



Sam Pipkin, President ,
Joe Reynolds 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

COMMENTS FROM AUDIENCE

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

[MIN 20-012](#)

Recommended Action: Approval

Attachments: [FD_MR_102119](#)

2. Introduction of new member of the FCPEMSD Board of Directors.

[APT 20-002](#)

Recommended Action: Please welcome Mr. Reynolds to the Board.

3. Presentation of the Quarterly Financial Report for the FY 2019-2020 First Quarter ended December 31, 2019.

[RPT 20-003](#)

Recommended Action: Accept the quarterly financial report for the FY 2019-2020 first quarter ended December 31, 2019.

Department: Finance Director Todd

Attachments: [FCPEMSD - 2020 1Q Financials](#)

4. Quarterly Report from the Fire Chief regarding budgeted expenditures and projects for the current fiscal year.

[RPT 20-002](#)

Recommended Action: Accept report as provided and presented.

Attachments: [2019_20 Expenditure Overview January 2020](#)

5. Discussion of FCPEMSD Board of Directors meeting dates for FY 2019-2020.

[DIS 20-015](#)

Recommended Action: Discuss the Board of Directors meeting dates for FY 2019-2020.

ADJOURN

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.

*Shannon Bennett, TRMC
City Secretary*

*Posted on Bulletin Board
January 17, 2020*

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 20-012 **Version:** 1 **Name:**
Type: Minutes **Status:** Agenda Ready
File created: 1/16/2020 **In control:** Fire Control District
On agenda: 1/20/2020 **Final action:**
Title: Approval of minutes of regular meeting held on October 21, 2019.
Sponsors:
Indexes:
Code sections:
Attachments: [FD_MR_102119](#)

Date	Ver.	Action By	Action	Result
1/20/2020	1	Fire Control District		

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

Summary:

Fiscal/Budgetary Impact:

Approval

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

FD 01-179

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 21, 2019 BEGINNING AT 5:45 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

SAM PIPKIN	PRESIDENT
CHARLIE JOHNSON	VICE PRESIDENT
JOHN GREEN	MEMBER
ED BRASHIER	MEMBER
SCOTT COMBS	MEMBER
DONNA TODD	TREASURER
SHANNON BENNETT	BOARD SECRETARY

1. MEETING CALLED TO ORDER – President Pipkin called the meeting to order at 5:45 p.m.
2. COMMENTS FROM AUDIENCE – None received.
3. APPROVAL OF MINUTES – Motion was made by Scott Combs and seconded by John Green to approve the minutes of the regular meeting on July 8, 2019. Motion carried unanimously.
4. CONSIDERATION OF AND ACTION ON ELECTION OF OFFICERS FOR 2019-2020
- 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 Ed Brashier to elect Sam Pipkin as President. Motion carried unanimously.

Motion was made by John Green and seconded by Ed Brashier to elect Charlie Johnson as Vice-President. Motion carried unanimously.

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

5. 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 updated Investment Policy in accordance with the Texas Public Funds Investment Act, making a minor change, including the recommendation of the City’s Investment Advisor, Valley View Consulting, L.L.C., to add another broker/dealer to the list of authorized broker/dealers to ensure a competitive environment if and when the City requests bids for security investment further clarification of the 2017 legislative changes incorporated in the last update. The City Council approved this change as part of its annual review of the City’s Investment Policy in September 2019, and Multi-Bank Securities, Inc. has been added to the list of authorized broker/dealers. This change has been included in the District’s policy for 2019. (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.

6. PRESENTATION OF THE QUARTERLY FINANCIAL REPORT FOR THE FY 2018-2019 FOURTH QUARTER ENDING SEPTEMBER 30, 2018 – Treasurer, Donna Todd presented the Financial Report and gave an overview of the statement of revenues and expenditures. (Exhibit B1-B2)

Motion was made by Scott Combs and seconded by John Green to accept the quarterly financial report for the FY 2018-2019 fourth quarter ended September 30, 2019. Motion carried unanimously.

7. QUARTERLY REPORT FROM THE FIRE CHIEF REGARDING BUDGETED EXPENDITURES, PROJECTS, AND PLANS FOR THE CURRENT FISCAL YEAR – Fire Chief, Don Davis, provided a report to the Board regarding budgeted projects and their progress. This included an update on projects completed or initiated this fiscal year, as well as planned activities and expenditures for the upcoming quarter. One of the main projects in the final stages, the EMS Station, will have a scheduled ribbon cutting on November 5, 2019. (Exhibit C1-C2)

President, Sam Pipkin asked, “Will there need to be a budget amendment to replace the carbon SCBA bottles?”

