

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

FD 01-163

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 29, 2018 BEGINNING AT 5:45 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

SAM PIPKIN	PRESIDENT
CHARLIE JOHNSON	VICE PRESIDENT
ED BRASHIER	MEMBER
SCOTT COMBS	MEMBER
BRENT HAHN	MEMBER
DONNA TODD	TREASURER
SHANNON BENNETT	CITY SECRETARY

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 Ed Brashier to approve the minutes of the regular meeting on July 11, 2018. Motion carried unanimously.
3. INTRODUCTION OF NEW MEMBERS OF THE FCPMSD BOARD OF DIRECTORS – President Sam Pipkin welcomed the new members Scott Combs and Brent Hahn to the Board of Directors. Mr. Pipkin also expressed the Board's thanks to Jason Karr and Michael Records for their service on the Board.

Mr. Pipkin commented, "I understand Mr. Records moved out of the City. I emailed Mr. Karr and he expressed his appreciation of someone taking over his position and that he enjoyed the time of the Board. It was just better for him to back out because of his work schedule."

4. CONSIDERATION OF AND ACTION ON ELECTION OF OFFICERS FOR 2018-2019 - 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 Ed Brashier by to elect Sam Pipkin as President. Motion carried unanimously.

Motion was made by Brent Hahn and seconded by Ed Brashier to elect Charlie Johnson as Vice-President. Motion carried unanimously.

President Sam Pipkin acknowledged Shannon Bennett, City Secretary, as Secretary and Donna Todd, Finance Director, as Treasurer.

5. 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, making several minor changes, including further clarification of the 2017 legislative changes incorporated in the last update. These changes have been incorporated in the District's Investment Policy and are summarized on the attached Fire Control Prevention Emergency Medical Services District Investment Policy Review. (Exhibit A1)

President Sam Pipkin asked, “Was it a legal reason to change the letters “C, H”?”

Ms. Todd responded, “We go over this with our Investment Advisor and it was suggested to change it. Since we are obligated to document every change, I documented it just in case it ever came up. It was really a housekeeping issue.”

Vice President Charlie Johnson asked, “Did Coastal become FTN Financial?”

Ms. Todd responded, “Yes. They merged and the firm stayed FTN Financial.”

Motion was made by Charlie Johnson and seconded by Ed Brashier to adopt the Investment Policy for the Deer Park Fire Control, Prevention and Emergency Medical Services District. Motion carried unanimously.

6. PRESENTATION OF THE QUARTERLY FINANCIAL REPORT FOR THE FY 2017-2018 FOURTH QUARTER ENDING SEPTEMBER 30, 2018 – Treasurer, Donna Todd presented the Financial Report and gave an overview of the statement of revenues and expenditures. (Exhibit B1-B2) Motion carried unanimously.
7. QUARTERLY REPORT FROM THE FIRE CHIEF REGARDING BUDGETED EXPENDITURES, PROJECTS, AND PLANS FOR THE CURRENT FISCAL YEAR – Fire Chief, Don Davis, provided a report to the Board regarding budgeted projects and their progress. This included an update on projects completed or initiated this fiscal year, as well as planned activities and expenditures for the upcoming quarter. (Exhibit C1-C2)

President, Sam Pipkin asked, "Was a part time Fire Inspector hired?"

Chief Davis responded, "They have not hired anyone yet. I do not believe they have started the interviewing process yet."

Emergency Services Director, Robert Hemminger commented, "It is posted and we have received a few applications. We are in the process of getting ready to schedule some interviews."

Charlie Johnson asked, "Is the ground breaking date in the fourth quarter still on track?"

Chief Davis responded, "I do think there is a tentative date of November 13, 2019."

Motion was made by Brent Hahn and seconded by Charlie Johnson to accept the quarterly report from the Fire Chief regarding budgeted expenditures, projects, and plans for the current fiscal year. Motion carried unanimously.

