

**VILLAGE FIRE DEPARTMENT**  
**REGULAR MONTHLY BOARD MEETING AGENDA**  
**Wednesday, June 24, 2026, 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, June 24, 2026, at 6:00 P.M.**, 901 Corbindale Road, Hedwig Village, Texas 77024.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE/PRAYER**
3. **COMMENTS FROM THE PUBLIC** – Comments are limited to 3 minutes each.
4. **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 – May 2026
  - B. Approval of Bills Paid – May 2026
5. **REPORTS**
  - A. Financial Report – May 2026 (Buckert)
  - B. Administrator’s Report – May 2026 (Buckert)
  - C. Investment Report – May 2026 (Buckert)
  - D. VMIG Insurance Update – (Stuart)
  - E. Fire Chief’s Report – May 2026 (Croft)
6. **DISCUSSION OF AND POSSIBLE ACTION REGARDING RESPONSE TIME REPORTING AND NFPA STANDARD CLARIFICATION (Croft)** – The Board will discuss and consider possible action on response time reporting and NFPA standard clarification.
7. **DISCUSSION OF AND POSSIBLE ACTION REGARDING ALLOCATION OF 2025 AMBULANCE REVENUES TO CAPITAL REPLACEMENT FUND (Buckert)** – The Board will discuss and consider possible action on allocating the audited amount of \$488,884 from the Ambulance Fund Balance to the Capital Replacement Fund
8. **DISCUSSION OF AND POSSIBLE ACTION REGARDING BUDGET ADJUSTMENT OF \$9,500 FROM WORKERS COMPENSATION TO PROFESSIONAL SERVICES (Buckert)** – The Board will discuss and consider possible action on moving \$9,500 from Workers Compensation to Professional Services.

I certify that the agenda for the 24<sup>th</sup> of June 2026 Regular Monthly Board Meeting was posted at the fire department this the 19<sup>th</sup> day of June 2026, at 10:00 A.M. – Katherine Stuart, Administrative Specialist.

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 INVESTMENT COMMITTEE APPOINTMENT (Buckert)** - The Board of Commissioners will discuss and take any action necessary related to Investment Committee appointments.
10. **DISCUSSION OF AND POSSIBLE ACTION REGARDING PAST FINANCIAL MATTERS (Morris)** - The Board of Commissioners will discuss and take any action necessary related to past financial matters, the resulting forensic audit, and steps toward resolution.
11. **DISCUSSION OF AND POSSIBLE ACTION REGARDING JULY BOARD MEETING (Lisenby)** – The Board will discuss and consider possible action regarding the July Board meeting.
12. **EXECUTIVE SESSION (Lisenby)** – The board of Commissioners will retire into Executive Session as authorized by Chapter 551; 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; or to hear a complaint or charge against an officer or employee(s);
  1. Personnel:
    - a. Department Attorney
    - b. Administrator/Finance Director
    - c. Administrative Specialist
    - d. Fire Chief
13. **RECONVENE OPEN SESSION** – The Board of Commissioners will discuss and take any action necessary related to Department Attorney RFQ and/or Executive Staff Compensation.
14. **FUTURE TOPICS**
15. **NEXT MEETING DATE**
  - July 22, 2026
  - August 26, 2026
16. **ADJOURNMENT**

I certify that the agenda for the 24<sup>th</sup> of June 2026 Regular Monthly Board Meeting was posted at the fire department this the 19<sup>th</sup> day of June 2026, at 10:00 A.M. – Katherine Stuart, Administrative Specialist.

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, May 27, 2026, 6:00 P.M**

**1. CALL TO ORDER**

A regular fire commission meeting of the Village Fire Department was held on Wednesday, May 27, 2026, at 901 Corbindale, Houston, Texas 77024. It began at 6:00 p.m. and was presided over by Chair John Lisenby. The secretary was present.

**Present & Voting Were:**

City of Spring Valley Village	Commissioner John Lisenby, Chair
City of Hunters Creek	Commissioner Rob Adams, Vice Chair
City of Hilshire Village	Commissioner Mayor Bob Buesinger, Treasurer
City of Hedwig Village	Commissioner Matt Woodruff, Secretary (virtual)
City of Bunker Hill Village	Commissioner Hunter Cameron
City of Piney Point Village	Commissioner Dan Ramey

**Present Were:**

City of Bunker Hill Village	Alternate Clara Towsley
City of Piney Point Village	Alternate Henry Kollenberg
City of Spring Valley Village	Alternate Steve Bass

Village Fire Department  
Administrative Staff

Fire Chief, Brian Croft  
Amy Buckert, Administrator/Finance Director  
Katherine Stuart, Administrative Specialist

Randle Law Firm

Attorney Riley McKay

**Not Present Were:**

City of Hilshire Village	Alternate Mike Garofalo
City of Hunters Creek	Alternate John DeWitt
City of Hedwig Village	Alternate Patrick Breckon

**2. PLEDGE OF ALLEGIANCE/PRAYER**

The Pledge of Allegiance was recited, followed by an opening prayer.

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

There were no comments from the public.

**4. ROTATION OF OFFICERS**

Chair Lisenby announced the annual rotation of officers effective May 1, 2026. The following appointments were acknowledged:

- John Lisenby (Spring Valley Village) – Chair
- Rob Adams (Hunters Creek Village) – Vice Chair
- Bob Buesinger (Hilshire Village) – Treasurer
- Matt Woodruff (Hedwig Village) – Secretary

The Board thanked outgoing Chair Dan Ramey for his service and leadership during the prior year. Special recognition was given to Commissioner Ramey for his financial expertise and contributions during the Department’s audit, financial review, and organizational improvement efforts.

New Commissioner Hunter Cameron introduced himself to the Board and provided background regarding his long history in the Memorial Villages, professional experience with Stryker Medical, and current business interests. He expressed appreciation for the opportunity to serve the community.