Chief Davis responded, “I don’t think so. I think we will be able to manage it.”

Member John Green asked, “Haven’t we been transmitting EKG for a while now?”

EMS Assistant Chief Andrew Smith responded, “Yes. We do it currently through Bluetooth. The computers have to be powered on and near monitors in order to do this currently. When we get these modems, the computers can be off or left in the truck and we can still transmit immediately. It will also give us functionality of transmitting to ESO’s cloud so we can keep the vital information even if we forget to transmit our reports.”

Member John Green asked, “In reference to the PM program for the fire trucks, is there talk about a similar program for ambulances?”

Chief Davis responded, “Yes there is. We have already received bids and plan to move forward with that.”

Motion was made by John Green and seconded by Eddie Brashier to accept the quarterly report from the Fire Chief regarding budgeted expenditures, projects, and plans for the current fiscal year. Motion carried unanimously.

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 – Assistant City Manager Gary Jackson advised the Board on the process of amending the annual agreement which is included in the FY 2019-2020 approved budget and states the services and duties performed by the City on behalf of the District.

Motion was made by Scott Combs and seconded by Charlie Johnson to approve the amendment to the agreement with the City of Deer Park for FCPEMSD, personnel, vehicles, facilities, equipment and investments. Motion carried unanimously.

9. ADJOURN - President Pipkin adjourned the meeting at 6:03 p.m.

ATTEST:

APPROVED:

Shannon Bennett
Board Secretary, TMRC

Sam Pipkin
President



Legislation Details (With Text)

File #: APT 20-002 **Version:** 1 **Name:**
Type: Appointment **Status:** Agenda Ready
File created: 1/17/2020 **In control:** Fire Control District
On agenda: 1/20/2020 **Final action:**
Title: Introduction of new member of the FCPEMSD Board of Directors.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
1/20/2020	1	Fire Control District		

Introduction of new member of the FCPEMSD Board of Directors.

Summary:

At the November 5, 2019 City Council Meeting, Mr. Joe Reynolds was appointed to fill the seat previously held by Greg Bridges.

Fiscal/Budgetary Impact:

N/A

Please welcome Mr. Reynolds to the Board.



Legislation Details (With Text)

File #: RPT 20-003 **Version:** 1 **Name:**
Type: Report **Status:** Agenda Ready
File created: 1/15/2020 **In control:** Fire Control District
On agenda: 1/20/2020 **Final action:**
Title: Presentation of the Quarterly Financial Report for the FY 2019-2020 First Quarter ended December 31, 2019.
Sponsors: Donna Todd
Indexes:
Code sections:
Attachments: [FCPEMSD - 2020 1Q Financials](#)

Date	Ver.	Action By	Action	Result
1/20/2020	1	Fire Control District		

Presentation of the Quarterly Financial Report for the FY 2019-2020 First Quarter ended December 31, 2019.

Summary: Review and discussion of the preliminary and unaudited quarterly financial report for the District's FY 2019-2020 first quarter ended December 31, 2019. These preliminary results for the fiscal year are as follows:

Total Revenue - \$162,522

Total Expenditures - \$285,476, including \$40,742 of capital outlay

Total Assets - \$2,605,941

Total revenue includes sales tax revenue collected through October 2019 (sales taxes are deposited two months after collection).

Fiscal/Budgetary Impact:

N/A.

Accept the quarterly financial report for the FY 2019-2020 first quarter ended December 31, 2019.

