

**CITY OF DEER PARK
JANUARY 17, 2022 - 5:45 PM
FIRE CONTROL DISTRICT MEETING -
FINAL**



**COUNCIL CHAMBERS
710 E SAN AUGUSTINE
DEER PARK, TX 77536**

Sam Pipkin, President
Charlie Johnson, Vice President
Joe Reynolds
Flynt Blackwell

Scott Combs
Hal Vaughan
Tommy Archer

On Tuesday, May 18, 2021 Governor Greg Abbott issued Executive Order GA-36 prohibiting government entities from mandating masks or face coverings. Please be advised that effective immediately, the use of masks or face coverings within City of Deer Park facilities is no longer required on the part of visitors.

In order to help prevent the spread of the virus that causes COVID-19, the City of Deer Park continues to encourage the public attending the meeting to:

- 1. Maintain at least 6 feet separation from other individuals.*
- 2. Self-screen before going into the meeting for any of the following new or worsening signs or symptoms of possible COVID-19: (Cough, Shortness of breath or difficulty breathing, Chills, Repeated shaking with chills, Muscle pain, Headache, Sore throat, Loss of taste or smell, Diarrhea, Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit, Known close contact with a person who is lab confirmed to have COVID-19, Wash or disinfect hands upon entering the building and after any interaction with others in the building.*
- 3. Consider wearing cloth face coverings (over the nose and mouth) when entering the building, or when within 6 feet of another person who is not a member of the individual's household.*

This Executive Order does not prevent visitors from voluntarily continuing to wear face coverings/masks.

CALL TO ORDER

COMMENTS FROM AUDIENCE

1. Approval of minutes of regular meeting on October 18, 2021.

[MIN 22-008](#)

Recommended Action: Approval

Attachments: [FD MR 101821](#)

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.

2. Presentation of the Quarterly Financial Report for the FY 2021-2022 First Quarter ending December 31, 2021.

[RPT 22-005](#)

Recommended Action: Accept the quarterly financial report for the FY 2021-2022 first quarter ended December 31, 2021.

Department: Finance Director Todd

Attachments: [FCPEMSD - 2022 1Q Financials](#)

3. Quarterly Report regarding budgeted expenditures and projects for the current fiscal year.

[RPT 22-002](#)

Recommended Action: Accept report as provided and presented.

Department: Fire Control District

Attachments: [2021-22 2nd Quarter](#)

4. Announcement of the next regular FCPEMSD Board Meeting on April 18, 2022.

[ACT 22-004](#)

Recommended Action: Set the date and time for the next regular FCPEMSD Board Meeting on April 18, 2022 at 5:45 pm.

ADJOURN

/s/Shannon Bennett, TRMC
City Secretary

Posted on Bulletin Board
January 14, 2022

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.

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.



Legislation Details (With Text)

File #: MIN 22-008 **Version:** 1 **Name:**
Type: Minutes **Status:** Agenda Ready
File created: 1/13/2022 **In control:** Fire Control District
On agenda: 1/17/2022 **Final action:**
Title: Approval of minutes of regular meeting on October 18, 2021.
Sponsors:
Indexes:
Code sections:
Attachments: [FD_MR_101821](#)

| Date | Ver. | Action By | Action | Result |
|-----------|------|-----------------------|--------|--------|
| 1/17/2022 | 1 | Fire Control District | | |

Approval of minutes of regular meeting on October 18, 2021.

Summary:

Fiscal/Budgetary Impact:

Approval

CITY OF DEER PARK

FD 01-211

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 OCTOBER 18, 2021 BEGINNING AT 5:45 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

| | |
|-----------------|------------------------|
| SAM PIPKIN | PRESIDENT |
| CHARLIE JOHNSON | VICE PRESIDENT |
| FLYNT BLACKWELL | MEMBER |
| SCOTT COMBS | MEMBER |
| JOE REYNOLDS | MEMBER |
| HAL VAUGHAN | MEMBER |
| TOMMY ARCHER | MEMBER |
| DONNA TODD | TREASURER |
| SONIA ACOSTA | DEPUTY BOARD SECRETARY |

