



Sam Pipkin, President  
Greg Bridges, Position 1  
John Green, Position 2  
Ed Brashier, Position 3

Charlie Johnson, Vice President  
Scott Combs, Position 5  
Brent Hahn, Position 6

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## CALL TO ORDER

## NEW BUSINESS

1. Approval of minutes of regular meeting on July 11, 2018. [MIN 18-141](#)  

**Recommended Action:** Approval  
**Attachments:** [FD\\_MR\\_071118](#)
2. Introduction of new members of the FCPEMSD Board of Directors. [APT 18-008](#)  

**Recommended Action:** Welcome the new members and express thanks to Mr. Karr and Mr. Records for their service on the Board.
3. Consideration of and action on Election of Officers for 2018-2019. [OFC 18-006](#)  

**Recommended Action:** Elect Officers.
4. Consideration of and action on the annual review and an order to adopt the Investment Policy for the Deer Park Fire Control, Prevention and Emergency Medical Services District. [POL 18-007](#)  

**Recommended Action:** Review and adopt the Investment Policy.  
**Department:** Finance  
**Attachments:** [FCPEMSD Investment Policy - 2018](#)  
[FCPEMSD Investment Policy Review - 10.15.18](#)
5. Presentation of the Quarterly Financial Report for the FY 2017-2018 Fourth Quarter ending September 30, 2018. [RPT 18-041](#)  

**Recommended Action:** Accept the quarterly financial report for the FY 2017-2018 fourth quarter ended September 30, 2018.  
**Department:** Finance Director Todd  
**Attachments:** [FCPEMSD - 2018 4Q Financials](#)

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*The Mission of the City of Deer Park is to deliver exemplary municipal services that provide the community a high quality of life consistent with our history, culture and unique character.*

6. Quarterly report from the Fire Chief regarding budgeted expenditures, projects, and plans for the current fiscal year. [RPT 18-044](#)
- Recommended Action:** Accept report as provided and presented.
- Attachments:** [2018\\_19 Expenditure Overview Rev A](#)  
[2017\\_18 Project List 4th Qtr Final Rpt Rev A](#)
7. Authorization for Staff to proceed with negotiating contract with lowest qualified bidder on EMS Station construction and to present such as a recommendation to City Council. [AUT 18-088](#)
- Recommended Action:** Authorize staff to negotiate with lowest qualified bidder and present resulting contract to City Council for approval.
8. Consideration of and action on an amendment to the agreement with the City of Deer Park for FCPEMSD Personnel, Vehicles, Facilities, Equipment, and Investments. [AGR 18-031](#)
- Recommended Action:** Approve the amendment to the agreement.
- Department:** City Manager's Office
- Attachments:** [Agreement-City&FCPEMSD-AMENDMENT#2](#)  
[Exhibit A - FCPEMSD Budget FY 2018-2019](#)
9. Discussion of FCPEMSD Board of Directors meeting dates for FY 2018-2019. [DIS 18-146](#)
- Recommended Action:** Discuss the Board of Directors meeting dates for FY 2018-2019.

## ADJOURN

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Shannon Bennett, TRMC  
City Secretary

Posted on Bulletin Board  
October 26, 2018

City Hall is wheelchair accessible and accessible parking spaces are available. Hearing assistance devices are available. Requests for accommodations services must be made 72 hours prior to any meeting. Please contact the City Secretary's office at 281-478-7248 for further information.

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## Legislation Details (With Text)

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**File #:** MIN 18-141    **Version:** 1    **Name:**  
**Type:** Minutes    **Status:** Agenda Ready  
**File created:** 10/10/2018    **In control:** Fire Control District  
**On agenda:** 10/29/2018    **Final action:**  
**Title:** Approval of minutes of regular meeting on July 11, 2018.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [FD\\_MR\\_071118](#)

Date	Ver.	Action By	Action	Result
10/29/2018	1	Fire Control District		
10/15/2018	1	Fire Control District		

Approval of minutes of regular meeting on July 11, 2018.

Summary:

Fiscal/Budgetary Impact:

Approval

CITY OF DEER PARK  
710 EAST SAN AUGUSTINE STREET  
DEER PARK, TEXAS 77536

FD 01-160

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 JULY 11, 2018 BEGINNING AT 5:45 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

SAM PIPKIN	PRESIDENT
CHARLIE JOHNSON	VICE PRESIDENT
DONNA TODD	TREASURER
JOHN GREEN	MEMBER
JASON KARR	MEMBER
SONIA ACOSTA	DEPUTY CITY SECRETARY

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 Charlie Johnson and seconded by John Green to approve the minutes of the regular meeting on April 16, 2018. Motion carried unanimously.
3. APPROVAL OF MINUTES - Motion was made by Jason Karr and seconded by Charlie Johnson to approve the minutes of the regular meeting on May 14, 2018. Motion carried unanimously.
4. APPROVAL OF MINUTES - Motion was made by Jason Karr and seconded by John Green to approve the minutes of the workshop meeting on June 11, 2018. Motion carried unanimously.
5. APPROVAL OF MINUTES - Motion was made by Jason Karr and seconded by John Green to approve the minutes of the public hearing meeting on June 11, 2018. Motion carried unanimously.
6. CONSIDERATION OF AND ACTION ON APPROVING THE FY 2018-2019 DEER PARK FIRE CONTROL, PREVENTION AND EMERGENCY MEDICAL SERVICES DISTRICT BUDGET AND SUBMISSION TO CITY COUNCIL – Donna Todd advised the Board of the few minor revisions that have been incorporated into the final proposed

budget. These revisions are relating to personnel and operating expenditures within the Emergency Medical Services and Fire Marshal budgets. (Exhibits A1-A5)

Motion carried unanimously.

PRESENTATION OF THE QUARTERLY FINANCIAL REPORT FOR THE FY 2017-2018 THIRD QUARTER ENDED JUNE 30, 2018 – Treasurer Donna Todd presented the Financial Report and gave an overview of the statement of revenues and expenditures. (Exhibit B1-B2) Motion carried unanimously.

7. DISCUSSION OF ISSUES RELATING TO THE SCHEDULE OF EVENTS FOR THE DESIGN AND CONSTRUCTION OF THE EMS STATION – Emergency Services Director, Robert Hemminger gave an update of the EMS station and design. (Exhibit A1-A5)

Vice President, Charlie Johnson asked, “Is there any concern relating to security of the personnel personal vehicles while they are parked there? Should any of that be fenced?”

Mr. Hemminger responded, “I don’t know of anymore concern than there is at the current existing fire station. The design of the building will include security cameras around the exterior of the building.”

President Sam Pipkin asked, “Are there plans to cover the generator?”

Mr. Hemminger responded, “Yes.”

John Green asked, “If we were to hire an Assistant Fire Chief, will they have to share an office with the Deputy Chief?”

Mr. Hemminger responded, “No. They are in the process of reconfiguring the offices. There will be four offices in total to accommodate the personnel.”

Mr. Green asked, “Will the ambulance building stay where it is right now?”

Mr. Hemminger responded, “Yes.”

Mr. Green asked, “Will there be a lobby for the public?”

Mr. Hemminger responded, “It will be like a vestibule, mainly for Staff.”

Mr. Johnson asked, “Are there plans to put any fencing in between the columns in the patio area?”

Mr. Hemminger responded, "I believe that is still in the air."

Mr. Johnson asked, "Does the conference room double as a training center?"

Mr. Hemminger responded, "Yes. It was designed to house a pretty good training meeting that could include 14 to 18 people."

Mr. Pipkin asked, "Does that sidewalk go through to the patio area?"

Mr. Hemminger responded, "There will be a change where there will be a sidewalk that comes directly aside from the fuel station to get in."

Mr. Hemminger commented, "As of today, we are right on time. By August 24<sup>th</sup>, 2018 we should have construction documentation completed so that by September 4<sup>th</sup>, 2018, we can go out for bids. I anticipate on giving an update at the next October 15, 2018 meeting."

8. ADJOURN - President Pipkin adjourned the meeting at 6:12 p.m.

ATTEST:

APPROVED:

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Shannon Bennett  
City Secretary, TMRC

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Sam Pipkin  
President



## Legislation Details (With Text)

**File #:** APT 18-008    **Version:** 1    **Name:**  
**Type:** Appointment    **Status:** Agenda Ready  
**File created:** 10/10/2018    **In control:** Fire Control District  
**On agenda:** 10/29/2018    **Final action:**  
**Title:** Introduction of new members of the FCPEMSD Board of Directors.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
10/29/2018	1	Fire Control District		
10/15/2018	1	Fire Control District		

Introduction of new members of the FCPEMSD Board of Directors.

Summary:

Two (2) new members have been appointed to the FCPEMSD Board of Directors as follows:

- Mr. Brent Hahn
- Mr. Scott Combs

Mr. Hahn fills the position previously held by Mr. Jason Karr. Mr. Combs fills the position previously held by Mr. Michael Records.

These appointments are effective Oct. 1, 2018 and are for a term of two (2) years subject to the provisions of Section 344.101(f) of Chapter 344 of the Texas Local Government Code, which states:

“In a district for which the governing body of the municipality does not serve as the district's board of directors, the governing body may create a board of directors for which one director is appointed by each member of the governing body to serve at the pleasure of that member for a term not to exceed two years and that expires when the member of the governing body that appointed the director leaves office.”

Fiscal/Budgetary Impact:

N/A

Welcome the new members and express thanks to Mr. Karr and Mr. Records for their service on the Board.



## Legislation Details (With Text)

**File #:** OFC 18-006    **Version:** 1    **Name:**  
**Type:** Election of Officers    **Status:** Agenda Ready  
**File created:** 10/10/2018    **In control:** Fire Control District  
**On agenda:** 10/29/2018    **Final action:**  
**Title:** Consideration of and action on Election of Officers for 2018-2019.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
10/29/2018	1	Fire Control District		
10/15/2018	1	Fire Control District		

Consideration of and action on Election of Officers for 2018-2019.

Summary:

State law states the following:

- The Board shall elect from among its members a president and vice president.
- The board shall appoint a secretary.
- The person who performs the duties of auditor for the municipality shall serve as treasurer of the district.
- Each officer of the board serves for a term of one year.
- A vacancy in a board office shall be filled by the board for the unexpired term.

Current officers are:

President - Sam Pipkin

Vice-President - Charlie Johnson

Secretary - Shannon Bennett

Treasurer - Donna Todd

Fiscal/Budgetary Impact:

N/A

Elect Officers.



Legislation Details (With Text)

**File #:** POL 18-007    **Version:** 1    **Name:**

**Type:** Policy    **Status:** Agenda Ready

**File created:** 10/3/2018    **In control:** Fire Control District

**On agenda:** 10/29/2018    **Final action:**

**Title:** Consideration of and action on the annual review and an order to adopt the Investment Policy for the Deer Park Fire Control, Prevention and Emergency Medical Services District.

