

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

FD 01-176

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 JULY 8, 2019 BEGINNING AT 5:45 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

SAM PIPKIN	PRESIDENT
CHARLIE JOHNSON	VICE PRESIDENT
GREG BRIDGES	MEMBER
JOHN GREEN	MEMBER
ED BRASHIER	MEMBER
SCOTT COMBS	MEMBER
DONNA TODD	TREASURER
SONIA ACOSTA	DEPUTY 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 John Green to approve the minutes of the regular meeting on April 15, 2019. Motion carried unanimously.
3. APPROVAL OF MINUTES - Motion was made by Greg Bridges and seconded by John Green to approve the minutes of the regular meeting on May 13, 2019. Motion carried unanimously.
4. APPROVAL OF MINUTES - Motion was made by Greg Bridges and seconded by John Green to approve the minutes of the public hearing on June 10, 2019. Motion carried unanimously.
5. APPROVAL OF MINUTES - Motion was made by Scott Combs and seconded by Greg Bridges to approve the minutes of the workshop meeting on June 10, 2019. Motion carried unanimously.
6. CONSIDERATION OF AND ACTION ON APPROVING THE FY 2019-2020 DEER PARK FIRE CONTROL, PREVENTION AND EMERGENCY MEDICAL SERVICES DISTRICT BUDGET AND SUBMISSION TO CITY COUNCIL – Donna Todd advised the Board of the few minor revisions that have been incorporated into the final proposed

budget. These revisions are relating to personnel and operating expenditures within the Emergency Medical Services and Fire Marshal budgets. The City is recommending a 1.85 percent across-the-board salary adjustment for ongoing competitiveness based on the most recent "cost of labor" factor. Employees of the District are paid on the same pay scale as the City, so this increase would affect the District. The estimated adjustment for Emergency Medical Services is \$9,970 and the estimated adjustment for the Fire Marshal Office is \$1,484. Those amounts have been included in salaries and benefits for an increased a total of \$11,454. (Exhibits A1-A5)

Motion was made by Greg Bridges and seconded by John Green to approve the FY 2019-2020 Deer Park Fire Control, Prevention and Emergency Medical Services District Budget and submission to City Council. Motion carried unanimously.

7. PRESENTATION OF THE QUARTERLY FINANCIAL REPORT FOR THE FY 2018-2019 THIRD QUARTER ENDED JUNE 30, 2019 – Treasurer Donna Todd presented the Financial Report and gave an overview of the statement of revenues and expenditures. (Exhibit B1-B2)

Vice President Johnson commented, "We do appreciate your updates that you send monthly where we can see the revenues."

Motion was made by Charlie Johnson and seconded by Greg Bridges to approve the Quarterly Financial Report for the FY 2018-2019 Quarter ending June 30, 2019. Motion carried unanimously.

8. QUARTERLY REPORT FROM THE FIRE CHIEF REGARDING BUDGETED EXPENDITURES AND PROJECTS FOR THE CURRENT FISCAL YEAR – Fire Chief Davis gave an overview of the expenditure report for the Fire, Emergency Medical Services and Fire Marshal to include all annual inspections and testing completions, replacing the water heater and furniture at Fire Station #2, ESO Software upgraded from EMS module to all Fire/Fire Marshal/EMS modules to include Fire Marshal's Office inspections and property management as well as the Volunteer Fire Department call response, tracking, NFIRS report and training documentation. EMS Chief Andrew Smith took the EMS crews to lunch during EMS Appreciation Week. (Exhibit C1)

Emergency Medical Services Chief Andrew Smith gave a presentation and an update on the construction of the new EMS station. Currently, the project is on schedule and within budget and still has the same site plan as originally presented. The contractor was given 270 days to complete the project.

President Pipkin asked, "Does it look like they will have to have rain days?"



EMS Chief Smith responded, "They have had about two weeks worth of rain days that have occurred so far. They still are on track to complete on time."

EMS Chief Smith continued the update and advised the District that by March 2019 the underground plumbing and sewer systems were installed. Preparations have been completed for the paving of the back parking lot along with the concrete slab that was poured. Between April and May of 2019, much of the building's frame had been established. Some roofing work has started and concrete has been poured for the flagpoles and the Monument sign. A generator has been installed, furniture, appliances and equipment being reviewed for order and some orders have been placed. The contractor estimates a completion date for the project in early September 2019 and the anticipated move-in date is estimated for early October.

President Pipkin asked, "Do the rooms have built in beds?"

EMS Chief Smith responded, "They are frame beds that were purchased."

President Pipkin asked, "Do they also have wardrobe closets in the rooms?"

EMS Chief Smith responded, "There will be four lockers in each dorm room so staff members can store whatever they need like bedding, clothing or toiletries."

Fire Chief Davis commented, "The first three months went really slow and since then it has taken off. It is really looking nice."

President Pipkin asked, "Is the generator a gas generator?"

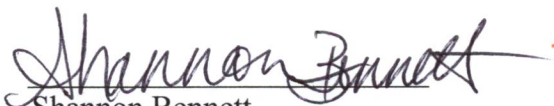
EMS Chief Smith responded, "Yes."

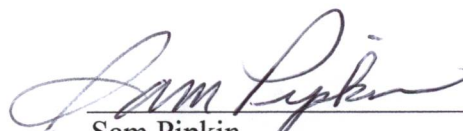
Motion was made by Greg Bridges and seconded by Charlie Johnson to approve the Quarterly Report from the Fire Chief regarding budgeted expenditures and projects for the current fiscal year. Motion carried unanimously.