1. MEETING CALLED TO ORDER – President Pipkin called the meeting to order at 5:45 p.m.
2. COMMENTS FROM AUDIENCE – No comments received.
3. APPROVAL OF MINUTES OF REGULAR MEETING ON JULY 12, 2021 – Motion was made by Charlie Johnson and seconded by Scott Combs to approve the minutes of the regular meeting on July 12, 2021. Motion carried unanimously.
4. CONSIDERATION OF AND ACTION ON ELECTION OF OFFICERS FOR 2021-2022 – President Sam Pipkin called for nominations for the election of officers for President, Vice President, Secretary and Treasurer for the Fire Control, Prevention and Emergency Medical Services District Board of Directors.

Motion was made by Charlie Johnson and seconded by Scott Combs to elect Sam Pipkin as President. Motion carried unanimously.

Motion was made by Scott Combs and seconded by Hal Vaughan to elect Charlie Johnson as Vice-President. Motion carried unanimously.

President Sam Pipkin acknowledged Shannon Bennett, City Secretary, as Board Secretary and Donna Todd, Finance Director, as Treasurer.

6. 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 – Treasurer, Donna Todd gave an overview of the recently updated Investment Policy in accordance with the Texas Public Funds Investment Act, to include additional clarification to reference letters of credit, the reference to the FDIC has been revised in item “C” to include “Federal Deposit Insurance Corporation” in front of the acronym, reference to one of the financial institutions and Broker/Dealers, “Texas Department of Securities”, has been updated to the Texas State Securities Board. The changes have been incorporated in the District’s policy for 2021. (Exhibit A1)

Motion was made by Charlie Johnson and seconded by Scott Combs to adopt the Investment Policy for the Deer Park Fire Control Prevention and Emergency Medical Services District. Motion carried unanimously.

7. PRESENTATION OF THE QUARTERLY FINANCIAL REPORT FOR THE FY 2020-2021 FOURTH QUARTER ENDING SEPTEMBER 30, 2021 – Finance Director Donna Todd gave an overview of the fourth preliminary and unaudited quarterly financial report for the FY 2020-2021. (Exhibit B1-B2)

Vice President Charlie Johnson commented, “I just want to say “thank you” for what you have done for us over the last 5 years that I have been around. The emails that we get regarding the report, really have been beneficial because it allows a check and balance than once a quarter when we come together to meet. Thank you very much.”

President Pipkin commented, “I want to compliment you Ms. Todd and Chief Davis and his Staff for their job in putting together the budget during Covid-19 time and keeping us below our threshold.”

Motion to carried unanimously accept the quarterly financial report for the FY 2020-2021 fourth quarter ending September 30, 2021.

8. QUARTERLY REPORT REGARDING BUDGETED EXPENDITURES AND PROJECTS FOR THE CURRENT FISCAL – Fire Chief Don Davis gave an overview of the projects and expenditures for the current fiscal year to include the annual preventative maintenance on all fire apparatus and pump testing, completion of all inspections on ladders, fire hoses and self contained breathing apparatus, installation of low pressure fire hoses and low pressure nozzles, continuation of the self-contained breathing apparatus (SCBA) composite bottles replacement program and the annual inspection and preventative maintenance on stretchers and automated external defibrillators (AED’s) annual software renewal for inventory control and ordering, staff scheduling, ambulance billing and continuation of training opportunities and credential tracking for all EMT's and paramedics. (Exhibit C1)

President Pipkin asked, “Are they using the extractors?”

Chief Davis responded, "Yes. That is what I have been told."

Scott Combs asked, "Is there a log that is kept when you use the extractors?"

Chief Davis responded, "There is a place to log it down, but it is not required by the National Fire Prevention Association (NFPA) or anyone else. It is required by National Fire Prevention Association (NFPA) that we send our gear in semi-annually and have it inspected. What we have been working on is having two sets of gear for every firefighter, so that when they send in one set in for inspection, they have another set readily available."

