



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

CALL TO ORDER

1. Approval of minutes of regular meeting held on January 21, 2019.

[MIN 19-064](#)

Recommended Action: Approval

Attachments: [FD_MR_012119](#)

NEW BUSINESS

2. Presentation of the Quarterly Financial Report for the FY 2018-2019
Second Quarter ending March 31, 2019.

[RPT 19-017](#)

Recommended Action: Accept the quarterly financial report for the FY 2018-2019 second quarter ended March 31, 2019.

Department: Finance Director Todd

Attachments: [FCPEMSD - 2019 2Q Financials](#)

3. Quarterly Report from the Assistant Fire Chief regarding budgeted expenditures, projects for the current fiscal year.

[RPT 19-019](#)

Recommended Action: Accept report as provided and presented.

Attachments: [2018_19 Expenditure Overview April 2019](#)

4. Consideration of and action on amendment No. 3 to the agreement with the City of Deer Park for FCPEMSD Personnel, Vehicles, Facilities, Equipment, and Investments.

[AGR 19-016](#)

Recommended Action: Approve amendment No. 3 to the agreement.

Department: City Manager's Office

Attachments: [Agreement-City&FCPEMSD-AMENDMENT#3](#)

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.

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

[DIS 19-046](#)

Recommended Action:

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

ADJOURN

Shannon Bennett, TRMC
City Secretary

Posted on Bulletin Board
April 12, 2019

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 19-064 **Version:** 1 **Name:**
Type: Minutes **Status:** Agenda Ready
File created: 4/11/2019 **In control:** Fire Control District
On agenda: 4/15/2019 **Final action:**
Title: Approval of minutes of regular meeting held on January 21, 2019.
Sponsors:
Indexes:
Code sections:
Attachments: [FD_MR_012119](#)

Date	Ver.	Action By	Action	Result
4/15/2019	1	Fire Control District		

Approval of minutes of regular meeting held on January 21, 2019.

Summary:

Fiscal/Budgetary Impact:

Approval

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

FD 01-168

MINUTES

OF

A MEETING OF THE DEER PARK FIRE CONTROL, PREVENTION AND EMERGENCY MEDICAL SERVICES DISTRICT BOARD OF DIRECTORS HELD AT CITY HALL COUNCIL CHAMBERS, 710 EAST SAN AUGUSTINE STREET, DEER PARK, TEXAS, ON JANUARY 21, 2019 BEGINNING AT 5:45 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

SAM PIPKIN	PRESIDENT
CHARLIE JOHNSON	VICE PRESIDENT
ED BRASHIER	MEMBER
SCOTT COMBS	MEMBER
JOHN GREEN	MEMBER
DONNA TODD	TREASURER
SHANNON BENNETT	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 Scott Combs to approve the minutes of the regular meeting on October 29, 2018. Motion carried unanimously.
3. PRESENTATION OF THE QUARTERLY FINANCIAL REPORT FOR THE FY 2018-2019 FIRST QUARTER ENDING DECEMBER 31, 2018 – Treasurer Donna Todd presented the first quarter Financial Report and highlighted the statement of revenues and expenditures. (Exhibit A1)

Motion was made by John Green and seconded by Ed Brashier to accept the Financial Report as presented. Motion carried unanimously.

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

Motion was made by Scott Combs and seconded by John Green to accept the report. Motion carried unanimously.

5. DISCUSSION OF FCPEMSD BOARD OF DIRECTORS MEETING DATES FOR FY 2018-2019 – Assistant City Manager, Gary Jackson, gave an overview of the tentative quarterly scheduled dates for the Board of Directors meeting for FY 2018-2019.
6. ADJOURN - President Pipkin adjourned the meeting at 5:54 p.m.

ATTEST:

APPROVED:

Shannon Bennett
Board Secretary, TMRC

Sam Pipkin
President



Legislation Details (With Text)

File #: RPT 19-017 **Version:** 1 **Name:**

Type: Report **Status:** Agenda Ready

File created: 4/9/2019 **In control:** Fire Control District

On agenda: 4/15/2019 **Final action:**

Title: Presentation of the Quarterly Financial Report for the FY 2018-2019 Second Quarter ending March 31, 2019.

Sponsors: Donna Todd

Indexes:

Code sections:

Attachments: [FCPEMSD - 2019 2Q Financials](#)

Date	Ver.	Action By	Action	Result
4/15/2019	1	Fire Control District		

Presentation of the Quarterly Financial Report for the FY 2018-2019 Second Quarter ending March 31, 2019.

Summary: Review and discussion of the preliminary and unaudited quarterly financial report for the District's FY 2018-2019 second quarter ended March 31, 2019. Results for the first six months of the fiscal year are as follows:

Total Revenue - \$584,898

Total Expenditures - \$1,137,396, including \$664,816 of capital outlay

Total Assets - \$4,015,077

Note: total revenue includes sales tax revenue collected through January 2019 (sales taxes are deposited two months after collection).