9. ADJOURN - President Pipkin adjourned the meeting at 5:59 p.m.

ATTEST:

APPROVED:

  
Shannon Bennett  
City Secretary, TMRC

  
Sam Pipkin  
President

**CITY OF DEER PARK  
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)  
2019-2020 ANNUAL BUDGET**

**REVENUE SUMMARY**

	ACTUAL 17-18	BUDGET 18-19	ESTIMATED 18-19	PROJECTED 19-20
Tax Revenue	\$ 1,691,438	\$ 1,435,200	\$ 1,565,000	\$ 1,500,000
Other Revenue	1,368	600	3,100	2,400
Prior Year Revenue	-	2,707,424	2,389,307	439,981
<b>Total Revenue</b>	<b>\$ 1,692,806</b>	<b>\$ 4,143,224</b>	<b>\$ 3,957,407</b>	<b>\$ 1,942,381</b>

**CITY OF DEER PARK  
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)  
2019-2020 ANNUAL BUDGET**

	ACTUAL 17-18	BUDGET 18-19	ESTIMATED 18-19	PROJECTED 19-20
<b>3100 TAX REVENUE</b>				
3120 Sales Tax Revenue	\$ 1,691,438	\$ 1,435,200	\$ 1,565,000	\$ 1,500,000
<b>Total Tax Revenue</b>	<b>1,691,438</b>	<b>1,435,200</b>	<b>1,565,000</b>	<b>1,500,000</b>
<b>3600 OTHER REVENUE</b>				
3620 Investment Revenue	1,368	600	3,100	2,400
3631 Miscellaneous Revenue	-	-	-	-
<b>Total Other Revenue</b>	<b>1,368</b>	<b>600</b>	<b>3,100</b>	<b>2,400</b>
Prior Year Revenue	-	2,707,424	2,389,307	439,981
<b>TOTAL REVENUE</b>	<b>\$ 1,692,806</b>	<b>\$ 4,143,224</b>	<b>\$ 3,957,407</b>	<b>\$ 1,942,381</b>

1

2

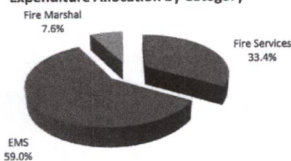
**CITY OF DEER PARK  
2019-2020 ANNUAL BUDGET  
FIRE CONTROL, PREVENTION AND EMS DISTRICT EXPENDITURE SUMMARY**

DEPARTMENT	ACTUAL 17-18	BUDGET 18-19	ESTIMATED 18-19	PROPOSED 19-20
<b>FIRE SERVICES</b>				
Personnel & Related	\$ -	\$ -	\$ -	\$ -
Services	105,175	110,500	107,110	121,710
Supplies	141,573	111,100	96,500	147,390
Repairs & Maintenance	68,613	84,000	68,500	88,500
Other Operating Expenditures	-	-	-	-
Capital Outlay	183,696	157,600	157,600	287,600
<b>Total Fire Services</b>	<b>498,857</b>	<b>463,200</b>	<b>429,710</b>	<b>645,200</b>
<b>EMERGENCY MEDICAL SERVICES</b>				
Personnel & Related	685,139	709,613	597,185	695,789
Services	56,705	83,500	83,500	122,930
Supplies	13,865	42,430	52,000	98,000
Repairs & Maintenance	48,974	45,500	45,000	17,000
Other Operating Expenditures	-	12,299	12,299	-
Capital Outlay	206,470	2,650,000	2,624,143	215,000
<b>Total Emergency Medical Services</b>	<b>1,011,153</b>	<b>3,643,342</b>	<b>3,414,127</b>	<b>1,148,719</b>
<b>FIRE MARSHAL</b>				
Personnel & Related	83,931	112,962	103,470	121,662
Services	22,346	16,000	9,100	21,000
Supplies	1,025	1,300	500	1,300
Repairs & Maintenance	1,109	4,500	500	4,500
Other Operating Expenditures	-	1,920	-	-
Capital Outlay	-	-	-	-
<b>Total Fire Marshal</b>	<b>108,411</b>	<b>136,682</b>	<b>113,570</b>	<b>148,462</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,618,821</b>	<b>\$ 4,143,224</b>	<b>\$ 3,957,407</b>	<b>\$ 1,942,381</b>

**CITY OF DEER PARK  
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)  
2019-2020 ANNUAL BUDGET**

EXPENDITURE SUMMARY	TOTAL FCPEMSD			
DESCRIPTION	ACTUAL 17-18	BUDGET 18-19	ESTIMATED 18-19	PROPOSED 19-20
Personnel & Related	\$ 770,070	\$ 822,575	\$ 700,655	\$ 817,451
Services	184,226	210,000	199,710	265,640
Supplies	159,463	154,830	149,000	248,690
Repairs & Maintenance	118,696	134,000	114,000	110,000
Other Operating Expenditures	-	14,219	12,299	-
Capital Outlay	389,066	2,807,800	2,791,743	502,600
<b>Total Expenditures</b>	<b>\$ 1,618,821</b>	<b>\$ 4,143,224</b>	<b>\$ 3,957,407</b>	<b>\$ 1,942,381</b>