5. **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 2026
  - B. Approval of Bills Paid – April 2026

There was a motion to approve the Consent Agenda as presented.

**Motion:** Ramey  
**Second:** Buesinger

The motion passed unanimously.

6. **REPORTS**
  - A. Financial Report – April 2026 (Buckert)
  - B. Administrator’s Report – April 2026 (Buckert)
  - C. Investment Report – April 2026 (Buckert)
  - D. Fire Chief’s Report – April 2026 (Croft)
  - E. Emergency Management Update (Croft)

The Administrator reported that:

- The annual audit process has been completed.
- Budget presentations and approvals with participating cities have been completed.
- The FY 2027 budget and budget amendments have been approved by the cities.
- Financial dashboards remain positive and are tracking within expectations.

- Cybersecurity training remains outstanding for five participants, with seven of twelve completed.
- Banking signatory information will be updated to reflect Board officer changes.
- Approval workflows within the Department's financial systems will be updated to reflect the new officer assignments.

The Board discussed investment account signatory authority and confirmed that full commissioners retain authority as required.

### **Fire Chief's Report**

The Fire Chief reported 93 community contacts in April through outreach events and station walk-ins, along with 26 CPR/AED certifications for the month and 115 year-to-date.

Final inspection of the new Ladder 1 apparatus was completed in Nebraska. Minor corrections are underway before shipment for final striping and upfitting, with delivery anticipated in August 2026.

For April 2026, the Department responded to 207 calls, with 698 calls year-to-date, 38 overlapping incidents, and an average response time of 4 minutes and 15 seconds.

The Board discussed response-time reporting, NFPA standards, ISO considerations, and the role of police departments as medical first responders. The Chief will continue reviewing NFPA standards and report back.

The Chief also reported on Fourth of July planning, FIFA World Cup preparedness, emergency management training, disaster recovery training opportunities, the blocker truck, the rescue boat, and construction of a roof ventilation training prop.

**7. DISCUSSION OF AND POSSIBLE ACTION REGARDING ACCEPTANCE OF 2025 AUDIT (Buckert) - The Board of Commissioners will discuss and take any action necessary related to the review, discussion and acceptance of the 2025 Audit.**

Louis Breedlove from BrooksWatson & Co. presented the Department's FY 2025 audit. The auditors reviewed audit methodology risk assessment procedures, internal control testing, compliance testing, and financial statement review.

The auditors reported:

- An unmodified (clean) opinion was issued.
- No significant difficulties were encountered during the audit.
- Management was cooperative throughout the process.
- Prior internal control concerns identified in earlier years had been addressed.
- Two minor items previously identified had already been corrected by staff through implementation of improved processes and software controls.

Audit highlights included:

- General Fund decrease of approximately \$51,000.
- Capital Replacement Fund increase of approximately \$2.1 million due to insurance payout.
- Ambulance Building Fund increase of approximately \$480,000.
- Facility Fund remained largely unchanged prior to closure.

The auditors also reviewed budget-to-actual results and discussed favorable revenue and expenditure variances.

There was a motion to accept the 2025 Audit as presented.

**Motion:** Ramey

**Second:** Adams

The motion passed unanimously.

**8. DISCUSSION OF AND POSSIBLE ACTION ON THE FOLLOWING (Buckert)** – The Board will discuss and consider possible action on the following:

**A. Payment of 2025 Surplus to Cities**

The Administrator reviewed the 2025 year-end surplus calculation. Following approved budget amendments, the amount available for return to participating cities totaled approximately \$258,045.

There was a motion to approve payment of the 2025 surplus to the participating cities.

**Motion:** Adams

**Second:** Ramey

The motion passed unanimously.

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

No action was taken.

**10. DISCUSSION OF AND POSSIBLE ACTION REGARDING TIMING AND PAYMENT OF 2024 AUDIT (Ramey)** - The Board of Commissioners will discuss and take any action necessary related to the payment of the 2024 Audit.

Commissioner Ramey provided an update regarding negotiations with the prior audit

firm.

Discussion included:

- Outstanding invoices related to the 2024 audit.
- Disputes regarding additional charges.
- Negotiations conducted with firm leadership.
- Settlement terms intended to fully resolve all outstanding matters.

Staff presented the final proposed settlement amount of \$10,653 and authorized payment to close out the item.

There was a motion to approve payment of the negotiated settlement and resolve all remaining 2024 audit-related obligations.

**Motion:** Ramey

**Second:** Adams

The motion passed unanimously.

11. **DISCUSSION OF BUDGET AMENDMENT 2026-02 AND POSSIBLE ACTION (Croft/Buckert/Budget Committee)** – The Board will discuss and consider possible action on Budget Amendment 2026-02.

No action was taken.

12. **FY 2027 BUDGET DISCUSSION AND POSSIBLE ACTIONS (Croft/Buckert/Budget Committee)** – The Board will discuss and consider possible action on FY 2027 Budget.

No action was taken.

13. **DISCUSSION OF AND POSSIBLE ACTION REGARDING THE RESIGNATION OF Commissioner Josh Pratt (Lisenby)** – The Board of Commissioners will discuss and take any action necessary related to the resignation of Commissioner Josh Pratt.

No action was taken.

14. **EXECUTIVE SESSION** – The board of Commissioners will retire into Executive Session as authorized by Chapter 551; 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; or to hear a complaint or charge against an officer or employee(s);

1. Personnel:
  - a. Department Attorney
  - b. Firemedic

The Board recessed into Executive Session pursuant to Chapter 551 of the Texas Government Code at approximately 7:05 p.m. to discuss personnel matters as listed on the agenda.

15. **RECONVENE OPEN SESSION** – The Board of Commissioners will discuss and take any action necessary related to Firemedic.

The Board reconvened into Open Session.

No action was taken.