Fiscal/Budgetary Impact:

N/A.

Accept the quarterly financial report for the FY 2018-2019 second quarter ended March 31, 2019.

**CITY OF DEER PARK
FIRE CONTROL, PREVENTION, AND EMERGENCY MEDICAL SERVICES DISTRICT (FCPEMSD)
FISCAL YEAR 2019**

March 31, 2019

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	\$ 1,540,854.33
Due To/Due From	-
Capital Assets	3,223,111.60
Depreciation	(1,053,904.36)
Construction In Progress	210,660.41
Deferred Outflows (Pension - GASB 68)	94,354.79
Total Assets	<u>\$ 4,015,076.77</u>
<u>Liabilities & Equity</u>	
Payables	\$ 1,084,239.61
Net Pension Obligation (GASB 68)	164,374.36
Due To/Due From	-
Total Liabilities	<u>1,248,613.97</u>
<u>Fund Equity</u>	
Fund Balance	3,317,324.24
Deferred Inflows (Pension - GASB 68)	1,636.68
Revenues Over/(Under) Expenditures	(552,498.12)
Total Fund Equity	<u>2,766,462.80</u>
Total Liabilities & Equity	<u>\$ 4,015,076.77</u>

STATEMENT OF REVENUES AND EXPENDITURES (UNAUDITED)

	Q1 <u>12/31/18</u>	Q2 <u>03/31/19</u>	Q3 <u>06/30/19</u>	Q4 <u>09/30/19</u>	YTD <u>Total</u>	Adopted <u>Budget</u>	Remaining <u>Budget</u>
<u>Revenues</u>							
Sales Tax Revenue	\$ 137,878.96	\$ 445,136.93			\$ 583,015.89	\$ 1,435,200.00	\$ 852,184.11
Investment Revenue	970.21	911.89			1,882.10	600.00	(1,282.10)
Prior Year Revenue (Reserves)	-	-			-	2,707,424.00	2,707,424.00
Total Revenue	<u>138,849.17</u>	<u>446,048.82</u>			<u>584,897.99</u>	<u>4,143,224.00</u>	<u>3,558,326.01</u>
<u>Expenditures</u>							
Salaries & Benefits	151,353.61	176,942.19			328,295.80	822,575.00	494,279.20
Services	51,487.24	35,395.99			86,883.23	210,000.00	123,116.77
Supplies	1,630.30	34,559.96			36,190.26	154,830.00	118,639.74
Maintenance	15,826.90	5,383.45			21,210.35	134,000.00	112,789.65
Other (Contingency)	-	-			-	14,219.00	14,219.00
Sub-total Operating Expenditures	<u>220,298.05</u>	<u>252,281.59</u>			<u>472,579.64</u>	<u>1,335,624.00</u>	<u>863,044.36</u>
Capital Expenditures	<u>39,384.12</u>	<u>625,432.35</u>			<u>664,816.47</u>	<u>2,807,600.00</u>	<u>2,142,783.53</u>
Total Expenditures	<u>259,682.17</u>	<u>877,713.94</u>			<u>1,137,396.11</u>	<u>4,143,224.00</u>	<u>3,005,827.89</u>
Revenue Over/(Under) Expenditures	<u>\$ (120,833.00)</u>	<u>\$ (431,665.12)</u>			<u>\$ (552,498.12)</u>	<u>\$ -</u>	<u>\$ 552,498.12</u>

	<u>Fire Dept</u>	<u>EMS</u>	<u>Fire Marshal</u>	<u>Q2 Total</u>	<u>YTD Total</u>
<u>Expenditures by Department:</u>					
Salaries & Benefits	\$ -	\$ 151,867.26	\$ 25,074.93	\$ 176,942.19	\$ 328,295.80
Services	25,726.11	9,065.36	604.52	35,395.99	86,883.23
Supplies	34,559.96	-	-	34,559.96	36,190.26
Maintenance	505.00	4,878.45	-	5,383.45	21,210.35
Other (Contingency)	-	-	-	-	-
Operating Expenditures	<u>60,791.07</u>	<u>165,811.07</u>	<u>25,679.45</u>	<u>252,281.59</u>	<u>472,579.64</u>
Capital Expenditures	<u>39,384.12</u>	<u>586,048.23</u>	<u>-</u>	<u>625,432.35</u>	<u>664,816.47</u>
Total Expenditures	<u>\$ 100,175.19</u>	<u>\$ 751,859.30</u>	<u>\$ 25,679.45</u>	<u>\$ 877,713.94</u>	<u>\$ 1,137,396.11</u>

FCPEMSD FY 2018-2019 Sales Tax Revenue Comparison

<u>G/L</u>	<u>Actual</u>		
Oct 2018	\$ -		
Nov 2018	-		
Dec 2018	137,878.96		
Jan 2019	135,480.77		
Feb 2019	164,852.84		
Mar 2019	144,803.32		
Apr 2019			
May 2019			
Jun 2019			
Jul 2019			
Aug 2019			
Sep 2019			
YTD Total	<u>\$ 583,015.89</u>	<u>Budget</u>	<u>% of Budget</u>
Annual	<u>\$ 583,015.89</u>	<u>\$ 1,435,000.00</u>	40.63%