**Expenditure Allocation by Category**



3

4

**CITY OF DEER PARK  
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)  
2019-2020 ANNUAL BUDGET**

**TOTAL FCPEMSD**

DESCRIPTION	ACTUAL 17-18	BUDGET 18-19	ESTIMATED 18-19	PROPOSED 19-20
<b>4100 PERSONNEL &amp; RELATED</b>				
4101 Salaries - Full Time	\$ 417,219	\$ 471,476	\$ 361,250	\$ 477,403
4102 Salaries - Part Time	10,201	29,500	20,720	29,500
4104 Salaries - Overtime	127,951	86,000	121,350	86,000
4106 Social Security/Medicare	41,249	44,896	38,175	45,146
4107 TMRS	79,420	81,049	61,000	80,059
4108 Health & Life Insurance	67,730	71,100	61,800	59,844
4109 Workers Compensation	3,533	5,139	3,300	5,284
4114 Section 125 Admin Fee	89	90	15	-
4117 Health Savings Account	3,785	5,025	4,545	5,715
4197 Pension Expense	8,796	28,500	11,000	11,000
4198 OPEB Expense	12,097	-	17,500	17,500
Total Personnel & Related	770,070	822,575	700,655	817,451
<b>4200 SERVICES</b>				
4219 Mobile Technology	9,831	11,000	9,600	12,500
4239 Audit Fees	2,000	2,000	2,000	2,000
4250 Training and Travel	2,813	-	-	7,500
4252 Dues & Fees	470	4,250	3,110	2,810
4254 Inspections & Permits	12,317	21,250	25,000	56,800
4255 Community/Employee Affairs	3,332	10,000	9,500	15,830
4256 Santa Around Town	-	-	-	-
4279 Software - Other	15,395	27,000	20,500	38,900
4290 Contract Labor	138,068	134,500	130,000	129,500
Total Services	184,226	210,000	199,710	265,640
<b>4300 SUPPLIES</b>				
4301 Office Supplies	-	500	-	-
4303 Operational Supplies	4,820	39,730	28,500	35,300
4307 Postage	-	100	-	-
4308 Small Tools & Minor Equipment	108,528	42,500	50,500	128,390
4314 Protective Clothing	43,117	70,000	70,000	80,000
4346 Election Supplies	-	-	-	-
4348 Books	-	2,000	-	2,000
Total Supplies	156,463	154,830	149,000	246,690

5

**CITY OF DEER PARK  
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)  
2019-2020 ANNUAL BUDGET**

**TOTAL FCPEMSD**

DESCRIPTION	ACTUAL 17-18	BUDGET 18-19	ESTIMATED 18-19	PROPOSED 19-20
<b>4400 REPAIRS &amp; MAINTENANCE</b>				
4401 Vehicles	43,569	41,500	39,500	64,500
4402 Machinery & Equipment	60,575	47,500	34,800	10,500
4404 Buildings	7,668	8,000	7,500	8,000
4405 Radios	619	10,000	7,000	5,000
4413 Drill Field	6,265	20,000	19,500	15,000
4430 Furniture & Fixtures	-	7,000	6,000	7,000
Total Repairs & Maintenance	118,696	134,000	114,000	110,000
<b>4500 OTHER OPERATING EXP.</b>				
4510 Contingency	-	-	-	-
4511 Salary Contingency	-	14,219	12,299	-
Total Other Operating Exp.	-	14,219	12,299	-
<b>4600 CAPITAL OUTLAY</b>				
4602 Buildings	-	2,500,000	2,500,000	-
4603 Improvements Other Than Bldgs.	-	-	-	-
4604 Machinery & Equipment	52,316	-	-	75,000
4606 Automobiles & Light Trucks	-	-	-	110,000
4607 Large Trucks/Heavy Rolling Stock	-	-	-	160,000
4608 Lease Purchase	131,280	157,600	157,600	157,600
4641 Consulting Engineer Fee	-	-	42,143	-
4642 Consulting Architect Fee	205,470	150,000	82,000	-
Total Capital Outlay	389,066	2,807,600	2,781,743	802,600
TOTAL EXPENDITURES	\$ 1,618,521	\$ 4,143,224	\$ 3,967,407	\$ 1,842,381

6

**CITY OF DEER PARK  
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)  
2019-2020 ANNUAL BUDGET**

**EXPENDITURE SUMMARY**

**304 - FIRE SERVICES**

DESCRIPTION	ACTUAL 17-18	BUDGET 18-19	ESTIMATED 18-19	PROPOSED 19-20
Services	\$ 105,175	\$ 110,500	\$ 107,110	\$ 121,710
Supplies	141,573	111,100	96,500	147,390
Repairs & Maintenance	68,613	84,000	68,500	88,500
Other Operating Expenditures	-	-	-	-
Capital Outlay	183,596	157,600	157,600	287,600
Total Expenditures	\$ 498,957	\$ 463,200	\$ 429,710	\$ 645,200

**PROGRAM DESCRIPTION**

Fire Services include fire suppression and EMS services for the protection of life and property against fire and other disasters. The City currently has three fire stations.

