

**CITY OF DEER PARK
JANUARY 18, 2021 - 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

In order to help prevent the spread of the virus that causes COVID-19, the City of Deer Park is asking members of 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.*

The City of Deer Park will be limiting attendance in the Council Chambers to seventy five percent (75%) of the total listed occupancy of room capacity during this meeting.

CALL TO ORDER

COMMENTS FROM AUDIENCE

1. Approval of minutes of regular meeting on October 19, 2020.

[MIN 21-009](#)

Recommended Action: Approval

Attachments: [FD MR 101920](#)

2. Presentation of the Quarterly Financial Report for the FY 2020-2021 First Quarter ended December 31, 2020.

[RPT 21-001](#)

Recommended Action: Accept the quarterly financial report for the FY 2020-2021 first quarter ended December 31, 2020.

Department: Finance Director Todd

Attachments: [FCPEMSD - 2021 1Q Financials](#)

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.

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

[RPT 21-003](#)

Recommended Action: Accept report as provided and presented.

4. Discussion of FCPEMSD Board of Directors meeting dates for FY 2020-2021.

[DIS 21-009](#)

Recommended Action: Discuss the Board of Directors meeting dates for FY 2020-2021.

ADJOURN

Shannon Bennett, TRMC
City Secretary

Posted on Bulletin Board
January 15, 2021

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 21-009 **Version:** 1 **Name:**
Type: Minutes **Status:** Agenda Ready
File created: 1/14/2021 **In control:** Fire Control District
On agenda: 1/18/2021 **Final action:**
Title: Approval of minutes of regular meeting on October 19, 2020.
Sponsors:
Indexes:
Code sections:
Attachments: [FD_MR_101920](#)

Date	Ver.	Action By	Action	Result
1/18/2021	1	Fire Control District		

Approval of minutes of regular meeting on October 19, 2020.

Summary:

Fiscal/Budgetary Impact:

Approval

CITY OF DEER PARK

FD 01-195

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 19, 2020 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
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 – No comments received.
3. INTRODUCTION OF NEW MEMBERS OF THE FCPMSD BOARD OF DIRECTORS – President Pipkin acknowledged the new members to the Fire Control Emergency Medical Services District Board, Tommy Archer and Flynt Blackwell.
4. APPROVAL OF MINUTES OF REGULAR MEETING ON JULY 06, 2020 – Motion was made by Charlie Johnson and seconded by Joe Reynolds to approve the minutes of the regular meeting on July 06, 2020. Motion carried unanimously.
5. CONSIDERATION OF AND ACTION ON ELECTION OF OFFICERS FOR 2020-2021 – 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 Joe Reynolds 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, a name change to the list of authorized broker/dealers. These changes are following a move by First Horizon National Corporation (FHN) to unify its family of companies under a single set of brand names, FTN Financial. The City Council approved this change as part of its annual review of the City's Investment Policy on September 15, 2020 and has been incorporated in the District's Investment Policy and is summarized within the Fire Control Prevention Emergency Medical Services District Investment Policy Review. (Exhibit A1)

Motion was made by Joe Reynolds and seconded by Charlie Johnson 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 2019-2020 FOURTH QUARTER ENDING SEPTEMBER 30, 2020 – Finance Director Donna Todd gave an overview of the fourth preliminary and unaudited quarterly financial report for the FY 2019-2020. (Exhibit B1-B2)

Vice President Charlie Johnson commented, "I would like to add, when you sent us the preliminary report, I was sitting there doing some analysis and I was pleasantly surprised at how we didn't take a hit. I know we were all afraid we were going to take the hit. My hats off to you Ms. Todd and your team that puts all this together. I think this was a great job of forecasting a great unknown."

President Pipkin commented, "Chief Davis and his Staff did a good job on the budget according to your projection as well."

Ms. Todd commented, "It is a team effort to bring the Board good information to make good decisions."

Motion was made by Charlie Johnson and seconded by Joe Reynolds to accept the quarterly financial report for the FY 2019-2020 fourth quarter ending September 30, 2020. Motion carried unanimously.

8. QUARTERLY REPORT REGARDING BUDGETED EXPENDITURES AND PROJECTS FOR THE CURRENT FISCAL YEAR AND COMPLETED PROJECTS FROM THE PREVIOUS FISCAL YEAR – Fire Chief Don Davis gave an overview of the completed Fire and Fire Marshal projects for 2019-2020 and advised the Board of the approved projected expenditures for FY 2020-2021. (Exhibit C1-C2)

Hal Vaughan asked, “Are you replacing bunker gear or is it on a rotation?”

Chief Davis responded, “It is on a rotation.”

EMS Chief Andrew Smith gave an overview of the completed EMS projects for FY 2019-2020 and advised the Board of the approved projected expenditures for FY 2020-2021.

President Pipkin asked, “Is everyone happy with the new EMS building and is it doing what it is supposed to do?”