8. AUTHORIZATION FOR STAFF TO PROCEED WITH NEGOTIATING CONTRACT WITH LOWEST QUALIFIED BIDDER ON EMS STATION CONSTRUCTION AND TO PRESENT SUCH AS A RECOMMENDATION TO CITY COUNCIL – Emergency Management Director, Robert Hemminger gave an update on the progress of the design for the new EMS Station. Mr. Hemminger highlighted the site plans and layout for the exterior and interior of the building and gave reference to the company recommended to be awarded the bid for the new EMS Station. (Exhibits 1A-1D4)

Chairman Pipkin asked, "Are there plans to bring all the equipment from Fire Station #1, #2 and #3?"

Mr. Hemminger responded, "Yes. All the EMS operations will be taken out of these buildings."

Mr. Pipkin asked, "What are the windows rated as?"

Mr. Hemminger responded, "The entire building should be rated at 150 mph winds, which is considered the standard."

Brent Hahn asked, "Is this the building that is needed? It bothers me to hear that we had to consider cutting back on furniture and expenditures. I think for a project of this importance, I would just like to make sure this is what is needed?"

Mr. Hemminger responded, "This was a really good team effort by a lot of people to identify the needs and wants for the building."

Fire Chief Don Davis commented, "I would certainly agree with that. We went through a long complex process to get to where we wanted to get with the building. We started out wishing we had a training room for 40-50 people. We decided later that was not all that important for this particular building. It may be something we pursue in the future. We think for the EMS Station, this is exactly what we need."

Charlie Johnson asked, "Is the \$2.8 million the Fire Control District is funding spread across 10 years?"

Mr. Hemminger responded, "It is in the bank today. It is essentially, all of the savings of the "fund balance" from all the previous years since the Fire Control District was started, which was about 7 years ago, that represents the money we have put in the bank and did not spend out of each annual budget. We do not want the "fund balance" to go below the 25% threshold. We wanted 25% of our annual operating budget in reserves and did not touch it."

Treasurer, Donna Todd commented, "Correct. There is a "fund balance" showing fund equity right now at 3 million dollars. That is what has been accumulated over time, typically we budget revenues very conservatively for the City and the Districts and expenditures. You may have a little more fund balance in the upcoming year. For this particular project, to let the contract spend almost 4 million dollars, the City will have to offset some of that money following a budget amendment to the City's budget to provide the difference to complete the project."

Mr. Johnson asked, "Does this create any problem in terms of insurance or maintenance by the funding being mixed?"

Mr. Hemminger responded, "No. As I understand it, you all have a contract with the City to administer the assets or funds to do this kind of contract. The contract will be with the City and you are simply helping to fund a City facility."

Assistant City Manager, Gary Jackson commented, "It will be built on City land, with two thirds funded by Fire District money and the remainder funded by the City. If there are maintenance calls that are budgeted out of the Fire District in the future, then that would be considered annually as we move forward."

Mr. Pipkin commented, "As a Board, we appreciate everyone's work on this, both Staff and the Volunteers. I know there were a lot of meetings, a lot of input and did a lot of work and we really appreciate that."

Motion was made by Brent Hahn and seconded by Charlie Johnson to proceed with negotiating a contract with the lowest qualified bidder on the EMS Station construction

and to present such as a recommendation to City Council. Motion carried unanimously.

9. CONSIDERATION OF AND ACTION ON AN AMENDMENT TO THE AGREEMENT WITH THE CITY OF DEER PARK FOR FCPEMSD PERSONNEL, VEHICLES, FACILITIES, EQUIPMENT, AND INVESTMENTS – Assistant City Manager Gary Jackson advised the Board on the process of amending the annual agreement which is included in the FY 2018-19 approved budget and states the services and duties performed by the City on behalf of the District.