Motion was made by Hal Vaughan and seconded by Scott Combs to accept the quarterly report budgeted expenditures and projects for the current fiscal year. Motion carried unanimously.

9. CONSIDERATION OF AND ACTION ON AMENDMENT NO. 6 TO THE AGREEMENT WITH THE CITY OF DEER PARK FOR FCPEMSD PERSONNEL, VEHICLES, FACILITIES, EQUIPMENT, AND INVESTMENTS – Assistant City Manager Gary Jackson gave an overview of the sixth amendment to the agreement that incorporates activities Staff carry out on behalf of the Fire Control, Prevention and Emergency Services District.

Motion was made by Hal Vaughan and seconded by Charlie Johnson to approve Amendment No. 6 to the agreement with the City of Deer Park for FCPEMSD Personnel, Vehicles, Facilities, Equipment, and Investments.

10. ANNOUNCEMENT OF THE NEXT REGULAR FCPEMSD BOARD MEETING ON JANUARY 17, 2022 – President Pipkin acknowledged the next regular Board meeting on January 17, 2022.
11. ADJOURN – President Pipkin adjourned the meeting at 6:08 p.m.

ATTEST:

APPROVED:

Shannon Bennett, TRMC
Board Secretary

Sam Pipkin
President



Legislation Details (With Text)

File #: RPT 22-005 **Version:** 1 **Name:**
Type: Report **Status:** Agenda Ready
File created: 1/12/2022 **In control:** Fire Control District
On agenda: 1/17/2022 **Final action:**
Title: Presentation of the Quarterly Financial Report for the FY 2021-2022 First Quarter ending December 31, 2021.
Sponsors: Donna Todd
Indexes:
Code sections:
Attachments: [FCPEMSD - 2022 1Q Financials](#)

| Date | Ver. | Action By | Action | Result |
|-----------|------|-----------------------|--------|--------|
| 1/17/2022 | 1 | Fire Control District | | |

Presentation of the Quarterly Financial Report for the FY 2021-2022 First Quarter ending December 31, 2021.

Summary: Review and discussion of the preliminary and unaudited quarterly financial report for the District's FY 2021-2022 first quarter ended December 31, 2021. These preliminary results for the fiscal year are as follows:

Total Revenue - \$143,538

Total Expenditures - \$309,570, including \$39,384 of capital outlay

Total Assets - \$2,466,525

Note: total revenue includes sales tax revenue collected through October 2021 (sales taxes are deposited two months after collection).

Fiscal/Budgetary Impact:

N/A.

Accept the quarterly financial report for the FY 2021-2022 first quarter ended December 31, 2021.

**CITY OF DEER PARK
FIRE CONTROL, PREVENTION, AND EMERGENCY MEDICAL SERVICES DISTRICT (FCPEMSD)
FISCAL YEAR 2022**

December 31, 2021

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 | \$ 275,629.87 |
| Accounts Receivable | 21.84 |
| Due To/Due From | 65,638.23 |
| Capital Assets | 3,329,323.83 |
| Depreciation | (1,346,832.41) |
| Construction In Progress | - |
| Deferred Outflows (Pension - GASB 68) | 142,743.54 |
| Total Assets | <u>\$ 2,466,524.90</u> |
| <u>Liabilities & Equity</u> | |
| Payables | \$ 25,006.46 |
| Capital Leases Payable | 629,293.02 |
| Net Pension Obligation (GASB 68) | 19,251.09 |
| Total OPEB Liability | 514,028.46 |
| Due To/Due From | 1,574.68 |
| Deferred Inflows (Pension - GASB 68) | 140,857.19 |
| Total Liabilities | <u>1,330,010.90</u> |
| <u>Fund Equity</u> | |
| Fund Balance | 1,302,546.48 |
| Revenues Over/(Under) Expenditures | (166,032.48) |
| Total Fund Equity | <u>1,136,514.00</u> |
| Total Liabilities & Equity | <u>\$ 2,466,524.90</u> |