Chief Smith responded, “Yes, it is wonderful. The crews love it and with everyone being together now, there’s a lot more camaraderie between everybody. It is more harmonious. The building is amazing. We are very appreciative to the City and the Board for what all has been done for us.”

Motion was made by Scott Combs and seconded by Charlie Johnson to accept the quarterly report budgeted expenditures and projects for the current fiscal year and completed projects from the previous fiscal year. Motion carried unanimously.

9. CONSIDERATION OF AND ACTION ON AMENDMENT NO. 5 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 fifth amendment to the agreement that incorporates activities Staff carries out on behalf of the Fire Control, Prevention and Emergency Services District.

President Pipkin commented, “I want to give a point of information for the two new Board members, what this amendment does. It states that the City of Deer Park takes care of the accounting and everything else. That way, the Board does not have to hire someone extra to do those things. That is all done by the City, also, the insurance on the vehicles goes through the City. It is just one thing the Board does not have to worry about in hiring personnel.”

Joe Reynolds asked, “Are there any changes to the agreement?”

Mr. Jackson responded, “No.”

10. ANNOUNCEMENT OF THE NEXT REGULAR FCPEMSD BOARD MEETING ON JANUARY 18, 2021 – President Pipkin acknowledged the next regular Board meeting on January 18, 2021.

11. ADJOURN – President Pipkin adjourned the meeting at 6:07 p.m.

ATTEST:

APPROVED:

Shannon Bennett
Board Secretary, TMRC

Sam Pipkin
President



Legislation Details (With Text)

File #: RPT 21-001 **Version:** 1 **Name:**
Type: Report **Status:** Agenda Ready
File created: 1/12/2021 **In control:** Fire Control District
On agenda: 1/18/2021 **Final action:**
Title: Presentation of the Quarterly Financial Report for the FY 2020-2021 First Quarter ended December 31, 2020.
Sponsors: Donna Todd
Indexes:
Code sections:
Attachments: [FCPEMSD - 2021 1Q Financials](#)

Date	Ver.	Action By	Action	Result
1/18/2021	1	Fire Control District		

Presentation of the Quarterly Financial Report for the FY 2020-2021 First Quarter ended December 31, 2020.

Summary: Review and discussion of the preliminary and unaudited quarterly financial report for the District's FY 2020-2021 first quarter ended December 31, 2020. These preliminary results for the fiscal year are as follows:

Total Revenue - \$135,312

Total Expenditures - \$331,588, including \$39,384 of capital outlay

Total Assets - \$2,393,114

Total revenue includes sales tax revenue collected through October 2020 (sales taxes are deposited two months after collection).

Fiscal/Budgetary Impact:

N/A.

Accept the quarterly financial report for the FY 2020-2021 first quarter ended December 31, 2020.

**CITY OF DEER PARK
FIRE CONTROL, PREVENTION, AND EMERGENCY MEDICAL SERVICES DISTRICT (FCPEMSD)
FISCAL YEAR 2021**

December 31, 2020

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	\$ 236,252.77
Due To/Due From	1,113.80
Capital Assets	3,223,111.60
Depreciation	(1,269,588.89)
Construction In Progress	-
Deferred Outflows (Pension - GASB 68)	202,224.37
Total Assets	<u>\$ 2,393,113.65</u>
<u>Liabilities & Equity</u>	
Payables	\$ 142,646.80
Capital Leases Payable	772,685.46
Net Pension Obligation (GASB 68)	205,021.43
Total OPEB Liability	454,674.59
Due To/Due From	1,461.41
Deferred Inflows (Pension - GASB 68)	21,794.57
Total Liabilities	<u>1,598,284.26</u>
<u>Fund Equity</u>	
Fund Balance	991,105.21
Revenues Over/(Under) Expenditures	(196,275.82)
Total Fund Equity	<u>794,829.39</u>
Total Liabilities & Equity	<u>\$ 2,393,113.65</u>

STATEMENT OF REVENUES AND EXPENDITURES (UNAUDITED)

	Q1 <u>12/31/20</u>	Q2 <u>03/31/21</u>	Q3 <u>06/30/21</u>	Q4 <u>09/30/21</u>	YTD <u>Total</u>	Adopted <u>Budget</u>	Remaining <u>Budget</u>
<u>Revenues</u>							
Sales Tax Revenue	\$ 135,192.40				\$ 135,192.40	\$ 1,350,000.00	\$ 1,214,807.60
Investment Revenue	119.58				119.58	300.00	180.42
Prior Year Revenue (Reserves)	-				-	217,872.00	217,872.00
Total Revenue	<u>135,311.98</u>				<u>135,311.98</u>	<u>1,568,172.00</u>	<u>1,432,860.02</u>
<u>Expenditures</u>							
Salaries & Benefits	243,501.86				243,501.86	841,742.00	598,240.14
Services	46,339.61				46,339.61	254,330.00	207,990.39
Supplies	-				-	176,000.00	176,000.00
Maintenance	2,362.21				2,362.21	113,500.00	111,137.79
Sub-total Operating Expenditures	<u>292,203.68</u>				<u>292,203.68</u>	<u>1,385,572.00</u>	<u>1,093,368.32</u>
Capital Expenditures	39,384.12				39,384.12	182,600.00	143,215.88
Total Expenditures	<u>331,587.80</u>				<u>331,587.80</u>	<u>1,568,172.00</u>	<u>1,236,584.20</u>
Revenue Over/(Under) Expenditures	<u>\$ (196,275.82)</u>				<u>\$ (196,275.82)</u>	<u>\$ -</u>	<u>\$ 196,275.82</u>

