25 or 30 years. He told the Board the current casualty and property policies expire September 30th. The Department already received a quote from Texas Municipal League, TML, and his firm is in the middle of processing it, asking this file of 36 detailed questions that Jennifer in his office sent to Cheryl Nixon, at TML to answer.

Because of the fire truck accident on the freeway, and VFIS is replacing the fire truck to the tune of \$2 million, they sent a letter of non-renewal. Comiskey went to four or five different markets, and either they won't do business in Harris County or they won't do business in Texas.

The loss ratio because of the fire truck accident really impaired other people's ability to quote, and their underwriters wouldn't do it. But TML will. He stated they need to come back for the August meeting when they have had more time to really tweak and get firm answers to the questions that were sent.

There was some discussion about the existing policies and how TML policies compared. The Board asked Mr. Comiskey



to send over the existing policies for review.

The Chief gave his report and stated that the Department is up to full staffing levels. Chief introduced David Arronda to the Board, a firefighter who is currently fighting cancer and is on light duty in dispatch.

Chief gave an update on the leasing of the ladder truck and mentioned that the legal team from the leasing side is still reviewing the agreement sent by the Department. He stated that Medic 1 had preventive maintenance, Medic 3 had preventive maintenance on the generator this week, and the Chief's vehicle, had a camshaft and the air conditioning replaced on it this month. The bill for that was \$12,500. He stated that in the three years he has had the vehicle, a little over two years, the Department has paid \$40,000 for repairs. There are four more years left on this vehicle before it's due for replacement.

There were no major incidences for June, there were 82 fire, 180 MS, and 19 nonemergency service calls for a total of 209 incidences. Average response time was 4 minutes, 15 seconds.

The Chief stated that the training tower RFP draft was on the table in front of the Commission for review. He explained that there would be a bid tabulation sheet and one or two Commissioners present for the bid opening. He will bring back the bids for consideration and aware.

No action was taken.

5. **DISCUSSION ITEMS/PRESENTATION OF SPECIAL REPORTS** – The Board will receive a report from Connor Pennington, Intern, recapping his time with Village Fire Department.

The Department's Administrative Intern, Connor Pennington, gave his final presentation to the Board (attached), signifying his completion of the internship. The Commission thanked Connor for all his hard work and presented him with his stipend check.

No action was taken.

6. **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.

This item was taken up in Executive Session.

7. **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 2024 financial audit and related matters.

The Administrator/Finance Director told the Board that the auditor started sending out requests approximately three weeks ago, and she started uploading information while she was working from home. Some of the info was here at the office, so when she returned to the office last Monday, she started working on those items. The Administrative Specialist helped with the last few items yesterday. She was happy to report that the Department has turned in 100% of their requests as of the day of the meeting. The auditors will come back and have follow up questions or need more details, but for now the requirements have been met.

The Chair advised the Board that he had a 50-minute call with Robert Belt the day before regarding potential extra charges due to the credit card fraud. He reminded everyone that the fraud amounted to \$46,000 over three years, and the 2024 budget is \$9.9 million. So the credit cards, if there were a problem with all of them,

is only 0.64 of 1%. From an accountant point of view, the fraud is not in the range of materiality. In addition, \$17,000 of the \$46,000 the First Baptist Academy charges, so four transactions made up 36% of the whole fraud amount.

The bigger firms, such as Crowe, have risk departments that analyze risk company-wide. It's no different than a risk group in a big company. Mr. Belt had to report it up that the Department had a fraudulent event. If it was a prior year, he would come in, help document it, turn it over to Harris County, and it would be done. Unfortunately the bigger firm is unwilling to do that. Part of the estimated \$10,000 to \$25,000 expense increase over the audit is that group billing into the engagement. They bill \$400 to \$600 an hour. Mr. Belt did mention the Administrator and the Fire Department staff have done a great job of getting the information to him quickly.

No action was taken.

- 8. DISCUSSION OF AND POSSIBLE ACTION REGARDING INVESTMENT POLICY**  
**RESOLUTION-** The Board of Commissioners will discuss and take action on a Resolution updating the Village Fire Department Investment Policy.

There was a brief discussion about the investment policy, but in the interest of time, the Commission asked to table the item. Commissioner Woodruff told the Board that he has been asking for the entire time he's been on this commission that resolutions be presented to in writing in advance of the meeting, and this is the first time he has ever seen one. He thanked the Administrator/Finance Director for her efforts.

**Motion:** Woodruff

**Second:** Adams

**Unanimously approved**

- 9. DISCUSSION OF AND POSSIBLE ACTION REGARDING INSURANCE PROPOSALS**  
- The Board of Commissioners will discuss and take any action necessary related to insurance proposals.

This item was taken up under reports.

- 10. 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. Potential Administrative Support

- B.** Executive session pursuant to Section 551.071 consultation with attorney regarding pending or contemplated litigation

There was a motion by Commissioner Woodruff to adjourn into Executive Session at 6:53 and a second by Commissioner

Adams.

**Motion:** Woodruff

**Second:** Adams

**Unanimously approved**

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

No action was taken.

**12. FUTURE TOPICS**

**A.** Insurance Proposals

**B.** Investment Policy

- 13. NEXT MEETING DATE**  
**August 27, 2025**

**14. ADJOURNMENT**

The meeting adjourned at 7:00 pm.



# Expense Report - Prior Month

Village Fire Department

July 2025

TRANSACTION DATE	TRANSACTION TYPE	VENDOR	AMOUNT	MEMO			LOCATION
07/01/2025	Expense	8x8	-450.69	7ZWM3KV	8X8	CCD C 7ZWM3KV 8X8 CCD CS4X Village Fire D	General Fund
07/01/2025	Expense	8x8	450.69	7ZWM3KV	8X8	CCD C 7ZWM3KV 8X8 CCD CS4X Village Fire D	General Fund
07/01/2025	Expense		2,859.03	POSITIVE PROMOTIONS	800-6352666	NY US	General Fund
07/01/2025	Expense		2,859.03	POSITIVE PROMOTIONS	800-6352666	NY US	General Fund
07/02/2025	Expense	TMRS	-65,272.11	TMRS payment for June 2025 - PAYROLL	TMRS	CCD 4 PAYROLL TMRS CCD 41552 VILLAGE FIRE D	General Fund
07/02/2025	Expense	TMRS	-65,272.11	TMRS payment for June 2025 - PAYROLL	TMRS	CCD 4 PAYROLL TMRS CCD 41552 VILLAGE FIRE D	General Fund
07/03/2025	Expense	PS Lightwave	-1,015.22	WEBPAYMENT PSLIGHTWAVEINC	WEB		General Fund
07/03/2025	Expense	PS Lightwave	1,015.22	WEBPAYMENT PSLIGHTWAVEINC	WEB		General Fund
07/03/2025	Expense	Namecheap	6.88	NAME-CHEAP.COM* 8UEJZN	WWW.NAMECHEAPAZ US		General Fund
07/03/2025	Expense	Namecheap	6.88	NAME-CHEAP.COM* 8UEJZN	WWW.NAMECHEAPAZ US		General Fund
07/03/2025	Expense	Sam's Club	118.21	SAMS CLUB #4712	HOUSTON TX	US	General Fund
07/03/2025	Expense	Sam's Club	118.21	SAMS CLUB #4712	HOUSTON TX	US	General Fund
07/05/2025	Expense		293.15	INTUIT *QBooks Online	CL.INTUIT.COM	CA US	General Fund
07/05/2025	Expense		293.15	INTUIT *QBooks Online	CL.INTUIT.COM	CA US	General Fund
07/07/2025	Expense	Employee Reimbursement	-434.56	Employee Reimbursement to Lutz for emergency management training miles and meals. Payroll Tracking ID:2890886			General Fund
07/07/2025	Expense	Employee Reimbursement	434.56	Employee Reimbursement to Lutz for emergency management training miles and meals. Payroll Tracking ID:2890886			General Fund
07/07/2025	Expense	IRS	-53,487.10	USATAXPYMT IRS	CCD X USATAXPYMT IRS	CCD XXXXXXXXXXXXX8851 VILLAGE FIRE D	General Fund
07/07/2025	Expense	IRS	-20,890.18	USATAXPYMT IRS	CCD X USATAXPYMT IRS	CCD XXXXXXXXXXXXX8851 VILLAGE FIRE D	General Fund
07/07/2025	Expense	IRS	-32,596.92	USATAXPYMT IRS	CCD X USATAXPYMT IRS	CCD XXXXXXXXXXXXX8851 VILLAGE FIRE D	General Fund
07/08/2025	Expense	Child Support	-2,287.43	CHILDSUPP Texas SDU	CCD 2 CHILDSUPP Texas SDU	CCD XXXXXXXX2523352 VILLAGE FIRE D	General Fund
07/08/2025	Expense	Child Support	-2,287.43	CHILDSUPP Texas SDU	CCD 2 CHILDSUPP Texas SDU	CCD XXXXXXXX2523352 VILLAGE FIRE D	General Fund
07/08/2025	Expense	Tipalti	-17,423.95	EDI PYMNTS Tipalti, Inc.	CCD F EDI PYMNTS Tipalti, Inc.	CCD FR13583_40907da Village F	General Fund
07/08/2025	Expense	Tipalti	17,423.95	EDI PYMNTS Tipalti, Inc.	CCD F EDI PYMNTS Tipalti, Inc.	CCD FR13583_40907da Village F	General Fund
07/08/2025	Expense	ENGIE	-3,323.23	BILL PAY ENGIE REG IMMEDI	WEB BILL PAY ENGIE REG IMMEDI	WEB XXXXXXXX0411	General Fund
07/08/2025	Expense	ENGIE	3,323.23	BILL PAY ENGIE REG IMMEDI	WEB BILL PAY ENGIE REG IMMEDI	WEB XXXXXXXX0411	General Fund
07/08/2025	Expense	Amazon	24.97	AMAZON MKTPL*NL5RA6N30	Amzn.com/billWA	US	General Fund
07/08/2025	Expense	Amazon	24.97	AMAZON MKTPL*NL5RA6N30	Amzn.com/billWA	US	General Fund
07/08/2025	Expense	Signup Genius	11.99	SIGNUPGENIUS	SIGNUPGENIUS.NC	US	General Fund
07/08/2025	Expense	Signup Genius	11.99	SIGNUPGENIUS	SIGNUPGENIUS.NC	US	General Fund
07/08/2025	Expense	Texas Fire Marshals Association	500.00	TEXAS FIRE MARSHALS ASSOC	214-6743741 TX	US	General Fund
07/08/2025	Expense	Texas Fire Marshals Association	500.00	TEXAS FIRE MARSHALS ASSOC	214-6743741 TX	US	General Fund
07/09/2025	Expense	VFIS of Texas	-23,596.00	J2578 OOFF WINSTAR INSURANC	1110 J2578 OOFF WINSTAR INSURANC	XXXXXXXXX0538712 PPD TRN*1*	General Fund
07/09/2025	Expense	VFIS of Texas	23,596.00	J2578 OOFF WINSTAR INSURANC	1110 J2578 OOFF WINSTAR INSURANC	XXXXXXXXX0538712 PPD TRN*1*	General Fund
07/09/2025	Expense	Tipalti	-3,987.78	EDI PYMNTS Tipalti, Inc.	CCD F EDI PYMNTS Tipalti, Inc.	CCD FR13583_8dce9db Village F	General Fund