16. **FUTURE TOPICS**

- Response time reporting and NFPA standard clarification.
- Emergency management training opportunities.
- Ladder truck delivery and implementation updates.

17. **NEXT MEETING DATE**  
**June 24, 2026**

18. **ADJOURNMENT**

There was a motion to adjourn at 7:32 pm.

**Motion:** Buesinger

**Second:** Adams

The motion passed unanimously.



# Village Fire Department

Expense Report - Prior Month

May 2026

Transaction date	Transaction type	Location	Distribution account	Vendor	Amount
05/01/2026	Expense	General Fund	11010 GENERAL FUND (2634)	8x8	-452.26
05/01/2026	Expense	General Fund	17219 Office Phones (8x8)	8x8	452.26
05/03/2026	Expense	General Fund	12050 STUART, KATHERINE (6240) - 2	Namecheap	9.88
05/03/2026	Expense	General Fund	17225 Office Software	Namecheap	9.88
05/05/2026	Expense	General Fund	11010 GENERAL FUND (2634)	PS Lightwave	-1,015.58
05/05/2026	Expense	General Fund	17040 IP Address VPN (PS Lightwave)	PS Lightwave	1,015.58
05/06/2026	Expense	General Fund	11010 GENERAL FUND (2634)	QuickBooks Payments	-293.15
05/06/2026	Expense	General Fund	17223 Accounting (QuickBooks)	QuickBooks Payments	293.15
05/07/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Tipalti	-76,002.24
05/07/2026	Expense	General Fund	Tipalti Clearing Account	Tipalti	76,002.24
05/07/2026	Expense	VMIG	99103 VMIG (7773)		-30.00
05/07/2026	Expense	VMIG	99510 Insurance Premium Distributed		30.00
05/07/2026	Expense	VMIG	99103 VMIG (7773)	TX Health Benefits Pool	-
05/07/2026	Expense	VMIG	99510 Insurance Premium Distributed	TX Health Benefits Pool	189,751.58
05/08/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Child Support	-2,287.43
05/08/2026	Expense	General Fund	12190 Special Employee W/H Payable	Child Support	-2,287.43
05/11/2026	Expense	General Fund	11010 GENERAL FUND (2634)	VMIG	-90,000.00
05/11/2026	Expense	General Fund	12200 Supp. Life Ins. W/H	VMIG	-1,351.01
05/11/2026	Expense	General Fund	16040 Basic Life, ADD, LTD Insurance	VMIG	1,777.44
05/11/2026	Expense	General Fund	12130 Employee Medical Plan 125	VMIG	-10,393.84



# Village Fire Department

Expense Report - Prior Month  
May 2026

Transaction date	Transaction type	Location	Distribution account	Vendor	Amount
05/11/2026	Expense	General Fund	16060 Health Insurance	VMIG	72,839.66
05/11/2026	Expense	General Fund	16060 Health Insurance	VMIG	3,608.05
05/11/2026	Expense	General Fund	17207 Bank Service Charges	VMIG	30.00
05/11/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Starlink	-55.00
05/11/2026	Expense	General Fund	17041 Internet & TV (Comcast & Starlink)	Starlink	55.00
05/11/2026	Expense	General Fund	11010 GENERAL FUND (2634)	FirstNet	-643.03
05/11/2026	Expense	General Fund	17042 Mobile Device Services	FirstNet	643.03
05/12/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Tipalti	-7,742.39
05/12/2026	Expense	General Fund	Tipalti Card Clearing - Village Fire Department - USD	Tipalti	-7,742.39
05/12/2026	Expense	General Fund	11010 GENERAL FUND (2634)	ENGIE	-2,642.05
05/12/2026	Expense	General Fund	17140 Utilities	ENGIE	2,642.05
05/12/2026	Expense	General Fund	11010 GENERAL FUND (2634)	MVWA	-198.15
05/12/2026	Expense	General Fund	17140 Utilities	MVWA	198.15
05/12/2026	Expense	VMIG	99103 VMIG (7773)		-3,608.05
05/12/2026	Expense	VMIG	99410 Insurance Premiums Collected		-3,608.05
05/12/2026	Expense	VMIG	99103 VMIG (7773)	Humana	-8,871.11
05/12/2026	Expense	VMIG	99510 Insurance Premium Distributed	Humana	8,871.11
05/12/2026	Expense	General Fund	12045 12045 DEPAUL, FRANK (4657) - 2		100.00
05/12/2026	Expense	General Fund	17109 Maint. - Ambulance (M2)		100.00
05/13/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Kotapay/Village WIRE	-
					188,727.62



# Village Fire Department

Expense Report - Prior Month

May 2026

Transaction date	Transaction type	Location	Distribution account	Vendor	Amount
05/13/2026	Expense	General Fund	11080 Payroll Clearing	Kotapay/Village WIRE	188,727.62
05/13/2026	Expense	General Fund	11010 GENERAL FUND (2634)		-
05/13/2026	Expense	General Fund	11070 Texas Class - General Fund		900,000.00
05/13/2026	Expense	General Fund	12050 STUART, KATHERINE (6240) - 2	Hilton	517.41
05/13/2026	Expense	General Fund	17185 Admin. Training & Certification Fees	Hilton	517.41
05/14/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Tipalti	-78,276.63
05/14/2026	Expense	General Fund	Tipalti Clearing Account	Tipalti	78,276.63
05/14/2026	Expense	VMIG	99103 VMIG (7773)	Gallagher	-3,633.33
05/14/2026	Expense	VMIG	99510 Insurance Premium Distributed	Gallagher	3,633.33
05/14/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Americhex, Inc.	-866.75
05/14/2026	Expense	General Fund	17221 HRIS (UKG Workforce Ready/Americhex)	Americhex, Inc.	866.75
05/15/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Nationwide	-1,774.50
05/15/2026	Expense	General Fund	12140 Deferred Compensation	Nationwide	-1,774.50
05/15/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Nationwide	-7,934.00
05/15/2026	Expense	General Fund	12140 Deferred Compensation	Nationwide	-7,934.00
05/15/2026	Expense	General Fund	11010 GENERAL FUND (2634)		-1,025.00
05/15/2026	Expense	General Fund	12160 Firefighters Dues		-1,025.00
05/15/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Valic	-175.00
05/15/2026	Expense	General Fund	12140 Deferred Compensation	Valic	-175.00
05/15/2026	Expense	General Fund	11010 GENERAL FUND (2634)	O'Reilly Auto Parts	-255.91