7

**CITY OF DEER PARK  
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)  
2019-2020 ANNUAL BUDGET**

**304 - FIRE SERVICES**

DESCRIPTION	ACTUAL 17-18	BUDGET 18-19	ESTIMATED 18-19	PROPOSED 19-20
<b>4200 SERVICES</b>				
4219 Mobile Technology	5,624	6,000	5,000	5,000
4239 Audit Fees	2,000	2,000	2,000	2,000
4252 Dues & Fees	8	250	110	110
4254 Inspections & Permits	12,317	21,250	25,000	27,600
4255 Community & Employee Awards	-	-	-	-
4256 Santa Around Town	-	-	-	-
4279 Software - Other	-	-	-	12,000
4290 Contract Labor	85,226	81,000	75,000	75,000
Total Services	105,175	110,500	107,110	121,710
<b>4300 SUPPLIES</b>				
4301 Office Supplies	-	500	-	-
4303 Operational Supplies	136	13,000	2,500	10,000
4307 Postage	-	100	-	-
4308 Small Tools & Minor Equipment	98,320	25,500	24,000	55,390
4314 Protective Clothing	43,117	70,000	70,000	80,000
4346 Election Supplies	-	-	-	-
4348 Books	-	2,000	-	2,000
Total Supplies	141,573	111,100	96,500	147,390
<b>4400 REPAIRS &amp; MAINTENANCE</b>				
4401 Vehicles	24,746	23,000	23,000	46,000
4402 Machinery & Equipment	29,315	16,000	5,500	7,500
4404 Buildings	7,668	8,000	7,500	8,000
4405 Radios	619	10,000	7,000	5,000
4413 Drill Field	6,265	20,000	19,500	15,000
4430 Furniture & Fixtures	-	7,000	6,000	7,000
Total Repairs & Maintenance	68,613	84,000	68,500	88,500
<b>4500 OTHER OPERATING EXP.</b>				
4510 Contingency	-	-	-	-
4511 Salary Contingency	-	-	-	-
Total Other Operating Expenditures	-	-	-	-

8



**CITY OF DEER PARK  
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)  
2019-2020 ANNUAL BUDGET**

**304 - FIRE SERVICES**

DESCRIPTION	ACTUAL 17-18	BUDGET 18-19	ESTIMATED 18-19	PROPOSED 19-20
<b>4800 CAPITAL OUTLAY</b>				
4803 Improvements Other Than Bldgs.	-	-	-	-
4804 Machinery & Equipment	52,316	-	-	75,000
4906 Automobiles & Light Trucks	-	-	-	55,000
4907 Large Trucks/Heavy Rolling Stock	-	-	-	-
4908 Lease Purchase	131,280	157,800	157,600	157,600
4941 Consulting Engineer Fee	-	-	-	-
<b>Total Capital Outlay</b>	<b>183,596</b>	<b>157,800</b>	<b>157,600</b>	<b>287,600</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 498,957</b>	<b>\$ 463,200</b>	<b>\$ 429,710</b>	<b>\$ 645,200</b>

**CITY OF DEER PARK  
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)  
2019-2020 ANNUAL BUDGET**

**304 - FIRE SERVICES**

<b>4200 - SERVICES</b>				
4219 Mobile Technology			\$ 5,000	\$ 5,000
Air cards		5,000		
4239 Audit Fees			2,000	2,000
Annual Audit		2,000		
4252 Dues and Fees			110	110
Registration renewals		110		
4254 Inspections and Permits			27,800	27,800
Breathing Air		5,000		
Annual Inspection - SCBA		2,500		
Annual Inspection - Jaws Hydraulic Tools		1,500		
Annual Inspection - Hose, Pump and Ladder		11,000		
Annual Inspection and Load Test - Generators		5,000		
Annual Inspection - Ice Machines		2,800		
4279 Software - Other			12,000	12,000
Replace outdated/unsupported software with		12,000		
National Fire Incident Reporting System				
4280 Contract Labor			75,000	75,000
VFD Personnel Services		70,000		
Drill Field Janitorial Maintenance		5,000		
<b>TOTAL SERVICES</b>			<b>121,710</b>	<b>121,710</b>
<b>4300 - SUPPLIES</b>				
4303 Operational Supplies			30,000	30,000
Miscellaneous operational supplies		10,000		
4308 Small Tools & Minor Equipment			55,390	55,390
Accessories for replacement of Unit 401		15,000		
Replacement of 30-Minute carbon Cylinders		12,000		
Miscellaneous tools and equipment		28,390		
4314 Protective Clothing			80,000	80,000
Bunker gear, gloves, helmets, boots, etc.		80,000		
4348 Books			2,000	2,000
SFFMA Academy Books		2,000		
<b>TOTAL SUPPLIES</b>			<b>147,390</b>	<b>147,390</b>
<b>4400 - REPAIRS &amp; MAINTENANCE</b>				
4401 Vehicles			48,000	48,000
PM for fire equipment and apparatus		13,000		
Miscellaneous repairs and maintenance		33,000		
4402 Machinery & Equipment			7,500	7,500
Ice machine repairs		2,000		
Generator repairs		4,000		
Compressor repairs		1,500		
4404 Building			8,000	8,000
Miscellaneous repairs and maintenance		8,000		
4405 Radios			5,000	5,000
Repair of radios and related equipment		5,000		
4413 Drill Field			15,000	15,000
Consumables (hay, propane, etc.)		4,000		
Services - towing vehicle to drill field		2,000		
Prop maintenance		2,000		
Heat ties, mankins, etc.		2,000		
LPG Fuel		5,000		
4430 Furniture & Fixtures			7,000	7,000
Replace furniture at 3 stations, as needed		7,000		
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>			<b>88,500</b>	<b>88,500</b>
<b>4900 - CAPITAL OUTLAY</b>				
4904 Machinery & Equipment			75,000	75,000
HD Extractor and Dryer Sets (3)		75,000		
4906 Automobiles & Light Trucks			55,000	55,000
Replace Unit #401 (Assistant Fire Chief)		55,000		
4908 Lease Purchase			157,600	157,600
Lease purchase financing - Ladder Truck		157,600		
<b>TOTAL CAPITAL OUTLAY</b>			<b>287,600</b>	<b>287,600</b>
<b>TOTAL BUDGETED EXPENDITURES</b>			<b>\$ 645,200</b>	<b>\$ 645,200</b>