# Expense Report - Prior Month

Village Fire Department

July 2025

TRANSACTION DATE	TRANSACTION TYPE	VENDOR	AMOUNT	MEMO	LOCATION
07/09/2025	Expense	Tipalti	3,987.78	EDI PYMNTS Tipalti, Inc. CCD F EDI PYMNTS Tipalti, Inc. CCD FR13583_8dce9db Village F	General Fund
07/09/2025	Expense	FirstNet	-516.11	PAYMENT ATT XXXXXXXX5591104 PAYMENT ATT XXXXXXXX5591104 PPD	General Fund
07/09/2025	Expense	FirstNet	516.11	PAYMENT ATT XXXXXXXX5591104 PAYMENT ATT XXXXXXXX5591104 PPD	General Fund
07/09/2025	Expense	Starlink	-65.00	STARLINK I STARLINK INTERNECCD S STARLINK I STARLINK INTERNECCD ST-Q6F9M2R2M9N8 VILLAGE	General Fund
07/09/2025	Expense	Starlink	65.00	STARLINK I STARLINK INTERNECCD S STARLINK I STARLINK INTERNECCD ST-Q6F9M2R2M9N8 VILLAGE	General Fund
07/09/2025	Expense		-93,804.24	Transfer XXX8337 to XXX2634:cash Transfer XXX8337 to XXX2634:cash transfer to pay VMIG	General Fund
07/09/2025	Expense		93,804.24	Transfer XXX8337 to XXX2634:cash Transfer XXX8337 to XXX2634:cash transfer to pay VMIG	General Fund
07/09/2025	Expense	VMIG	-93,804.24	Transfer XXX2634 to XXX7773: VMI Transfer XXX2634 to XXX7773: VMIG July 2025 payment fr	General Fund
07/09/2025	Expense	VMIG	-1,706.51	Transfer XXX2634 to XXX7773: VMI Transfer XXX2634 to XXX7773: VMIG July 2025 payment fr	General Fund
07/09/2025	Expense	VMIG	1,748.40	Transfer XXX2634 to XXX7773: VMI Transfer XXX2634 to XXX7773: VMIG July 2025 payment fr	General Fund
07/09/2025	Expense	VMIG	-12,713.44	Transfer XXX2634 to XXX7773: VMI Transfer XXX2634 to XXX7773: VMIG July 2025 payment fr	General Fund
07/09/2025	Expense	VMIG	77,635.89	Transfer XXX2634 to XXX7773: VMI Transfer XXX2634 to XXX7773: VMIG July 2025 payment fr	General Fund
07/10/2025	Expense	Employee Reimbursement	-	Transfer XXX8337 to XXX2634:payr Transfer XXX8337 to XXX2634:payroll and bills 15th of	General Fund
07/10/2025	Expense	Employee Reimbursement	300,000.00	Transfer XXX8337 to XXX2634:payr Transfer XXX8337 to XXX2634:payroll and bills 15th of	General Fund
07/10/2025	Expense	Amazon	20.99	AMAZON MARK* NL5SQ5SC0 AMAZON.COM/MAWA US	General Fund
07/10/2025	Expense	Amazon	20.99	AMAZON MARK* NL5SQ5SC0 AMAZON.COM/MAWA US	General Fund
07/11/2025	Expense	Howard Miller	-57.00	Payroll Tracking ID:2822885	General Fund
07/11/2025	Expense	Howard Miller	57.00	Payroll Tracking ID:2822885	General Fund
07/11/2025	Expense		-403.99	EDI PYMNTS Tipalti, Inc. CCD F EDI PYMNTS Tipalti, Inc. CCD FR13583_030878e Village F	General Fund