**Sponsors:** Finance

**Indexes:**

**Code sections:**

**Attachments:** [FCPEMSD Investment Policy - 2018](#)  
[FCPEMSD Investment Policy Review - 10.15.18](#)

Date	Ver.	Action By	Action	Result
10/29/2018	1	Fire Control District		
10/15/2018	1	Fire Control District		

Consideration of and action on the annual review and an order to adopt the Investment Policy for the Deer Park Fire Control, Prevention and Emergency Medical Services District.

Summary: In compliance with the Texas Public Funds Investment Act, Government Code Ch. 2256 as amended (the "Act"), the Board has established an Investment Policy. The Act also requires that the Board, not less than annually, adopt a written instrument stating that it has reviewed the Investment Policy and investment strategies. The written instrument must record any changes made to the policy or strategies. The District's Investment Policy was last reviewed in January 2018.

The District, having entered into an agreement with the City of Deer Park (the "City") whereby the City shall perform administrative services for the District, has elected to comply with the Act and has established a policy comparable to the investment policy of the City. The City has recently updated and adopted its investment policy in accordance with the Act making several minor changes, including further clarification of the 2017 legislative changes incorporated in the last update. These changes have been incorporated in the District's investment policy and are summarized on the attached FCPEMSD Investment Policy Review.

Fiscal/Budgetary Impact: N/A.

Review and adopt the Investment Policy.

ORDER NO. \_\_\_\_\_

**AN ORDER TO REVIEW AND ADOPT THE DEER PARK FIRE CONTROL, PREVENTION AND EMS DISTRICT INVESTMENT POLICY.**

**THE BOARD OF DIRECTORS OF THE DEER PARK FIRE CONTROL, PREVENTION, AND EMS DISTRICT** hereby reviews and adopts the following Investment Policy, which conforms with all current State and Federal regulations:

**I. POLICY**

It is the policy of the Deer Park Fire Control, Prevention, and EMS District (the "District") to invest funds in a manner that will ensure the preservation of capital, meet the daily cash flow needs of the District, conform to all applicable state statutes and provide reasonable investment returns.

The Texas Public Funds Investment Act, Government Code Ch. 2256 as amended (the "Act") prescribes that each city shall adopt rules to govern its investment practices and to define the authority of the investment officer(s). The City of Deer Park (the "City") has adopted a policy in accordance with the Act to address the methods, procedures, and practices established to ensure effective and judicious fiscal management of the City's funds worthy of the public trust. The District, having entered into an agreement with the City whereby the City shall perform administrative services for the District, including cash and investment management, hereby elects to comply with the Act and to establish a policy comparable to the investment policy of the City.

**II. SCOPE**

This investment policy shall apply to all financial assets and funds under control of the District, other than those expressly excluded herein or by applicable law or valid agreement. These funds include tax revenues, charges for services, and interest earnings.

The overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. The Board of Directors of the District (the "Board") and the investment officers shall recognize that the investment activities of the District are a matter of public record.

**III. OBJECTIVES AND STRATEGY**

The District strives to invest funds in a manner where the rate of return is secondary to safety and liquidity. To accomplish this, the District's principal investment objectives, in priority order, are as follows:

- A. *Suitability.* Each investment must be in conformance with all Federal regulations, state statutes, and other legal requirements—including any order or resolution of the Board and this investment policy.
- B. *Preservation and safety of principal.* Investments of the District shall be handled in a manner that seeks to ensure the preservation of capital and the protection of investment principal in the overall portfolio. All participants in the investment process shall act responsibly as custodians of the public trust.
- C. *Liquidity.* The District's investment portfolio will remain sufficiently liquid to enable the District to meet operating requirements that might be reasonably anticipated. Liquidity shall be achieved by maintaining appropriate cash equivalent balances, matching investment maturities

with forecasted cash flow requirements, and investing in securities with active secondary markets.

- D. *Marketability.* The District's policy is to buy and hold investments until maturity; however, marketability is of great importance should the need arise to liquidate an investment before maturity.
- E. *Diversification.* Investments shall be diversified, as appropriate, by type and maturity to eliminate the risk of loss resulting from the concentration of assets in a specific maturity, a specific issuer or a specific class of securities. While investments of the District shall be selected to provide for stability of income and reasonable liquidity, the investments shall be structured to meet the projected cash flow needs of the District first, and then to enhance interest income. The stated maturity of any investment in the District's portfolio shall not exceed one year and the weighted average maturity of the District's portfolio shall not exceed 180 days.
- F. *Yield.* The District's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the District's risk constraints and the cash flow characteristics of the portfolio. Given this strategy, the basis used to determine whether reasonable yields are being achieved shall be the rolling average yield of the three-month U.S. Treasury Bill or such other index that most closely matches the average maturity of the portfolio.

#### **IV. AUTHORIZATION**

The authority of the District to manage the investment program is derived from Local Government Code, Chapter 344, Fire Control, Prevention and Emergency Medical Services Districts. Management responsibility for the investment program is hereby delegated to the Director of Finance of the City of Deer Park, including responsibility for all investment transactions and the related system of controls to regulate the activities of subordinate officials. The City's Director of Finance shall serve as the primary investment officer for the District and shall invest District funds in legally authorized and adequately secured investments in accordance with this policy and the Act. The City Manager and Assistant City Manager of the City of Deer Park shall also serve as investment officers of the District. The investment officers shall be bonded.

#### **V. RESPONSIBILITY AND CONTROL**

Investments shall be made with judgment and care, under prevailing circumstances that a person of prudence, discretion, and intelligence would exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of capital and the income to be derived.

In determining whether investment decisions were made exercising prudence, consideration shall be given to the following: the investment of all funds, or funds under the District's control, taken as a whole, rather than the prudence of a single investment; and whether the investment decision is consistent with the written investment policy of the District at that time. Occasional measured losses are inevitable and must be considered within the context of the overall portfolio's return.

An investment officer acting as a "prudent person" exercising due diligence in accordance with written procedures and the investment policy shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse market effects.

The written procedures for the operations of the City's investment program shall also be consistent with this investment policy and shall apply to the investment of District funds. No person may

engage in an investment transaction except as provided under the terms of this policy or these established procedures.

## **VI. ETHICS AND CONFLICTS OF INTEREST**

In addition to any other requirements of law, the investment officers shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. An investment officer who has a personal business relationship with a business organization offering to engage in an investment transaction with the District or who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the District shall file a statement with the District's Board of Directors and with the Texas Ethics Commission disclosing that relationship.

An investment officer has a personal business relationship with a business organization if the investment officer owns 10 percent (10%) or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization, the investment officer receives funds from the business organization exceeding 10 percent (10%) of the investment officer's gross income for the previous year, or the investment officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment officer.

## **VII. INVESTMENT TRAINING**

The investment officers shall attend at least one training session relating to the investment officers' responsibilities under the Act within 12 months after taking office or assuming the duties of investment officer and accumulate not less than 10 hours of instruction relating to investment responsibilities under the Act. Further, an investment officer shall attend at least one investment training session not less than once in a two-year period (beginning on the first day of the District's fiscal year and consisting of the two consecutive fiscal years after that date) and accumulate not less than 8 hours of instruction relating to investment responsibilities under the Act.

Designated training sponsored by any of the following organizations is approved:

- A. Government Finance Officers Association of Texas
- B. Government Treasurer's Organization of Texas
- C. Texas Municipal League
- D. The University of North Texas Center for Public Management

Training must include education in investment controls, security risks, strategy risks, market risks, diversification of the investment portfolio, and compliance with the Act.

## **VIII. AUTHORIZED INVESTMENTS**

In accordance with Federal and state laws, including Section 2256.005(b) of the Act, the following are authorized investments:

- A. Obligations of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks;
- B. Direct obligations of the State of Texas or its agencies and instrumentalities;
- C. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the FDIC or by the explicit full faith and credit of the United States;
- D. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent;
- E. A certificate of deposit, or other form of deposit that is placed and secured in accordance with the Act;
- F. An investment pool to the extent and manner provided by law if the District by rule, order or resolution authorizes investment in the particular pool and if the investment pool conforms to the requirements of the Act. To maintain eligibility, an investment pool must conform to the requirements of the Act. Further, the investment pool must be continuously rated no lower than AAA or AAA-m or its equivalent by at least one nationally recognized rating service and must post on their website the specific disclosures required by the Act.

Currently, the following investment pools are approved: TexPool, TexSTAR, and Texas CLASS.

## **IX. PROHIBITED INVESTMENTS**

The following are not authorized investments and are prohibited under this investment policy:

- A. Obligations for which the payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal (interest only bond);
- B. Obligations for which the payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest (principal only bond);
- C. Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years;
- D. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index (inverse floaters);
- E. A securities lending program of the nature permitted by Section 2256.0115 of the Act; and
- F. Commercial paper, including pools which invest in commercial paper.

**X. EXISTING INVESTMENTS AND MINIMUM RATING REQUIREMENTS**

Investments held on the effective date of this investment policy that are no longer authorized investments under the Act and/or this investment policy do not need to be liquidated before the final stated maturity of the investment. An investment that requires a minimum rating does not qualify as an authorized investment during the period the investment does not have the minimum rating. The investment officers shall take all prudent measures that are consistent with this investment policy to liquidate any investment that becomes a prohibited investment (e.g., through a rating downgrade after the purchase of the investment). In the event that the credit rating of any investment is publicly placed under review by the credit rating agency maintaining the rating, the primary investment officer shall closely monitor the investment and take such action as he/she deems prudent to protect the value of the investment.

**XI. INVESTMENT ADVISORS**

The City may from time to time employ qualified individuals or firms as an Investment Advisor to assist the investment officers in carrying out the investment program and complying with the requirements of this investment policy and the Act. Given the City's agreement with the District whereby the City shall perform administrative services for the District, including cash and investment management, the District's funds may also be subject to review by this Investment Advisor. Discretionary control over the District's investments shall remain with the investment officers.

**XII. INVESTMENT LIMITS AND DIVERSIFICATION**

The asset allocation in the portfolio should be flexible and responsive to the outlook for the economy and the securities markets. Risk management shall be addressed through portfolio diversification, as appropriate, by:

- A. Limiting investments to avoid over concentration by credit risk and maturity;
- B. Limiting investments in issuers that have higher credit risks;
- C. Investing in varying maturities; and
- D. Maintaining a minimum 10 percent (10%) of the total portfolio in cash equivalent instruments to meet ongoing obligations.

**XIII. INVESTMENT MANAGEMENT**

The investment officers shall exhibit prudence and discretion in the selection and management of investments in order that no individual or group of transactions undertaken shall jeopardize the total capital of the portfolio. The District will not allow speculation (e.g., anticipating an appreciation of capital through changes in market interest rates) in the selection of any investments. The investment officers shall monitor financial market indicators, study financial trends, and utilize available educational tools in order to maintain appropriate managerial expertise.

The investment officers are authorized to solicit quotes for investments orally, in writing, electronically, or in any combination of these methods. Each investment transaction – exclusive of cash equivalent transactions – must be based upon quotations received from multiple qualified financial institutions or authorized broker/dealers. Competing broker/dealers may not have access to the same securities in the secondary market. Therefore, competitive offerings may be evaluated for similar investments and/or a target maturity period rather than for a specific investment or maturity date.

