

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

FD 01- 153

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 APRIL 16, 2018 BEGINNING AT 5:45 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

SAM PIPKIN	PRESIDENT
ED BRASHIER	VICE-PRESIDENT
SHANNON BENNETT	SECRETARY
DONNA TODD	TREASURER
GREG BRIDGES	MEMBER
JOHN GREEN	MEMBER
CHARLIE JOHNSON	MEMBER
MICHAEL RECORDS	MEMBER

1. MEETING CALLED TO ORDER – President Pipkin called the meeting to order at 5:45 p.m.
2. APPROVAL OF MINUTES - Motion was made by Charlie Johnson and seconded by Michael Records to approve the minutes of the regular meeting on January 15, 2018. Motion carried unanimously.
3. APPROVAL OF MINUTES – Motion was made by John Green and seconded by Charlie Johnson to approve the minutes of the special meeting on March 5, 2018. Motion carried unanimously.
4. PRESENTATION OF THE QUARTERLY FINANCIAL REPORT FOR FY 2017-2018 SECOND QUARTER ENDED MARCH 31, 2017 – Treasurer Donna Todd presented the Financial Report and highlighted the statement of revenues and expenditures. (Exhibit A)

Greg Bridges asked, “Is it possible to get the monthly revenues emailed to us? I know when I was in the Chief position, we received those emails on a monthly basis.”

Ms. Todd responded, “Yes, no problem.”

Motion was made by John Green and seconded by Charlie Johnson to accept the Financial Report as presented. Motion carried unanimously.

5. THE QUARTERLY REPORT FROM THE FIRE CHIEF REGARDING BUDGETED EXPENDITURES, PROJECTS AND PLANS FOR THE CURRENT FISCAL YEAR – Fire Chief Don Davis gave an update to the Board regarding budgeted projects and their progress. All projects and capital items that were planned for the year have been completed. Chief Davis advised the Board of the work being done for the upcoming 2018-19 Budget that will be presented in a future meeting. (Exhibit B)

Motion was made by Charlie Johnson and seconded by John Green to accept the report.  
Motion carried unanimously.

6. DISCUSSION OF ISSUES RELATING TO THE SCHEDULE OF EVENTS FOR THE DESIGN AND CONSTRUCTION OF THE EMS STATION – Emergency Services Director, Robert Hemminger, presented a timeline of events for the Deer Park EMS Station design and construction. The architect has estimated a date of August 24, 2018 to have the bid specifications ready. Mr. Hemminger advised the Board of a possible special meeting on August 27, 2018, to approve the bid specifications. (Exhibit C)

President Pipkin, asked, “Who will be reviewing the bids and negotiating contracts?”

Mr. Hemminger responded, “Primarily, the Staff from the Public Works Department and City Manager’s Office.”

7. REMINDER: FY 2018 FCPEMSD BUDGET HEARINGS/MEETING SCHEDULE – Assistant City Manager, Gary Jackson, gave a reminder of the May 14, 2018 meeting which will be for the department to turn in the proposed budget. Mr. Jackson also reminded the Board of the June 11, 2018 Public Hearing and Workshop. A scheduled meeting date of July 9, 2018 will be held to adopt the budget.
8. ADJOURN - President Pipkin adjourned the meeting at 5:58 p.m.

ATTEST:

APPROVED:

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Shannon Bennett, TRMC  
Secretary

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Sam Pipkin  
President