# Expense Report - Prior Month

Village Fire Department

July 2025

TRANSACTION DATE	TRANSACTION TYPE	VENDOR	AMOUNT	MEMO	LOCATION
07/11/2025	Expense		403.99	EDI PYMNTS Tipalti, Inc. CCD F EDI PYMNTS Tipalti, Inc. CCD FR13583_030878e Village F	General Fund
07/11/2025	Expense	Kotapay/Village WIRE	-172,254.20	WIRE TO REF 541 Kotapay/Village WIRE TO REF 541 Kotapay/Village Fire	General Fund
07/11/2025	Expense	Kotapay/Village WIRE	172,254.20	WIRE TO REF 541 Kotapay/Village WIRE TO REF 541 Kotapay/Village Fire	General Fund
07/11/2025	Expense		-1,250.00	Union & Valic PPE07102025 - ACH Payments Tracking ID:29041 7 ACH Payments Tracking ID:29041 76	General Fund
07/11/2025	Expense		-1,075.00	Union & Valic PPE07102025 - ACH Payments Tracking ID:29041 7 ACH Payments Tracking ID:29041 76	General Fund
07/11/2025	Expense		-175.00	Union & Valic PPE07102025 - ACH Payments Tracking ID:29041 7 ACH Payments Tracking ID:29041 76	General Fund
07/11/2025	Expense	United Healthcare	-207,811.60	EDI PAYMTS UNITED HEALTHCARCTX 2 EDI PAYMTS UNITED HEALTHCARCTX XXXXXXXX3250 ISA*00* *0	VMIG
07/11/2025	Expense	United Healthcare	-207,811.60	EDI PAYMTS UNITED HEALTHCARCTX 2 EDI PAYMTS UNITED HEALTHCARCTX XXXXXXXX3250 ISA*00* *0	VMIG
07/11/2025	Expense	Emergicon	-32,256.12	ePay Emergicon XXXXXXXX6003 ePay Emergicon XXXXXXXX0037098 PPD 7.10 EOM Funds	Ambulance Billing Fund
07/11/2025	Expense	Emergicon	-32,256.12	ePay Emergicon XXXXXXXX6003 ePay Emergicon XXXXXXXX0037098 PPD 7.10 EOM Funds	Ambulance Billing Fund
07/11/2025	Expense	Sam's Club	68.94	SAMSClub.COM 888-746-7726 AR US	General Fund
07/11/2025	Expense	Sam's Club	68.94	SAMSClub.COM 888-746-7726 AR US	General Fund
07/11/2025	Expense		-166.04	UTILITY DD Memorial Village 1130 UTILITY DD Memorial Village XXXXXXXX0005203 PPD	General Fund
07/11/2025	Expense		166.04	UTILITY DD Memorial Village 1130 UTILITY DD Memorial Village XXXXXXXX0005203 PPD	General Fund
07/12/2025	Expense	Sam's Club	320.86	SAMSClub.COM 888-746-7726 AR US	General Fund
07/12/2025	Expense	Sam's Club	320.86	SAMSClub.COM 888-746-7726 AR US	General Fund
07/14/2025	Expense	Employee Reimbursement	-30.00	Payroll Tracking ID:2908126	General Fund
07/14/2025	Expense	Employee Reimbursement	30.00	Payroll Tracking ID:2908126	General Fund
07/14/2025	Expense	Aflac	-938.07	ACHPMT AFLAC COLUMBUS CCD 1 ACHPMT AFLAC COLUMBUS CCD 102177996 HXXXXXXXXX9901	General Fund
07/14/2025	Expense	Aflac	-938.07	ACHPMT AFLAC COLUMBUS CCD 1 ACHPMT AFLAC COLUMBUS CCD 102177996 HXXXXXXXXX9901	General Fund
07/14/2025	Expense	The Hartford	-7,538.34	PREMRMB389 HARTFORD LIFE ANCCD 3 PREMRMB389 HARTFORD LIFE ANCCD 390043 VILLAGE FIRE D R	VMIG
07/14/2025	Expense	The Hartford	-7,538.34	PREMRMB389 HARTFORD LIFE ANCCD 3 PREMRMB389 HARTFORD LIFE ANCCD 390043 VILLAGE FIRE D R	VMIG
07/15/2025	Expense	Legal Shield	-146.50	GRP PAYMT LEGALSHIELD WEB GRP PAYMT LEGALSHIELD WEB XXXXXXXX0008702	General Fund
07/15/2025	Expense	Legal Shield	-146.50	GRP PAYMT LEGALSHIELD WEB GRP PAYMT LEGALSHIELD WEB XXXXXXXX0008702	General Fund
07/15/2025	Expense	Nationwide	-7,279.00	PAYMENTS NATIONWIDE XXXXXX0270 PAYMENTS NATIONWIDE XXXXXXXX7086188 PPD	General Fund
07/15/2025	Expense	Nationwide	-7,279.00	PAYMENTS NATIONWIDE XXXXXX0270 PAYMENTS NATIONWIDE XXXXXXXX7086188 PPD	General Fund
07/15/2025	Expense	Nationwide	-1,767.00	PAYMENTS NATIONWIDE XXXXXX0270 PAYMENTS NATIONWIDE XXXXXXXX7086187 PPD	General Fund
07/15/2025	Expense	Nationwide	-1,767.00	PAYMENTS NATIONWIDE XXXXXX0270 PAYMENTS NATIONWIDE XXXXXXXX7086187 PPD	General Fund
07/15/2025	Expense	Gallagher	-3,633.33	BILLPAY GALLABENE CCD B BILLPAY GALLABENE CCD BXXXXXXXXX96040 VILLAGE FIRE D	VMIG
07/15/2025	Expense	Gallagher	-3,633.33	BILLPAY GALLABENE CCD B BILLPAY GALLABENE CCD BXXXXXXXXX96040 VILLAGE FIRE D	VMIG
07/16/2025	Expense	Tipalti	-74.50	EDI PYMNTS Tipalti, Inc. CCD F EDI PYMNTS Tipalti, Inc. CCD FR13583_32c35cd Village F	General Fund
07/16/2025	Expense	Tipalti	74.50	EDI PYMNTS Tipalti, Inc. CCD F EDI PYMNTS Tipalti, Inc. CCD FR13583_32c35cd Village F	General Fund
07/17/2025	Expense	Tipalti	-109,339.21	EDI PYMNTS Tipalti, Inc. CCD F EDI PYMNTS Tipalti, Inc. CCD FR13583_407e20f Village F	General Fund
07/17/2025	Expense	Tipalti	109,339.21	EDI PYMNTS Tipalti, Inc. CCD F EDI PYMNTS Tipalti, Inc. CCD FR13583_407e20f Village F	General Fund
07/18/2025	Expense	1st Bankcard Ctr. ccd	-46.53	Fire Marshal CC Payment - ONLINE PMT 1ST BANKCARD CTRCCD C ONLINE PMT 1ST BANKCARD CTRCCD CCXXXXXX6019 0000VILLAG	General Fund
07/18/2025	Expense	1st Bankcard Ctr. ccd	46.53	Fire Marshal CC Payment - ONLINE PMT 1ST BANKCARD CTRCCD C ONLINE PMT 1ST BANKCARD CTRCCD CCXXXXXX6019 0000VILLAG	General Fund
07/18/2025	Expense	1st Bankcard Ctr. ccd	-4,284.00	T. Miller CC Payment - ONLINE PMT 1ST BANKCARD CTRCCD C ONLINE PMT 1ST BANKCARD CTRCCD CCXXXXXX6024 0000VILLAG	General Fund
07/18/2025	Expense	1st Bankcard Ctr. ccd	4,284.00	T. Miller CC Payment - ONLINE PMT 1ST BANKCARD CTRCCD C ONLINE PMT 1ST BANKCARD CTRCCD CCXXXXXX6024 0000VILLAG	General Fund
07/18/2025	Expense	1st Bankcard Ctr. ccd	-425.00	H. Miller CC Payment - ONLINE PMT 1ST BANKCARD CTRCCD C ONLINE PMT 1ST BANKCARD CTRCCD CCXXXXXX6021 0000VILLAG	General Fund



## Expense Report - Prior Month

Village Fire Department

July 2025

TRANSACTION DATE	TRANSACTION TYPE	VENDOR	AMOUNT	MEMO	LOCATION
07/18/2025	Expense	1st Bankcard Ctr. ccd	425.00	H. Miller CC Payment - ONLINE PMT 1ST BANKCARD CTRCCD C ONLINE PMT 1ST BANKCARD CTRCCD CCXXXXXX6021 0000VILLAG	General Fund
07/18/2025	Expense	1st Bankcard Ctr. ccd	-731.90	DePaul CC Payment - ONLINE PMT 1ST BANKCARD CTRCCD C ONLINE PMT 1ST BANKCARD CTRCCD CCXXXXXX6018 0000VILLAG	General Fund
07/18/2025	Expense	1st Bankcard Ctr. ccd	731.90	DePaul CC Payment - ONLINE PMT 1ST BANKCARD CTRCCD C ONLINE PMT 1ST BANKCARD CTRCCD CCXXXXXX6018 0000VILLAG	General Fund
07/18/2025	Expense	1st Bankcard Ctr. ccd	-284.02	Buckert CC Payment - ONLINE PMT 1ST BANKCARD CTRCCD C ONLINE PMT 1ST BANKCARD CTRCCD CCXXXXXX6014 0000VILLAG	General Fund
07/18/2025	Expense	1st Bankcard Ctr. ccd	284.02	Buckert CC Payment - ONLINE PMT 1ST BANKCARD CTRCCD C ONLINE PMT 1ST BANKCARD CTRCCD CCXXXXXX6014 0000VILLAG	General Fund
07/18/2025	Expense	1st Bankcard Ctr. ccd	-544.73	Stuart CC Payment - ONLINE PMT 1ST BANKCARD CTRCCD C ONLINE PMT 1ST BANKCARD CTRCCD CCXXXXXX6027 0000VILLAG	General Fund
07/18/2025	Expense	1st Bankcard Ctr. ccd	544.73	Stuart CC Payment - ONLINE PMT 1ST BANKCARD CTRCCD C ONLINE PMT 1ST BANKCARD CTRCCD CCXXXXXX6027 0000VILLAG	General Fund
07/18/2025	Expense	1st Bankcard Ctr. ccd	-118.21	Witt CC Payment - ONLINE PMT 1ST BANKCARD CTRCCD C ONLINE PMT 1ST BANKCARD CTRCCD CCXXXXXX6029 0000VILLAG	General Fund
07/18/2025	Expense	1st Bankcard Ctr. ccd	118.21	Witt CC Payment - ONLINE PMT 1ST BANKCARD CTRCCD C ONLINE PMT 1ST BANKCARD CTRCCD CCXXXXXX6029 0000VILLAG	General Fund
07/18/2025	Expense	IRS	-58,411.90	USATAXPYMT IRS CCD X USATAXPYMT IRS CCD XXXXXXXXXXXX8191 VILLAGE FIRE D	General Fund
07/18/2025	Expense	IRS	-23,685.42	USATAXPYMT IRS CCD X USATAXPYMT IRS CCD XXXXXXXXXXXX8191 VILLAGE FIRE D	General Fund
07/18/2025	Expense	IRS	-34,726.48	USATAXPYMT IRS CCD X USATAXPYMT IRS CCD XXXXXXXXXXXX8191 VILLAGE FIRE D	General Fund