While the District primarily utilizes a buy and hold strategy, active portfolio management may from time to time dictate the sale of securities to better position the overall portfolio. The City Manager or Assistant City Manager must approve the sale of any security prior to maturity or any sale of a security for less than the book value of the security.

#### **XIV. QUALIFIED FINANCIAL INSTITUTIONS AND BROKER/DEALERS**

Qualified financial institutions shall include financial institutions, broker/dealers, and other business organizations (e.g., investment pools and discretionary investment management firms) doing business in the State of Texas and licensed or otherwise registered and in good standing, as applicable, with the Texas Department of Securities, the Securities and Exchange Commission, the Financial Industry Regulatory Authority, Inc. ("FINRA"), or other applicable state or national regulatory organizations. If otherwise acceptable, the wholly owned subsidiary or affiliated companies of such regulated firms shall also be deemed qualified. Qualified financial institutions must have an office in Texas. Specifically, the District's depository bank, and any wholly owned subsidiary or affiliated company, is a qualified and authorized financial institution.

The investment officers shall maintain a list of security broker/dealers authorized by this investment policy. All broker/dealers shall maintain complete records of all transactions conducted on behalf of the District and shall make those records available for inspection at the District's request. At least annually, the investment officers shall review the list of broker/dealers authorized to engage in investment transactions with the District and shall make a recommendation as part of the Board's review of the investment policy. As part of this process, the investment officers shall review the quality of service of each broker/dealer. The investment officers may remove an authorized broker/dealer from the list if, in the opinion of the investment officers, the firm has not performed adequately or its financial condition has become unacceptable.

The following broker/dealers are authorized to engage in investment transactions with the District:

- A. Duncan-Williams, Inc.
- B. FTN Financial
- C. Hilltop Securities
- D. Wells Fargo Securities, LLC

Nothing in this section relieves the District of the responsibility for monitoring the investments made by the District to determine that they are in compliance with this investment policy.

#### **XV. REPORTING**

The investment officers shall prepare and submit to each member of the Board an investment report describing in detail the investment position of the District, signed by the investment officers, no less than on a quarterly basis. Currently, the District's investment activity is included on the quarterly report prepared for the City. In accordance with the Act, the report contains sufficient information

to provide for a comprehensive review of investment activity, current investments and performance for the period, including any variations from the investment strategy. The report also includes a description of each investment, the maturity date, the beginning and ending book and market values, the accrued interest, and the changes during the period as well as a summary by pooled fund group, as applicable. The annual audit shall include a review of the quarterly reports and a compliance audit of management controls on investments and adherence to the District's established investment policy and procedures.

#### **XVI. INTERNAL CONTROLS**

The City maintains a system of internal controls designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and management. Controls deemed most important shall include: control of collusion, separation of duties, separation of transaction authority from accounting and recordkeeping, independent safekeeping and custodial duties, avoidance of bearer-form securities, clear delegation of authority, specific limitations regarding securities losses, written confirmation of telephone transactions, and limiting the number of authorized investment officials. These controls shall also be applicable to the District and shall be reviewed by the City's independent audit firm as part of the annual audit.

#### **XVII. DEPOSITORIES**

The District maintains a separate depository account in the name of the District. Consistent with the requirements of the Texas Public Funds Collateral Act, Government Code Chapter 2257 as amended ("Public Funds Collateral Act"), the District shall require all depository institution deposits to be federally insured or collateralized with eligible securities. The District is served by the City's depository bank and is covered by the City's depository agreement and all other related documentation, which include these collateralization requirements. The current depository bank is Wells Fargo Bank, N.A.

#### **XVIII. COLLATERAL**

Eligible securities for collateralization of deposits are defined by the Public Funds Collateral Act. For pledged securities, the market value of the principal portion of collateral pledged for deposits must at all times be equal to or greater than 102 percent (102%) of the total amount of deposits plus any accrued interest, less the insurance amount provided by the Federal Deposit Insurance Corporation ("FDIC"). For certificates of deposit or other forms of deposit, the District may accept a letter of credit issued by a U.S. Agency or Instrumentality. The value of the letter of credit must be equal to or greater than 100 percent (100%) of the total amount of deposits plus any accrued interest, less the insurance amount provided by the FDIC.

Depository institutions with which the District maintains collateralized deposits shall require the custodian to provide a monthly report of the pledged securities. The investment officers shall monitor collateralization levels to verify market values and total collateral positions. If the value of the securities pledged falls below the required collateral level, the depository institution holding the deposit must pledge additional securities no later than the end of the next succeeding business day.

## **XIX. CUSTODY AND SAFEKEEPING**

To protect against fraud, the deposits and investments of the District shall be secured in accordance with third-party custody and safekeeping procedures approved by the City.

A written collateral or custodial agreement shall be approved by the City with each custodian bank, such custodian being a permitted institution under the Public Funds Collateral Act. The City's agreement with the custodian bank shall also be applicable to the District. Upon receipt of pledged collateral, the custodian bank shall promptly issue and deliver to the District a pledge receipt identifying and evidencing receipt of the collateral.

All security transactions shall be completed on a delivery versus payment ("DVP") basis with the City's safekeeping agent. Securities shall be held with the safekeeping agent until liquidation or maturity.

The investment officers shall maintain the original pledge and safekeeping receipts. The investment officers shall routinely monitor that all securities owned by or collateral pledged to the District are held in an account(s) in the District's name. These records shall also be subject to an annual compliance audit of management controls on investments and adherence to the District's established investment policy and procedures.

## **XX. PROXY VOTING**

The primary investment officer shall execute and deliver any proxies to be voted on behalf of the District based upon his or her judgment, as a prudent investor, as to the outcome of the voting that would be most beneficial to the District.

## **XXI. CERTIFICATION FORM**

A written copy of the investment policy shall be provided to any business organization (local investment pool or discretionary investment management firm) offering to engage in investment activities with the District. Every business organization must execute a certificate in favor of the District substantially in a form acceptable to the District and the business organization substantially to the effect that the business organization has:

- A. Received and reviewed the District's investment policy; and
- B. Acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the District and the organization that are not authorized by the District's investment policy, except to the extent that this authorization is dependent on an analysis of the makeup of the District's entire portfolio or requires an interpretation of subjective investment standards or relates to investment transactions of the District that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.

The investment officers may not acquire or otherwise obtain any authorized investment from any business organization until a signed document meeting the above stated requirements (e.g., certification form) has been delivered to the District.

**XXII. ANNUAL REVIEW**

The Board shall review the investment policy and investment strategies not less than annually and shall adopt a written instrument by order stating that it has reviewed the investment policy and investment strategies. The written instrument so adopted shall record any changes made to either the investment policy or investment strategies.

**Deer Park Fire Control, Prevention and EMS District  
Annual Investment Policy Review – 2018  
Record of Changes**

To comply with the Texas Public Funds Investment Act, Government Code Ch. 2256 as amended (the "Act"), the governing body of an investing entity shall (1) review its investment policy and investment strategies not less than annually, and (2) adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies. The written instrument so adopted shall record any changes made to either the investment policy or investment strategies.

The investment policy for the Deer Park Fire Control, Prevention and EMS District (the "District") was last reviewed and updated in January 2018.

The District, having entered into an agreement with the City of Deer Park (the "City") whereby the City shall perform administrative services for the District, has elected to comply with the Act and has established a policy comparable to the investment policy of the City. The City has recently updated and adopted its investment policy in accordance with the Act making several minor changes, including further clarification of the 2017 legislative changes incorporated in the last update. These changes have been incorporated in the District's investment policy and are summarized below:

VIII. Authorized Investments – In subsection (E) the security for a certificate of deposit or any other deposit is "in accordance with Section 2256.010 of the Act." The specific reference to Section 2256.010 has been deleted to convey the broader perspective of the Act as a whole.

XIV. Qualified Financial Institutions and Broker/Dealers – Last year, one of the authorized broker/dealers was part of a merger and had a name change, which was reflected in the list of broker/dealers authorized to engage in investment transactions with the City as "FTN Financial (formerly Coastal Securities, Inc.)." Since the former name of the firm is no longer germane, it has been deleted. The current list of authorized broker/dealers is as follows:

Duncan-Williams, Inc.  
FTN Financial  
Hilltop Securities  
Wells Fargo Securities, LLC

XVII. Depositories – The abbreviated "Ch." was spelled out as "Chapter" in reference to Chapter 2257, which is the Public Funds Collateral Act.

XXI. Certification Form – With the 2017 changes to the Act, a certification form is only required from business organizations. This section still had a reference to any "person or business organization" but should only reference "business organization" so the phrase "person or" has been deleted.



## Legislation Details (With Text)

**File #:** RPT 18-041    **Version:** 1    **Name:**  
**Type:** Report    **Status:** Agenda Ready  
**File created:** 10/3/2018    **In control:** Fire Control District  
**On agenda:** 10/29/2018    **Final action:**  
**Title:** Presentation of the Quarterly Financial Report for the FY 2017-2018 Fourth Quarter ending September 30, 2018.  
**Sponsors:** Donna Todd  
**Indexes:**  
**Code sections:**  
**Attachments:** [FCPEMSD - 2018 4Q Financials](#)

Date	Ver.	Action By	Action	Result
10/29/2018	1	Fire Control District		
10/15/2018	1	Fire Control District		

Presentation of the Quarterly Financial Report for the FY 2017-2018 Fourth Quarter ending September 30, 2018.

Summary: Review and discussion of the preliminary and unaudited quarterly financial report for the District's FY 2017-2018 fourth quarter ended September 30, 2018.

Total Revenue - \$1,419,527

Total Expenditures - \$1,526,341, including \$329,816 of capital outlay

Total Assets - \$3,177,156

Note: total revenue includes sales tax revenue collected through July 2018 as the August and September collections will not be paid to the City until October and November 2018, respectively. Those revenues will be accrued for fiscal year 2017-2018.

Fiscal/Budgetary Impact:

N/A.

Accept the quarterly financial report for the FY 2017-2018 fourth quarter ended September 30, 2018.