**CITY OF DEER PARK  
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)  
2019-2020 ANNUAL BUDGET**

**EXPENDITURE SUMMARY**

**305 - EMERGENCY MEDICAL SERVICES**

DESCRIPTION	ACTUAL 17-18	BUDGET 18-19	ESTIMATED 18-19	PROPOSED 19-20
Personnel & Related	\$ 686,139	\$ 709,613	\$ 597,185	\$ 695,789
Services	56,705	83,500	83,500	122,930
Supplies	13,855	42,430	52,000	98,000
Repairs & Maintenance	48,974	45,500	45,000	17,000
Other Operating Expenditures	-	12,299	12,299	-
Capital Outlay	205,470	2,850,000	2,824,143	215,000
<b>Total Expenditures</b>	<b>\$ 1,011,153</b>	<b>\$ 3,543,342</b>	<b>\$ 3,414,127</b>	<b>\$ 1,148,719</b>

**PERSONNEL SCHEDULE**

Assistant Chief EMS	0	1	1	1
EMS Captain	2	1	0	0
Paramedics	5	5	6	6
Part-Time Paramedics	2	2	2	2

**PROGRAM DESCRIPTION**

Emergency Medical Services include emergency medical treatment and ambulance transportation as needed.

**CITY OF DEER PARK  
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)  
2019-2020 ANNUAL BUDGET**

**305 - EMERGENCY MEDICAL SERVICES**

DESCRIPTION	ACTUAL 17-18	BUDGET 18-19	ESTIMATED 18-19	PROPOSED 19-20
<b>4100 PERSONNEL &amp; RELATED</b>				
4101 Salaries - Full Time	\$ 356,123	\$ 409,511	\$ 295,650	\$ 408,146
4102 Salaries - Part Time	10,201	12,000	8,820	12,000
4104 Salaries - Overtime	127,595	80,000	120,600	80,000
4106 Social Security/Medicare	36,587	38,198	32,200	38,094
4107 TMRS	70,452	71,196	52,500	69,394
4108 Health & Life Insurance	61,849	64,872	55,700	53,640
4109 Workers Compensation	3,099	4,366	2,800	4,445
4114 Section 125 Admin Fee	89	90	15	-
4117 Health Savings Account	3,141	4,380	3,900	5,070
4197 Pension Expense	6,116	25,000	10,000	10,000
4198 OPEB Expense	10,887	-	15,000	15,000
<b>Total Personnel &amp; Related</b>	<b>686,139</b>	<b>709,613</b>	<b>597,185</b>	<b>695,789</b>
<b>4200 SERVICES</b>				
4219 Mobile Technology	2,411	3,000	2,500	5,500
4250 Training and Travel	2,813	-	-	7,500
4252 Dues & Fees	462	4,000	3,000	2,700
4254 Inspections & Permits	-	-	-	29,000
4255 Community & Employee Awards	3,332	6,000	6,000	8,830
4279 Software - Other	12,245	17,000	17,000	19,400
4290 Contract Labor	35,442	83,500	55,000	52,000
<b>Total Services</b>	<b>56,705</b>	<b>83,500</b>	<b>83,500</b>	<b>122,930</b>
<b>4300 SUPPLIES</b>				
4301 Office Supplies	-	-	-	-
4303 Operational Supplies	4,884	26,430	26,000	26,000
4308 Small Tools & Minor Equipment	9,181	16,000	26,000	72,000
4348 Books	-	-	-	-
<b>Total Supplies</b>	<b>13,855</b>	<b>42,430</b>	<b>52,000</b>	<b>98,000</b>
<b>4400 REPAIRS &amp; MAINTENANCE</b>				
4401 Vehicles	17,714	16,000	16,000	16,000
4402 Machinery & Equipment	31,260	29,500	29,000	1,000
<b>Total Repairs &amp; Maintenance</b>	<b>48,974</b>	<b>45,500</b>	<b>45,000</b>	<b>17,000</b>

**CITY OF DEER PARK  
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)  
2019-2020 ANNUAL BUDGET**

**305 - EMERGENCY MEDICAL SERVICES**

DESCRIPTION	ACTUAL 17-18	BUDGET 18-19	ESTIMATED 18-19	PROPOSED 19-20
<b>4500 - OTHER OPERATING EXP.</b>				
4511 Salary Contingency	-	12,299	12,299	-
<b>Total Other Operating Exp.</b>	-	12,299	12,299	-
<b>4800 - CAPITAL OUTLAY</b>				
4902 Buildings	-	2,500,000	2,500,000	-
4904 Machinery & Equipment	-	-	-	-
4908 Automobiles & Light Trucks	-	-	-	55,000
4907 Large Trucks/Heavy Rolling Stock	-	-	-	150,000
4941 Consulting Engineer Fee	-	-	42,143	-
4942 Consulting Architect Fee	205,470	150,000	82,000	-
<b>Total Capital Outlay</b>	205,470	2,650,000	2,624,143	215,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,011,153</b>	<b>\$ 3,643,342</b>	<b>\$ 3,414,127</b>	<b>\$ 1,148,719</b>