**CITY OF DEER PARK
FIRE CONTROL, PREVENTION, AND EMERGENCY MEDICAL SERVICES DISTRICT (FCPEMSD)
FISCAL YEAR 2020**

December 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	\$	262,279.15
Due To/Due From		1,113.80
Capital Assets		3,223,111.60
Depreciation		(1,040,973.88)
Construction In Progress		210,660.41
Deferred Outflows (Pension - GASB 68)		(50,250.22)
Total Assets	\$	<u>2,605,940.86</u>
<u>Liabilities & Equity</u>		
Payables	\$	131,310.65
Capital Leases Payable		913,240.90
Net Pension Obligation (GASB 68)		28,202.07
Total OPEB Liability		338,630.62
Due To/Due From		1,358.66
Total Liabilities		<u>1,412,742.90</u>
<u>Fund Equity</u>		
Fund Balance		1,316,151.26
Revenues Over/(Under) Expenditures		(122,953.30)
Total Fund Equity		<u>1,193,197.96</u>
Total Liabilities & Equity	\$	<u>2,605,940.86</u>

STATEMENT OF REVENUES AND EXPENDITURES (UNAUDITED)

	Q1 <u>12/31/19</u>	Q2 <u>03/31/20</u>	Q3 <u>06/30/20</u>	Q4 <u>09/30/20</u>	YTD <u>Total</u>	Adopted <u>Budget</u>	Remaining <u>Budget</u>
<u>Revenues</u>							
Sales Tax Revenue	\$ 162,425.45				\$ 162,425.45	\$ 1,500,000.00	\$ 1,337,574.55
Investment Revenue	97.16				97.16	2,400.00	2,302.84
Prior Year Revenue (Reserves)	-				-	439,981.00	439,981.00
Total Revenue	<u>162,522.61</u>				<u>162,522.61</u>	<u>1,942,381.00</u>	<u>1,779,858.39</u>
<u>Expenditures</u>							
Salaries & Benefits	180,472.73				180,472.73	817,451.00	636,978.27
Services	39,109.49				39,109.49	265,640.00	226,530.51
Supplies	5,864.00				5,864.00	246,690.00	240,826.00
Maintenance	19,288.07				19,288.07	110,000.00	90,711.93
Other (Contingency)	-				-	-	-
Sub-total Operating Expenditures	<u>244,734.29</u>				<u>244,734.29</u>	<u>1,439,781.00</u>	<u>1,195,046.71</u>
Capital Expenditures	<u>40,741.62</u>				<u>40,741.62</u>	<u>502,600.00</u>	<u>461,858.38</u>
Total Expenditures	<u>285,475.91</u>				<u>285,475.91</u>	<u>1,942,381.00</u>	<u>1,656,905.09</u>
Revenue Over/(Under) Expenditures	\$ <u>(122,953.30)</u>				\$ <u>(122,953.30)</u>	\$ <u>-</u>	\$ <u>122,953.30</u>

	Fire Dept	EMS	Fire Marshal	Q1 Total	YTD Total
<u>Expenditures by Department:</u>					
Salaries & Benefits	\$ -	\$ 165,243.48	\$ 15,229.25	\$ 180,472.73	\$ 180,472.73
Services	16,298.90	19,364.59	3,446.00	39,109.49	39,109.49
Supplies	-	5,864.00	-	5,864.00	5,864.00
Maintenance	4,919.42	13,966.15	402.50	19,288.07	19,288.07
Other (Contingency)	-	-	-	-	-
Operating Expenditures	<u>21,218.32</u>	<u>204,438.22</u>	<u>19,077.75</u>	<u>244,734.29</u>	<u>244,734.29</u>
Capital Expenditures	<u>39,384.12</u>	<u>1,357.50</u>	-	<u>40,741.62</u>	<u>40,741.62</u>
Total Expenditures	\$ <u>60,602.44</u>	\$ <u>205,795.72</u>	\$ <u>19,077.75</u>	\$ <u>285,475.91</u>	\$ <u>285,475.91</u>

FCPEMSD FY 2019-2020 Sales Tax Revenue Comparison

<u>G/L</u>	<u>Actual</u>		
Oct 2019	\$ -		
Nov 2019	-		
Dec 2019	162,425.45		
Jan 2020			
Feb 2020			
Mar 2020			
Apr 2020			
May 2020			
Jun 2020			
Jul 2020			
Aug 2020			
Sep 2020			
YTD Total	<u>\$ 162,425.45</u>	<u>Budget</u>	<u>% of Budget</u>
Annual	<u>\$ 162,425.45</u>	<u>\$ 1,500,000.00</u>	10.83%

