

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

FD 01-128

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 17, 2016 BEGINNING AT 5:45 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

SAM PIPKIN	PRESIDENT
ED BRASHIER	VICE-PRESIDENT
SHANNON BENNETT	ACTING BOARD SECRETARY
DONNA TODD	ACTING TREASURER
GREG BRIDGES	MEMBER
JOHN GREEN	MEMBER
MICHAEL RECORDS	MEMBER
JASON KARR	MEMBER

1. MEETING CALLED TO ORDER – President Pipkin called the meeting to order at 5:45 p.m.
2. ANNOUNCEMENT OF APPOINTMENTS TO THE BOARD OF DIRECTORS – President Sam Pipkin thanked newly elected Fire Chief Don Davis for serving on the Board. He has resigned from the Fire District Board of Directors and we welcomed Greg Bridges to the Board to serve.
3. CONSIDERATION OF AND ACTION ON ELECTION OF OFFICERS FOR 2016-2017 - 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 Jason Karr and seconded by Greg Bridges to elect Sam Pipkin as President. Motion carried unanimously.

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

Motion was made by Jason Karr and seconded by Michael Records to elect Sandra Watkins, City Secretary, as Secretary.

President Pipkin acknowledged Donna Todd, Finance Director, as Treasurer.

4. APPROVAL OF MINUTES - Motion was made by Greg Bridges and seconded by Jason Karr to approve the minutes of the special meeting on July 11, 2016. Motion carried unanimously.
5. PRESENTATION OF THE QUARTERLY FINANCIAL REPORT FOR FY 2015-2016 FOURTH QUARTER ENDED SEPTEMBER 30, 2016 – Acting Treasurer Donna Todd presented the Financial Report and highlighted preliminary numbers of revenue and expenditures. (Exhibit A)

Motion was made by Greg Bridges and seconded by Michael Green to accept the Financial Report as presented. Motion carried unanimously.

6. REPORT ON BUDGETED PROJECTS COMPLETED OR INITIATED DURING THE PERIOD OF JULY 1, 2016 THROUGH SEPTEMBER 30, 2016 – Chief Don Davis reported items finished in fourth quarter which includes: completed renovations of Station 1 training room, completed purchase of five hand held radios for duty vehicles, replaced one ambulance with Medic #4 and refurbished ambulance Medic #3, changed out and updated the computers in ambulances and duty vehicles, completed all testing on the self-contained breathing apparatus, and completed annual testing of all hydraulic tools, fire hoses.

President Pipkin asked Chief Davis to give the Board an update on Ladder 22. Chief Davis advised he will be proposing to Council that we request a new ladder truck. We have finalized the specifications and final price. We are going to keep the existing ladder as a spare reserved engine ladder. Currently, we don't have a spare engine in service. All the equipment will stay with that truck, so when we purchase the new truck, we will need to budget to purchase equipment to staff up the engine.

Mr. Bridges commented, "What we accomplished last year, the ISO rating was improved from a 4 to 2. A requirement for us to meet that rating of a 2 was to have spare equipment on hand. We have a MOU with Pasadena saying they will provide us one if one is available, that's not a guarantee. This will help us maintain."

Motion was made by Jason Karr and seconded by John Green to accept the report.
Motion carried unanimously.

7. CONSIDERATION OF AND ACTION ON A QUARTERLY PLAN FOR EXPENDITURES FOR THE PERIOD OF OCTOBER 1, 2016 THROUGH DECEMBER 31, 2016 – Chief Davis gave a summary of projects that are ongoing including Phase II of the station room remodeling (radio room, tv room and break room); purchasing and installation of slide out tray for the safety officers vehicles; trays for easy access to safety equipment that are kept in the vehicles; motor for inflatable rescue boat; replacing generator in station 2; replacing ladder truck 22; repair of burn

building; replacement of any damaged tiles in the building; replacing outdated and worn bunker gear; protective clothing for both fire and EMS and new recruits; annual inspection and maintenance for breathing apparatus, hydraulic tools and fire hoses and ladders based on NFPA requirements; expand concrete behind station 2; refurbish another ambulance; purchase of a duty vehicle for EMS volunteers; several upgrades to ambulance stretchers; XPS retro kits to be included in the upgrades of the ambulances. The Fire Marshal's office to purchase a remote control animated vehicle for Fire Prevention activities.

Motion was made by Greg Bridges and seconded by Jason Karr to accept the quarterly plan for expenditures for the period of October 1, 2016 through December 31, 2016. Motion carried unanimously.

8. CONSIDERATION OF AND ACTION ON AUTHORIZATION TO PURCHASE A LADDER TRUCK FUNDED BY THE FCPEMSD FROM THE SIDDONS-MARTIN EMERGENCY GROUP THROUGH THE HOUSTON-GALVESTON AREA COUNCIL COOPERATIVE PURCHASING PROGRAM - Greg Bridges asked Chief Davis to explain why Siddons-Martin Emergency Group was chosen. Chief Davis commented, "Siddons-Martin makes one of the best trucks on the market. In addition to that, this truck is a 107-foot ladder truck. Currently we have a 65-foot ladder truck. No one makes one close to this. This truck allows movement in tight locations. We use the current truck in those locations and will use this one as well. The wheel base is an inch shorter, essentially it's what we have now, with an extra 40 feet of ladder."

President Pipkin asked, "Is the turning radius the same?"

Chief Davis replied, "Yes, the turning radius on this vehicle is better than the old one because they change the chassis now to go with new suspension systems. It's changed since 1996 when we purchased the first vehicle."

Motion was made by Greg Bridges and seconded by John Green to purchase a ladder truck through the Houston-Galveston Area Council. Motion carried unanimously.

9. CONSIDERATION OF AND ACTION ON AN AMENDMENT TO THE AGREEMENT WITH THE CITY OF DEER PARK AND THE FCPEMSD FOR PERSONNEL, VEHICLES, FACILITIES EQUIPMENT, AND INVESTMENTS FOR FY 2016-2017 - Assistant City Manager Gary Jackson commented, "The first 5 years of the existence of the board, there was an original agreement that would last through the first year and has been amended four times. This is a new agreement that will start off the new ten-year period. The agreement is very similar to the original one. This new agreement is included in the FY approved budget and states the services and duties performed by the City on behalf of the District."

Motion by Greg Bridges and seconded by Ed Brashier to amend the agreement for personnel, vehicles, facilities equipment and investments for FY 2016-2017. Motion carried unanimously.

10. 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 commented, "In compliance with the Texas Public Funds Investment Act, Government Code Ch. 2256 as amended (the "Act"), the Board has established an Investment Policy. The Act also requires that the Board, not less than annually, adopt a written instrument stating that it has reviewed the Investment Policy and investment strategies. The written instrument must record any changes made to the policy or strategies. The District's Investment Policy was last reviewed in October 2015. The District entered into an agreement with the City of Deer Park whereby the City shall perform administrative services for the District, has elected to comply with the Act and has established a policy comparable to the investment policy of the City. The City has recently updated and adopted its investment policy in accordance with the Act making several changes to consolidate or improve policy language and remove duplicate references. These changes have been incorporated in the District's investment policy. The primary change is the addition of the City Manager and Assistant City Manager as Investment Officers.

Motion was made by Jason Karr and seconded by Michael Records to adopt the Investment Policy.

11. ADJOURN - President Pipkin adjourned the meeting at 6:12 p.m.

ATTEST:

APPROVED:

Shannon Bennett, TRMC
Acting Board Secretary

Sam Pipkin
President

