

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

FD 01-40

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 SEPTEMBER 18, 2017 BEGINNING AT 5:45 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

SAM PIPKIN	PRESIDENT
SHANNON BENNETT	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. CONSIDERATION OF AND ACTION ON THE AUTHORIZATION OF A CONTRACT BETWEEN THE CITY OF DEER PARK AND PGAL FOR ARCHITECTURAL SERVICES FOR THE PRE-DESIGN, PROGRAMMING AND PLANNING PHASES OF THE DEER PARK EMS ANNEX – Fire Chief Don Davis advised the Board that there were 16 total applicants that applied for this architectural job. “We narrowed it down, through a process, to six that were interviewed. A couple of your members, John Green and Jason Karr, were on the interview committee. PGAL was the one we recommended.”

President Pipkin asked, “What is the price?”

Assistant City Manager Gary Jackson answered, “In section 2.1, the basic fees will not exceed \$26,810 and reimbursables are up to \$3000. This phase is only the predesign, programming and planning phase, not the actual construction design. Once you get through this phase, there will be a fully documented budget where the Board and the Council can agree to proceed with the construction design.”

Mr. Johnson asked, “What is the duration?”

Mr. Jackson answered, “Not to exceed 90 days.”

President Pipkin asked, "Is that for the architectural work?"

Mr. Jackson answered, "Correct."

Mr. Pipkin asked, "In an email, there was talk about the City doing the civil work. What would that involve?"

Mr. Jackson responded, "That would be for water lines."

Mr. Davis commented, "They will provide surveying as well."

Mr. Pipkin asked, "Once it goes to Council, what is the next step?"

Mr. Davis responded, "We form a committee and start designing the building."

Mr. Pipkin asked, "In a meeting with their personnel?"

Mr. Davis responded, "Yes."

Mr. Pipkin asked, "Basically, does the committee tell them what is wanted and would they come in with some rough drawings?"

Mr. Davis answered, "Yes. We would sit down as a group and brain storm on what we have and what we think we need. We would rely on them to tell us how to get to where we are wanting to go. This committee will be made up of members chosen to participate and some paid Staff, as well as myself. Also, other people that know what services to provide and how to comingle the Staff that we have now into a building that is functional."

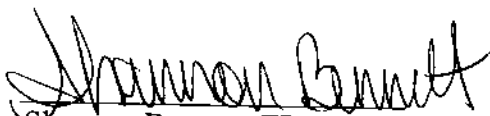
Mr. Pipkin commented, "For explanation purposes, the contract is actually being issued by the City and the City will do the purchasing and contract work."

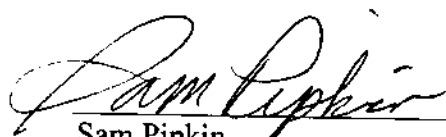
Motion was made by Greg Bridges and seconded by Charlie Johnson to recommend authorization of the contract by the FCPEMSD Board to the City Council for approval. Motion carried unanimously.

3. ADJOURN - President Pipkin adjourned the meeting at 5:50 p.m.

ATTEST:

APPROVED:


Shannon Bennett, TRMC
City Secretary


Sam Pipkin
President