STATEMENT OF REVENUES AND EXPENDITURES (UNAUDITED)

| | Q1 <u>12/31/21</u> | Q2 <u>03/31/22</u> | Q3 <u>06/30/22</u> | Q4 <u>09/30/22</u> | YTD <u>Total</u> | Adopted <u>Budget</u> | Remaining <u>Budget</u> |
|-----------------------------------|------------------------|-----------------------|-----------------------|-----------------------|------------------------|--------------------------|----------------------------|
| <u>Revenues</u> | | | | | | | |
| Sales Tax Revenue | \$ 143,342.89 | | | | \$ 143,342.89 | \$ 1,550,000.00 | \$ 1,406,657.11 |
| Investment Revenue | 194.81 | | | | 194.81 | 300.00 | 105.19 |
| Prior Year Revenue (Reserves) | - | | | | - | 267,315.00 | 267,315.00 |
| Total Revenue | <u>143,537.70</u> | | | | <u>143,537.70</u> | <u>1,817,615.00</u> | <u>1,674,077.30</u> |
| <u>Expenditures</u> | | | | | | | |
| Salaries & Benefits | 238,279.55 | | | | 238,279.55 | 1,073,185.00 | 834,905.45 |
| Services | 24,815.65 | | | | 24,815.65 | 259,230.00 | 234,414.35 |
| Supplies | - | | | | - | 189,100.00 | 189,100.00 |
| Maintenance | 7,090.86 | | | | 7,090.86 | 113,500.00 | 106,409.14 |
| Other (Contingency) | - | | | | - | - | - |
| Sub-total Operating Expenditures | 270,186.06 | | | | 270,186.06 | 1,635,015.00 | 1,364,828.94 |
| Capital Expenditures | 39,384.12 | | | | 39,384.12 | 182,600.00 | 143,215.88 |
| Total Expenditures | <u>309,570.18</u> | | | | <u>309,570.18</u> | <u>1,817,615.00</u> | <u>1,508,044.82</u> |
| Revenue Over/(Under) Expenditures | <u>\$ (166,032.48)</u> | | | | <u>\$ (166,032.48)</u> | <u>\$ -</u> | <u>\$ 166,032.48</u> |

| | <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 | \$ - | \$ 213,629.45 | \$ 24,650.10 | \$ 238,279.55 | \$ 238,279.55 |
| Services | 3,571.90 | 20,947.75 | 296.00 | 24,815.65 | 24,815.65 |
| Supplies | - | - | - | - | - |
| Maintenance | 7,090.86 | - | - | 7,090.86 | 7,090.86 |
| Other (Contingency) | - | - | - | - | - |
| Operating Expenditures | 10,662.76 | 234,577.20 | 24,946.10 | 270,186.06 | 270,186.06 |
| Capital Expenditures | 39,384.12 | - | - | 39,384.12 | 39,384.12 |
| Total Expenditures | <u>\$ 50,046.88</u> | <u>\$ 234,577.20</u> | <u>\$ 24,946.10</u> | <u>\$ 309,570.18</u> | <u>\$ 309,570.18</u> |

FCPEMSD FY 2021-2022 Sales Tax Revenue Comparison

| <u>G/L</u> | <u>Actual</u> | | |
|------------|----------------------|------------------------|--------------------|
| Oct 2021 | \$ - | | |
| Nov 2021 | - | | |
| Dec 2021 | 143,342.89 | | |
| Jan 2022 | | | |
| Feb 2022 | | | |
| Mar 2022 | | | |
| Apr 2022 | | | |
| May 2022 | | | |
| Jun 2022 | | | |
| Jul 2022 | | | |
| Aug 2022 | | | |
| Sep 2022 | | | |
| YTD Total | <u>\$ 143,342.89</u> | <u>Budget</u> | <u>% of Budget</u> |
| Annual | <u>\$ 143,342.89</u> | <u>\$ 1,550,000.00</u> | 9.25% |