**CITY OF DEER PARK  
FIRE CONTROL, PREVENTION, AND EMERGENCY MEDICAL SERVICES DISTRICT (FCPEMSD)  
FISCAL YEAR 2018**

**September 30, 2018 PRELIMINARY**

*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 for a period of five years. In May 2016, voters authorized continuation of the District, including the 0.25% sales and use tax, for an additional 10 years.*

**BALANCE SHEET (UNAUDITED)**

<u>Assets</u>	
Cash	\$ 1,869,446.45
Due To/Due From	-
Capital Assets	2,007,052.11
Depreciation	(798,887.18)
Construction In Progress	5,190.00
Deferred Outflows (Pension - GASB 68)	94,354.79
<b>Total Assets</b>	<b>\$ 3,177,156.17</b>
 <u>Liabilities &amp; Equity</u>	
Payables	\$ 9,311.64
Net Pension Obligation (GASB 68)	164,374.36
Due To/Due From	-
<b>Total Liabilities</b>	<b>173,686.00</b>
 <u>Fund Equity</u>	
Fund Balance	3,108,647.29
Deferred Inflows (Pension - GASB 68)	1,636.68
Revenues Over/(Under) Expenditures	(106,813.80)
<b>Total Fund Equity</b>	<b>3,003,470.17</b>
<b>Total Liabilities &amp; Equity</b>	<b>\$ 3,177,156.17</b>

**STATEMENT OF REVENUES AND EXPENDITURES (UNAUDITED)**

	Q1 <u>12/31/17</u>	Q2 <u>03/31/18</u>	Q3 <u>06/30/18</u>	Q4 <u>09/30/18</u>	YTD <u>Total</u>	Adopted <u>Budget</u>	Remaining <u>Budget</u>
<u>Revenues</u>							
Sales Tax Revenue	\$ 158,447.04	\$ 432,863.98	\$ 451,926.01	\$ 375,171.85	\$ 1,418,408.88	\$ 1,366,800.00	\$ (51,608.88)
Investment Revenue	421.92	197.90	328.35	170.32	1,118.49	-	(1,118.49)
Prior Year Revenue (Reserves)	-	-	-	-	-	2,443,543.00	2,443,543.00
<b>Total Revenue</b>	<b>158,868.96</b>	<b>433,061.88</b>	<b>452,254.36</b>	<b>375,342.17</b>	<b>1,419,527.37</b>	<b>3,810,343.00</b>	<b>2,390,815.63</b>
 <u>Expenditures</u>							
Salaries & Benefits	162,557.73	198,747.12	176,110.17	199,827.78	737,242.80	756,813.00	19,570.20
Services	47,934.06	44,343.54	46,465.29	45,480.27	184,223.16	225,500.00	41,276.84
Supplies	4,833.47	88,199.97	14,733.70	48,596.23	156,363.37	257,030.00	100,666.63
Maintenance	15,633.41	9,849.38	56,339.44	36,873.18	118,695.41	134,000.00	15,304.59
Other (Contingency)	-	-	-	-	-	-	-
Sub-total Operating Expenditures	230,958.67	341,140.01	293,648.60	330,777.46	1,196,524.74	1,373,343.00	176,818.26
Capital Expenditures	80,164.32	45,459.50	39,542.12	164,650.49	329,816.43	2,437,000.00	2,107,183.57
<b>Total Expenditures</b>	<b>311,122.99</b>	<b>386,599.51</b>	<b>333,190.72</b>	<b>495,427.95</b>	<b>1,526,341.17</b>	<b>3,810,343.00</b>	<b>2,284,001.83</b>
 Revenue Over/(Under) Expenditures	 \$ (152,254.03)	 \$ 46,462.37	 \$ 119,063.64	 \$ (120,085.78)	 \$ (106,813.80)	 \$ -	 \$ 106,813.80

	Fire Dept	EMS	Fire Marshal	Q4 Total	YTD Total
<u>Expenditures by Department:</u>					
Salaries & Benefits	\$ -	\$ 177,709.17	\$ 22,118.61	\$ 199,827.78	\$ 737,242.80
Services	23,958.13	15,038.12	6,484.02	45,480.27	184,223.16
Supplies	37,817.03	10,779.20	-	48,596.23	156,363.37
Maintenance	29,612.23	7,260.95	-	36,873.18	118,695.41
Other (Contingency)	-	-	-	-	-
Operating Expenditures	91,387.39	210,787.44	28,602.63	330,777.46	1,196,524.74
Capital Expenditures	39,384.12	125,266.37	-	164,650.49	329,816.43
<b>Total Expenditures</b>	<b>\$ 130,771.51</b>	<b>\$ 336,053.81</b>	<b>\$ 28,602.63</b>	<b>\$ 495,427.95</b>	<b>\$ 1,526,341.17</b>

**FCPEMSD FY 2017-2018 Sales Tax Revenue Comparison**

<u>G/L</u>	<u>Actual</u>		
Oct 2017	\$ -		
Nov 2017	-		
Dec 2017	158,447.04		
Jan 2018	151,915.82		
Feb 2018	166,066.65		
Mar 2018	114,881.51		
Apr 2018	171,509.24		
May 2018	155,168.13		
Jun 2018	125,248.64		
Jul 2018	124,629.84		
Aug 2018	134,837.02		
Sep 2018 *	115,704.99		
<b>YTD Total</b>	<b>\$ 1,418,408.88</b>	<b>Budget</b>	<b>% of Budget</b>
Annual	\$ 1,418,408.88	\$ 1,366,800.00	103.78%

**FCPEMSD Sales Tax Revenue History**

<u>Month</u>	<u>FY 2018</u>	<u>FY 2017</u>	<u>FY 2016</u>	<u>FY 2015</u>
Oct	\$ -	\$ -	\$ -	\$ -
Nov	-	-	-	-
Dec	158,447.04	143,494.98	129,316.90	116,558.57
Jan	151,915.82	129,091.19	130,051.43	111,018.35
Feb	166,066.65	164,825.60	140,670.26	139,145.13
Mar	114,881.51	104,229.29	120,327.03	105,565.13
Apr	171,509.24	121,076.75	127,669.06	104,318.45
May	155,168.13	171,752.37	141,787.59	124,369.47
Jun	125,248.64	125,816.05	137,731.52	118,970.27
Jul	124,629.84	138,851.40	145,729.24	131,180.22
Aug	134,837.02	139,741.26	191,470.69	136,314.88
Sep *	115,704.99	400,240.30	409,516.03	440,783.43
<b>Annual</b>	<b>\$ 1,418,408.88</b>	<b>\$ 1,639,119.19</b>	<b>\$ 1,674,269.75</b>	<b>\$ 1,528,223.90</b>
<b>YTD Total</b>	<b>\$ 1,302,703.89</b>	<b>\$ 1,238,878.89</b>	<b>\$ 1,264,753.72</b>	<b>\$ 1,087,440.47</b>

\* 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 months of August and September.



## Legislation Details (With Text)

**File #:** RPT 18-044    **Version:** 1    **Name:**  
**Type:** Report    **Status:** Agenda Ready  
**File created:** 10/9/2018    **In control:** Fire Control District  
**On agenda:** 10/29/2018    **Final action:**  
**Title:** Quarterly report from the Fire Chief regarding budgeted expenditures, projects, and plans for the current fiscal year.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [2018\\_19 Expenditure Overview Rev A](#)  
[2017\\_18 Project List 4th Qtr Final Rpt Rev A](#)

Date	Ver.	Action By	Action	Result
10/29/2018	1	Fire Control District		
10/15/2018	1	Fire Control District		

Quarterly report from the Fire Chief regarding budgeted expenditures, projects, and plans for the current fiscal year.

**Summary:**

Fire Chief Davis will provide 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.

**Fiscal/Budgetary Impact:**

This report serves only as an update on budgeted projects. Any changes required to the approved budget will be presented under a separate action item.

Accept report as provided and presented.



**City of Deer Park**

**Fire Control, Prevention and Emergency Medical Services District**

**2018-19**

**Expenditure Summary**

**Fire, EMS and Fire Marshal**

- o One (1) Assistant Chief of EMS, one (1) EMS Captain, five (5) paramedics, two (2) part time paramedics, one (1) Deputy Fire Marshal and one (1) part time Fire Inspector
- o PM, inspection, repair and maintenance of: breathing air systems, hydraulic rescue tools, standby generators pump and ladder testing, Lifepaks and AED's, Styrker stretchers,
- o Quarterly stipends for volunteer firefighters and EMS
- o Day to day operationing supplies, small tools and minor equipment
- o Protective clothing for firefighters and EMS - paid and volunteer
- o Lease purchase of 2018 Ladder 22
- o Monthly and annual software renewal, i.e., drug ordering and tracking, staff scheduling, ambulance billing tracking and on-line continue education
- o Ambulance license operating permit renewal
- o EMS Building Construction



**City of Deer Park  
Fire Control, Prevention and Emergency Medical Services District**

**2017-18 Approved Projects**

- 1 Ladder 22 replacement
- 2 Purchase equipment, tools, hose and air packs for new Ladder 22
- 3 Breathing air compressor at Fire Station #1
- 4 Three (3) thermal imaging cameras
- 5 Hire two (2) paramedics
- 6 EMS Annex design

Timeline			
1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
√	Complete		

**2018 - 19 Approved Projects**

- 1 Reclassification to the Assistant Chief of EMS
- 2 EMS Building Construction

Timeline			
1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
√	Complete		
Awaiting approval			





## Legislation Details (With Text)

**File #:** AUT 18-088    **Version:** 1    **Name:**  
**Type:** Authorization    **Status:** Agenda Ready  
**File created:** 10/1/2018    **In control:** Fire Control District  
**On agenda:** 10/29/2018    **Final action:**  
**Title:** Authorization for Staff to proceed with negotiating contract with lowest qualified bidder on EMS Station construction and to present such as a recommendation to City Council.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
10/29/2018	1	Fire Control District		
10/15/2018	1	Fire Control District		

Authorization for Staff to proceed with negotiating contract with lowest qualified bidder on EMS Station construction and to present such as a recommendation to City Council.

**Summary:**

The City of Deer Park, in partnership with the Deer Park Fire Control, Prevention, and Emergency Medical Services District, entered into a professional services contract with PGAL to design an Emergency Medical Services (EMS) Station. Bids have been received and staff will present a project update and review options for proceeding.

**Fiscal/Budgetary Impact:**

This project is primarily funded by the FCPEMSD. Architectural and Design services were included in both the FY17-18 budget as well as the proposed FY18-19 budget. Construction costs are included in the District's FY18-19 budget, and additional funding will be requested from the City Council.

Authorize staff to negotiate with lowest qualified bidder and present resulting contract to City Council for approval.



## Legislation Details (With Text)

**File #:** AGR 18-031    **Version:** 1    **Name:**  
**Type:** Agreement    **Status:** Agenda Ready  
**File created:** 10/10/2018    **In control:** Fire Control District  
**On agenda:** 10/29/2018    **Final action:**  
**Title:** Consideration of and action on an amendment to the agreement with the City of Deer Park for FCPEMSD Personnel, Vehicles, Facilities, Equipment, and Investments.  
**Sponsors:** City Manager's Office  
**Indexes:**  
**Code sections:**  
**Attachments:** [Agreement-City&FCPEMSD-AMENDMENT#2](#)  
[Exhibit A - FCPEMSD Budget FY 2018-2019](#)

Date	Ver.	Action By	Action	Result
10/29/2018	1	Fire Control District		
10/15/2018	1	Fire Control District		

Consideration of and action on an amendment to the agreement with the City of Deer Park for FCPEMSD Personnel, Vehicles, Facilities, Equipment, and Investments.