# Expense Report - Prior Month

Village Fire Department

July 2025

TRANSACTION DATE	TRANSACTION TYPE	VENDOR	AMOUNT	MEMO	LOCATION
07/18/2025	Expense	Emergicon	-32,256.12	ePay Emergicon XXXXXXX6000 ePay Emergicon XXXXXXX0000529 PPD 7.17	Ambulance Billing Fund
07/18/2025	Expense	Emergicon	-32,256.12	EOM Funds ePay Emergicon XXXXXXX6000 ePay Emergicon XXXXXXX0000529 PPD 7.17	Ambulance Billing Fund
07/21/2025	Expense	Tipalti	-95.00	EDI PYMNTS Tipalti, Inc. CCD F EDI PYMNTS Tipalti, Inc. CCD FR13583_b2be922	General Fund
07/21/2025	Expense	Tipalti	95.00	Village F EDI PYMNTS Tipalti, Inc. CCD F EDI PYMNTS Tipalti, Inc. CCD FR13583_b2be922	General Fund
07/22/2025	Expense	Sam's Club	424.48	SAMSCLUB.COM 888-746-7726 AR US	General Fund
07/22/2025	Expense	Sam's Club	424.48	SAMSCLUB.COM 888-746-7726 AR US	General Fund
07/22/2025	Expense	Adobe	46.53	ADOBE INC. 408-536-6000 CA US	General Fund
07/22/2025	Expense	Adobe	46.53	ADOBE INC. 408-536-6000 CA US	General Fund
07/23/2025	Expense	Child Support	-2,287.43	CHILDSUPP Texas SDU CCD 2 CHILDSUPP Texas SDU CCD XXXXXXXX2523352 VILLAGE FIRE D	General Fund
07/23/2025	Expense	Child Support	-2,287.43	CHILDSUPP Texas SDU CCD 2 CHILDSUPP Texas SDU CCD XXXXXXXX2523352 VILLAGE FIRE D	General Fund
07/23/2025	Expense	Henry Schein	-942.82	AR-EFT HENRY SCHEIN, INCCD 0 AR-EFT HENRY SCHEIN, INCCD 02592877 1758826 REF*60*175	General Fund
07/23/2025	Expense	Henry Schein	942.82	AR-EFT HENRY SCHEIN, INCCD 0 AR-EFT HENRY SCHEIN, INCCD 02592877 1758826 REF*60*175	General Fund
07/23/2025	Expense		184.84	CHICKEN SALAD CHICK 3 XXXXXX1318 TX US	General Fund
07/23/2025	Expense		184.84	CHICKEN SALAD CHICK 3 XXXXXX1318 TX US	General Fund
07/23/2025	Expense		615.00	NENA 703-812-4600 VA US	General Fund
07/23/2025	Expense		615.00	NENA 703-812-4600 VA US	General Fund
07/23/2025	Expense		67.12	DISCOUNT-TIRE-CO TXH-05 HOUSTON TX US	General Fund
07/23/2025	Expense		67.12	DISCOUNT-TIRE-CO TXH-05 HOUSTON TX US	General Fund
07/24/2025	Expense		-	Transfer XXX8337 to XXX2634: Tra Transfer XXX8337 to XXX2634: Transfer for bill	General Fund
			200,000.00	payment	
07/24/2025	Expense		200,000.00	Transfer XXX8337 to XXX2634: Tra Transfer XXX8337 to XXX2634: Transfer for bill	General Fund
				payment	
07/24/2025	Expense	Turboscribe	20.00	TURBOSCRIBE.AI TURBOSCRIBE.AWA US	General Fund
07/24/2025	Expense	Turboscribe	20.00	TURBOSCRIBE.AI TURBOSCRIBE.AWA US	General Fund
07/24/2025	Expense	Comcast	-595.79	CABLE SVCS COMCAST-XFINITY 02100 CABLE SVCS COMCAST-XFINITY XXXXXXXX0078948 PPD	General Fund
07/24/2025	Expense	Comcast	595.79	CABLE SVCS COMCAST-XFINITY 02100 CABLE SVCS COMCAST-XFINITY XXXXXXXX0078948 PPD	General Fund
07/24/2025	Expense	Employee Reimbursement	-688.42	Payroll Tracking ID:2936532	General Fund
07/24/2025	Expense	Employee Reimbursement	96.00	Payroll Tracking ID:2936532	General Fund
07/24/2025	Expense	Employee Reimbursement	592.42	Payroll Tracking ID:2936532	General Fund
07/24/2025	Expense	Lowe's	713.48	LOWES #01058* HOUSTON TX US	General Fund
07/24/2025	Expense	Lowe's	713.48	LOWES #01058* HOUSTON TX US	General Fund
07/28/2025	Expense		-	Transfer XXX8337 to XXX2634:payr Transfer XXX8337 to XXX2634:payroll and bills	General Fund
			300,000.00	end of m	
07/28/2025	Expense		300,000.00	Transfer XXX8337 to XXX2634:payr Transfer XXX8337 to XXX2634:payroll and bills	General Fund
				end of m	
07/28/2025	Expense		-3,833.31	Transfer XXX8337 to XXX2634: Mon Transfer XXX8337 to XXX2634: Monthly Meals Allowance T	General Fund
07/28/2025	Expense		3,833.31	Transfer XXX8337 to XXX2634: Mon Transfer XXX8337 to XXX2634: Monthly Meals Allowance T	General Fund
07/29/2025	Expense		-3,833.31	Payroll Tracking ID:2861499	General Fund
07/29/2025	Expense		3,833.31	Payroll Tracking ID:2861499	General Fund
07/29/2025	Expense	Kotapay/Village WIRE	-	WIRE TO REF 182 Kotapay/Village WIRE TO REF 182 Kotapay/Village Fire	General Fund
			177,027.34		
07/29/2025	Expense	Kotapay/Village WIRE	177,027.34	WIRE TO REF 182 Kotapay/Village WIRE TO REF 182 Kotapay/Village Fire	General Fund
07/29/2025	Expense	Nationwide	-7,279.00	PAYMENTS NATIONWIDE XXXXXX0239 PAYMENTS NATIONWIDE XXXXXXXX3959378 PPD	General Fund
07/29/2025	Expense	Nationwide	-7,279.00	PAYMENTS NATIONWIDE XXXXXX0239 PAYMENTS NATIONWIDE XXXXXXXX3959378 PPD	General Fund
07/29/2025	Expense	Nationwide	-1,767.00	PAYMENTS NATIONWIDE XXXXXX0239 PAYMENTS NATIONWIDE XXXXXXXX3959377 PPD	General Fund
07/29/2025	Expense	Nationwide	-1,767.00	PAYMENTS NATIONWIDE XXXXXX0239 PAYMENTS NATIONWIDE	General Fund





## Expense Report - Prior Month

Village Fire Department

July 2025

TRANSACTION DATE	TRANSACTION TYPE	VENDOR	AMOUNT	MEMO	LOCATION
XXXXXXXX3959377 PPD					
07/29/2025	Expense		-1,250.00	ACH Payments Tracking ID:29472 1 ACH Payments Tracking ID:29472 15	General Fund
07/29/2025	Expense		-1,075.00	ACH Payments Tracking ID:29472 1 ACH Payments Tracking ID:29472 15	General Fund
07/29/2025	Expense		-175.00	ACH Payments Tracking ID:29472 1 ACH Payments Tracking ID:29472 15	General Fund
07/29/2025	Expense	Eagle Engraving, Inc.	293.95	EAGLE ENGRAVING INC 630-3771056 IL US	General Fund
07/29/2025	Expense	Eagle Engraving, Inc.	293.95	EAGLE ENGRAVING INC 630-3771056 IL US	General Fund
07/30/2025	Expense	Emergicon	-32,256.12	Refund of Emergicon overpayment - ACH Payments Tracking ID:29507 1 ACH Payments Tracking ID:29507 12	Ambulance Billing Fund
07/30/2025	Expense	Emergicon	-32,256.12	Refund of Emergicon overpayment - ACH Payments Tracking ID:29507 1 ACH Payments Tracking ID:29507 12	Ambulance Billing Fund
07/30/2025	Expense	Dr. Hutch Stilgenbauer	-1,250.00	ACH Payments Tracking ID:28653 6 ACH Payments Tracking ID:28653 67	General Fund
07/30/2025	Expense	Dr. Hutch Stilgenbauer	1,250.00	ACH Payments Tracking ID:28653 6 ACH Payments Tracking ID:28653 67	General Fund
07/30/2025	Expense	Americhex, Inc.	-866.75	BILLING NATPAY-13717494 CCD 1 BILLING NATPAY-13717494 CCD 13717494 VILLAGE FIRE D	General Fund



# Expense Report - Prior Month

Village Fire Department

July 2025

TRANSACTION DATE	TRANSACTION TYPE	VENDOR	AMOUNT	MEMO	LOCATION
07/30/2025	Expense	Americhex, Inc.	866.75	BILLING NATPAY-13717494 CCD 1 BILLING NATPAY-13717494 CCD 13717494	General Fund
07/30/2025	Expense		500.00	VILLAGE FIRE D TEMSA WWW.TXEMSA.COTX US	General Fund
07/30/2025	Expense		500.00	TEMSA WWW.TXEMSA.COTX US	General Fund
07/30/2025	Expense		565.07	CITIZEN Torrance CA US	General Fund
07/30/2025	Expense		565.07	CITIZEN Torrance CA US	General Fund
07/31/2025	Expense	Center Point Energy	-167.98	ENT ACH DR CPENERGY ENTEX 021000 ENT ACH DR CPENERGY ENTEX XXXXXXXX2237126 PPD	General Fund
07/31/2025	Expense	Center Point Energy	167.98	ENT ACH DR CPENERGY ENTEX 021000 ENT ACH DR CPENERGY ENTEX XXXXXXXX2237126 PPD	General Fund
07/31/2025	Expense	8x8	-450.31	7ZWM3KV 8X8 CCD P 7ZWM3KV 8X8 CCD P673 Village Fire D	General Fund
07/31/2025	Expense	8x8	450.31	7ZWM3KV 8X8 CCD P 7ZWM3KV 8X8 CCD P673 Village Fire D	General Fund
07/31/2025	Expense	Aflac	-938.07	ACHPMT AFLAC COLUMBUS CCD 1 ACHPMT AFLAC COLUMBUS CCD 103199721 HXXXXXXXXX3901	General Fund
07/31/2025	Expense	Aflac	-938.07	ACHPMT AFLAC COLUMBUS CCD 1 ACHPMT AFLAC COLUMBUS CCD 103199721 HXXXXXXXXX3901	General Fund
07/31/2025	Expense	Amazon	9.94	AMAZON MKTPL*ZJ2DU6MM3 Amzn.com/billWA US	General Fund
07/31/2025	Expense	Amazon	9.94	AMAZON MKTPL*ZJ2DU6MM3 Amzn.com/billWA US	General Fund
07/31/2025	Expense		627.85	CITIZEN Torrance CA US	General Fund
07/31/2025	Expense		627.85	CITIZEN Torrance CA US	General Fund

