

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

FD 01-144

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 16, 2017 BEGINNING AT 5:45 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

SAM PIPKIN	PRESIDENT
SHANNON BENNETT	ACTING BOARD SECRETARY
DONNA TODD	TREASURER
GREG BRIDGES	MEMBER
JOHN GREEN	MEMBER
CHARLIE JOHNSON	MEMBER
JASON KARR	MEMBER

1. MEETING CALLED TO ORDER – President Pipkin called the meeting to order at 5:45 p.m.
2. ANNOUNCEMENT OF NEXT REGULAR FCPEMSD BOARD MEETING ON JANUARY 15, 2018 –President Sam Pipkin advised members of the date for the next scheduled regular meeting.
3. CONSIDERATION OF AND ACTION ON ELECTION OF OFFICERS FOR 2017-2018  
- 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 Greg Bridges and seconded by Charlie Johnson to elect Sam Pipkin as President. Motion carried unanimously.

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

Motion was made by Charlie Johnson and seconded by John Green to elect Shannon Bennett, City Secretary, as Secretary.

Motion was made by Charlie Johnson and seconded by Jason Karr to elect Donna Todd, Finance Director, as Treasurer.

4. APPROVAL OF MINUTES - Motion was made by Jason Karr and seconded by John Green to approve the minutes of the special meeting on September 18, 2017. Motion carried unanimously.
5. PRESENTATION OF THE QUARTERLY FINANCIAL REPORT FOR FY 2016-2017 FOURTH QUARTER ENDED SEPTEMBER 30, 2017 – Treasurer Donna Todd presented the Financial Report and highlighted preliminary numbers of revenue and sales tax information. (Exhibit A)

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

6. QUARTERLY REPORT FROM THE FIRE CHIEF REGARDING BUDGETED EXPENDITURES, PROJECTS, AND PLANS FOR THE CURRENT FISCAL YEAR – Chief Don Davis reported items in fourth quarter which includes: completed projects with an exception of Ladder #22 which will not be delivered until the following month. Also, it was decided to not move forward with the expansion of the concrete pad behind the new bay. In 2017-18, the expenditures include the purchase of tools, air packs, hoses and miscellaneous items for Ladder #22, the replacement of a breathing air compressor for Station 1 and replacing three thermal imaging cameras, and continuing work on the EMS Annex design. Currently, interviews are being conducted to hire two paramedics.

Mr. Johnson asked, “Have we worked through the long term financing for Ladder #22?”

Mr. Bridges commented, “Yes. We have worked through that. We are out for bid for financing at this time. I think those bids are due by the end of this month. We have budgeted the amount to go out monthly for that.”

President Pipkin asked, “Who did you get from the City to help with the EMS Annex Design?”

Mr. Davis responded, “Andrew Smith, Jay Cloud and Sherry Purchase.”

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

7. 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 2017-2018 - Assistant City Manager Gary Jackson advised the Board on the process of amending the annual agreement which is included in the FY 2017-18 approved budget and states the services and duties performed by the City on behalf of the District.

Motion by Greg Bridges and seconded by Jason Karr to amend the agreement for personnel, vehicles, facilities equipment and investments for FY 2017-2018. Motion carried unanimously.

8. CONSIDERATION OF AND ACTION ON AUTHORIZATION TO PURCHASE EQUIPMENT FOR THE NEW LADDER TRUCK FROM METRO FIRE APPARATUS SPECIALISTS THROUGH THE BUY BOARD - Chief Don Davis advised the members that not all items are through the Buy Board. Mr. Davis spoke of the reason why the Board will have to give the approval again for these expenditures and also advised the Board of the process to have these expenditures approved also through City Council due to the amount.

Mr. Bridges commented, "My concern is, this motion states that we are purchasing this equipment for the new ladder truck through the Buy Board, and that indicates to me that this is the only way we can purchase the equipment. If there is equipment that needs to be purchased outside of the Buy Board, then, we do not have authorization to do that."

Mr. Davis commented, "I understand that all the items on this list are either Buy Board or single service vendor."

Treasurer Donna Todd commented, "It is my understanding that the \$75,000 is all being purchased through Metro Fire Apparatus who is on the Buy Board. Even though there were two requisitions and single source letter, but to me it is the same company. This represents a little over \$75,000 of your items for the ambulance, so if you have \$95,000 budgeted potentially, you will be buying some additional items that are not on this list."

Mr. Pipkin commented, "This is strictly the Buy Board material that Chief Davis has presented. He will still have the opportunity to purchase other equipment for the truck in a normal process."

Ms. Todd commented, "This is basically authorizing what is listed in your packet."

Mr. Bridges commented, "I just want to make sure we are not tying any hands."

Assistant City Manager, Gary Jackson commented, "Maybe what the Board Member's question is, even though it is through the same vendor, there is a portion of it that is Buy Board and a portion that is sole source. It is still the same vendor, but it is not all through Buy Board."

Mr. Davis commented, "The hose is from a single source vendor, from Metro, but the same supplier."

Mr. Pipkin commented, "We are not limiting Chief Davis on where he is buying any equipment not listed on here. He will still be able to purchase equipment for the truck."

Mr. Jackson commented, "Up to the budgeted amount."

Ms. Todd commented, "This is only authorizing the \$75,000, what is listed."

Mr. Johnson, commented, "The authorization is for only these items, but there may be additional items that are not on this list and you would still have authorization to buy those items."

Mr. Davis commented, "Yes. There will be other items that we may purchase, approximately, \$20,000, but because of the dollar amounts, they will not need approval. They have been approved in the budget, but will not need to come to the Board for approval of purchase."

Motion was made by Charlie Johnson and seconded by Greg Bridges to authorize the purchase of equipment for the new ladder truck from Metro Fire Apparatus Specialists through the Buy Board. Motion carried with Jason Karr abstaining from voting due to conflict of interest.

9. ADJOURN - President Pipkin adjourned the meeting at 6:04 p.m.

ATTEST:

APPROVED:

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Shannon Bennett, TRMC  
Acting Board Secretary

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Sam Pipkin  
President