Motion was made by Charlie Johnson and seconded by Brent Hahn to approve the amendment to the agreement with the City of Deer Park for FCPEMSD, personnel, vehicles, facilities, equipment, and investments. Motion carried unanimously.

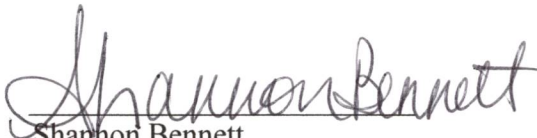
10. DISCUSSION OF FCPEMSD BOARD OF DIRECTORS MEETING DATES FOR FY 2018-2019 – Assistant City Manager, Gary Jackson discussed, based on best practices, the regular quarterly meetings dates proposed for FY 2018-2019 are as follows; Monday, October 29, 2018 – Regular Meeting (rescheduled from Oct. 15 due to lack of quorum) Monday, January 15, 2019 Regular Meeting, Monday April 15, 2019 Regular Meeting, Monday May 13, 2019 – Special Meeting (FD submits proposed FY 2019-2020 Budget & Call Public Hearing on Budget) *Monday, June 10, 2019 Public Hearing & Workshop on Budget *Monday, July 8, 2019 Regular Meeting & adopt Budget.

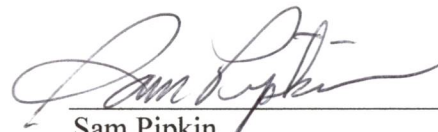
Chairman Pipkin commented, “I think it is important to understand that the last meeting is the one we are caught on a time line with. We have to have it done by the budget timeline. I would like to also thank the new members that are serving on the Board with us.”

11. ADJOURN - President Pipkin adjourned the meeting at 6:29 p.m.

ATTEST:

APPROVED:


Shannon Bennett
City Secretary, TMRC


Sam Pipkin
President

**Deer Park Fire Control, Prevention and EMS District
Annual Investment Policy Review – 2018
Record of Changes**

To comply with the Texas Public Funds Investment Act, Government Code Ch. 2256 as amended (the "Act"), the governing body of an investing entity shall (1) review its investment policy and investment strategies not less than annually, and (2) adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies. The written instrument so adopted shall record any changes made to either the investment policy or investment strategies.

The investment policy for the Deer Park Fire Control, Prevention and EMS District (the "District") was last reviewed and updated in January 2018.

The District, having entered into an agreement with the City of Deer Park (the "City") 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 minor changes, including further clarification of the 2017 legislative changes incorporated in the last update. These changes have been incorporated in the District's investment policy and are summarized below:

VIII. Authorized Investments – In subsection (E) the security for a certificate of deposit or any other deposit is "in accordance with Section 2256.010 of the Act." The specific reference to Section 2256.010 has been deleted to convey the broader perspective of the Act as a whole.

XIV. Qualified Financial Institutions and Broker/Dealers – Last year, one of the authorized broker/dealers was part of a merger and had a name change, which was reflected in the list of broker/dealers authorized to engage in investment transactions with the City as "FTN Financial (formerly Coastal Securities, Inc.)." Since the former name of the firm is no longer germane, it has been deleted. The current list of authorized broker/dealers is as follows:

Duncan-Williams, Inc.
FTN Financial
Hilltop Securities
Wells Fargo Securities, LLC

XVII. Depositories – The abbreviated "Ch." was spelled out as "Chapter" in reference to Chapter 2257, which is the Public Funds Collateral Act.

XXI. Certification Form – With the 2017 changes to the Act, a certification form is only required from business organizations. This section still had a reference to any "person or business organization" but should only reference "business organization" so the phrase "person or" has been deleted.