# 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:** August 22, 2025  
**Re:** July Administrator's Report

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

Summary of VFD Financial Performance as of end of July (58.3% of the budget year):

-

## July Revenue:

- Total General Fund revenue year-to-date is tracking at 63%.
  - *(Purple highlighted accounts excluded from calculation)*

## July Expenses:

- Personnel Expenses: 51.8% of budget
  - *(Blue highlighted lines used for calculation, includes OT)*
- Operational Expenses: 48.2% of budget
  - *(Yellow highlighted lines used for calculation)*
- Misc Tools & Equipment – Fire is high due to some of the bigger items being bought, not predicted to exceed budget
- Office Computers are high due to annual purchases being completed
- Higher Class pay tracking high due to officer out on injury
- Ambulance Medical Supplies tracking a little high, expect to exceed budget on this due to budget being cut for 2025
- IP Address tracking high, will exceed budget for PS Lightwave
- Communications, ProPhoenix, Vector Solutions, Stryker and Handtevy are all tracking high due to annual contracts being paid
- Several individual vehicles' maintenance are tracking high but overall "Maintenance" item is in line with budget
- A few individual items in "Office" are tracking high, but overall budget is ok
- Accounting Services continue to be over budget due to the fraud investigation, price increases, and the software conversion, will need future BA

## Key Highlights:

- Tipalti rollout of AP module is complete
- Training is ongoing with Purchasing and Credit Card modules, will be scheduling this week or next
- Audit is moving along; answering all follow up questions within 24 hours
- Only one response to Audit RFQ

## Policies Update

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

- Investment Policy

## Next Steps:

- Finalize Audit Report
- Begin negotiations with new Auditor



# Village Fire Department

## Budget vs. Actuals: Budget 2025-03 Approved - FY25

January - December 2025

			TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET	% REMAINING
Income						
14000 City Assessments General Fund						
14010 Bunker Hill Village	1,172,765	1,876,425	-703,659	703,659	63.00 %	38.00 %
14020 Hedwig Village	1,141,903	1,827,045	-685,142	685,142	63.00 %	38.00 %
14030 Hilshire Village	185,174	296,278	-111,104	111,104	63.00 %	38.00 %
14040 Hunter's Creek Village	1,373,370	2,197,392	-824,022	824,022	63.00 %	38.00 %
14050 Piney Point Village	1,296,215	2,073,943	-777,729	777,729	63.00 %	38.00 %
14060 Spring Valley Village	945,464	1,604,837	-659,373	659,373	59.00 %	41.00 %
Total 14000 City Assessments General Fund	6,114,890	9,875,920	-3,761,030	3,761,030	62.00 %	38.00 %
14200 Fuel Cost Reimbursements						
14211 Hedwig - Fuel Cost Reimbursement	2,825		2,825	-2,825		
14271 Piney Point - Fuel Cost Reimbursement	87		87	-87		
Total 14200 Fuel Cost Reimbursements	24,185		24,185	-24,185		
14275 Fuel Admin Fee						
14290 Workers Comp Reimbursement	12,364		12,364	-12,364		
14400 Medical Standby Event Income						
14500 CPR Income	4,113		4,113	-4,113		
14600 COBRA Income						
14910 Interest Income	34,312		34,312	-34,312		
14930 Miscellaneous Income						
24000 Capital Replacement Fund Assessments						
24010 Bunker Hill Village (CRF)	20,583	38,000	-17,417	17,417	54.00 %	46.00 %
24020 Hedwig Village (CRF)	20,042	37,000	-16,958	16,958	54.00 %	46.00 %
24030 Hilshire Village (CRF)	3,250	6,000	-2,750	2,750	54.00 %	46.00 %
24040 Hunter's Creek Village (CRF)	24,104	44,500	-20,396	20,396	54.00 %	46.00 %
24050 Piney Point Village (CRF)	22,750	42,000	-19,250	19,250	54.00 %	46.00 %
24060 Spring Valley Village (CRF)	17,604	32,500	-14,896	14,896	54.00 %	46.00 %
Total 24000 Capital Replacement Fund Assessments	108,333	200,000	-91,667	91,667	54.00 %	46.00 %
24910 Interest Income (CRF)						
24915 Insurance Payout - Ladder Truck (CRF)	2,001,500	2,000,000	1,500	-1,500	100.00 %	-0.00 %
32010 Ambulance Fund Income (ABF)	267,329	250,000	17,329	-17,329	107.00 %	-7.00 %
54910 Interest/Dividend Income (FF)	2,595		2,595	-2,595		
Services	0		0	0		
Total Income	\$8,672,911	\$12,406,920	\$ -3,734,009	\$3,734,009	70.00 %	30.00 %
Cost of Goods Sold						
Inventory Shrinkage	0		0	0		
Total Cost of Goods Sold	\$0	\$0	\$0	\$0	0%	0%
GROSS PROFIT	\$8,672,911	\$12,406,920	\$ -3,734,009	\$3,734,009	70.00 %	30.00 %
Expenses						
15000 Capital						
15015 Contingency - Physical Plant	0	246,000	-246,000	246,000	0.00 %	100.00 %
15020 Misc. Tools & Equip. - Fire	80,255	86,000	-5,745	5,745	93.00 %	7.00 %
15025 Misc. Tools & Equip. - EMS		12,800	-12,800	12,800		100.00 %
15030 Protective & Bunker Gear	0	23,400	-23,400	23,400	0.00 %	100.00 %

August 27, 2025 014

Accrual Basis Monday, August 4, 2025



# Village Fire Department

## Budget vs. Actuals: Budget 2025-03 Approved - FY25

January - December 2025

	ACTUAL	BUDGET	TOTAL		% OF BUDGET	% REMAINING
			OVER BUDGET	REMAINING		
15035 Apparatus Computers	1,424		1,424	-1,424		
15050 Office Computers	8,816	10,000	-1,184	1,184	88.00 %	12.00 %
15055 Radios	38	5,400	-5,363	5,363	1.00 %	99.00 %
Total 15000 Capital	90,533	383,600	-293,067	293,067	24.00 %	76.00 %
16000 Personnel						
16001 PAYROLL						
16002 OVERTIME						
16011 Overtime - Regular	110,681	300,000	-189,319	189,319	37.00 %	63.00 %
16012 Overtime - Medical Standby Events	3,971	10,090	-6,119	6,119	39.00 %	61.00 %
16013 Overtime - Training		48,960	-48,960	48,960		100.00 %
16014 Overtime - CPR	6,037	10,090	-4,053	4,053	60.00 %	40.00 %
Total 16002 OVERTIME	120,689	369,140	-248,451	248,451	33.00 %	67.00 %
16010 Base Pay	3,133,286	5,789,000	-2,655,714	2,655,714	54.00 %	46.00 %
16015 Longevity Pay	13,638	26,600	-12,962	12,962	51.00 %	49.00 %
16016 Higher Class Pay	22,914	21,735	1,179	-1,179	105.00 %	-5.00 %
16018 Professional Certification Pay	36,324	69,640	-33,316	33,316	52.00 %	48.00 %
16020 457 Plan Contribution (Nationwide)		115,780	-115,780	115,780		100.00 %
16030 FICA Tax	228,912	488,980	-260,068	260,068	47.00 %	53.00 %
Total 16001 PAYROLL	3,555,762	6,880,875	-3,325,113	3,325,113	52.00 %	48.00 %
16003 BENEFITS						
16040 Basic Life, ADD, LTD Insurance	12,034	25,200	-13,166	13,166	48.00 %	52.00 %
16050 Employee Retirement (TMRS)	211,642	428,260	-216,618	216,618	49.00 %	51.00 %
16060 Health Insurance	551,444	1,044,600	-493,156	493,156	53.00 %	47.00 %
16070 Worker's Compensation Insurance	54,729	93,600	-38,871	38,871	58.00 %	42.00 %
16100 Meal Allowance	23,000	46,000	-23,000	23,000	50.00 %	50.00 %
Total 16003 BENEFITS	852,849	1,637,660	-784,811	784,811	52.00 %	48.00 %
Total 16000 Personnel	4,408,612	8,518,535	-4,109,923	4,109,923	52.00 %	48.00 %
17000 Operating						
17005 RED TRUCKS & SAVING LIVES						
17010 Ambulance Medical Supplies	35,171	60,000	-24,829	24,829	59.00 %	41.00 %
17020 Dues & Subscriptions	288	4,950	-4,662	4,662	6.00 %	94.00 %
17040 IP Address VPN (PS Lightwave)	7,107	8,820	-1,713	1,713	81.00 %	19.00 %
17041 Internet & TV (Comcast & Starlink)	7,738	19,800	-12,062	12,062	39.00 %	61.00 %
17042 Mobile Device Services	3,463	6,100	-2,637	2,637	57.00 %	43.00 %
17043 City of Houston Radio System	338	19,680	-19,343	19,343	2.00 %	98.00 %
17044 Communications (Motorola 47 & NICE)	42,109	45,580	-3,471	3,471	92.00 %	8.00 %
17045 Incident Records & CAD (Propheonix)	25,838	28,810	-2,972	2,972	90.00 %	10.00 %
17046 Training Software & Vehicle Checks (Vector Solutions)	8,308	8,600	-292	292	97.00 %	3.00 %
17047 EMS Protocol App (Handtevy)	4,819	4,620	199	-199	104.00 %	-4.00 %
17048 EMS Equipment Maintenance (ProCare/Stryker)	20,545	22,470	-1,925	1,925	91.00 %	9.00 %
17085 Fuel (for VFD vehicles - Fuelman, Gas Stations)	69	55,000	-54,931	54,931	0.00 %	100.00 %
17136 Vehicle Licenses & Permits	59	5,000	-4,941	4,941	1.00 %	99.00 %
17190 Uniforms	16,558	55,200	-38,642	38,642	30.00 %	70.00 %