# Village Fire Department

Expense Report - Prior Month

May 2026

Transaction date	Transaction type	Location	Distribution account	Vendor	Amount
05/15/2026	Expense	General Fund	17035 Station Supplies	O'Reilly Auto Parts	64.95
05/15/2026	Expense	General Fund	17110 Maint. - Other	O'Reilly Auto Parts	190.96
05/15/2026	Expense	General Fund	12035 12035 MILLER, TIMOTHY (2075) - 2		484.42
05/15/2026	Expense	General Fund	17171 EMS Training		484.42
05/15/2026	Expense	General Fund	12035 12035 MILLER, TIMOTHY (2075) - 2		64.00
05/15/2026	Expense	General Fund	17173 EMS Certification Fees		64.00
05/15/2026	Expense	General Fund	12035 12035 MILLER, TIMOTHY (2075) - 2		151.57
05/15/2026	Expense	General Fund	17401 VFD Fire Commission & Meeting Expenses		151.57
05/19/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Employee Reimbursement	-258.87
05/19/2026	Expense	General Fund	17185 Admin. Training & Certification Fees	Employee Reimbursement	258.87
05/20/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Employee Reimbursement	-64.00
05/20/2026	Expense	General Fund	17173 EMS Certification Fees	Employee Reimbursement	64.00
05/20/2026	Expense	General Fund	12035 12035 MILLER, TIMOTHY (2075) - 2	Texas Department of State Health Services (DSHS)	96.00
05/20/2026	Expense	General Fund	17173 EMS Certification Fees	Texas Department of State Health Services (DSHS)	96.00
05/22/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Texas Pride Disposal	-198.58
05/22/2026	Expense	General Fund	17140 Utilities	Texas Pride Disposal	198.58
05/22/2026	Expense	General Fund	12030 MARSHAL, FIRE (5283) - 2	Adobe	46.53
05/22/2026	Expense	General Fund	17211 Adobe	Adobe	46.53
05/24/2026	Expense	General Fund	12025 12025 BUCKERT, AMY (4705) - 2	Turboscribe	20.00



# Village Fire Department

Expense Report - Prior Month

May 2026

Transaction date	Transaction type	Location	Distribution account	Vendor	Amount
05/24/2026	Expense	General Fund	17225 Office Software	Turboscribe	20.00
05/26/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Child Support	-2,287.43
05/26/2026	Expense	General Fund	12190 Special Employee W/H Payable	Child Support	-2,287.43
05/26/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Comcast	-623.66
05/26/2026	Expense	General Fund	17041 Internet & TV (Comcast & Starlink)	Comcast	623.66
05/27/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Employee Reimbursement	-79.46
05/27/2026	Expense	General Fund	17173 EMS Certification Fees	Employee Reimbursement	79.46
05/27/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Employee Reimbursement	-720.00
05/27/2026	Expense	General Fund	17173 EMS Certification Fees	Employee Reimbursement	720.00
05/27/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Employee Reimbursement	-525.95
05/27/2026	Expense	General Fund	17173 EMS Certification Fees	Employee Reimbursement	525.95
05/27/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Employee Reimbursement	-107.46
05/27/2026	Expense	General Fund	17173 EMS Certification Fees	Employee Reimbursement	107.46
05/27/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Employee Reimbursement	-1,037.02
05/27/2026	Expense	General Fund	17173 EMS Certification Fees	Employee Reimbursement	1,037.02
05/27/2026	Expense	General Fund	11010 GENERAL FUND (2634)		-3,833.31
05/27/2026	Expense	General Fund	16100 Meal Allowance		3,833.31
05/27/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Kotapay/Village WIRE	-
05/27/2026	Expense	General Fund	11080 Payroll Clearing	Kotapay/Village WIRE	171,113.75
05/27/2026	Expense	VMIG	99103 VMIG (7773)	The Hartford	-7,731.56



# Village Fire Department

Expense Report - Prior Month

May 2026

Transaction date	Transaction type	Location	Distribution account	Vendor	Amount
05/27/2026	Expense	VMIG	99510 Insurance Premium Distributed	The Hartford	7,731.56
05/28/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Dr. Hutch Stilgenbauer	-1,250.00
05/28/2026	Expense	General Fund	17309 Medical Director Services	Dr. Hutch Stilgenbauer	1,250.00
05/29/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Nationwide	-1,774.50
05/29/2026	Expense	General Fund	12140 Deferred Compensation	Nationwide	-1,774.50
05/29/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Nationwide	-7,934.00
05/29/2026	Expense	General Fund	12140 Deferred Compensation	Nationwide	-7,934.00
05/29/2026	Expense	General Fund	11010 GENERAL FUND (2634)		-1,025.00
05/29/2026	Expense	General Fund	12160 Firefighters Dues		-1,025.00
05/29/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Valic	-175.00
05/29/2026	Expense	General Fund	12140 Deferred Compensation	Valic	-175.00
05/29/2026	Expense	General Fund	11010 GENERAL FUND (2634)	Center Point Energy	-172.47
05/29/2026	Expense	General Fund	17140 Utilities	Center Point Energy	172.47
05/29/2026	Expense	General Fund	11010 GENERAL FUND (2634)	FedEx	-33.10
05/29/2026	Expense	General Fund	17203 Shipping	FedEx	33.10

