

CITY OF DEER PARK

FD 01- 132

710 EAST SAN AUGUSTINE STREET

DEER PARK, TEXAS 77536

MINUTES

OF

A MEETING OF THE DEER PARK FIRE CONTROL, PREVENTION AND EMERGENCY MEDICAL SERVICES DISTRICT BOARD OF DIRECTORS HELD AT CITY HALL COUNCIL CHAMBERS, 710 EAST SAN AUGUSTINE STREET, DEER PARK, TEXAS, ON JANUARY 16, 2017 BEGINNING AT 5:45 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

SAM PIPKIN	PRESIDENT
ED BRASHIER	VICE-PRESIDENT
SHANNON BENNETT	ACTING BOARD SECRETARY
DONNA TODD	ACTING TREASURER
JOHN GREEN	MEMBER
MICHAEL RECORDS	MEMBER

1. MEETING CALLED TO ORDER – President Pipkin called the meeting to order at 5:45 p.m.
2. APPROVAL OF MINUTES - Motion was made by John Green and seconded by Ed Brashier to approve the minutes of the regular meeting on October 17, 2016. Motion carried unanimously.
3. PRESENTATION OF THE QUARTERLY FINANCIAL REPORT FOR FY 2016-2017 FIRST QUARTER ENDED DECEMBER 31, 2016 – Acting Treasurer Donna Todd presented the Financial Report and highlighted the statement of revenues and expenditures. (Exhibit A)

Chairman Pipkin asked, “Is there a bid process to select a bank to get the interest rates?”

Ms. Todd answered, “Yes. The Fire Districts account is at our depository account. It goes out every five years. We have the option after the first three years to go onto one year renewals for a total of five years. We are considering going out for rebid, but we have not made that decision yet. It is in the same bank as the City’s depository.”

Motion was made by Charlie Johnson and seconded by Michael Records to accept the Financial Report as presented. Motion carried unanimously.

4. DISCUSSION OF FY 2016 FCPMSD ACCOUNT OF DISBURSEMENT OF DISTRICT REPORT - Acting Treasurer Donna Todd advised the Board of Chapter 344. Fire Control, Prevention, and Emergency Medical Services District includes 344.207,

“Account of Disbursements of District.” This provision states: “Not later than the 60th day after the last day of each fiscal year, an administrator shall prepare for the Board a sworn statement of the amount of money that belongs to the district and an account of the disbursements of that money. “We usually email this report every year. It summarizes cash balances and categorizes how the money was spent during the year. We decided to add it to the agenda just in case someone had a question. Basically, we are satisfying a reporting requirement each year.”

It was consensus of the Board for the report to be emailed annually.

5. CONSIDERATION OF AND ACTION ON THE QUARTERLY REPORT FROM THE FIRE CHIEF REGARDING BUDGETED EXPENDITURES, PROJECTS, AND PLANS FOR THE CURRENT FISCAL YEAR – Chief Don Davis provided a report to the Board regarding budgeted projects and their progress. This will include an update on projects completed or initiated this fiscal year, as well as planned activities and expenditures for the upcoming quarter. (Exhibit B1)

President Pipkin asked, “Is the burn building holding up okay?”

Chief Davis answered, “Yes, very well. We had our five year inspection in November of last year. The Inspector said our burn building is in excellent shape based on what he’s seen in other burn buildings. We are doing really good with keeping it up. That’s why we should get the major replacements done to include all the hardware and panels.”

Mr. Green asked, “With panels that need to be replaced, will it prohibit any burns to go in the building?”

Chief Davis answered, “For that week, it will be out of service.”

Mr. Johnson asked, “On the ambulance, is that going to re-chassis Medic #3.”

Chief Davis answered, “Yes.”

Motion was made by Charlie Johnson and seconded by John Green to accept the report.
Motion carried unanimously.

6. CONSIDERATION OF AND ACTION ON APPROVING AN AMENDMENT TO THE FY 2016-2017 DEER PARK FIRE CONTROL, PREVENTION AND EMERGENCY MEDICAL SERVICES DISTRICT BUDGET FOR THE REFURBISHMENT OF ONE AMBULANCE – Chief Davis commented, “The reason we are asking for additional funds is because we originally budgeted \$120,000 to refurbish an ambulance, but there were a number of improvements on the box itself, since it was an older unit, Medic #2. There are some improvements needed on that box that was not done on the previous boxes. The company had an increase at the beginning of the year. The total budget amendment will be \$22,050 allowing for the full price of the refurbishment as well as the trade-in payment to the City of Deer Park.”