# Village Fire Department

Budget vs. Actuals: Budget 2025-03 Approved - FY25

January - December 2025

	ACTUAL	BUDGET	TOTAL		% OF BUDGET	% REMAINING
			OVER BUDGET	REMAINING		
Total 17005 RED TRUCKS & SAVING LIVES	172,409	344,630	-172,221	172,221	50.00 %	50.00 %
17025 FIRE STATION						
17030 Building Maintenance	7,248	30,000	-22,752	22,752	24.00 %	76.00 %
17035 Station Supplies	10,925	18,000	-7,075	7,075	61.00 %	39.00 %
17086 Rent		10	-10	10		100.00 %
17090 Property & Casualty Insurance	59,672	100,000	-40,328	40,328	60.00 %	40.00 %
17140 Utilities	20,689	67,000	-46,311	46,311	31.00 %	69.00 %
Total 17025 FIRE STATION	98,534	215,010	-116,476	116,476	46.00 %	54.00 %
17069 FIRE PREVENTION - FIRE MARSHAL'S OFFICE						
17070 Public Education, Relations, Promotions	3,047	5,000	-1,953	1,953	61.00 %	39.00 %
17071 Inspections		0	0	0		
17072 Fire Investigations		500	-500	500		100.00 %
17073 Law Enforcement Equipment		100	-100	100		100.00 %
Total 17069 FIRE PREVENTION - FIRE MARSHAL'S OFFICE	3,047	5,600	-2,553	2,553	54.00 %	46.00 %
17098 MAINTENANCE						
17100 VEHICLE MAINTENANCE	0		0	0		
17101 Maint. - Chief's Truck	7,902	12,000	-4,098	4,098	66.00 %	34.00 %
17102 Maint. - Fire Marshal's Car	111	500	-389	389	22.00 %	78.00 %
17103 Maint. - Utility Truck		500	-500	500		100.00 %
17105 Maint. - Pumper (E1)	76,141	100,000	-23,859	23,859	76.00 %	24.00 %
17107 Maint. - Ladder (L1)	49	0	49	-49		
17108 Maint. - Ambulance (M1)	4,262	10,000	-5,738	5,738	43.00 %	57.00 %
17109 Maint. - Ambulance (M2)	1,630	5,000	-3,370	3,370	33.00 %	67.00 %
17112 Maint. - Pumper (E2)	20,645	50,000	-29,355	29,355	41.00 %	59.00 %
17113 Maint. - Ambulance (M3)		5,000	-5,000	5,000		100.00 %
17115 Maint. - Deputy Chief's Car (D1)	426	2,000	-1,574	1,574	21.00 %	79.00 %
Total 17100 VEHICLE MAINTENANCE	111,167	185,000	-73,833	73,833	60.00 %	40.00 %
17123 EQUIPMENT & SUPPLIES MAINTENANCE	0		0	0		
17099 Maintenance of Equipment	5,437	13,000	-7,563	7,563	42.00 %	58.00 %
17110 Maint. - Other	697	10,000	-9,303	9,303	7.00 %	93.00 %
17111 Maint. - Contracts	4,291	13,400	-9,109	9,109	32.00 %	68.00 %
Total 17123 EQUIPMENT & SUPPLIES MAINTENANCE	10,425	36,400	-25,975	25,975	29.00 %	71.00 %
17127 Knox Contract		800	-800	800		100.00 %
17131 Bunker Gear Maintenance	14,961	27,600	-12,639	12,639	54.00 %	46.00 %
17133 SCBA Maintenance	9,163	15,000	-5,837	5,837	61.00 %	39.00 %
17135 Fuel System Maintenance	665	5,000	-4,335	4,335	13.00 %	87.00 %
Total 17098 MAINTENANCE	146,381	269,800	-123,419	123,419	54.00 %	46.00 %
17155 TRAINING						
17160 Fire Certification Fees	1,283	7,300	-6,017	6,017	18.00 %	82.00 %
17170 Fire Training	21,129	32,000	-10,871	10,871	66.00 %	34.00 %
17171 EMS Training	1,100	18,000	-16,900	16,900	6.00 %	94.00 %
17173 EMS Certification Fees	192	6,000	-5,808	5,808	3.00 %	97.00 %
17175 Emergency Management Training (TDEM)	1,113	6,000	-4,887	4,887	19.00 %	81.00 %
17177 Fire Marshal Training & Certification Fees	1,933	8,000	-6,067	6,067	24.00 %	76.00 %

August 27, 2025 016



# Village Fire Department

## Budget vs. Actuals: Budget 2025-03 Approved - FY25

January - December 2025

	ACTUAL	BUDGET	TOTAL		% OF BUDGET	% REMAINING
			OVER BUDGET	REMAINING		
17183 Dispatch Training & Certification Fees	221	9,000	-8,779	8,779	2.00 %	98.00 %
17185 Admin. Training & Certification Fees	20	5,000	-4,980	4,980	0.00 %	100.00 %
17187 General Supplies for Training	134	0	134	-134		
<b>Total 17155 TRAINING</b>	<b>27,126</b>	<b>91,300</b>	<b>-64,174</b>	<b>64,174</b>	<b>30.00 %</b>	<b>70.00 %</b>
17200 OFFICE						
17202 OFFICE SOFTWARE						
17211 Adobe	585	800	-215	215	73.00 %	27.00 %
17219 Office Phones (8x8)	3,154	6,000	-2,846	2,846	53.00 %	47.00 %
17221 HRIS (UKG Workforce Ready/AmericheX)	6,483	19,260	-12,777	12,777	34.00 %	66.00 %
17223 Accounting (QuickBooks)	1,796	3,090	-1,294	1,294	58.00 %	42.00 %
17224 AP & Payment Automation (Tipalti)	10,195	10,000	195	-195	102.00 %	-2.00 %
17225 Office Software	513	12,000	-11,487	11,487	4.00 %	96.00 %
<b>Total 17202 OFFICE SOFTWARE</b>	<b>22,727</b>	<b>51,150</b>	<b>-28,423</b>	<b>28,423</b>	<b>44.00 %</b>	<b>56.00 %</b>
17204 OFFICE SUPPLIES						
17203 Shipping	247	600	-353	353	41.00 %	59.00 %
17205 Office Supplies	1,974	11,500	-9,526	9,526	17.00 %	83.00 %
17213 Postage Meter Rental	462	1,800	-1,338	1,338	26.00 %	74.00 %
17217 VFD Branded Stationary	545	500	45	-45	109.00 %	-9.00 %
<b>Total 17204 OFFICE SUPPLIES</b>	<b>3,228</b>	<b>14,400</b>	<b>-11,172</b>	<b>11,172</b>	<b>22.00 %</b>	<b>78.00 %</b>
17207 Bank Service Charges	74	2,000	-1,926	1,926	4.00 %	96.00 %
<b>Total 17200 OFFICE</b>	<b>26,029</b>	<b>67,550</b>	<b>-41,521</b>	<b>41,521</b>	<b>39.00 %</b>	<b>61.00 %</b>
17229 DISPATCH						
17230 Dispatch Alerting System (US Designs)		11,000	-11,000	11,000		100.00 %
17240 Electronic Protocol Cards (Pro QA)	53	0	53	-53		
17250 Translation Service (Language Line)	25	200	-175	175	12.00 %	88.00 %
<b>Total 17229 DISPATCH</b>	<b>78</b>	<b>11,200</b>	<b>-11,122</b>	<b>11,122</b>	<b>1.00 %</b>	<b>99.00 %</b>
17300 PROFESSIONAL SERVICES	0		0	0		
17302 Legal Services	17,066	36,000	-18,934	18,934	47.00 %	53.00 %
17304 Accounting Services	38,281	16,000	22,281	-22,281	239.00 %	-139.00 %
17306 IT Services	18,388	31,890	-13,502	13,502	58.00 %	42.00 %
17308 Health Insurance Consulting Services	10,400	13,225	-2,825	2,825	79.00 %	21.00 %
17309 Medical Director Services	14,980	25,000	-10,020	10,020	60.00 %	40.00 %
17310 Salary/Benefit Survey Services		5,000	-5,000	5,000		100.00 %
17311 Legal Notices & Advertising		10,000	-10,000	10,000		100.00 %
17313 Other Professional and/or Miscellaneous Services	3,049	27,000	-23,951	23,951	11.00 %	89.00 %
<b>Total 17300 PROFESSIONAL SERVICES</b>	<b>102,165</b>	<b>164,115</b>	<b>-61,951</b>	<b>61,951</b>	<b>62.00 %</b>	<b>38.00 %</b>
17400 EVENTS & OTHER						
17401 VFD Fire Commission & Meeting Expenses	2,525	7,580	-5,055	5,055	33.00 %	67.00 %
17403 VFD Employee Appreciation & Events	2,301	10,000	-7,699	7,699	23.00 %	77.00 %
17405 CPR Supplies, Cards, & Equipment	2,434	3,000	-566	566	81.00 %	19.00 %
17407 Emergency Contingency		20,000	-20,000	20,000		100.00 %
<b>Total 17400 EVENTS &amp; OTHER</b>	<b>7,260</b>	<b>40,580</b>	<b>-33,320</b>	<b>33,320</b>	<b>18.00 %</b>	<b>82.00 %</b>
<b>Total 17000 Operating</b>	<b>583,028</b>	<b>1,209,785</b>	<b>-626,757</b>	<b>626,757</b>	<b>48.00 %</b>	<b>52.00 %</b>
17080 Gas & Oil Inventory	53,352		53,352	-53,352		