# Village Fire Department

## Budget vs. Actuals: Budget 2026-02 - FY26 P&L

January - May, 2026

			TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET
<b>Income</b>					
14000 City Assessments General Fund					
14010 Bunker Hill Village	838,201	2,011,682	-1,173,481	1,173,481	42.00 %
14020 Hedwig Village	816,143	1,958,743	-1,142,600	1,142,600	42.00 %
14030 Hilshire Village	132,349	317,634	-185,285	185,285	42.00 %
14040 Hunter's Creek Village	981,578	2,355,786	-1,374,208	1,374,208	42.00 %
14050 Piney Point Village	926,433	2,223,438	-1,297,005	1,297,005	42.00 %
14060 Spring Valley Village	716,882	1,720,518	-1,003,636	1,003,636	42.00 %
14070 Prior Year GF Fund Balance Contribution		477,712	-477,712	477,712	
<b>Total 14000 City Assessments General Fund</b>	<b>4,411,586</b>	<b>11,065,513</b>	<b>-6,653,927</b>	<b>6,653,927</b>	<b>40.00 %</b>
14200 Fuel Cost Reimbursements	22,074		22,074	-22,074	
14275 Fuel Admin Fee	230		230	-230	
14400 Medical Standby Event Income	3,475		3,475	-3,475	
14500 CPR Income	6,088		6,088	-6,088	
14600 COBRA Income	6,007		6,007	-6,007	
14700 Donations		50,000	-50,000	50,000	
14910 Interest Income	24,595		24,595	-24,595	
14930 Miscellaneous Income	3,211		3,211	-3,211	
14940 Transfer from Facility Fund	10,187		10,187	-10,187	
24910 Interest Income (CRF)	48,762		48,762	-48,762	
34000 Emergency Medical Services Revenue (ABF)	149,697		149,697	-149,697	
34910 Interest Income (ABF)	7,335		7,335	-7,335	
54910 Interest/Dividend Income (FF)	172		172	-172	
99410 Insurance Premiums Collected	1,166,445		1,166,445	-1,166,445	
<b>Total Income</b>	<b>\$5,859,865</b>	<b>\$11,115,513</b>	<b>\$ -5,255,648</b>	<b>\$5,255,648</b>	<b>53.00 %</b>
<b>GROSS PROFIT</b>	<b>\$5,859,865</b>	<b>\$11,115,513</b>	<b>\$ -5,255,648</b>	<b>\$5,255,648</b>	<b>53.00 %</b>
<b>Expenses</b>					
15000 Capital					
15015 Contingency - Physical Plant	10,815	0	10,815	-10,815	
15020 Misc. Tools & Equip. - Fire	3,046	45,000	-41,954	41,954	7.00 %
15025 Misc. Tools & Equip. - EMS	83,742	90,210	-6,468	6,468	93.00 %
15030 Protective & Bunker Gear	21,116	60,000	-38,884	38,884	35.00 %
15035 Apparatus Computers	325	12,000	-11,675	11,675	3.00 %
15045 SCBA		0	0	0	
15050 Office Computers		4,000	-4,000	4,000	
15055 Radios	35	45,000	-44,965	44,965	0.00 %
15065 Gym Equipment		0	0	0	
<b>Total 15000 Capital</b>	<b>119,080</b>	<b>256,210</b>	<b>-137,130</b>	<b>137,130</b>	<b>46.00 %</b>
16000 Personnel					
16001 PAYROLL					
16002 OVERTIME					
16011 Overtime - Regular	135,232	372,000	-236,768	236,768	36.00 %

# Village Fire Department

## Budget vs. Actuals: Budget 2026-02 - FY26 P&L

January - May, 2026

	ACTUAL	BUDGET	TOTAL OVER BUDGET	REMAINING	% OF BUDGET
16012 Overtime - Medical Standby Events	309	0	309	-309	
16013 Overtime - Training		0	0	0	
16014 Overtime - CPR	1,846	0	1,846	-1,846	
<b>Total 16002 OVERTIME</b>	<b>137,387</b>	<b>372,000</b>	<b>-234,613</b>	<b>234,613</b>	<b>37.00 %</b>
16010 Base Pay	2,259,941	6,028,475	-3,768,534	3,768,534	37.00 %
16015 Longevity Pay	9,944	25,100	-15,156	15,156	40.00 %
16016 Higher Class Pay	15,312	28,111	-12,799	12,799	54.00 %
16018 Professional Certification Pay	26,063	76,402	-50,339	50,339	34.00 %
16020 457 Plan Contribution (Nationwide)		242,492	-242,492	242,492	
16030 FICA Tax	182,807	546,666	-363,859	363,859	33.00 %
<b>Total 16001 PAYROLL</b>	<b>2,631,454</b>	<b>7,319,246</b>	<b>-4,687,792</b>	<b>4,687,792</b>	<b>36.00 %</b>
16003 BENEFITS					
16040 Basic Life, ADD, LTD Insurance	8,711	25,540	-16,829	16,829	34.00 %
16050 Employee Retirement (TMRS)	144,014	425,375	-281,361	281,361	34.00 %
16060 Health Insurance	350,551	1,081,050	-730,499	730,499	32.00 %
16070 Worker's Compensation Insurance	70,416	185,562	-115,146	115,146	38.00 %
16080 Cancer Screenings (HB 198)		27,000	-27,000	27,000	
16090 Unemployment Claim Payment	1,064	0	1,064	-1,064	
16100 Meal Allowance	21,238	46,000	-24,762	24,762	46.00 %
<b>Total 16003 BENEFITS</b>	<b>595,994</b>	<b>1,790,527</b>	<b>-1,194,533</b>	<b>1,194,533</b>	<b>33.00 %</b>
<b>Total 16000 Personnel</b>	<b>3,227,448</b>	<b>9,109,773</b>	<b>-5,882,325</b>	<b>5,882,325</b>	<b>35.00 %</b>
17000 Operating					
17005 RED TRUCKS & SAVING LIVES					
17010 Ambulance Medical Supplies	20,147	70,000	-49,853	49,853	29.00 %
17020 Dues & Subscriptions	470	4,850	-4,380	4,380	10.00 %
17040 IP Address VPN (PS Lightwave)	5,078	13,000	-7,922	7,922	39.00 %
17041 Internet & TV (Comcast & Starlink)	3,090	10,000	-6,910	6,910	31.00 %
17042 Mobile Device Services	2,160	6,600	-4,440	4,440	33.00 %
17043 City of Houston Radio System		19,680	-19,680	19,680	
17044 Communications (Motorola 47 & NICE)	44,241	45,000	-759	759	98.00 %
17045 Incident Records & CAD (Propheonix)		28,810	-28,810	28,810	
17046 Training Software & Vehicle Checks (Vector Solutions)	5,130	8,600	-3,470	3,470	60.00 %
17047 EMS Protocol App (Handtevy)	5,357	6,300	-944	944	85.00 %
17048 EMS Equipment Maintenance (ProCare/Stryker)	6,760	23,594	-16,834	16,834	29.00 %
17085 Fuel (for VFD vehicles - Fuelman, Gas Stations)	53	55,000	-54,947	54,947	0.00 %
17136 Vehicle Licenses & Permits	67	5,000	-4,933	4,933	1.00 %
17190 Uniforms	11,999	68,000	-56,001	56,001	18.00 %
<b>Total 17005 RED TRUCKS &amp; SAVING LIVES</b>	<b>104,553</b>	<b>364,434</b>	<b>-259,881</b>	<b>259,881</b>	<b>29.00 %</b>
17025 FIRE STATION					
17030 Building Maintenance	5,969	52,300	-46,331	46,331	11.00 %
17035 Station Supplies	7,341	18,000	-10,659	10,659	41.00 %