### Summary:

In May of 2011 the citizens of Deer Park voted to create the Deer Park Fire Control, Prevention and Emergency Medical Services District. In November of 2011 the City Council and the FCPEMSD Board of Directors entered into an agreement for Personnel, Vehicles, Facilities and Equipment. The FCPEMSD has no staff and rather than duplicate services, the City and FCPEMSD entered into this agreement, whereby, the City performs administrative services for the district such as purchasing and hiring and supervising employees. The original agreement was for the 2011-2012 fiscal year but contained a provision allowing the parties to amend the agreement. The agreement was amended four times as follows: in 2012 for FY 2012-2013, in 2013 for FY 2013-2014, in 2014 for FY 2014-2015, in 2015 for FY 2015-2016.

In May of 2016 the citizens of Deer Park voted to continue the FCPEMSD for a period of ten (10) years. In October 2016 a new agreement between the City and the FCPEMSD was approved rather than continuing to amend the original agreement each year. For FY 2017-2018, an amendment to the agreement was approved. At this time, a second amendment to the agreement is being proposed to cover the 2018-2019 fiscal year. The adopted FY 2018-2019 Budget is also attached as Exhibit A. Funding comes from the dedicated 1/4% sales and use tax.

### Fiscal/Budgetary Impact:

The cost of all of the FCPEMSD's programs for FY 2018-2019 will come from the dedicated FCPEMSD 1/4% sales and use tax.

Approve the amendment to the agreement.

**AMENDMENT NO. 2 TO AGREEMENT FOR PERSONNEL, SERVICES,  
VEHICLES, FACILITES AND EQUIPMENT**

STATE OF TEXAS           §  
  §  
COUNTY OF HARRIS       §

WHEREAS, an Agreement for Personnel, Services, Vehicles, Facilities and Equipment (the “Agreement”) was made in December 2016, by and between the CITY OF DEER PARK, a municipal corporation located in Harris County, Texas, (the “City”) and the DEER PARK FIRE CONTROL, PREVENTION, AND EMERGENCY MEDICAL SERVICES DISTRICT, a fire control, prevention, and emergency medical services district created under Chapter 344 of the Texas Local Government Code, as amended, (the “Act”) and located in Harris County, Texas, (the “District”). For and in consideration of the mutual covenants herein contained, it is agreed as follows:

WHEREAS, Section 5 of said Agreement provides that term of the Agreement shall be October 1, 2016, and ending one year after the date the District first levies taxes for District purposes, unless sooner terminated by either party hereto pursuant to the terms hereof or unless the District is dissolved prior to such time). The agreement further provides that it may be extended by mutual consent of the governing bodies of both parties. Any such extension or amendment of this agreement will be in writing.

WHEREAS, in 2017 Amendment No. 1 to the agreement was approved, wherein, it was agreed by the City and the District that the Agreement be extended for one additional year, beginning on October 1, 2017, and ending one year after the date the District first levies taxes for District purposes, unless sooner terminated by either party hereto pursuant to the terms hereof or unless the District is dissolved prior to such time. It was further agreed that this Agreement may be further extended by mutual consent of the governing bodies of both parties, and that any such extension or amendment will be in writing.

WHEREAS, for and in consideration of the mutual covenants herein contained, it is agreed by the City and the District that the Agreement shall be extended for one additional year, beginning on October 1, 2018, and ending one year after the date the District first levies taxes for District purposes, unless sooner terminated by either party hereto pursuant to the terms hereof or unless the District is dissolved prior to such time. It is further agreed that this Agreement may be further extended by mutual consent of the governing bodies of both parties, and that any such extension or amendment will be in writing.

WHEREAS, the Agreement is hereby amended to include the following additional provisions:

**1. Funds to be provided by the District.**

For and in consideration of the services to be provided by the City in furtherance of the District’s programs, the District shall provide the funds to the City for the actual costs of such programs for FY 2018-2019. A summary of the funds to be provided by the District for FY 2018-2019 is below. The adopted budget for FY 2018-2019 is included in the attached Exhibit A.

<b>Type of Expenditure</b>	<b>Amount</b>
<b>Fire Services</b>	
Personnel & Related	\$ 0.00
Services	110,500.00
Supplies	111,100.00
Repair & Maintenance	84,000.00
Other Operating Exp.	0.00
Capital Outlay	<u>157,600.00</u>
<b>Total Fire Services Expenditures</b>	<b><u>\$ 463,200.00</u></b>
<b>Emergency Medical Services</b>	
Personnel & Related	\$ 709,613.00
Services	83,500.00
Supplies	42,430.00
Repair & Maintenance	45,500.00
Other Operating Expenditures	12,299.00
Capital Outlay	<u>2,650,000.00</u>
<b>Total Emergency Medical Services</b>	<b><u>\$3,543,342.00</u></b>
<b>Fire Marshal</b>	
Personnel & Related	\$ 112,962.00
Services	16,000.00
Supplies	1,300.00
Repair & Maintenance	4,500.00
Other Operating Expenditures	1,920.00
Capital Outlay	<u>0.00</u>
<b>Total Fire Marshal Expenditures</b>	<b><u>\$ 136,682.00</u></b>
<b>Total Expenditures</b>	<b><u>\$ 4,143,224.00</u></b>

Unless otherwise provided, all payments required to be made herein shall be payable on or before 30 days after the District receives the sales and use tax levied pursuant to the provisions of the Act from the State comptroller. While the District receives such funds from the State on a monthly basis, the District's obligations under this Agreement are on a yearly basis. As such, any funds received by the District during an agreement year and/or any prior year shall be applied to the actual expenses incurred during each year, regardless of when they are received.

The City understands and agrees that the District's obligation for payment under this Agreement shall at no time exceed the amount of sales and use tax revenue received by the District in any agreement year. If adequate funds are not received, the District shall have the obligation to pay the revenues actually received and the City shall be obligated to expend only to the extent that such revenues cover the programs enumerated hereinabove.

All other provisions of the Agreement shall remain in full force and effect.

The officers executing this Agreement on behalf of the parties hereby represent that such officers have full authority to execute this Agreement and to bind the party he/she represents.

IN WITNESS WHEREOF, the parties have made and executed this contract in multiple copies, each of which shall be an original.

**CITY OF DEER PARK**

**DEER PARK FIRE CONTROL,  
PREVENTION AND EMERGENCY  
MEDICAL SERVICES DISTRICT**

\_\_\_\_\_  
JERRY MOUTON, JR., Mayor

\_\_\_\_\_  
SAM PIPKIN, President

ATTEST:

ATTEST:

\_\_\_\_\_  
SHANNON BENNETT, City Secretary

\_\_\_\_\_  
SHANNON BENNETT, Secretary

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**CITY OF DEER PARK  
 FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)  
 2018-2019 ANNUAL BUDGET**

**REVENUE SUMMARY**

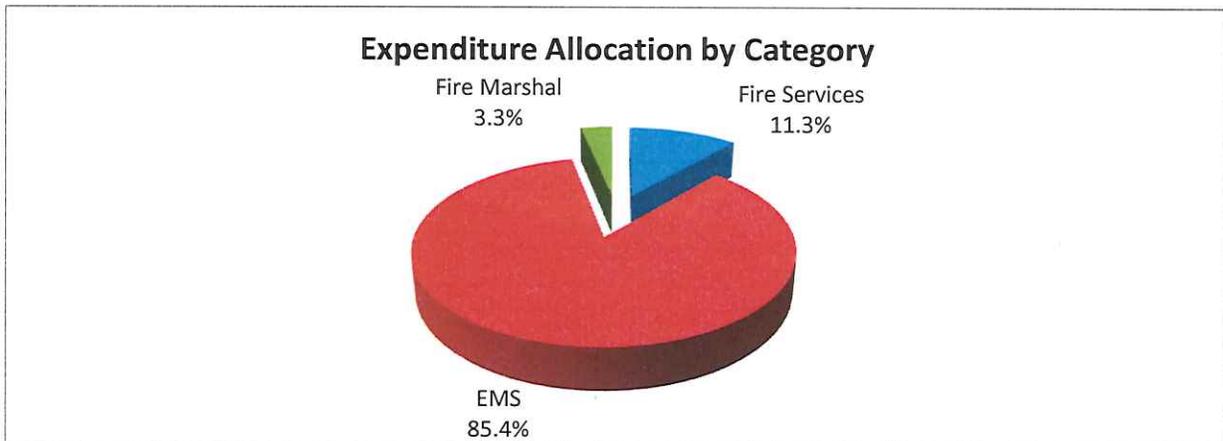
	ACTUAL 16-17	BUDGET 17-18	ESTIMATED 17-18	REQUESTED 18-19	PROJECTED 18-19
Tax Revenue	\$ 1,639,119	\$ 1,366,800	\$ 1,560,000	\$ 1,435,200	\$ 1,435,200
Other Revenue	1,601	-	1,100	600	600
Prior Year Revenue	-	2,443,543	-	2,680,615	2,707,424
<b>Total Revenue</b>	<b><u>\$ 1,640,720</u></b>	<b><u>\$ 3,810,343</u></b>	<b><u>\$ 1,561,100</u></b>	<b><u>\$ 4,116,415</u></b>	<b><u>\$ 4,143,224</u></b>

**CITY OF DEER PARK  
 FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)  
 2018-2019 ANNUAL BUDGET**

	ACTUAL 16-17	BUDGET 17-18	ESTIMATED 17-18	REQUESTED 18-19	PROJECTED 18-19
<b><u>3100 TAX REVENUE</u></b>					
3120 Sales Tax Revenue	\$ 1,639,119	\$ 1,366,800	\$ 1,560,000	\$ 1,435,200	\$ 1,435,200
Total Tax Revenue	<u>1,639,119</u>	<u>1,366,800</u>	<u>1,560,000</u>	<u>1,435,200</u>	<u>1,435,200</u>
<b><u>3600 OTHER REVENUE</u></b>					
3620 Investment Revenue	1,436	-	1,100	600	600
3631 Miscellaneous Revenue	<u>165</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Other Revenue	<u>1,601</u>	<u>-</u>	<u>1,100</u>	<u>600</u>	<u>600</u>
Prior Year Revenue	<u>-</u>	<u>2,443,543</u>	<u>-</u>	<u>2,680,615</u>	<u>2,707,424</u>
<b>TOTAL REVENUE</b>	<b><u>\$ 1,640,720</u></b>	<b><u>\$ 3,810,343</u></b>	<b><u>\$ 1,561,100</u></b>	<b><u>\$ 4,116,415</u></b>	<b><u>\$ 4,143,224</u></b>