FCPEMSD Sales Tax Revenue History

<u>Month</u>	<u>FY 2020</u>	<u>FY 2019</u>	<u>FY 2018</u>	<u>FY 2017</u>
Oct	\$ -	\$ -	\$ -	\$ -
Nov	-	-	-	-
Dec	162,425.45	137,878.96	158,447.04	143,494.98
Jan	-	135,480.77	151,915.82	129,091.19
Feb	-	164,852.84	166,066.65	164,825.60
Mar	-	144,803.32	114,881.51	104,229.29
Apr	-	143,460.98	171,509.24	121,076.75
May	-	205,507.15	155,168.13	171,752.37
Jun	-	186,479.62	125,248.64	125,816.05
Jul	-	154,626.05	124,629.84	138,851.40
Aug	-	153,731.26	134,837.02	139,741.26
Sep *	-	467,239.81	388,734.25	400,240.30
Annual	<u>\$ 162,425.45</u>	<u>\$ 1,894,060.76</u>	<u>\$ 1,691,438.14</u>	<u>\$ 1,639,119.19</u>
YTD Total	\$ 162,425.45	\$ 137,878.96	\$ 158,447.04	\$ 143,494.98

* 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 20-002 **Version:** 1 **Name:**
Type: Report **Status:** Agenda Ready
File created: 1/13/2020 **In control:** Fire Control District
On agenda: 1/20/2020 **Final action:**
Title: Quarterly Report from the Fire Chief regarding budgeted expenditures and projects for the current fiscal year.

Sponsors:

Indexes:

Code sections:

Attachments: [2019_20 Expenditure Overview January 2020](#)

Date	Ver.	Action By	Action	Result
1/20/2020	1	Fire Control District		

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

Summary:

The Fire Chief will provide a report to the Board regarding budgeted projects that were completed or initiated this fiscal year and the Assistant Chief - EMS will provide a brief update on the EMS Station construction project.

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

2019-2020 1st Quarter

Projected Expenditures Overview

Fire, EMS and Fire Marshal

January 20, 2020

- o Replacement of Unit 401 - Assistant Chief's vehicle - On order
- o Replacement of Medic 1 chassis and refurbish the existing box - Work-in-progress
- o Replacement of Squad 2 - Assistant Chief of EMS vehicle - On order
- o Replacement of "out of life" and "failed testing" carbon SCBA bottles - On order
- o Purchase bunker gear extractor (washers) and low heat air dryer for each fire station - Researching
- o Initiate a new PM program on all fire trucks, rescue trucks and aerial ladder trucks as well as inspection, repair and maintenance of: breathing air systems, hydraulic rescue tools, standby generators - Completed
- o Continue pump and ladder testing, Lifepaks and AED's, Styrker stretchers - On-going
- o Quarterly stipends for volunteer firefighters and EMS - On-going
- o Day to day operationing supplies, small tools and minor equipment - On-going
- o Protective clothing for firefighters and EMS personnel - Work-in-progress
- o Monthly and annual software renewal, i.e., drug ordering and tracking, staff scheduiling, ambulance billing, tracking and on-line continuing education - On-going
- o Purchase manequins and necessary training material to train City employees, volunteers and citizens on CPR - Work-in-progress
- o Purchase 5 modems for the LifePak 15 monitors so they can transmit data to receiving hospital - Researching
- o EMS Building construction finshing up - Completed and moved



Legislation Details (With Text)

File #: DIS 20-015 **Version:** 1 **Name:**
Type: Discussion **Status:** Agenda Ready
File created: 1/17/2020 **In control:** Fire Control District
On agenda: 1/20/2020 **Final action:**
Title: Discussion of FCPEMSD Board of Directors meeting dates for FY 2019-2020.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
1/20/2020	1	Fire Control District		

Discussion of FCPEMSD Board of Directors meeting dates for FY 2019-2020.

Summary:

The FCPEMSD Board of Directors has historically held regular quarterly meetings on the 3rd Monday of the 1st month of each quarter for the months of October, January and April. The exception is July, in which the Board has typically met earlier in the month 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 2019-2020 are expected to be as follows:

Monday, October 21, 2019 - Regular Meeting

Monday, January 20, 2020 - Regular Meeting

Monday - April 20, 2020 - Regular Meeting

Monday - May 18, 2020 - Special Meeting (FD submits proposed FY 2020-2021 Budget & Call Public Hearing on Budget)

Monday, June 15, 2020 - Public Hearing & Workshop on Budget

Monday, July 6, 2020 - Regular Meeting & Adopt Budget

Fiscal/Budgetary Impact:

N/A

Discuss the Board of Directors meeting dates for FY 2019-2020.