# Village Fire Department

## Budget vs. Actuals: Budget 2026-02 - FY26 P&L

January - May, 2026

			TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET
17086 Rent		10	-10	10	
17090 Property & Casualty Insurance	52,671	130,000	-77,329	77,329	41.00 %
17140 Utilities	14,677	55,000	-40,323	40,323	27.00 %
<b>Total 17025 FIRE STATION</b>	<b>80,658</b>	<b>255,310</b>	<b>-174,652</b>	<b>174,652</b>	<b>32.00 %</b>
17069 FIRE PREVENTION - FIRE MARSHAL'S OFFICE					
17070 Public Education, Relations, Promotions	1,000	5,000	-4,000	4,000	20.00 %
17072 Fire Investigations		0	0	0	
17073 Law Enforcement Equipment		0	0	0	
<b>Total 17069 FIRE PREVENTION - FIRE MARSHAL'S OFFICE</b>	<b>1,000</b>	<b>5,000</b>	<b>-4,000</b>	<b>4,000</b>	<b>20.00 %</b>
17098 MAINTENANCE					
17100 VEHICLE MAINTENANCE	97		97	-97	
17101 Maint. - Chief's Truck	183	25,000	-24,817	24,817	1.00 %
17102 Maint. - Fire Marshal's Car	808	25,000	-24,192	24,192	3.00 %
17103 Maint. - Utility Truck	166	25,000	-24,834	24,834	1.00 %
17105 Maint. - Pumper (E1)	7,908	25,000	-17,092	17,092	32.00 %
17107 Maint. - Ladder (L1)	17,863	25,000	-7,137	7,137	71.00 %
17108 Maint. - Ambulance (M1)	1,693	25,000	-23,307	23,307	7.00 %
17109 Maint. - Ambulance (M2)	1,625	25,000	-23,375	23,375	7.00 %
17112 Maint. - Pumper (E2)	32,514	25,000	7,514	-7,514	130.00 %
17113 Maint. - Ambulance (M3)	1,883	25,000	-23,117	23,117	8.00 %
17115 Maint. - Deputy Chief's Car (D1)	18	25,000	-24,982	24,982	0.00 %
<b>Total 17100 VEHICLE MAINTENANCE</b>	<b>64,758</b>	<b>250,000</b>	<b>-185,242</b>	<b>185,242</b>	<b>26.00 %</b>
17123 EQUIPMENT & SUPPLIES MAINTENANCE					
17099 Maintenance of Equipment	15,872	40,000	-24,128	24,128	40.00 %
17110 Maint. - Other	915	0	915	-915	
17111 Maint. - Contracts	3,572	0	3,572	-3,572	
<b>Total 17123 EQUIPMENT &amp; SUPPLIES MAINTENANCE</b>	<b>20,359</b>	<b>40,000</b>	<b>-19,641</b>	<b>19,641</b>	<b>51.00 %</b>
17127 Knox Contract		333	-333	333	
17131 Bunker Gear Maintenance	28	28,600	-28,572	28,572	0.00 %
17133 SCBA Maintenance	3,631	15,000	-11,369	11,369	24.00 %
17135 Fuel System Maintenance		5,000	-5,000	5,000	
<b>Total 17098 MAINTENANCE</b>	<b>88,776</b>	<b>338,933</b>	<b>-250,157</b>	<b>250,157</b>	<b>26.00 %</b>
17155 TRAINING					
17160 Fire Certification Fees	707	6,539	-5,832	5,832	11.00 %
17170 Fire Training	3,005	29,830	-26,825	26,825	10.00 %
17171 EMS Training	1,044	18,000	-16,956	16,956	6.00 %
17173 EMS Certification Fees	3,706	6,000	-2,294	2,294	62.00 %
17175 Emergency Management Training (TDEM)	2,978	6,000	-3,022	3,022	50.00 %
17177 Fire Marshal Training & Certification Fees	3,829	8,600	-4,771	4,771	45.00 %
17183 Dispatch Training & Certification Fees	-824	9,000	-9,824	9,824	-9.00 %
17185 Admin. Training & Certification Fees	1,883	9,500	-7,617	7,617	20.00 %