August 27, 2025 017



# Village Fire Department

Budget vs. Actuals: Budget 2025-03 Approved - FY25

January - December 2025

	ACTUAL	BUDGET	TOTAL		% OF BUDGET	% REMAINING
			OVER BUDGET	REMAINING		
27140 CR - Capital Expenditure (CRF)	65,218	560,000	-494,782	494,782	12.00 %	88.00 %
Total Expenses	\$5,200,742	\$10,671,920	\$ -5,471,178	\$5,471,178	49.00 %	51.00 %
NET OPERATING INCOME	\$3,472,169	\$1,735,000	\$1,737,169	\$ - 1,737,169	200.00 %	-100.00 %
NET INCOME	\$3,472,169	\$1,735,000	\$1,737,169	\$ - 1,737,169	200.00 %	-100.00 %



# Village Fire Department

## Balance Sheet

As of July 31, 2025

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
11010 GENERAL FUND (2634)	515,857.05
11020 SAVINGS (8337)	1,111,171.88
11070 Texas Class - General Fund	389,962.06
21055 CAPITAL REPLACEMENT (2709)	242,273.60
21070 Texas Class - Capital Replacement	2,587,604.52
31010 AMBULANCE (Stellar - 2840)	268,880.16
31020 AMBULANCE (WF - 4347)	0.00
31070 Texas Class - Ambulance	379.69
51020 FACILITY (9988)	3,198.65
51070 Texas Class - Facility Fund	99,930.10
99103 VMIG (7773)	56,265.20
Tipalti Clearing Account	-8,854.61
<b>Total Bank Accounts</b>	<b>\$5,266,668.30</b>
Accounts Receivable	
Accounts Receivable (A/R)	1,103.07
<b>Total Accounts Receivable</b>	<b>\$1,103.07</b>
Other Current Assets	
11080 Payroll Clearing	0.00
11090 Cash Transfers	0.00
11110 Accounts Receivable	0.00
11130 Payroll Tax Refund	0.00
11210 Oil & Gas Inventory	0.00
11310 Prepaid Meal Allowances	0.00
11315 Prepaid Expenses	0.00
11320 Prepaid Insurance	16,426.65
11500 Due From Marlo Longoria	0.00
11710 Due to/from Capital Replacement Fund	-186,946.01
11730 Due/To From Facility Fund	87,907.00
11750 Due to Ambulance Fund	0.00
21710 Due to/from General Fund (CRF)	186,946.01
31750 Due from General Fund (ABF)	0.00
51730 Due to/from General Fund (FF)	-87,907.00
Inventory Asset	0.00
Payments to deposit	0.00
Uncategorized Asset	0.00
<b>Total Other Current Assets</b>	<b>\$16,426.65</b>
<b>Total Current Assets</b>	<b>\$5,284,198.02</b>
<b>TOTAL ASSETS</b>	<b>\$5,284,198.02</b>

# Village Fire Department

## Balance Sheet

As of July 31, 2025

		TOTAL
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable (A/P)		193,012.45
<b>Total Accounts Payable</b>		<b>\$193,012.45</b>
Credit Cards		
12025 12025 BUCKERT, AMY (6002) - 2		214.78
12030 MARSHAL, FIRE (5283) - 2		546.53
12035 12035 MILLER, TIMOTHY (2075) - 2		1,213.48
12040 MILLER, HOWARD (3921) - 2		682.12
12045 12045 DEPAUL, FRANK (4657) - 2		2,301.15
12050 STUART, KATHERINE (3345) - 2		20.99
12060 WITT, STEVE (9719) - 2		0.00
<b>Total Credit Cards</b>		<b>\$4,979.05</b>
Other Current Liabilities		
12010 Accounts Payable		0.00
12015 Accrued Payroll		0.00
12020 Due to Spring Valley		0.00
12110 FICA Payable		0.00
12120 Fed Income Tax W/H Payable		0.00
12130 Employee Medical Plan 125		0.00
12140 Deferred Compensation		0.00
12160 Firefighters Dues		0.00
12170 Prepaid Legal Services		0.00
12190 Special Employee W/H Payable		0.00
12200 Supp. Life Ins. W/H		0.00
12310 Retirement Contrib. Payable		0.00
12320 Assessments Paid in Advance		411,496.67
22320 Assessments Paid in Advance (CRF)		8,333.34
32020 Ambulance Funds Payable (ABF)		0.00
32030 Due to Texas State Unclaimed Property (ABF)		1,820.75
52020 Retainage Payable (FF)		0.00
99200 Insurance Payable Account		56,265.20
<b>Total Other Current Liabilities</b>		<b>\$477,915.96</b>
<b>Total Current Liabilities</b>		<b>\$675,907.46</b>
<b>Total Liabilities</b>		<b>\$675,907.46</b>
Equity		
1 Opening balance equity		0.00
13010 General Fund Balance		709,001.17
23010 Capital Replacement Fund Balance		837,404.37

# Village Fire Department

## Balance Sheet

As of July 31, 2025

	TOTAL
53010 Facility Fund Balance (FF)	12,582.22
Retained Earnings	0.00
Net Income	3,049,302.80
<b>Total Equity</b>	<b>\$4,608,290.56</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$5,284,198.02</b>

Account Type	Purchase Date	Maturity Date	Interest (Yield)	EOM Balance	Interest Earned
General Fund	N/A	On Demand	2.58%	\$527,957.82	\$898.74
Capital Fund	N/A	On Demand	2.58%	\$242,273.60	\$523.57
Facility Fund	N/A	On Demand	2.55%	\$3,198.65	\$6.91
Ambulance Fund (WF)	N/A	On Demand	0.00%	\$0.00	\$0.00
Ambulance Fund (St)	N/A	On Demand	2.58%	\$268,880.16	\$564.47
VMIG	N/A	On Demand	0%	\$56,265.20	\$0.00
Savings	N/A	On Demand	2.58%	\$1,111,171.88	\$3,102.06
TexasClass	N/A	On Demand	4.41%	\$3,077,876.37	\$11,496.03
<b>Totals:</b>				<b>\$5,287,623.68</b>	<b>\$16,591.78</b>

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

***Training Tower RFP***

Village Fire Department  
901 Corbindale Rd., Houston, TX 77024  
Amy Buckert: Administrator/Finance Director

**From:** Credence Construction Services, Inc  
23410 Snook Lane, Suite C5, Tomball, TX 77375

**Contacts:** Rene Mendez @281-723-4836 and/or Amber Stewart @281-723-2225

\*Reference List is attached

\*Insurance is attached

Project: Training Tower

Scope of Work:

- Pressure wash exterior and interior of building.
- Prep and paint exterior handrails
- Prep and paint all interior iron and metal surfaces, includes neutralizing and priming rusted surfaces
- Paint all metal surfaces with Sherwin Williams All Surface enamel
- Paint all interior walls with Sherwin Williams Exterior Super Paint
- Remove all double hung metal doors and install new metal doors with a 24"X24" louver (22) with new hinges, dummy pull handles and surface mount lever lock
- Replace hinges and door locks on 3 metal doors
- Paint all doors and frames

To include 45' articulating boom lift

- \*Once approved, there is a 3-4 week lead time on materials
- \*Once approved, it is best to preform the work before November 1, 2025 due to weather conditions
- \*Work performance: 3-4 weeks weather permitting
- \*Company Contact: Rene Mendez @281-723-4836 and/or Amber Stewart 281-723-2225

Subtotal: \$ 57,980.00  
1 Month Lift Rental: \$ 4,000.00  
Tax: Exempt  
Balance Due: \$ 61,980.00

Quotation is Valid for 30 days  
Job Includes: materials, labor, installation and proper clean up in a professional/timely manner.  
Leftover materials are property of Credence Construction, Inc., and will be picked up upon job completion.

To accept this quotation, sign here and return to [info@credenceconstrinc.com](mailto:info@credenceconstrinc.com): \_\_\_\_\_

Thank you for the opportunity.