CITY OF DEER PARK
FIRE CONTROL, PREVENTION, AND EMERGENCY MEDICAL SERVICES DISTRICT (FCPEMSD)
FISCAL YEAR 2018

September 30, 2018 PRELIMINARY

Authority for the Deer Park Fire Control, Prevention, and Emergency Medical Services District is provided by Texas Local Government Code, Chapter 344. The purpose of the District is to enhance fire control and prevention and emergency medical services programs in the City of Deer Park. The fund was established by a dedicated one-fourth of one percent (0.25%) sales and use tax approved by the voters in May 2011 and effective on October 1, 2011 for a period of five years. In May 2016, voters authorized continuation of the District, including the 0.25% sales and use tax, for an additional 10 years.

BALANCE SHEET (UNAUDITED)

<u>Assets</u>	
Cash	\$ 1,869,446.45
Due To/Due From	-
Capital Assets	2,007,052.11
Depreciation	(798,887.18)
Construction In Progress	5,190.00
Deferred Outflows (Pension - GASB 68)	94,354.79
Total Assets	<u>\$ 3,177,156.17</u>
<u>Liabilities & Equity</u>	
Payables	\$ 9,311.64
Net Pension Obligation (GASB 68)	164,374.36
Due To/Due From	-
Total Liabilities	<u>173,686.00</u>
<u>Fund Equity</u>	
Fund Balance	3,108,647.29
Deferred Inflows (Pension - GASB 68)	1,636.68
Revenues Over/(Under) Expenditures	(106,813.80)
Total Fund Equity	<u>3,003,470.17</u>
Total Liabilities & Equity	<u>\$ 3,177,156.17</u>

STATEMENT OF REVENUES AND EXPENDITURES (UNAUDITED)

	Q1 <u>12/31/17</u>	Q2 <u>03/31/18</u>	Q3 <u>06/30/18</u>	Q4 <u>09/30/18</u>	YTD <u>Total</u>	Adopted <u>Budget</u>	Remaining <u>Budget</u>
<u>Revenues</u>							
Sales Tax Revenue	\$ 158,447.04	\$ 432,863.98	\$ 451,926.01	\$ 375,171.85	\$ 1,418,408.88	\$ 1,366,800.00	\$ (51,608.88)
Investment Revenue	421.92	197.90	328.35	170.32	1,118.49	-	(1,118.49)
Prior Year Revenue (Reserves)	-	-	-	-	-	2,443,543.00	2,443,543.00
Total Revenue	<u>158,868.96</u>	<u>433,061.88</u>	<u>452,254.36</u>	<u>375,342.17</u>	<u>1,419,527.37</u>	<u>3,810,343.00</u>	<u>2,390,815.63</u>
<u>Expenditures</u>							
Salaries & Benefits	162,557.73	198,747.12	176,110.17	199,827.78	737,242.80	756,813.00	19,570.20
Services	47,934.06	44,343.54	46,465.29	45,480.27	184,223.16	225,500.00	41,276.84
Supplies	4,833.47	88,199.97	14,733.70	48,596.23	156,363.37	257,030.00	100,666.63
Maintenance	15,633.41	9,849.38	56,339.44	36,873.18	118,695.41	134,000.00	15,304.59
Other (Contingency)	-	-	-	-	-	-	-
Sub-total Operating Expenditures	<u>230,958.67</u>	<u>341,140.01</u>	<u>293,648.60</u>	<u>330,777.46</u>	<u>1,196,524.74</u>	<u>1,373,343.00</u>	<u>176,818.26</u>
Capital Expenditures	<u>80,164.32</u>	<u>45,459.50</u>	<u>39,542.12</u>	<u>164,650.49</u>	<u>329,816.43</u>	<u>2,437,000.00</u>	<u>2,107,183.57</u>
Total Expenditures	<u>311,122.99</u>	<u>386,599.51</u>	<u>333,190.72</u>	<u>495,427.95</u>	<u>1,526,341.17</u>	<u>3,810,343.00</u>	<u>2,284,001.83</u>
Revenue Over/(Under) Expenditures	<u>\$ (152,254.03)</u>	<u>\$ 46,462.37</u>	<u>\$ 119,063.64</u>	<u>\$ (120,085.78)</u>	<u>\$ (106,813.80)</u>	<u>\$ -</u>	<u>\$ 106,813.80</u>