FCPEMSD Sales Tax Revenue History

<u>Month</u>	<u>FY 2019</u>	<u>FY 2018</u>	<u>FY 2017</u>	<u>FY 2016</u>
Oct	\$ -	\$ -	\$ -	\$ -
Nov	-	-	-	-
Dec	137,878.96	158,447.04	143,494.98	129,316.90
Jan	135,480.77	151,915.82	129,091.19	130,051.43
Feb	164,852.84	166,066.65	164,825.60	140,670.26
Mar	144,803.32	114,881.51	104,229.29	120,327.03
Apr	-	171,509.24	121,076.75	127,669.06
May	-	155,168.13	171,752.37	141,787.59
Jun	-	125,248.64	125,816.05	137,731.52
Jul	-	124,629.84	138,851.40	145,729.24
Aug	-	134,837.02	139,741.26	191,470.69
Sep *	-	388,734.25	400,240.30	409,516.03
Annual	<u>\$ 583,015.89</u>	<u>\$ 1,691,438.14</u>	<u>\$ 1,639,119.19</u>	<u>\$ 1,674,269.75</u>
YTD Total	\$ 583,015.89	\$ 591,311.02	\$ 541,641.06	\$ 520,365.62

* 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.



Legislation Details (With Text)

File #: RPT 19-019 **Version:** 1 **Name:**
Type: Report **Status:** Agenda Ready
File created: 4/11/2019 **In control:** Fire Control District
On agenda: 4/15/2019 **Final action:**
Title: Quarterly Report from the Assistant Fire Chief regarding budgeted expenditures, projects for the current fiscal year.
Sponsors:
Indexes:
Code sections:
Attachments: [2018_19 Expenditure Overview April 2019](#)

Date	Ver.	Action By	Action	Result
4/15/2019	1	Fire Control District		

Quarterly Report from the Assistant Fire Chief regarding budgeted expenditures, projects for the current fiscal year.

Summary:

Assistant Fire Chief Arroyo will provide a report to the Board regarding budgeted projects that were completed or initiated this 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

2018-19

Expenditure Summary

Fire, EMS and Fire Marshal

April 2019

- o Completed breathing air quarterly inspections
- o Completed annual generators pm
- o Completed annual SCBA inspections
- o Completed annual pm on Stryker stretchers, AED, Lucas Devices and Lifepak units
- o Renewed on-line software for CE training and record keeping
- o Purchased two (2) smoke machines for the fire training field
- o Purchased, received and distributed 15 sets of Innotex bunker gear
- o Continue lease purchase of Ladder 22, 107' ladder truck

- o EMS Building Construction Update
 - * Week of March 25, 2019 poured the back drive and parking area
 - * Week of April 1, 2019 poured grade beams for building foundation and foundation
 - * Week of April 8, 2019 poured front drive and parking area
 - * On schedule for completion in September 2019



Legislation Details (With Text)

File #: AGR 19-016 **Version:** 1 **Name:**

Type: Agreement **Status:** Agenda Ready

File created: 4/11/2019 **In control:** Fire Control District

On agenda: 4/15/2019 **Final action:**

Title: Consideration of and action on amendment No. 3 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#3](#)

Date	Ver.	Action By	Action	Result
4/15/2019	1	Fire Control District		

Consideration of and action on amendment No. 3 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. In October of 2018, a second amendment to the agreement was approved to cover the 2018-2019 fiscal year. At this time a third amendment to the agreement is proposed to add grant administration, either through City personnel or on a contract for services basis administered by the City.

Fiscal/Budgetary Impact:

Approve amendment No. 3 to the agreement.

AMENDMENT NO. 3 TO AGREEMENT FOR PERSONNEL, SERVICES, VEHICLES, FACILITES, EQUIPMENT, AND INVESTMENTS

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

WHEREAS, an Agreement for Personnel, Services, Vehicles, Facilities, Equipment, and Investments (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, in 2018 Amendment No. 2 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, 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 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, the Agreement is hereby amended to include the following additional provision:

1. Grant administration, either through City personnel or on a contract for services basis administered by the City.

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: _____



Legislation Details (With Text)

File #: DIS 19-046 **Version:** 1 **Name:**
Type: Discussion **Status:** Agenda Ready
File created: 4/11/2019 **In control:** Fire Control District
On agenda: 4/15/2019 **Final action:**
Title: Discussion of FCPEMSD Board of Directors meeting dates for the remainder of FY 2018-2019.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
4/15/2019	1	Fire Control District		

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

Summary:

The FCPEMSD Board of Directors meeting dates for the remainder of FY 2018-2019 are:

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

Fiscal/Budgetary Impact:

N/A

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