

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