	Fire Dept	EMS	Fire Marshal	Q4 Total	YTD Total
<u>Expenditures by Department:</u>					
Salaries & Benefits	\$ -	\$ 177,709.17	\$ 22,118.61	\$ 199,827.78	\$ 737,242.80
Services	23,958.13	15,038.12	6,484.02	45,480.27	184,223.16
Supplies	37,817.03	10,779.20	-	48,596.23	156,363.37
Maintenance	29,612.23	7,260.95	-	36,873.18	118,695.41
Other (Contingency)	-	-	-	-	-
Operating Expenditures	<u>91,387.39</u>	<u>210,787.44</u>	<u>28,602.63</u>	<u>330,777.46</u>	<u>1,196,524.74</u>
Capital Expenditures	<u>39,384.12</u>	<u>125,266.37</u>	<u>-</u>	<u>164,650.49</u>	<u>329,816.43</u>
Total Expenditures	<u>\$ 130,771.51</u>	<u>\$ 336,053.81</u>	<u>\$ 28,602.63</u>	<u>\$ 495,427.95</u>	<u>\$ 1,526,341.17</u>

FCPEMSD FY 2017-2018 Sales Tax Revenue Comparison

<u>G/L</u>	<u>Actual</u>		
Oct 2017	\$ -		
Nov 2017	-		
Dec 2017	158,447.04		
Jan 2018	151,915.82		
Feb 2018	166,066.65		
Mar 2018	114,881.51		
Apr 2018	171,509.24		
May 2018	155,168.13		
Jun 2018	125,248.64		
Jul 2018	124,629.84		
Aug 2018	134,837.02		
Sep 2018 *	115,704.99		
YTD Total	<u>\$ 1,418,408.88</u>	<u>Budget</u>	<u>% of Budget</u>
Annual	<u>\$ 1,418,408.88</u>	<u>\$ 1,366,800.00</u>	103.78%

FCPEMSD Sales Tax Revenue History

<u>Month</u>	<u>FY 2018</u>	<u>FY 2017</u>	<u>FY 2016</u>	<u>FY 2015</u>
Oct	\$ -	\$ -	\$ -	-
Nov	-	-	-	-
Dec	158,447.04	143,494.98	129,316.90	116,558.57
Jan	151,915.82	129,091.19	130,051.43	111,018.35
Feb	166,066.65	164,825.60	140,670.26	139,145.13
Mar	114,881.51	104,229.29	120,327.03	105,565.13
Apr	171,509.24	121,076.75	127,669.06	104,318.45
May	155,168.13	171,752.37	141,787.59	124,369.47
Jun	125,248.64	125,816.05	137,731.52	118,970.27
Jul	124,629.84	138,851.40	145,729.24	131,180.22
Aug	134,837.02	139,741.26	191,470.69	136,314.88
Sep *	115,704.99	400,240.30	409,516.03	440,783.43
Annual	<u>\$ 1,418,408.88</u>	<u>\$ 1,639,119.19</u>	<u>\$ 1,674,269.75</u>	<u>\$ 1,528,223.90</u>
YTD Total	\$ 1,302,703.89	\$ 1,238,878.89	\$ 1,264,753.72	\$ 1,087,440.47

* Sales taxes are deposited to the FCPEMSD two months after collection. Collections in October, for example, are deposited in December. Because of this timing difference, the amount recorded in September will include the deposit for the month of July collections and an accrual at fiscal year end for the months of August and September that will be deposited in October and November, respectively.

This preliminary report does not reflect the current year's accrued sales tax revenue for the months of August and September.