13

**CITY OF DEER PARK  
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)  
2019-2020 ANNUAL BUDGET**

**305 - EMERGENCY MEDICAL SERVICES**

<b>4100 - PERSONNEL &amp; RELATED</b>		
4101 Salaries - Full Time		\$ 408,146
4102 Salaries - Part Time		12,000
4104 Overtime		80,000
Various Benefits (Total)		170,643
Pension/OPFB Expense		25,000
<b>TOTAL PERSONNEL</b>		<b>695,789</b>
<b>4200 - SERVICES</b>		
4219 Mobile Technology		5,500
Air cards	2,500	
Data Plan for 4G Modems for LP15 Monitors	3,000	
4250 Training and Travel		7,500
In-house AED/CPR Training	4,500	
Markings and Training Materials	3,000	
4252 Dues and Fees		2,700
CLIA Lab Fees	250	
Ambulance License Renewal (\$150 x 4 Units)	600	
Ambulance Operating License Renewal Fee	500	
SETRAD Annual Dues	250	
EMS Personnel License Renewal Avg 10 @ \$96	960	
CE (Continuing Ed) State Renewal for In-house tr	75	
Vehicle registration	85	
4254 Inspections & Permits		29,000
Annual PM Inspection of Stretchers	9,000	
Quarterly Inspection of AED, LP15, Lucas Device	20,000	
4255 Community Awards		5,830
EMS Week, Fire Responders Appreciation, etc.	5,830	
4279 Software - Other		19,400
Pediatric Emergency Standards	1,100	
ESO Solutions Annual Fees	8,000	
Gateway ECI	1,700	
EMS Technology	1,600	
Target Solutions (on-line recordkeeping)	4,700	
EMS Simulator (SimMan)	1,500	
When To Work Scheduling Software	500	
Surguard Freedom One Solution (mobile app)	100	
4290 Contract Labor		52,000
Volunteer Stipends (\$9,000/quarter)	36,000	
Ambulance Supplemental Payment Program	16,000	
<b>TOTAL SERVICES</b>		<b>122,930</b>
<b>4300 - SUPPLIES</b>		
4303 Operational Supplies		26,000
EMS medical supplies, medications, etc.	15,000	
Disposable PPE, Spider Straps, etc.	900	
Warehouse (gloves, cleaning supplies, etc.)	1,500	
Cyno-kits cyanide exposure treatment kits	3,500	
Miscellaneous	5,500	
4308 Small Tools & Minor Equipment		72,000
Accessories for Remount of Medic 1	15,000	
Accessories for Squad 2	17,000	
4G Modems (5)	6,000	
Motorola Radio in EMS Station	12,000	
Binder Lift Devices	6,000	
Replacement gear bags	4,000	
Rescue tool replacement	4,000	
Replacement or additions to vehicles (storage bin	5,000	
Miscellaneous replacement supplies/equipment	3,000	
<b>TOTAL SUPPLIES</b>		<b>98,000</b>

14

**CITY OF DEER PARK  
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)  
2019-2020 ANNUAL BUDGET**

**305 - EMERGENCY MEDICAL SERVICES**

<b>4400 - REPAIRS &amp; MAINTENANCE</b>		
4401 Vehicles		16,000
Tires	6,000	
Preventative Maintenance	5,000	
Unforeseen Maintenance	5,000	
4402 Machinery & Equipment		1,000
LP-15 and AED maintenance	500	
Stretcher maintenance	500	
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>17,000</b>
<b>4900 - CAPITAL OUTLAY</b>		
4905 Automobiles & Light Trucks		55,000
Replace Squad 2	55,000	
4907 Large Trucks/Heavy Rolling Stock		160,000
Remount of Medic 1	160,000	
<b>TOTAL CAPITAL OUTLAY</b>		<b>215,000</b>
<b>TOTAL BUDGETED EXPENDITURES</b>		<b>\$ 1,148,719</b>

15

**CITY OF DEER PARK  
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)  
2019-2020 ANNUAL BUDGET**

**EXPENDITURE SUMMARY**

**307 - FIRE MARSHAL**

DESCRIPTION	ACTUAL 17-18	BUDGET 18-19	ESTIMATED 18-19	PROPOSED 19-20
Personnel & Related	\$ 83,931	\$ 112,962	\$ 103,470	\$ 121,962
Services	22,346	16,000	9,100	21,000
Supplies	1,025	1,300	500	1,300
Repairs & Maintenance	1,109	4,500	500	4,500
Other Operating Expenditures	-	1,920	-	-
Capital Outlay	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 108,411</b>	<b>\$ 136,682</b>	<b>\$ 113,570</b>	<b>\$ 148,462</b>

**PERSONNEL SCHEDULE**

Fire Marshal Inspector	1	1	1	1
Part-Time Fire Marshal Inspector	0	1	1	1

**PROGRAM DESCRIPTION**

The Fire Marshal's office is responsible for inspections and enforcement of the City's Fire Code as well as fire investigations. The Fire Marshal also designs and presents fire safety education programs in the community.