**CITY OF DEER PARK  
2018-2019 ANNUAL BUDGET  
FIRE CONTROL, PREVENTION AND EMS DISTRICT EXPENDITURE SUMMARY**

DEPARTMENT	ACTUAL 16-17	BUDGET 17-18	ESTIMATED 17-18	REQUESTED 18-19	PROPOSED 18-19
<b><u>FIRE SERVICES</u></b>					
Personnel & Related	\$ -	\$ -	\$ -	\$ -	\$ -
Services	114,414	110,500	112,275	110,500	110,500
Supplies	102,500	206,100	151,025	111,100	111,100
Repairs & Maintenance	85,259	84,000	59,645	84,000	84,000
Other Operating Expenditures	-	-	-	-	-
Capital Outlay	66,571	187,000	184,320	157,600	157,600
<b>Total Fire Services</b>	<b><u>368,744</u></b>	<b><u>587,600</u></b>	<b><u>507,265</u></b>	<b><u>463,200</u></b>	<b><u>463,200</u></b>
<b><u>EMERGENCY MEDICAL SERVICES</u></b>					
Personnel & Related	575,363	668,676	640,440	697,023	709,613
Services	52,774	83,500	55,463	83,500	83,500
Supplies	41,034	49,630	42,900	42,430	42,430
Repairs & Maintenance	35,067	45,500	45,000	45,500	45,500
Other Operating Expenditures	-	-	-	-	12,299
Capital Outlay	165,426	2,250,000	100,000	2,650,000	2,650,000
<b>Total Emergency Medical Services</b>	<b><u>869,664</u></b>	<b><u>3,097,306</u></b>	<b><u>883,803</u></b>	<b><u>3,518,453</u></b>	<b><u>3,543,342</u></b>
<b><u>FIRE MARSHAL</u></b>					
Personnel & Related	80,568	88,137	85,155	112,962	112,962
Services	21,465	31,500	25,000	16,000	16,000
Supplies	-	1,300	1,025	1,300	1,300
Repairs & Maintenance	1,531	4,500	2,700	4,500	4,500
Other Operating Expenditures	-	-	-	-	1,920
Capital Outlay	11,000	-	-	-	-
<b>Total Fire Marshal</b>	<b><u>114,564</u></b>	<b><u>125,437</u></b>	<b><u>113,880</u></b>	<b><u>134,762</u></b>	<b><u>136,682</u></b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 1,352,972</u></b>	<b><u>\$ 3,810,343</u></b>	<b><u>\$ 1,504,948</u></b>	<b><u>\$ 4,116,415</u></b>	<b><u>\$ 4,143,224</u></b>



**CITY OF DEER PARK  
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)  
2018-2019 ANNUAL BUDGET**

**TOTAL FCPEMSD**

DESCRIPTION	ACTUAL 16-17	BUDGET 17-18	ESTIMATED 17-18	REQUESTED 18-19	PROPOSED 18-19
<b><u>4100 PERSONNEL &amp; RELATED</u></b>					
4101 Salaries - Full Time	\$ 362,126	\$ 448,319	\$ 415,520	\$ 461,180	\$ 471,476
4102 Salaries - Part Time	5,452	12,000	7,550	29,500	29,500
4104 Salaries - Overtime	97,277	86,000	118,515	86,000	86,000
4106 Social Security/Medicare	35,557	41,615	40,300	43,907	44,696
4107 TMRS	68,437	77,566	76,610	79,544	81,049
4108 Health & Life Insurance	54,793	82,428	56,900	71,100	71,100
4109 Workers Compensation	4,435	6,815	3,535	5,139	5,139
4114 Section 125 Admin Fee	78	135	90	90	90
4117 Health Savings Account	1,934	1,935	3,345	5,025	5,025
4197 Pension Expense	25,842	-	3,230	28,500	28,500
Total Personnel & Related	<u>655,931</u>	<u>756,813</u>	<u>725,595</u>	<u>809,985</u>	<u>822,575</u>
<b><u>4200 SERVICES</u></b>					
4219 Mobile Technology	8,306	12,000	9,700	11,000	11,000
4239 Audit Fees	2,000	2,000	2,000	2,000	2,000
4250 Training and Travel	-	-	2,713	-	-
4252 Dues & Fees	1,576	4,250	325	4,250	4,250
4254 Inspections & Permits	26,550	21,250	18,000	21,250	21,250
4255 Community/Employee Affairs	3,249	8,500	8,500	10,000	10,000
4256 Santa Around Town	-	-	-	-	-
4279 Software - Other	16,231	27,000	13,200	27,000	27,000
4290 Contract Labor	130,741	150,500	138,300	134,500	134,500
Total Services	<u>188,653</u>	<u>225,500</u>	<u>192,738</u>	<u>210,000</u>	<u>210,000</u>
<b><u>4300 SUPPLIES</u></b>					
4301 Office Supplies	322	500	-	500	500
4303 Operational Supplies	19,050	39,800	32,000	39,730	39,730
4307 Postage	1	100	25	100	100
4308 Small Tools & Minor Equipment	40,936	143,730	128,025	42,500	42,500
4314 Protective Clothing	83,225	70,000	34,000	70,000	70,000
4346 Election Supplies	-	-	-	-	-
4348 Books	-	2,900	900	2,000	2,000
Total Supplies	<u>143,534</u>	<u>257,030</u>	<u>194,950</u>	<u>154,830</u>	<u>154,830</u>

**CITY OF DEER PARK  
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)  
2018-2019 ANNUAL BUDGET**

**TOTAL FCPEMSD**

DESCRIPTION	ACTUAL 16-17	BUDGET 17-18	ESTIMATED 17-18	REQUESTED 18-19	PROPOSED 18-19
<b><u>4400 REPAIRS &amp; MAINTENANCE</u></b>					
4401 Vehicles	23,874	41,500	40,800	41,500	41,500
4402 Machinery & Equipment	33,148	47,500	45,900	47,500	47,500
4404 Buildings	16,075	8,000	1,500	8,000	8,000
4405 Radios	5,453	10,000	9,145	10,000	10,000
4413 Drill Field	40,058	20,000	10,000	20,000	20,000
4430 Furniture & Fixtures	<u>3,249</u>	<u>7,000</u>	<u>-</u>	<u>7,000</u>	<u>7,000</u>
Total Repairs & Maintenance	<u>121,857</u>	<u>134,000</u>	<u>107,345</u>	<u>134,000</u>	<u>134,000</u>
<b><u>4500 OTHER OPERATING EXP.</u></b>					
4510 Contingency	-	-	-	-	-
4511 Salary Contingency	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>14,219</u>
Total Other Operating Exp.	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>14,219</u>
<b><u>4900 CAPITAL OUTLAY</u></b>					
4902 Buildings	-	2,000,000	-	2,500,000	2,500,000
4903 Improvements Other Than Bldgs.	-	-	-	-	-
4904 Machinery & Equipment	77,571	55,000	52,320	-	-
4906 Automobiles & Light Trucks	27,376	-	-	-	-
4907 Large Trucks/Heavy Rolling Stock	138,050	-	-	-	-
4908 Lease Purchase	-	132,000	132,000	157,600	157,600
4941 Consulting Engineer Fee	<u>-</u>	<u>250,000</u>	<u>100,000</u>	<u>150,000</u>	<u>150,000</u>
Total Capital Outlay	<u>242,997</u>	<u>2,437,000</u>	<u>284,320</u>	<u>2,807,600</u>	<u>2,807,600</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 1,352,972</u></b>	<b><u>\$ 3,810,343</u></b>	<b><u>\$ 1,504,948</u></b>	<b><u>\$ 4,116,415</u></b>	<b><u>\$ 4,143,224</u></b>

**CITY OF DEER PARK  
 FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)  
 2018-2019 ANNUAL BUDGET**

**EXPENDITURE SUMMARY**

**304 - FIRE SERVICES**

DESCRIPTION	ACTUAL 16-17	BUDGET 17-18	ESTIMATED 17-18	REQUESTED 18-19	PROPOSED 18-19
Personnel & Related	\$ -	\$ -	\$ -	\$ -	\$ -
Services	114,414	110,500	112,275	110,500	110,500
Supplies	102,500	206,100	151,025	111,100	111,100
Repairs & Maintenance	85,259	84,000	59,645	84,000	84,000
Other Operating Expenditures	-	-	-	-	-
Capital Outlay	<u>66,571</u>	<u>187,000</u>	<u>184,320</u>	<u>157,600</u>	<u>157,600</u>
<b>Total Expenditures</b>	<b><u>\$ 368,744</u></b>	<b><u>\$ 587,600</u></b>	<b><u>\$ 507,265</u></b>	<b><u>\$ 463,200</u></b>	<b><u>\$ 463,200</u></b>

**PROGRAM DESCRIPTION**

Fire Services include fire suppression and EMS services for the protection of life and property against fire and other disasters. The City currently has three fire stations.

**CITY OF DEER PARK  
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)  
2018-2019 ANNUAL BUDGET**

**304 - FIRE SERVICES**

DESCRIPTION	ACTUAL 16-17	BUDGET 17-18	ESTIMATED 17-18	REQUESTED 18-19	PROPOSED 18-19
<b><u>4100 PERSONNEL &amp; RELATED</u></b>					
4101 Salaries - Full Time	\$ -	\$ -	\$ -	\$ -	\$ -
4102 Salaries - Part Time	-	-	-	-	-
4104 Salaries - Overtime	-	-	-	-	-
4106 Social Security/Medicare	-	-	-	-	-
4107 TMRS	-	-	-	-	-
4108 Health & Life Insurance	-	-	-	-	-
4109 Workers Compensation	-	-	-	-	-
<b>Total Personnel &amp; Related</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>4200 SERVICES</u></b>					
4219 Mobile Technology	4,820	6,000	6,300	6,000	6,000
4239 Audit Fees	2,000	2,000	2,000	2,000	2,000
4252 Dues & Fees	96	250	75	250	250
4254 Inspections & Permits	26,550	21,250	18,000	21,250	21,250
4255 Community & Employee Awards	-	-	-	-	-
4256 Santa Around Town	-	-	-	-	-
4279 Software - Other	-	-	-	-	-
4290 Contract Labor	80,948	81,000	85,900	81,000	81,000
<b>Total Services</b>	<b>114,414</b>	<b>110,500</b>	<b>112,275</b>	<b>110,500</b>	<b>110,500</b>
<b><u>4300 SUPPLIES</u></b>					
4301 Office Supplies	322	500	-	500	500
4303 Operational Supplies	9,890	13,000	10,000	13,000	13,000
4307 Postage	1	100	25	100	100
4308 Small Tools & Minor Equipment	9,062	120,500	107,000	25,500	25,500
4314 Protective Clothing	83,225	70,000	34,000	70,000	70,000
4346 Election Supplies	-	-	-	-	-
4348 Books	-	2,000	-	2,000	2,000
<b>Total Supplies</b>	<b>102,500</b>	<b>206,100</b>	<b>151,025</b>	<b>111,100</b>	<b>111,100</b>