Motion was made by Michael Records and seconded by John Green to amend FY 2016-2017 budget to refurbish one ambulance. Motion carried unanimously.

7. CONSIDERATION OF AND ACTION ON APPROVING AN AMENDMENT TO THE FY 2016-2017 DEER PARK FIRE CONTROL, PREVENTION AND EMERGENCY MEDICAL SERVICES DISTRICT BUDGET FOR FIREFIGHTING PERSONAL PROTECTIVE EQUIPMENT (PPE) - Chief Don Davis advised the Board there was a \$60,000 purchase for personal protective equipment last year in the fourth quarter. It didn't come in time to be billed in last year's budget. The equipment was paid out of this year's budget. That money was unencumbered last year, so the money needs to be rolled over in this year's budget to allow the purchase of personal protective equipment.

Motion was made by John Green and seconded by Ed Brashier to approve the 2016-2017 budget amendment to purchase personal protective equipment. Motion carried unanimously.

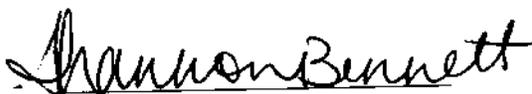
8. CONSIDERATION OF AND ACTION ON APPROVING A REIMBURSEMENT TO THE CITY OF DEER PARK FOR THE \$4,000.00 VALUE OF THE CITY'S AMBULANCE CHASSIS, WHICH IS BEING USED AS A TRADE-IN FOR REMOUNTING AND REFURBISHING AN AMBULANCE MODULE - Emergency Medical Services Robert Hemminger commented, "The current ambulance is owned by the City. The Fire District is funding the refurbishment and the new chassis, but last year when we replaced Medic #4, we sold the outgoing ambulance at the City's auction for \$6,000. Frazier offered us \$4,000 for the used chassis and we thought we wouldn't get \$4,000 at the auction for the chassis without the box. Now it's the matter of the Fire District paying the City the \$4,000 because it was the City's to use as a trade in."

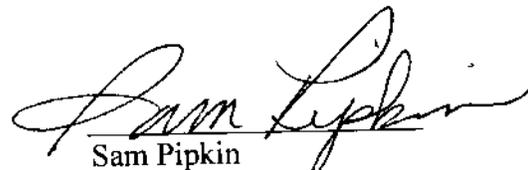
Motion was made by Charlie Johnson and seconded by John Green to approve the reimbursement to the City for \$4,000. Motion carried unanimously.

9. ADJOURN - President Pipkin adjourned the meeting at 6:02 p.m.

ATTEST:

APPROVED:


Shannon Bennett, TRMC
Acting Board Secretary


Sam Pipkin
President

Corrections were made to add Charlie Johnson as Vice –President as being present at the meeting and Donna Todd as Treasurer instead of Acting Treasurer.

**CITY OF DEER PARK
FIRE CONTROL, PREVENTION, AND EMERGENCY MEDICAL SERVICES DISTRICT (FCPEMSD)
FISCAL YEAR 2017
December 31, 2016**

Authority for the Deer Park Fire Control, Prevention, and Emergency Medical Services District is provided by Texas Local Government Code, Chapter 344. The purpose of the District is to enhance fire control and prevention and emergency medical services programs in the City of Deer Park. The fund was established by a dedicated one-fourth of one percent (0.25%) sales and use tax approved by the voters in May 2011 and effective on October 1, 2011.

BALANCE SHEET (UNAUDITED)

<u>Assets</u>	
Cash	\$ 1,638,967.54
Due To/Due From	-
Capital Assets	1,405,325.48
Depreciation	(425,767.00)
Construction In Progress	-
Deferred Outflows (Pension - GASB 68)	27,084.37
Total Assets	\$ 2,645,610.39
 <u>Liabilities & Equity</u>	
Payables	\$ 4,395.66
Net Pension Obligation (GASB 68)	55,690.70
Due To/Due From	-
Total Liabilities	60,086.36
 <u>Fund Equity</u>	
Fund Balance	2,628,682.45
Revenues Over/(Under) Expenditures	(43,158.42)
Total Fund Equity	2,585,524.03
Total Liabilities & Equity	\$ 2,645,610.39

STATEMENT OF REVENUES AND EXPENDITURES (UNAUDITED)