# Village Fire Department

## Budget vs. Actuals: Budget 2026-02 - FY26 P&L

January - May, 2026

	ACTUAL	BUDGET	TOTAL OVER BUDGET	REMAINING	% OF BUDGET
17187 General Supplies for Training	81	0	81	-81	
<b>Total 17155 TRAINING</b>	<b>16,409</b>	<b>93,469</b>	<b>-77,060</b>	<b>77,060</b>	<b>18.00 %</b>
17200 OFFICE					
17202 OFFICE SOFTWARE					
17211 Adobe	492	0	492	-492	
17219 Office Phones (8x8)	1,804	0	1,804	-1,804	
17221 HRIS (UKG Workforce Ready/Americhex)	4,803	0	4,803	-4,803	
17223 Accounting (QuickBooks)	1,466	0	1,466	-1,466	
17224 AP & Payment Automation (Tipalti)	629	0	629	-629	
17225 Office Software	788	63,300	-62,512	62,512	1.00 %
<b>Total 17202 OFFICE SOFTWARE</b>	<b>9,981</b>	<b>63,300</b>	<b>-53,319</b>	<b>53,319</b>	<b>16.00 %</b>
17204 OFFICE SUPPLIES					
17203 Shipping	44	0	44	-44	
17205 Office Supplies	2,538	32,900	-30,362	30,362	8.00 %
17213 Postage Meter Rental	265	0	265	-265	
17217 VFD Branded Stationary	284	0	284	-284	
<b>Total 17204 OFFICE SUPPLIES</b>	<b>3,131</b>	<b>32,900</b>	<b>-29,769</b>	<b>29,769</b>	<b>10.00 %</b>
17207 Bank Service Charges	30	2,000	-1,970	1,970	2.00 %
<b>Total 17200 OFFICE</b>	<b>13,142</b>	<b>98,200</b>	<b>-85,058</b>	<b>85,058</b>	<b>13.00 %</b>
17229 DISPATCH					
17230 Dispatch Alerting System (US Designs)		12,500	-12,500	12,500	
17240 Electronic Protocol Cards (Pro QA)		350	-350	350	
17250 Translation Service (Language Line)		100	-100	100	
<b>Total 17229 DISPATCH</b>		<b>12,950</b>	<b>-12,950</b>	<b>12,950</b>	
17300 PROFESSIONAL SERVICES					
17302 Legal Services	9,207	36,000	-26,793	26,793	26.00 %
17304 Accounting Services	8,535	20,000	-11,465	11,465	43.00 %
17306 IT Services	12,634	44,000	-31,366	31,366	29.00 %
17308 Health Insurance Consulting Services	10,496	13,622	-3,127	3,127	77.00 %
17309 Medical Director Services	12,550	25,000	-12,450	12,450	50.00 %
17310 Salary/Benefit Survey Services		0	0	0	
17311 Legal Notices & Advertising		10,000	-10,000	10,000	
17313 Other Professional and/or Miscellaneous Services	11,171	24,000	-12,829	12,829	47.00 %
<b>Total 17300 PROFESSIONAL SERVICES</b>	<b>64,593</b>	<b>172,622</b>	<b>-108,029</b>	<b>108,029</b>	<b>37.00 %</b>
17400 EVENTS & OTHER					
17401 VFD Fire Commission & Meeting Expenses	1,980	7,500	-5,520	5,520	26.00 %
17403 VFD Employee Appreciation & Events	2,121	10,000	-7,879	7,879	21.00 %
17405 CPR Supplies, Cards, & Equipment	4,200	7,100	-2,900	2,900	59.00 %
17407 Emergency Contingency	2,750	20,000	-17,250	17,250	14.00 %
<b>Total 17400 EVENTS &amp; OTHER</b>	<b>11,052</b>	<b>44,600</b>	<b>-33,548</b>	<b>33,548</b>	<b>25.00 %</b>
<b>Total 17000 Operating</b>	<b>380,184</b>	<b>1,385,518</b>	<b>-1,005,335</b>	<b>1,005,335</b>	<b>27.00 %</b>

# Village Fire Department

## Budget vs. Actuals: Budget 2026-02 - FY26 P&L

January - May, 2026

	ACTUAL	BUDGET	TOTAL		% OF BUDGET
			OVER BUDGET	REMAINING	
17080 Gas & Oil Inventory	44,489		44,489	-44,489	
19000 Assessment Reimbursements		258,545	-258,545	258,545	
27140 CR - Capital Expenditure (CRF)	90,643	85,000	5,643	-5,643	107.00 %
57150 Transfer to General Fund	10,187		10,187	-10,187	
99510 Insurance Premium Distributed	1,040,047		1,040,047	-1,040,047	
<b>Total Expenses</b>	<b>\$4,912,078</b>	<b>\$11,095,046</b>	<b>\$ -6,182,968</b>	<b>\$6,182,968</b>	<b>44.00 %</b>
NET OPERATING INCOME	<b>\$947,787</b>	<b>\$20,467</b>	<b>\$927,320</b>	<b>\$ -927,320</b>	<b>4,631.00 %</b>
NET INCOME	<b>\$947,787</b>	<b>\$20,467</b>	<b>\$927,320</b>	<b>\$ -927,320</b>	<b>4,631.00 %</b>



# Village Fire Department

901 Corbindale Road  
Houston, Texas 77024  
(713) 468-7941

**To:** Village Fire Department Fire Commission  
**From:** Amy Buckert, Administrator/Finance Director  
**CC:** Brian Croft, Fire Chief  
**Date:** June 15, 2026

**Re: May Administrator's Report**

Percentages reflect Board packet financial presentation, excluding designated pass-through and non-operating accounts.