23410 Snook Lane, Suite C, Tomball, TX 77375

[info@credenceconstrinc.com](mailto:info@credenceconstrinc.com)

Office: 832-712-5263

CREDENCE CONSTRUCTION SERVICES, INC

Project References

Company Name	Contact Name	Contact Number	Project Name	Project Size
Service Corp Int'l	Ryan Winterbauer	832-266-9039	Multiple Projects	\$1,000,000.00+
Millennium Project Solutions	Sasha Westbrook	281-328-2200	Multiple Projects	\$ 700,000.00+
Dunhill Development	Jay Van Kessel	713-829-6385	COH-City Hall Basement Reno	\$ 165,000.00
Purcell Construction	Jed Purcell	281-548-1000	Barber Hills High School	\$ 800,000.00+
CSB Contractors	Corey Clark	936-647-4821	MC Courthouse Annex Pct 3	\$ 70,000.00+
Nash Industries	Raul Gonzales	281-829-4815	Multiple Projects	\$ 220,000.00+

Vendor List

Company Name	Contact Name	Contact Number
L&W Supply	Will Pape	281-932-9316
Beacon	Wade Ericison	281-463-7575
FBM	Tyler Seal	281-589-7979
Action	Jessica Alvarado	713-503-0244



23410 Snook Lane  
Suite C5  
Tomball, TX 77375  
USA

PHONE 832-712-5263  
EMAIL info@ceiltexinc.com



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/11/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> THE INSURANCE STORE OF TEXAS 24285 Katy Freeway Suite 300 Katy TX 77494	<b>CONTACT NAME:</b> Teresa Hall <b>PHONE (A/C, No, Ext):</b> (979) 865-0236 <b>E-MAIL ADDRESS:</b> theinsurancestoreoftx@yahoo.com <b>FAX (A/C, No):</b> (979) 865-4414
<b>INSURED</b> Credence 23410 Snook Ln Suite 5 Tomball TX 77375	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> MARKEL <b>INSURER B:</b> PROGRESSIVE ADVANCED INS CO <b>INSURER C:</b> TEXAS MUTUAL <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
	<b>NAIC #</b> 11851

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	Y	2AA428432	04/17/2025	04/17/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	02100143	05/04/2025	05/04/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> DED RETENTION \$			EZXS3197700	04/17/2025	04/17/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	0002081107	07/02/2025	07/02/2026	<input checked="" type="checkbox"/> PER STATUTE E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

The General Liability policy includes a blanket automatic additional insured endorsement that provides additional insured status to the certificate holder when there is a written contract between the named insured and the certificate holder that requires such status. The General Liability policy includes a blanket automatic waiver of subrogation endorsement that provides this feature when there is a written contract between the named insured and the certificate holder that requires

**CERTIFICATE HOLDER****CANCELLATION**

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Tower Refurb Bid Tabulation

	A	B	C	D
1	Firm Name	Date Submitted	Time Submitted	Accepted/Not Accepted
2	Credence Construction Service	Aug. 15, 2025	mail	Accepted
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

Q41980.

Accepted August 21, 2025

## Village Fire Department Investment Policy

### I. Policy Statement

It is the policy of the Village Fire Department (the “Department”) to invest public funds in a manner that ensures the preservation of principal, meets the Department’s liquidity needs, maintains the public’s trust, and provides a reasonable market return while conforming to all federal, state, and local regulations governing the investment of public funds, including the Texas Public Funds Investment Act (PFIA), Chapter 2256, Texas Government Code. The Department shall review and adopt this policy at least annually.

### II. Purpose

This Investment Policy is adopted to comply with the PFIA and to establish a clear and structured framework for the prudent investment of the Department’s available funds. It is designed to ensure professional management of the Department’s funds with the primary objectives of safety, liquidity, and yield in that order of priority.

### III. Scope

This policy applies to all financial assets of the Department, including the:

- **General Fund**
- **Capital Replacement Fund**
- **Ambulance Fund**
- **Facility Fund**

This policy applies to all funds managed internally and excludes funds managed under deferred compensation plans or retirement systems governed by separate policies or regulations. Funds may be pooled for investment purposes except where prohibited by bond covenants or other legal restrictions.

### IV. Investment Objectives

The Department shall manage and invest its cash according to the following four primary objectives, in priority order:

1. **Safety** – Preservation of capital and protection of principal is the foremost objective. Credit and interest rate risks will be minimized by limiting investments to the safest types, pre-qualifying financial institutions and brokers, and diversifying the portfolio.
2. **Liquidity** – The investment portfolio will remain sufficiently liquid to meet all anticipated operating requirements. This includes structuring maturities to align with expected cash flow needs and investing in instruments with active secondary markets or same-day liquidity.

3. **Public Trust** – The Department shall seek to act responsibly as custodian of public funds. All participants in the investment process shall avoid any transactions that could impair public confidence in the Department's financial integrity.
4. **Yield** – The portfolio will be managed to attain a reasonable market rate of return throughout budgetary and economic cycles, taking into account risk constraints and liquidity needs. Return on investment is a secondary objective to safety and liquidity.

## **V. Standards of Care**

### **A. Prudence**

The "prudent person" rule shall apply. Investments shall be made with judgment and care, under prevailing circumstances, that a prudent person would use in managing their own affairs, focusing on capital preservation and reasonable income. The performance of investments shall be judged in the context of the overall portfolio. The determination of whether an Investment Officer has exercised prudence regarding investments shall be made taking into account the investment of all funds rather than a consideration as to the prudence of a single investment.

When acting in accord with the Prudent Person Rule, the Investment Officer shall be relieved of personal responsibility and liability in the management of the portfolio provided that deviations or market price changes are reported timely to the Fire Commission and that appropriate action is taken to control or mitigate any adverse effects.

### **B. Ethics and Conflicts of Interest**

Employees and officers involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program or impair their ability to make impartial decisions.

Any material financial interest in financial institutions with which the Department conducts business must be disclosed to the Board. Any officer with a personal or familial relationship (within the second degree) to a business organization seeking to transact with the Department must file a disclosure statement with the Texas Ethics Commission and the Board in accordance with Texas Local Government Code 2256.005(i).

### **C. Delegation of Authority**

The Administrator/Finance Director is designated as the Investment Officer and is responsible for all investment activity. In their absence, the Administrative Specialist may serve in this role. The Investment Officer shall develop and maintain written procedures for operations, including internal controls, and shall be responsible for all investment transactions.

The Investment Officer shall work closely with the Investment Committee and serve to ensure their directives are carried out.

### **D. Training**

Investment Officers must complete at least ten (10) hours of PFIA-compliant training within 12 months of assuming duties and must complete at least eight (8) hours of training every two years thereafter. Training must include investment controls, risks, and compliance and must be from an approved independent provider.

## **VI. Investment Committee**

The Department shall create an Investment Committee composed of two Commissioners to be appointed by the Fire Commission annually.

The Investment Committee shall meet at least semiannually and include in its deliberations such topics as economic conditions, investment strategies, portfolio diversification, maturity structure, potential risk to the Department's funds, evaluation and authorization of broker/dealers, rate of return on the investment portfolio, and review of compliance with the investment policy. The Investment Committee will also advise the Commission of any future amendments to the Investment Policy that are recommended.

## **VII. Authorized and Prohibited Investments**

All investments must comply with the PFIA. **Authorized investments** include:

1. Obligations of the United States, its agencies and instrumentalities.
2. Direct obligations of the State of Texas and its agencies.
3. Fully insured or collateralized Certificates of Deposit from banks with a main or branch office in Texas.
4. SEC-registered, no-load money market mutual funds rated AAA.
5. Local Government Investment Pools (LGIPs) rated AAA and authorized by Board resolution.
6. Fully secured repurchase agreements with third-party custody and defined termination date.

**Prohibited investments** include:

- Interest-only or principal-only strips from mortgage-backed securities
- Inverse floaters or structured notes with leverage
- Collateralized Mortgage Obligations (CMOs) with maturities over 10 years
- Commercial paper
- Derivatives, swaps, futures, options, and floaters

## **VIII. Internal Controls and Safekeeping**

The Finance Director shall establish and maintain a system of internal controls, including:

- Segregation of duties

- Written procedures for investment activities
- Wire transfer security protocols
- Use of delivery versus payment (DVP) for all trades
- Independent review by external auditor

All securities shall be held in the Department's name at a third-party custodial institution designated as a Federal Reserve member.

**RESOLUTION NO. 2025-\_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE  
VILLAGE FIRE DEPARTMENT ACKNOWLEDGING REVIEW AND  
ADOPTING THE VILLAGE FIRE DEPARTMENT INVESTMENT  
POLICY.**

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE VILLAGE  
FIRE DEPARTMENT:**

**Section 1.** That the Public Funds Investment Policy attached hereto and made a part hereof for all purposes is hereby, approved as the official *VILLAGE FIRE DEPARTMENT INVESTMENT POLICY*; and,

**Section 2.** That the attached investment policy complies with the Public Funds Investment Act as amended, and authorizes the investment of the Village Fire Department's funds in safe and prudent investments; and,

**NOW THEREFORE, BE IT RESOLVED,** by the Board of Commissioners of the Village Fire Department, that the *VILLAGE FIRE DEPARTMENT INVESTMENT POLICY* is hereby approved.

**PASSED AND APPROVED this the 27<sup>th</sup> day of August, 2025.**

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Chairman, Board of Commissioners  
Dan Ramey

ATTEST:

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Secretary

# Village Fire Department



901 Corbindale Rd  
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(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:** August 22, 2025  
**Re:** **Consolidation of Bank Accounts**

**Background:** The Board may recall last Spring when discussing closure of the Wells Fargo Bank Account for the Ambulance Fund, staff mentioned consolidating the General Fund and the Savings Fund. With Stellar Bank, there is no interest rate advantage to having two different funds, which I believe to have been the case when the Department banked at Wells Fargo. Additionally, staff has to transfer funds regularly from Savings to General Fund for payment of bills. Consolidation of the two funds allows for simplification in the accounting process, the monthly close out, and better control of the investment of funds, as some of the money in savings can be allocated to Texas Class to earn more interest.

**Recommendation:** To better keep track of Department funds and better control the treasury/investment functions, Staff is recommending consolidation of the two bank accounts at Stellar, General Fund and Savings Fund, into one account: General Fund.