	Q1 <u>12/31/16</u>	Q2 <u>03/31/17</u>	Q3 <u>06/30/17</u>	Q4 <u>09/30/17</u>	YTD <u>Total</u>	Original <u>Budget</u>	Remaining <u>Budget</u>
<u>Revenues</u>							
Sales Tax Revenue	\$ 143,494.98				\$ 143,494.98	\$ 1,320,000.00	\$ 176,505.02
Investment Revenue	178.38				178.38	-	(178.38)
Prior Year Revenue (Reserves)	-				-	316,312.00	316,312.00
Total Revenue	143,673.36				143,673.36	1,636,312.00	1,492,638.64
 <u>Expenditures</u>							
Salaries & Benefits	119,030.99				119,030.99	650,016.00	530,985.01
Services	40,680.73				40,680.73	226,630.00	185,949.27
Supplies	6,368.72				6,368.72	178,166.00	171,797.28
Maintenance	20,751.34				20,751.34	146,500.00	125,748.66
Other (Contingency)	-				-	-	-
Sub-total Operating Expenditures	186,831.78				186,831.78	1,201,312.00	1,014,480.22
Capital Expenditures	-				-	435,000.00	435,000.00
Total Expenditures	186,831.78				186,831.78	1,636,312.00	1,449,480.22
 Revenue Over/(Under) Expenditures	 \$ (43,158.42)				 \$ (43,158.42)	 \$ -	 \$ 43,158.42

	<u>Fire Dept</u>	<u>EMS</u>	<u>Fire Marshal</u>	<u>Q1 Total</u>	<u>YTD Total</u>
<u>Expenditures by Department:</u>					
Salaries & Benefits	\$ -	\$ 102,642.81	\$ 16,388.18	\$ 119,030.99	\$ 119,030.99
Services	22,372.89	15,757.84	2,550.00	40,680.73	40,680.73
Supplies	3,616.74	2,751.98	-	6,368.72	6,368.72
Maintenance	7,228.75	13,522.59	-	20,751.34	20,751.34
Other (Contingency)	-	-	-	-	-
	33,218.38	134,675.22	18,938.18	186,831.78	186,831.78
Capital Expenditures	-	-	-	-	-
Total Expenditures	\$ 33,218.38	\$ 134,675.22	\$ 18,938.18	\$ 186,831.78	\$ 186,831.78

FCPEMSD FY 2016-2017 Sales Tax Revenue Comparison

<u>G/L</u>	<u>Actual</u>		
Oct 2016	\$ -		
Nov 2016	-		
Dec 2016	143,494.98		
Jan 2017			
Feb 2017			
Mar 2017			
Apr 2017			
May 2017			
Jun 2017			
Jul 2017			
Aug 2017			
Sep 2017			
YTD Total	\$ 143,494.98	Budget	% of Budget
Annual	<u>\$ 143,494.98</u>	<u>\$ 1,320,000.00</u>	10.87%

FCPEMSD Sales Tax Revenue History

<u>Month</u>	<u>FY 2017</u>	<u>FY 2016</u>	<u>FY 2015</u>	<u>FY 2014</u>
Oct	\$ -	\$ -	\$ -	\$ -
Nov	-	-	-	-
Dec	143,494.98	129,316.90	116,558.57	100,540.12
Jan		130,051.43	111,018.35	96,263.17
Feb		140,670.26	139,145.13	112,947.18
Mar		120,327.03	105,565.13	93,822.80
Apr		127,669.06	104,318.45	95,373.07
May		141,787.59	124,369.47	106,811.76
Jun		137,731.52	118,970.27	108,925.49
Jul		145,729.24	131,180.22	99,986.20
Aug		191,470.69	136,314.88	113,658.18
Sep *		409,516.03	440,783.43	318,124.74
Annual	<u>\$ 143,494.98</u>	<u>\$ 1,674,269.75</u>	<u>\$ 1,528,223.90</u>	<u>\$ 1,246,452.71</u>
YTD Total	\$ 143,494.98	\$ 129,316.90	\$ 116,558.57	\$ 100,540.12

* Sales taxes are deposited to the FCPEMSD two months after collection. Collections in October, for example, are deposited in December. Because of this timing difference, the amount recorded in September will include the deposit for the month of July collections and an accrual at fiscal year end for the months of August and September that will be deposited in October and November, respectively.

This preliminary report does not reflect the current year's accrued sales tax revenue for the month of September. As an additional note, the payment for August collections includes a one time adjustment.