16

**CITY OF DEER PARK  
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)  
2019-2020 ANNUAL BUDGET**

**307 - FIRE MARSHAL**

DESCRIPTION	ACTUAL 17-18	BUDGET 18-19	ESTIMATED 18-19	PROPOSED 19-20
<b>4100 PERSONNEL &amp; RELATED</b>				
4101 Salaries - Full Time	\$ 61,096	\$ 61,965	\$ 65,600	\$ 69,257
4102 Salaries - Part Time	-	17,500	11,500	17,500
4104 Salaries - Overtime	356	6,000	750	6,000
4106 Social Security/Medicare	4,662	6,498	5,975	7,062
4107 TMRS	8,968	9,853	8,500	10,666
4108 Health & Life Insurance	5,881	6,228	6,100	6,204
4109 Workers Compensation	434	773	500	839
4114 Section 125 Admin Fee	-	-	-	-
4117 Health Savings Account	644	645	645	645
4197 Pension Expense	680	3,500	1,000	1,000
4198 OPEB Expense	1,210	-	2,500	2,500
<b>Total Personnel &amp; Related</b>	<b>83,931</b>	<b>112,962</b>	<b>103,470</b>	<b>121,662</b>
<b>4200 SERVICES</b>				
4219 Mobile Technology	1,796	2,000	2,100	2,000
4255 Community/Employee Affairs	-	4,000	3,500	9,000
4279 Software - Other	3,150	10,000	3,500	7,500
4290 Contract Labor	17,400	-	-	2,500
<b>Total Services</b>	<b>22,346</b>	<b>16,000</b>	<b>9,100</b>	<b>21,000</b>
<b>4300 SUPPLIES</b>				
4303 Operational Supplies	-	300	-	300
4308 Small Tools & Minor Equipment	1,025	1,000	500	1,000
<b>Total Supplies</b>	<b>1,025</b>	<b>1,300</b>	<b>500</b>	<b>1,300</b>
<b>4400 REPAIRS &amp; MAINTENANCE</b>				
4401 Vehicles	1,109	2,500	500	2,500
4402 Machinery & Equipment	-	2,000	-	2,000
4404 Building	-	-	-	-
<b>Total Repairs &amp; Maintenance</b>	<b>1,109</b>	<b>4,500</b>	<b>500</b>	<b>4,500</b>

17

**CITY OF DEER PARK  
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)  
2019-2020 ANNUAL BUDGET**

**307 - FIRE MARSHAL**

DESCRIPTION	ACTUAL 17-18	BUDGET 18-19	ESTIMATED 18-19	PROPOSED 19-20
<b>4500 OTHER OPERATING EXP.</b>				
4511 Salary Contingency	-	1,920	-	-
<b>Total Other Operating Exp.</b>	<b>-</b>	<b>1,920</b>	<b>-</b>	<b>-</b>
<b>4900 CAPITAL OUTLAY</b>				
4904 Machinery & Equipment	-	-	-	-
4906 Automobiles & Light Trucks	-	-	-	-
4907 Truck & Heavy Rolling Stock	-	-	-	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 108,411</b>	<b>\$ 136,682</b>	<b>\$ 113,570</b>	<b>\$ 148,462</b>

18

**CITY OF DEER PARK  
FIRE CONTROL, PREVENTION AND EMS DISTRICT (FCPEMSD)  
2019-2020 ANNUAL BUDGET**

**307 - FIRE MARSHAL**

<b>4100 PERSONNEL &amp; RELATED</b>				
4101 Salaries - Full Time				\$ 69,257
4102 Salaries - Part Time				17,500
4104 Overtime				6,000
Various Benefits (Total)				25,405
Pension/OPEB Expense				3,500
<b>TOTAL PERSONNEL</b>				<b>121,662</b>
<b>4200 SERVICES</b>				
4219 Mobile Technology				2,000
Air cards		2,000		
4255 Community Awards				9,000
Fire Prevention and Community Awareness		5,000		
Challenge Coins		1,000		
Fire Prevention Parade Incidentals		3,000		
4279 Software - Other				7,500
Firehouse Annual Subscription		7,500		
4290 Contract Labor				2,500
Manpower to cover Sparky during PR events		2,500		
<b>TOTAL SERVICES</b>				<b>21,000</b>
<b>4300 SUPPLIES</b>				
4303 Operational Supplies				300
Miscellaneous operational supplies		300		
4308 Small Tools & Minor Equipment				1,000
Miscellaneous tools and equipment		1,000		
<b>TOTAL SUPPLIES</b>				<b>1,300</b>
<b>4400 REPAIRS &amp; MAINTENANCE</b>				
4401 Vehicles				2,500
Repairs and maintenance, as needed		2,500		
4402 Machinery & Equipment				2,000
Fire prevention education & investigation trailer		2,000		
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>				<b>4,500</b>
<b>TOTAL BUDGETED EXPENDITURES</b>				<b>\$ 148,462</b>

19



CITY OF DEER PARK  
FIRE CONTROL, PREVENTION, AND EMERGENCY MEDICAL SERVICES DISTRICT (FCPEMSD)  
FISCAL YEAR 2019  
June 30, 2019

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)**

<b>Assets</b>	
Cash	\$ 702,792.77
Due To/Due From	-
Capital Assets	3,223,111.60
Depreciation	(1,040,973.88)
Construction In Progress	210,660.41
Deferred Outflows (Pension - GASB 68)	(50,250.22)
<b>Total Assets</b>	<b>\$ 3,045,340.68</b>
<b>Liabilities &amp; Equity</b>	
Payables	\$ 1,139,749.36
Net Pension Obligation (GASB 68)	27,491.92
Total OPEB Liability	338,630.62
Due To/Due From	-
<b>Total Liabilities</b>	<b>1,505,871.90</b>
<b>Fund Equity</b>	
Fund Balance	2,984,828.06
Deferred Inflows (Pension - GASB 68)	710.15
Revenues Over/(Under) Expenditures	(1,446,069.43)
<b>Total Fund Equity</b>	<b>1,539,468.78</b>
<b>Total Liabilities &amp; Equity</b>	<b>\$ 3,045,340.68</b>