City of Deer Park

Fire Control, Prevention and Emergency Medical Services District

2018-19

Expenditure Summary

Fire, EMS and Fire Marshal

- o One (1) Assistant Chief of EMS, one (1) EMS Captain, five (5) paramedics, two (2) part time paramedics, one (1) Deputy Fire Marshal and one (1) part time Fire Inspector
- o PM, inspection, repair and maintenance of: breathing air systems, hydraulic rescue tools, standby generators pump and ladder testing, Lifepaks and AED's, Styrker stretchers,
- o Quarterly stipends for volunteer firefighters and EMS
- o Day to day operationing supplies, small tools and minor equipment
- o Protective clothing for firefighters and EMS - paid and volunteer
- o Lease purchase of 2018 Ladder 22
- o Monthly and annual software renewal, i.e., drug ordering and tracking, staff scheduling, ambulance billing tracking and on-line continue education
- o Ambulance license operating permit renewal
- o EMS Building Construction



City of Deer Park
Fire Control, Prevention and Emergency Medical Services District

2017-18 Approved Projects

- 1 Ladder 22 replacement
- 2 Purchase equipment, tools, hose and air packs for new Ladder 22
- 3 Breathing air compressor at Fire Station #1
- 4 Three (3) thermal imaging cameras
- 5 Hire two (2) paramedics
- 6 EMS Annex design

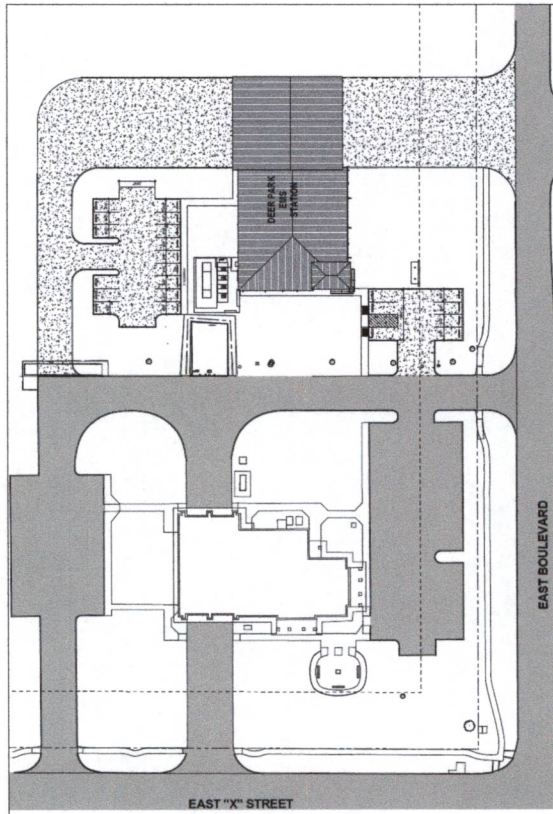
Timeline			
1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
√	Complete		
√	Complete		
√	Complete		
√	Complete		
√	Complete		
√	Complete		