	Fire Dept	EMS	Fire Marshal	Q1 Total	YTD Total
<u>Expenditures by Department:</u>					
Salaries & Benefits	\$ -	\$ 221,900.07	\$ 21,601.79	\$ 243,501.86	\$ 243,501.86
Services	16,206.81	29,836.80	296.00	46,339.61	46,339.61
Supplies	-	-	-	-	-
Maintenance	2,362.21	-	-	2,362.21	2,362.21
Other (Contingency)	-	-	-	-	-
Operating Expenditures	<u>18,569.02</u>	<u>251,736.87</u>	<u>21,897.79</u>	<u>292,203.68</u>	<u>292,203.68</u>
Capital Expenditures	39,384.12	-	-	39,384.12	39,384.12
Total Expenditures	<u>\$ 57,953.14</u>	<u>\$ 251,736.87</u>	<u>\$ 21,897.79</u>	<u>\$ 331,587.80</u>	<u>\$ 331,587.80</u>

FCPEMSD FY 2020-2021 Sales Tax Revenue Comparison

<u>G/L</u>	<u>Actual</u>		
Oct 2020	\$ -		
Nov 2020	-		
Dec 2020	135,192.40		
Jan 2021			
Feb 2021			
Mar 2021			
Apr 2021			
May 2021			
Jun 2021			
Jul 2021			
Aug 2021			
Sep 2021			
YTD Total	<u>\$ 135,192.40</u>	<u>Budget</u>	<u>% of Budget</u>
Annual	<u>\$ 135,192.40</u>	<u>\$ 1,350,000.00</u>	10.01%

FCPEMSD Sales Tax Revenue History

<u>Month</u>	<u>FY 2021</u>	<u>FY 2020</u>	<u>FY 2019</u>	<u>FY 2018</u>
Oct	\$ -	\$ -	\$ -	-
Nov	-	-	-	-
Dec	135,192.40	162,425.45	137,878.96	158,447.04
Jan	-	144,147.01	135,480.77	151,915.82
Feb	-	162,431.11	164,852.84	166,066.65
Mar	-	119,971.14	144,803.32	114,881.51
Apr	-	175,186.64	143,460.98	171,509.24
May	-	152,841.86	205,507.15	155,168.13
Jun	-	133,763.99	186,479.62	125,248.64
Jul	-	136,234.82	154,626.05	124,629.84
Aug	-	152,796.70	153,731.26	134,837.02
Sep *	-	407,442.67	467,239.81	388,734.25
Annual	<u>\$ 135,192.40</u>	<u>\$ 1,747,241.39</u>	<u>\$ 1,894,060.76</u>	<u>\$ 1,691,438.14</u>
YTD Total	\$ 135,192.40	\$ 162,425.45	\$ 137,878.96	\$ 158,447.04



Legislation Details (With Text)

File #: RPT 21-003 **Version:** 1 **Name:**
Type: Report **Status:** Agenda Ready
File created: 1/14/2021 **In control:** Fire Control District
On agenda: 1/18/2021 **Final action:**
Title: Quarterly Report regarding budgeted expenditures and projects for the current fiscal year.
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
1/18/2021	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.



Legislation Details (With Text)

File #: DIS 21-009 **Version:** 1 **Name:**
Type: Discussion **Status:** Agenda Ready
File created: 1/14/2021 **In control:** Fire Control District
On agenda: 1/18/2021 **Final action:**
Title: Discussion of FCPEMSD Board of Directors meeting dates for FY 2020-2021.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
1/18/2021	1	Fire Control District		

Discussion of FCPEMSD Board of Directors meeting dates for FY 2020-2021.

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 2020-2021 are expected to be as follows:

Monday, October 19, 2020 - Regular Meeting

Monday, January 18, 2021 - Regular Meeting

Monday - April 19, 2021 - Regular Meeting

Monday - May 17, 2021 - Special Meeting (FD submits proposed FY 2021-2022 Budget & Call Public Hearing on Budget)

Monday, June 11, 2021 - Public Hearing & Workshop on Budget

Monday, July 5, 2021 - Regular Meeting & Adopt Budget (date is tentative - depending on City budget calendar)

Fiscal/Budgetary Impact:

N/A

Discuss the Board of Directors meeting dates for FY 2020-2021.