FCPEMSD Sales Tax Revenue History

| <u>Month</u> | <u>FY 2022</u> | <u>FY 2021</u> | <u>FY 2020</u> | <u>FY 2019</u> |
|--------------|----------------------|------------------------|------------------------|------------------------|
| Oct | \$ - | \$ - | \$ - | - |
| Nov | - | - | - | - |
| Dec | 143,342.89 | 135,192.40 | 162,425.45 | 137,878.96 |
| Jan | - | 122,323.11 | 144,147.01 | 135,480.77 |
| Feb | - | 153,676.46 | 162,431.11 | 164,852.84 |
| Mar | - | 114,523.21 | 119,971.14 | 144,803.32 |
| Apr | - | 134,826.82 | 175,186.64 | 143,460.98 |
| May | - | 183,375.42 | 152,841.86 | 205,507.15 |
| Jun | - | 144,481.72 | 133,763.99 | 186,479.62 |
| Jul | - | 141,053.62 | 136,234.82 | 154,626.05 |
| Aug | - | 163,007.48 | 152,796.70 | 153,731.26 |
| Sep * | - | 421,288.87 | 407,442.67 | 467,239.81 |
| Annual | <u>\$ 143,342.89</u> | <u>\$ 1,713,749.11</u> | <u>\$ 1,747,241.39</u> | <u>\$ 1,894,060.76</u> |
| YTD Total | \$ 143,342.89 | \$ 135,192.40 | \$ 162,425.45 | \$ 137,878.96 |



Legislation Details (With Text)

File #: RPT 22-002 **Version:** 1 **Name:**
Type: Report **Status:** Agenda Ready
File created: 1/10/2022 **In control:** Fire Control District
On agenda: 1/17/2022 **Final action:**
Title: Quarterly Report regarding budgeted expenditures and projects for the current fiscal year.
Sponsors: Fire Control District
Indexes:
Code sections:
Attachments: [2021-22 2nd Quarter](#)

| Date | Ver. | Action By | Action | Result |
|-----------|------|-----------------------|--------|--------|
| 1/17/2022 | 1 | Fire Control District | | |

Quarterly Report regarding budgeted expenditures and projects for the current fiscal year.

Summary:

The Fire Chief and Assistant Chief - EMS will provide a verbal report to the Board regarding projects and initiatives budgeted for the current fiscal year.

Fiscal/Budgetary Impact:

This report serves only as an update on budgeted projects.

Accept report as provided and presented.



City of Deer Park

Fire Control, Prevention and Emergency Medical Services District

2021-2022 First Quarter

Budget Update

Fire, EMS and Fire Marshal

January 17, 2022

- o Annual preventative maintenance program has begun on all fire apparatus as well as annual pump testing
- o Continue to purchase day to day operational supplies as needed.
- o Procurement of gear extractor (washer) and dryer for Station 1 will not be done FY2021-2022.

Decision was made to wait until the new station is built and will be requested in the FY2023-2024 budget.

- o Will continue with SCBA composite bottles replacement program based on life span.
- o EMS will continue with annual inspection and preventative maintenance on stretchers and AED's.
- o Monthly and annual software renewal for inventory control and ordering, staff scheduling, ambulance billing and continue education training opportunities and credential tracking for all EMT's and paramedics.



Legislation Details (With Text)

File #: ACT 22-004 **Version:** 1 **Name:**
Type: Acceptance **Status:** Agenda Ready
File created: 1/14/2022 **In control:** Fire Control District
On agenda: 1/17/2022 **Final action:**
Title: Announcement of the next regular FCPEMSD Board Meeting on April 18, 2022.
Sponsors:
Indexes:
Code sections:
Attachments:

| Date | Ver. | Action By | Action | Result |
|-----------|------|-----------------------|--------|--------|
| 1/17/2022 | 1 | Fire Control District | | |

Announcement of the next regular FCPEMSD Board Meeting on April 18, 2022.

Summary:

The next regular FCPEMSD Board Meeting will be on April 18, 2022 at 5:45 pm.

Fiscal/Budgetary Impact:

N/A

Set the date and time for the next regular FCPEMSD Board Meeting on April 18, 2022 at 5:45 pm.