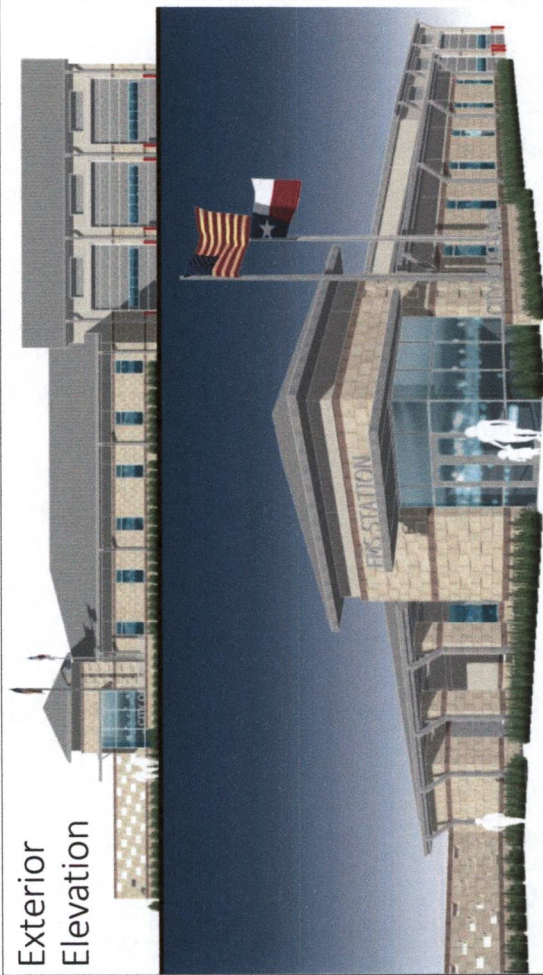
2018 - 19 Approved Projects

- 1 Reclassification to the Assistant Chief of EMS
- 2 EMS Building Construction

Timeline			
1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
√	Complete		
Awaiting approval			

Site Plan





Exterior
Elevation

Design Process

Date	Building Square Footage	Construction Estimate	Estimated Total Budget
Oct-17 (Program)	15,678	\$ 3,516,953.93	\$ 4,770,110.44
Jan-18 (30% Design)	10,266	\$ 2,972,219.85	\$ 4,102,429.87
Aug-18 (100% Design)	9,800	\$ 3,244,655.14	\$ 3,970,554.06

- Collaboration
 - Staff (paid and volunteer), architect, management
- Evaluation
 - Present and future needs of the department/community
 - Reviewed technology and features
 - Visited five facilities
- Fiscal Responsibility

Bid Tabulation

CONTRACTOR	BID BOND PRESENT	ADDENDA ACKNOWLEDGED	BASE BID	ALTERNATE #1
Comex Corp.	✓	✓	\$ 4,095,000.00	\$ (215,000.00)
Nash Industries Const.	✓	✓	\$ 4,024,000.00	\$ (120,000.00)
Construction LTD	✓	✓	\$ 3,925,000.00	\$ (138,000.00)
Cox Commercial	✓	✓	\$ 3,473,300.00	\$ (136,700.00)

PROJECT BUDGET	Current Cost	Architect's Estimate	
Low bid: Cox Commercial	\$ 3,473,300.00	\$ 3,244,655.14	
Owner-held contingency	\$ 150,000.00	\$ 162,232.76	
Security System Allowance	\$ 60,000.00	\$ -	
Soft Costs	\$ 150,000.00	\$ 292,018.96	Portions paid in previous year
Furniture, Fixtures & Equip	\$ 165,000.00	\$ 156,000.00	Possibly push to future budget
	\$ 3,998,300.00	\$ 3,854,906.86	
	\$ 0	\$ 115,647.21	3% escalation for 2019 completion
TOTAL PROJECT	\$ 3,998,300.00	\$ 3,970,554.07	0.7% over budget (\$27,745.93)
FCPEMSD Budget	\$ 2,650,000.00		
Funding Delta	\$ (1,348,300.00)	Funding Delta (without FF&E)	\$ (1,183,300.00)

FCPEMSD Funded or Partially-funded Items

Capital Investment	Approximate Cost	On-going Expenses	Annual	%
Fire Engine	\$672,000	EMS Paid Staff (7 of 18 FT and 2 of 6 PT)	\$700,000	38%
Ladder Truck	\$1,200,000	FMO Staff (1 FT and 1 PT)	\$110,000	47%
Ambulances (2 Full/2 Re-mounts)	\$595,000	Contract Labor (Stipends/EMS Billing/MD)	\$134,000	61%
Radio System Upgrade	\$607,000	Maintenance Costs	\$155,000	50%
PPE & Rescue Equipment	\$414,000	Operational Supplies	\$154,000	33%
EMS Station	\$2,800,000	TOTAL EXPENSES	\$1,253,000	
		REVENUE FORECAST	\$1,435,200	