**CITY OF DEER PARK  
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)  
2018-2019 ANNUAL BUDGET**

**304 - FIRE SERVICES**

DESCRIPTION	ACTUAL 16-17	BUDGET 17-18	ESTIMATED 17-18	REQUESTED 18-19	PROPOSED 18-19
<b><u>4400 REPAIRS &amp; MAINTENANCE</u></b>					
4401 Vehicles	13,790	23,000	23,000	23,000	23,000
4402 Machinery & Equipment	6,634	16,000	16,000	16,000	16,000
4404 Buildings	16,075	8,000	1,500	8,000	8,000
4405 Radios	5,453	10,000	9,145	10,000	10,000
4413 Drill Field	40,058	20,000	10,000	20,000	20,000
4430 Furniture & Fixtures	3,249	7,000	-	7,000	7,000
<b>Total Repairs &amp; Maintenance</b>	<b><u>85,259</u></b>	<b><u>84,000</u></b>	<b><u>59,645</u></b>	<b><u>84,000</u></b>	<b><u>84,000</u></b>
<b><u>4500 OTHER OPERATING EXP.</u></b>					
4510 Contingency	-	-	-	-	-
4511 Salary Contingency	-	-	-	-	-
<b>Total Other Operating Expenditures</b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>	<b><u>-</u></b>
<b><u>4900 CAPITAL OUTLAY</u></b>					
4903 Improvements Other Than Bldgs.	-	-	-	-	-
4904 Machinery & Equipment	66,571	55,000	52,320	-	-
4906 Automobiles & Light Trucks	-	-	-	-	-
4907 Large Trucks/Heavy Rolling Stock	-	-	-	-	-
4908 Lease Purchase	-	132,000	132,000	157,600	157,600
4941 Consulting Engineer Fee	-	-	-	-	-
<b>Total Capital Outlay</b>	<b><u>66,571</u></b>	<b><u>187,000</u></b>	<b><u>184,320</u></b>	<b><u>157,600</u></b>	<b><u>157,600</u></b>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 368,744</u></b>	<b><u>\$ 587,600</u></b>	<b><u>\$ 507,265</u></b>	<b><u>\$ 463,200</u></b>	<b><u>\$ 463,200</u></b>

**CITY OF DEER PARK  
2017 - 2018 FIRE CONTROL DISTRICT BUDGET**

<b>4200 - SERVICES</b>		<b>304 - FIRE SERVICES</b>
4219	Mobile Technology	\$ 6,000
	Air cards for iPads	6,000
4239	Audit Fees	2,000
	Annual Audit	2,000
4252	Dues and Fees	250
	Registration renewals	250
4254	Inspections and Permits	21,250
	Breathing Air	6,000
	SCBA Masks	3,000
	Holmatro Tool annual inspection/maintenance	2,000
	Annual Hose, Pump and Ladder Testing	6,100
	Building generator load testing/inspection	4,150
4290	Contract Labor	81,000
	Fire Personnel Services	76,000
	Drill Field Janitorial Maintenance	5,000
	TOTAL SERVICES	110,500
<b>4300 - SUPPLIES</b>		
4301	Office Supplies	500
4303	Operational Supplies	13,000
	Miscellaneous operational supplies	13,000
4307	Postage	100
4308	Small Tools & Minor Equipment	25,500
	Small equipment replacement/repairs	5,500
	Replacement hose due to failure	3,000
	Nozzles, SCBA masks	3,000
	Equipment lift for Maintenance Shop	4,000
	Slide out tray for bed area of Unit 430	4,000
	Miscellaneous tools and equipment	6,000
4314	Protective Clothing	70,000
	Bunker gear (coats & pants)	60,000
	NFPA gloves/rescue gloves	6,000
	Boots	2,000
	Suspenders, shields, etc.	2,000
4348	Books	2,000
	TOTAL SUPPLIES	111,100
<b>4400 - REPAIRS &amp; MAINTENANCE</b>		
4401	Vehicles	23,000
	Replacement tires	5,000
	Miscellaneous repairs and maintenance	18,000
4402	Machinery & Equipment	16,000
	Ice machine preventive maintenance	6,000
	Miscellaneous repairs and maintenance	10,000
4404	Building	8,000
	Miscellaneous repairs and maintenance	8,000
4405	Radios	10,000
	Repair of radios & equipment	10,000
4413	Drill Field	20,000
	Consumables (hay, propane, etc.)	4,000
	Jaws supplies (cars, towing, etc.)	3,000
	Prop maintenance	2,000
	Heat tiles, maniquins, etc.	2,000
	LPG Fuel	5,000
	Miscellaneous repairs and maintenance	4,000
4430	Furniture & Fixtures	7,000
	Replace furniture at 3 stations, as needed	7,000
	TOTAL REPAIRS & MAINTENANCE	84,000
<b>4900 - CAPITAL OUTLAY</b>		
4908	Lease Purchase	157,600
	Lease purchase financing for new Ladder Truck	157,600
	TOTAL CAPITAL OUTLAY	157,600
<b>TOTAL BUDGETED EXPENDITURES</b>		<b>\$ 463,200</b>

**CITY OF DEER PARK  
 FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)  
 2018-2019 ANNUAL BUDGET**

**EXPENDITURE SUMMARY**

**305 - EMERGENCY MEDICAL SERVICES**

DESCRIPTION	ACTUAL 16-17	BUDGET 17-18	ESTIMATED 17-18	REQUESTED 18-19	PROPOSED 18-19
Personnel & Related Services	\$ 575,363	\$ 668,676	\$ 640,440	\$ 697,023	\$ 709,613
Supplies	52,774	83,500	55,463	83,500	83,500
Repairs & Maintenance	41,034	49,630	42,900	42,430	42,430
Other Operating Expenditures	35,067	45,500	45,000	45,500	45,500
Capital Outlay	-	-	-	-	12,299
	<u>165,426</u>	<u>2,250,000</u>	<u>100,000</u>	<u>2,650,000</u>	<u>2,650,000</u>
<b>Total Expenditures</b>	<b><u>\$ 869,664</u></b>	<b><u>\$ 3,097,306</u></b>	<b><u>\$ 883,803</u></b>	<b><u>\$ 3,518,453</u></b>	<b><u>\$ 3,543,342</u></b>

**PERSONNEL SCHEDULE**

Assistant Chief EMS	0	0	0	1	1
EMS Captain	2	2	2	1	1
Paramedic Supervisor	0	0	0	0	0
Paramedics	4	5	5	5	5
Part-Time Paramedics	0	2	2	2	2

**PROGRAM DESCRIPTION**

Emergency Medical Services include emergency medical treatment and ambulance transportation as needed.

**CITY OF DEER PARK  
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)  
2018-2019 ANNUAL BUDGET**

**305 - EMERGENCY MEDICAL SERVICES**

DESCRIPTION	ACTUAL 16-17	BUDGET 17-18	ESTIMATED 17-18	REQUESTED 18-19	PROPOSED 18-19
<b><u>4100 PERSONNEL &amp; RELATED</u></b>					
4101 Salaries - Full Time	\$ 304,972	\$ 388,345	\$ 355,900	\$ 399,215	\$ 409,511
4102 Salaries - Part Time	5,452	12,000	7,550	12,000	12,000
4104 Salaries - Overtime	96,889	80,000	117,100	80,000	80,000
4106 Social Security/Medicare	31,067	36,604	35,500	37,409	38,198
4107 TMRS	59,919	68,013	67,700	69,691	71,196
4108 Health & Life Insurance	49,239	76,308	50,800	64,872	64,872
4109 Workers Compensation	3,846	5,981	3,100	4,366	4,366
4114 Section 125 Admin Fee	78	135	90	90	90
4117 Health Savings Account	1,289	1,290	2,700	4,380	4,380
4197 Pension Expense	22,612	-	-	25,000	25,000
<b>Total Personnel &amp; Related</b>	<b><u>575,363</u></b>	<b><u>668,676</u></b>	<b><u>640,440</u></b>	<b><u>697,023</u></b>	<b><u>709,613</u></b>
<b><u>4200 SERVICES</u></b>					
4219 Mobile Technology	1,871	4,000	2,500	3,000	3,000
4250 Training and Travel	-	-	2,713	-	-
4252 Dues & Fees	1,480	4,000	250	4,000	4,000
4255 Community & Employee Awards	3,249	5,000	5,000	6,000	6,000
4279 Software - Other	13,081	17,000	10,000	17,000	17,000
4290 Contract Labor	33,093	53,500	35,000	53,500	53,500
<b>Total Services</b>	<b><u>52,774</u></b>	<b><u>83,500</u></b>	<b><u>55,463</u></b>	<b><u>83,500</u></b>	<b><u>83,500</u></b>
<b><u>4300 SUPPLIES</u></b>					
4301 Office Supplies	-	-	-	-	-
4303 Operational Supplies	9,160	26,500	22,000	26,430	26,430
4308 Small Tools & Minor Equipment	31,874	22,230	20,000	16,000	16,000
4348 Books	-	900	900	-	-
<b>Total Supplies</b>	<b><u>41,034</u></b>	<b><u>49,630</u></b>	<b><u>42,900</u></b>	<b><u>42,430</u></b>	<b><u>42,430</u></b>
<b><u>4400 REPAIRS &amp; MAINTENANCE</u></b>					
4401 Vehicles	8,553	16,000	16,000	16,000	16,000
4402 Machinery & Equipment	26,514	29,500	29,000	29,500	29,500
<b>Total Repairs &amp; Maintenance</b>	<b><u>35,067</u></b>	<b><u>45,500</u></b>	<b><u>45,000</u></b>	<b><u>45,500</u></b>	<b><u>45,500</u></b>

**CITY OF DEER PARK  
 FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)  
 2018-2019 ANNUAL BUDGET**

**305 - EMERGENCY MEDICAL SERVICES**

DESCRIPTION	ACTUAL 16-17	BUDGET 17-18	ESTIMATED 17-18	REQUESTED 18-19	PROPOSED 18-19
<b><u>4500 OTHER OPERATING EXP.</u></b>					
4511 Salary Contingency	-	-	-	-	12,299
<b>Total Other Operating Exp.</b>	-	-	-	-	<b>12,299</b>
<b><u>4900 CAPITAL OUTLAY</u></b>					
4902 Buildings	-	2,000,000	-	2,500,000	2,500,000
4904 Machinery & Equipment	-	-	-	-	-
4906 Automobiles & Light Trucks	27,376	-	-	-	-
4907 Large Trucks/Heavy Rolling Stock	138,050	-	-	-	-
4941 Consulting Engineer Fee	-	250,000	100,000	-	-
4942 Consulting Architect Fee	-	-	-	150,000	150,000
<b>Total Capital Outlay</b>	<b>165,426</b>	<b>2,250,000</b>	<b>100,000</b>	<b>2,650,000</b>	<b>2,650,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 869,664</b>	<b>\$ 3,097,306</b>	<b>\$ 883,803</b>	<b>\$ 3,518,453</b>	<b>\$ 3,543,342</b>