### 1. Budget Dashboard (May)

At-a-glance indicators for month-end budget performance:

Category	Status	% of Budget	Notes / Driver
Revenue	✓ Green (On track)	40.0%	41.7% of Budget year
Personnel (incl. OT)	✓ Green (On track)	35.0%	41.7% of Budget year
Operations	✓ Green (On track)	27.5%	41.7% of Budget year

#### Status Legend:

- GREEN** = On track / within expected range
- YELLOW** = Watch item / trending concern
- RED** = Action needed / significant variance

#### Calculation Notes (consistent each month):

- Revenue tracking excludes designated pass-through or restricted accounts shown in the purple-marked financial statements.
- Personnel tracking includes overtime and lines designated in the blue-marked financial statements.
- Operational tracking (yellow) excludes pass-through and non-operating accounts not tied to the adopted operating budget.

### 3. Key Highlights (Month-End)

- Budget Amendments have been updated in QBO

### 4. Variance Explanations

- Many annual contracts, maintenance projects, training events, and software renewals occur later in the year. Several budgeted expenditures have not occurred yet.
- 15025** Misc Tools & Equipment – EMS – most items have been purchased for the year
- 17044** Communications (Motorola 47 & NICE) - Paid for the year



# Village Fire Department

901 Corbindale Road  
Houston, Texas 77024  
(713) 468-7941

- **17308** Health Insurance Consulting – Paid for the year

## 5. Items for Board Review / Action

- State-mandated AI/Cybersecurity training
  - 10 of 12 completed
- Item #7 Moving ABF revenues from 2025 to CRF
- Item #8 Budget Adjustment for Board to move money to cover HR Contract

## 6. Administrative / Policy Updates

- None this month

## 7. Next Steps / Upcoming Work

- Key work items anticipated before the next reporting period:
  - RFQ for Attorney Services
  - Entering in 2027 Budget into QBO
  - Prepping for annual review of financial policies
  - Update signers on bank accounts
  - Update approvers in Tipalti
  - Continue reminders for CyberSecurity Training

May 2026 Investment Report

Account Type	Purchase Date	Maturity Date	Interest (Yield)	EOM Balance	Interest Earned	Total Fund Balance
General Fund (Stellar)	N/A	On Demand	2.58%	\$959,268.90	\$2,314.49	
General Fund (TX Class)	N/A	On Demand	3.75%	\$810,466.27	\$2,509.91	
<b>General Fund (Total)</b>	N/A	On Demand				<b>\$1,774,559.57</b>
Capital Fund (Stellar)	N/A	On Demand	2.58%	\$166,301.31	\$305.01	
Capital Fund (TX Class)	N/A	On Demand	3.75%	\$2,857,473.21	\$9,357.25	
<b>Capital Fund (Total)</b>	N/A	On Demand				<b>\$3,033,436.78</b>
Facility Fund (Stellar)	N/A	On Demand	2.58%	\$3,267.24	\$7.06	
Facility Fund (TX Class)	N/A	On Demand	3.75%	\$0.00	\$11.57	
<b>Facility Fund (Total)</b>	N/A	On Demand				<b>\$3,285.87</b>
Ambulance Fund (Stellar)	N/A	On Demand	2.58%	\$93,932.42	\$191.63	
Ambulance Fund (TX Class)	N/A	On Demand	3.75%	\$439,525.78	\$1,396.71	
<b>Ambulance Fund (Total)</b>	N/A	On Demand				<b>\$535,046.54</b>
VMIG	N/A	On Demand	0%	\$143,798.39	\$0.00	<b>\$143,798.39</b>
<b>Totals:</b>				<b>\$5,474,033.52</b>	<b>\$16,093.63</b>	<b>\$5,490,127.15</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



# Village Fire Department

901 Corbindale Road  
Houston, Texas 77024  
(713) 468-7941

**To:** Village Fire Department Fire Commission  
**From:** Amy Buckert, Administrator/Finance Director  
**CC:** Brian Croft, Fire Chief  
**Date:** June 15, 2026

**Re: Allocation of Ambulance Fund Balance to Capital Replacement Fund**

The Department's FY 2025 annual audit identified a final **Ambulance Billing Fund** balance of **\$488,884** (pages 12 and 20 of the audit report). Per the FY 2025 Budget, these funds are to be transferred to the **Capital Replacement Fund** now that the year is closed.

With Board approval, the \$488,884 will be transferred from the Ambulance Billing Fund to the Capital Replacement Fund in July 2026. This transfer will help fund future capital replacement needs and maintain the Department's planned reserve for major equipment and apparatus purchases.



# Village Fire Department

901 Corbindale Road  
Houston, Texas 77024  
(713) 468-7941

**To:** Village Fire Department Fire Commission  
**From:** Amy Buckert, Administrator/Finance Director  
**CC:** Brian Croft, Fire Chief  
**Date:** June 15, 2026

**Re: Budget Adjustment**

The 2026 Village Fire Department Annual Budget is forecasting a shortfall at year end in the Professional Services line item due to a contract recently approved with HR Innovations. There are currently sufficient funds within the budgeted categories approved by the cities. While a formal budget amendment will not need to go to the cities for approval at this time, the Board of Commissioners will need to approve a line-item adjustment to prevent an overage. The following line-item is projected to be exceeded by year end:

**17313 Other Professional Services**

Staff recommends the following line-item adjustment:

**Personnel**

**16070 Worker's Compensation Insurance:** removing **\$9,500**

**Professional Services**

**17313 Other Professional Services:** adding **\$9,500**

Earlier in 2026, there was a budget amendment to increase Workers Compensation Insurance. Because staff was able to secure another provider with a lower cost, there are funds available in that line item.