**STATEMENT OF REVENUES AND EXPENDITURES (UNAUDITED)**

	Q1 12/31/18	Q2 03/31/19	Q3 06/30/19	Q4 09/30/19	YTD Total	Adopted Budget	Remaining Budget
<b>Revenues</b>							
Sales Tax Revenue	\$ 137,878.96	\$ 445,136.93	\$ 535,447.75		\$ 1,118,463.64	\$ 1,435,200.00	\$ 316,736.36
Investment Revenue	970.21	911.89	656.37		2,538.47	600.00	(1,938.47)
Prior Year Revenue (Reserves)	-	-	-		-	2,707,424.00	2,707,424.00
<b>Total Revenue</b>	<b>138,849.17</b>	<b>446,048.82</b>	<b>536,104.12</b>		<b>1,121,002.11</b>	<b>4,143,224.00</b>	<b>3,022,221.89</b>
<b>Expenditures</b>							
Salaries & Benefits	151,353.61	176,942.19	176,822.13		505,117.93	822,575.00	317,457.07
Services	51,487.24	35,395.99	38,539.32		125,422.55	210,000.00	84,577.45
Supplies	1,630.30	34,559.96	16,540.04		52,730.30	154,830.00	102,099.70
Maintenance	15,826.90	5,383.45	12,270.75		33,481.10	134,000.00	100,518.90
Other (Contingency)	-	-	-		-	14,219.00	14,219.00
Sub-total Operating Expenditures	220,298.05	252,281.59	244,172.24		716,751.88	1,335,624.00	618,872.12
Capital Expenditures	39,384.12	625,432.35	1,185,503.19		1,850,319.66	2,807,600.00	957,280.34
<b>Total Expenditures</b>	<b>259,682.17</b>	<b>877,713.94</b>	<b>1,429,675.43</b>		<b>2,567,071.54</b>	<b>4,143,224.00</b>	<b>1,576,152.46</b>
Revenue Over/(Under) Expenditures	\$ (120,833.00)	\$ (431,665.12)	\$ (893,571.31)		\$ (1,446,069.43)	\$ -	\$ 1,446,069.43

	Fire Dept	EMS	Fire Marshal	Q3 Total	YTD Total
<b>Expenditures by Department:</b>					
Salaries & Benefits	\$ -	\$ 152,953.67	\$ 23,868.46	\$ 176,822.13	\$ 505,117.93
Services	25,986.49	12,070.03	482.80	38,539.32	125,422.55
Supplies	16,332.04	-	208.00	16,540.04	52,730.30
Maintenance	6,613.61	5,257.14	400.00	12,270.75	33,481.10
Other (Contingency)	-	-	-	-	-
Operating Expenditures	48,932.14	170,280.84	24,959.26	244,172.24	716,751.88
Capital Expenditures	39,384.12	1,146,119.07	-	1,185,503.19	1,850,319.66
<b>Total Expenditures</b>	<b>\$ 88,316.26</b>	<b>\$ 1,316,399.91</b>	<b>\$ 24,959.26</b>	<b>\$ 1,429,675.43</b>	<b>\$ 2,567,071.54</b>

**FCPEMSD FY 2018-2019 Sales Tax Revenue Comparison**

<u>G/L</u>	<u>Actual</u>		
Oct 2018	\$ -		
Nov 2018	-		
Dec 2018	137,878.96		
Jan 2019	135,480.77		
Feb 2019	164,852.84		
Mar 2019	144,803.32		
Apr 2019	143,460.98		
May 2019	205,507.15		
Jun 2019	186,479.62		
Jul 2019			
Aug 2019			
Sep 2019			
YTD Total	<u>\$ 1,118,463.64</u>	<u>Budget</u>	<u>% of Budget</u>
Annual	<u>\$ 1,118,463.64</u>	<u>\$ 1,435,000.00</u>	77.94%

**FCPEMSD Sales Tax Revenue History**

<u>Month</u>	<u>FY 2019</u>	<u>FY 2018</u>	<u>FY 2017</u>	<u>FY 2016</u>
Oct	\$ -	\$ -	\$ -	-
Nov	-	-	-	-
Dec	137,878.96	158,447.04	143,494.98	129,316.90
Jan	135,480.77	151,915.82	129,091.19	130,051.43
Feb	164,852.84	166,066.65	164,825.60	140,670.26
Mar	144,803.32	114,881.51	104,229.29	120,327.03
Apr	143,460.98	171,509.24	121,076.75	127,669.06
May	205,507.15	155,168.13	171,752.37	141,787.59
Jun	186,479.62	125,248.64	125,816.05	137,731.52
Jul	-	124,629.84	138,851.40	145,729.24
Aug	-	134,837.02	139,741.26	191,470.69
Sep *	-	388,734.25	400,240.30	409,516.03
Annual	<u>\$ 1,118,463.64</u>	<u>\$ 1,691,438.14</u>	<u>\$ 1,639,119.19</u>	<u>\$ 1,674,269.75</u>
YTD Total	\$ 1,118,463.64	\$ 1,043,237.03	\$ 960,286.23	\$ 927,553.79

\* 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.



**City of Deer Park**

**Fire Control, Prevention and Emergency Medical Services District**

**2018-19**

**Expenditure Summary**

**Fire, EMS and Fire Marshal**

**July 2019**

- o All annual inspections and testing complete
- o Replaced water heater at fire station #2
- o Ordered furniture for Fire Station #2
- o Took EMS crews to lunch during EMS Appreciation Week
- o ESO Software - Upgraded from EMS module only to all Fire/Fire Marshal/EMS Modules
  - \* Will include Fire Marshal's Office Inspections and Property Management
  - \* Will also include VFD Call Response Tracking, NFIRS Reporting, and Training Documentation
  
- o EMS Building Construction Update
  - \* Contractor estimates completion early September
  - \* Furniture, appliances and equipment being reviewed and orders placed
  - \* Anticipated move-in early October (after punch list items and ribbon cutting/tours)
  - \* TENTATIVE Ribbon-Cutting October 1
  - \* Currently on-schedule and within budget