**CITY OF DEER PARK  
2017 - 2018 FIRE CONTROL DISTRICT BUDGET**

		<b>305 - EMERGENCY MEDICAL SERVICES</b>	
<b>4100 -</b>	<b>PERSONNEL &amp; RELATED</b>		
4101	Salaries - Full Time		\$ 409,511
4102	Salaries - Part Time		12,000
4104	Overtime		80,000
4197	Pension Expense		25,000
	Various Benefits (Total)		183,102
	TOTAL PERSONNEL		<u>709,613</u>
<b>4200 -</b>	<b>SERVICES</b>		
4219	Mobile Technology		3,000
	Air cards for iPads	3,000	
4252	Dues and Fees		4,000
	CLIA Lab Fees	250	
	Ambulance License Renewal (4 units)	600	
	Ambulance Operating License Renewal Fee	500	
	Health Stream (EMS Continuing Education)	2,400	
	SETRAC Annual Dues	250	
4255	Community Awards		6,000
	EMS Week, Fire Responders Appreciation, etc.	6,000	
4279	Software - Other		17,000
	TriTech Annual Fees	2,000	
	ESO Solutions Annual Fees	6,500	
	Gateway EDI	1,700	
	EMS Technology	2,100	
	ESO Solutions bi-directional data exchange	1,000	
	EMS Simulator (SimMan)	1,500	
	When To Work Scheduling Software	1,000	
	Sunguard Freedom One Solution	1,200	
4290	Contract Labor		53,500
	EMS Personnel Services	53,500	
	TOTAL SERVICES		<u>83,500</u>
<b>4300 -</b>	<b>SUPPLIES</b>		
4303	Operational Supplies		26,430
	Supplies including EMS medical supplies, gloves, medications, disposable PPE, spider straps, C-Spine immobilization equipment, cleaning supplies, cyanide exposure treatment kits, etc.	26,430	
4308	Small Tools & Minor Equipment		16,000
	Includes replacement gear bags, rescue tool replacement, vehicle storage bins, shelves, Knox Box Medicine Vaults, and miscellaneous	16,000	
	TOTAL SUPPLIES		<u>42,430</u>
<b>4400 -</b>	<b>REPAIRS &amp; MAINTENANCE</b>		
4401	Vehicles		16,000
	Tires	6,000	
	Preventative Maintenance	5,000	
	Unforeseen Maintenance	5,000	
4402	Machinery & Equipment		29,500
	LP-15 and AED maintenance	20,500	
	Stretcher maintenance	9,000	
	TOTAL REPAIRS & MAINTENANCE		<u>45,500</u>
<b>4900 -</b>	<b>CAPITAL OUTLAY</b>		
4902	Buildings		2,500,000
	Construction of EMS Annex at Fire Station 1	2,500,000	
4941	Consulting Engineer Fee		150,000
	Design of EMS Annex at Fire Station 1	150,000	
	TOTAL CAPITAL OUTLAY		<u>2,650,000</u>
<b>4500 -</b>	<b>OTHER OPERATING EXPENDITURES</b>		
4511	Salary Contingency		12,299
	1.8% salary adjustment per Compensation Study		12,299
	<b>TOTAL BUDGETED EXPENDITURES</b>		<u><u>\$ 3,543,342</u></u>

**CITY OF DEER PARK  
 FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)  
 2018-2019 ANNUAL BUDGET**

**EXPENDITURE SUMMARY**

**307 - FIRE MARSHAL**

DESCRIPTION	ACTUAL 16-17	BUDGET 17-18	ESTIMATED 17-18	REQUESTED 18-19	PROPOSED 18-19
Personnel & Related	\$ 80,568	\$ 88,137	\$ 85,155	\$ 112,962	\$ 112,962
Services	21,465	31,500	25,000	16,000	16,000
Supplies	-	1,300	1,025	1,300	1,300
Repairs & Maintenance	1,531	4,500	2,700	4,500	4,500
Other Operating Expenditures	-	-	-	-	1,920
Capital Outlay	11,000	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 114,564</b>	<b>\$ 125,437</b>	<b>\$ 113,880</b>	<b>\$ 134,762</b>	<b>\$ 136,682</b>

**PERSONNEL SCHEDULE**

Fire Marshal Inspector	1	1	1	1	1
Part-Time Fire Marshal Inspector	0	0	0	1	1

**PROGRAM DESCRIPTION**

The Fire Marshal's office is responsible for inspections and enforcement of the City's Fire Code as well as fire investigations. The Fire Marshal also designs and presents fire safety education programs in the community.

**CITY OF DEER PARK  
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)  
2018-2019 ANNUAL BUDGET**

**307 - FIRE MARSHAL**

DESCRIPTION	ACTUAL 16-17	BUDGET 17-18	ESTIMATED 17-18	REQUESTED 18-19	PROPOSED 18-19
<b><u>4100 PERSONNEL &amp; RELATED</u></b>					
4101 Salaries - Full Time	\$ 57,154	\$ 59,974	\$ 59,620	\$ 61,965	\$ 61,965
4102 Salaries - Part Time	-	-	-	17,500	17,500
4104 Salaries - Overtime	388	6,000	1,415	6,000	6,000
4106 Social Security/Medicare	4,490	5,011	4,800	6,498	6,498
4107 TMRS	8,518	9,553	8,910	9,853	9,853
4108 Health & Life Insurance	5,554	6,120	6,100	6,228	6,228
4109 Workers Compensation	589	834	435	773	773
4114 Section 125 Admin Fee	-	-	-	-	-
4117 Health Savings Account	645	645	645	645	645
4197 Pension Expense	3,230	-	3,230	3,500	3,500
<b>Total Personnel &amp; Related</b>	<b>80,568</b>	<b>88,137</b>	<b>85,155</b>	<b>112,962</b>	<b>112,962</b>
<b><u>4200 SERVICES</u></b>					
4219 Mobile Technology	1,615	2,000	900	2,000	2,000
4255 Community/Employee Affairs	-	3,500	3,500	4,000	4,000
4279 Software - Other	3,150	10,000	3,200	10,000	10,000
4290 Contract Labor	16,700	16,000	17,400	-	-
<b>Total Services</b>	<b>21,465</b>	<b>31,500</b>	<b>25,000</b>	<b>16,000</b>	<b>16,000</b>
<b><u>4300 SUPPLIES</u></b>					
4303 Operational Supplies	-	300	-	300	300
4308 Small Tools & Minor Equipment	-	1,000	1,025	1,000	1,000
<b>Total Supplies</b>	<b>-</b>	<b>1,300</b>	<b>1,025</b>	<b>1,300</b>	<b>1,300</b>
<b><u>4400 REPAIRS &amp; MAINTENANCE</u></b>					
4401 Vehicles	1,531	2,500	1,800	2,500	2,500
4402 Machinery & Equipment	-	2,000	900	2,000	2,000
4404 Building	-	-	-	-	-
<b>Total Repairs &amp; Maintenance</b>	<b>1,531</b>	<b>4,500</b>	<b>2,700</b>	<b>4,500</b>	<b>4,500</b>

**CITY OF DEER PARK  
 FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)  
 2018-2019 ANNUAL BUDGET**

**307 - FIRE MARSHAL**

DESCRIPTION	ACTUAL 16-17	BUDGET 17-18	ESTIMATED 17-18	REQUESTED 18-19	PROPOSED 18-19
<b><u>4500 OTHER OPERATING EXP.</u></b>					
4511 Salary Contingency	-	-	-	-	1,920
<b>Total Other Operating Exp.</b>	-	-	-	-	<b>1,920</b>
<b><u>4900 CAPITAL OUTLAY</u></b>					
4904 Machinery & Equipment	11,000	-	-	-	-
4906 Automobiles & Light Trucks	-	-	-	-	-
4907 Truck & Heavy Rolling Stock	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>11,000</b>	-	-	-	-
 <b>TOTAL EXPENDITURES</b>	 <b>\$ 114,564</b>	 <b>\$ 125,437</b>	 <b>\$ 113,880</b>	 <b>\$ 134,762</b>	 <b>\$ 136,682</b>

**CITY OF DEER PARK  
2017 - 2018 FIRE CONTROL DISTRICT BUDGET**

**307 - FIRE MARSHAL**

<b>4100 - PERSONNEL &amp; RELATED</b>		<b>\$</b>	<b>61,965</b>
4101	Salaries - Full Time		17,500
4102	Salaries - Part Time		6,000
4104	Overtime		3,500
4197	Pension Expense		23,997
	Various Benefits (Total)		<u>112,962</u>
TOTAL PERSONNEL			<u>112,962</u>
<b>4200 - SERVICES</b>			
4219	Mobile Technology		2,000
	Air cards for iPads	2,000	
4255	Community Awards		4,000
	Contest awards, fire prevention parade, etc.	4,000	
4279	Software - Other		10,000
	Firehouse Annual Subscription	10,000	
TOTAL SERVICES			<u>16,000</u>
<b>4300 - SUPPLIES</b>			
4303	Operational Supplies		300
	Miscellaneous operational supplies	300	
4308	Small Tools & Minor Equipment		1,000
	Miscellaneous tools and equipment	1,000	
TOTAL SUPPLIES			<u>1,300</u>
<b>4400 - REPAIRS &amp; MAINTENANCE</b>			
4401	Vehicles		2,500
	Repairs and maintenance, as needed	2,500	
4402	Machinery & Equipment		2,000
	Fire prevention education & investigation trailer	2,000	
TOTAL REPAIRS & MAINTENANCE			<u>4,500</u>
<b>4500 - OTHER OPERATING EXPENDITURES</b>			
4511	Salary Contingency		1,920
	1.8% salary adjustment per Compensation Study		<u>1,920</u>
TOTAL BUDGETED EXPENDITURES		<b>\$</b>	<b><u>136,682</u></b>



## Legislation Details (With Text)

**File #:** DIS 18-146    **Version:** 1    **Name:**  
**Type:** Discussion    **Status:** Agenda Ready  
**File created:** 10/11/2018    **In control:** Fire Control District  
**On agenda:** 10/29/2018    **Final action:**  
**Title:** Discussion of FCPEMSD Board of Directors meeting dates for FY 2018-2019.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
10/29/2018	1	Fire Control District		
10/15/2018	1	Fire Control District		

Discussion of FCPEMSD Board of Directors meeting dates for FY 2018-2019.

### Summary:

The FCPEMSD Board of Directors has historically held regular quarterly meetings on the 3<sup>rd</sup> Monday of the 1<sup>st</sup> month of each quarter for the months of October, January and April. The exception is July, in which the Board has typically met on the 2<sup>nd</sup> Monday in order to meet the budget timetable. Also, in the past special meetings have been called in May and June related to the budget. Based on past practice, the meeting dates for FY 2018-2019 are expected to be as follows:

Monday, October 29, 2018 - Regular Meeting (rescheduled from Oct. 15 due to lack of quorum)

Monday, January 15, 2019 - Regular Meeting

Monday - April 15, 2019 - Regular Meeting

\*Monday - May 13, 2019 - Special Meeting (FD submits proposed FY 2019-2020 Budget & Call Public Hearing on Budget)

\*Monday, June 10, 2019 - Public Hearing & Workshop on Budget

\*Monday, July 8, 2019 - Regular Meeting & Adopt Budget

\* Tentative dates, subject to possible change

### Fiscal/Budgetary Impact:

N/A

Discuss the Board of Directors meeting dates for FY 2018-2019.