

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

FD 01-201

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 19, 2021 BEGINNING AT 5:45 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

SAM PIPKIN	PRESIDENT
SCOTT COMBS	MEMBER
HAL VAUGHAN	MEMBER
TOMMY ARCHER	MEMBER
DONNA TODD	TREASURER
SHANNON BENNETT	BOARD SECRETARY

1. MEETING CALLED TO ORDER – President Pipkin called the meeting to order at 5:45 p.m.
2. COMMENTS FROM AUDIENCE – No comments received.
3. APPROVAL OF MINUTES – Motion was made by Scott Combs and seconded by Hal Vaughan to approve the minutes of the regular meeting on January 18, 2021. Motion carried unanimously.
4. QUARTERLY REPORT FROM THE FIRE CHIEF REGARDING BUDGETED EXPENDITURES, PROJECTS, AND PLANS FOR THE CURRENT FISCAL YEAR – Chief Don Davis gave an update to the Board regarding the continuation of the annual maintenance plan and the annual inspections of service ladders, fire hoses and self-contained breathing apparatuses, the day to day purchases being made of needed supplies to include 22 new sets of bunker gear, additional hoods/helmets, gear extractor, low pressure hoses and nozzles. Chief Davis advised the Board of the EMS annual inspections and preventative maintenance program on all the stretchers, AED's, cardiac devices and software renewal for inventory control and EMT and Paramedic training. (Exhibit A1)

Member Scott Combs asked, "On the gear, are you still working with Forestry Services where we are giving the gear back?"

Chief Davis responded, "We did get approval to do that. We had some old face masks that

we gave to the Forestry Service last year. We haven't given them any of our gear because the gear we are getting rid of is more than 10 years old and basically they don't want anything older than 10 years."

Motion was made by Hal Vaughan and seconded by Tommy Archer to accept the report. Motion carried unanimously.

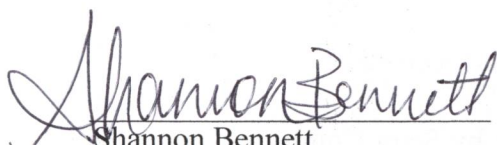
5. PRESENTATION OF THE QUARTERLY FINANCIAL REPORT FOR THE FY 2020-2021 SECOND QUARTER ENDED MARCH 31, 2021 –Treasurer Donna Todd presented the Financial Report and highlighted the statement of revenues and expenditures for each fund. Ms. Todd advised the Board that the sales taxes have decreased from last year about 10% due to COVID-19. (Exhibit B1-B2)

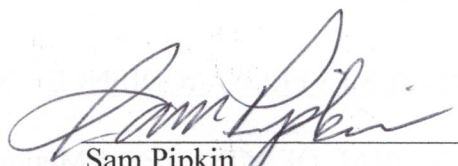
Motion was made by Tommy Archer and seconded Scott Combs to accept the FY 2020-2021 Second Quarter ended March 31, 2021. Motion carried unanimously.

6. DISCUSSION OF FCPEMSD BOARD OF DIRECTORS MEETING DATES FOR FY 2020-2021 – Assistant City Manager, Gary Jackson, gave an overview of the tentative quarterly scheduled dates for the Board of Directors meeting for FY 2020-2021.
7. ADJOURN - President Pipkin adjourned the meeting at 5:55 p.m.

ATTEST:

APPROVED:

  
Shannon Bennett  
Board Secretary, TMRC

  
Sam Pipkin  
President



**City of Deer Park**

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

**2020-2021**

**Budget Update**

**Fire, EMS and Fire Marshal**

**April 19, 2021**

**FIRE**

- o Preventative maintenance has been completed on all fire apparatus as well as annual pump testing
- o We have upcoming inspections on the fire ladders, fire hose, and self contained breathing apparatus.
- o We continue to purchase day to day operational supplies as needed.
- o We currently have on order 22 sets of bunker gear and will be placing an order for spare gloves, hoods and helmets.
- o The gear extractor (washer) and dryer for Station 3 are on order and should be delivered soon.
- o We are currently working on an order for some additional low pressure fire hose and low pressure nozzles.
- o We are currently working on an order to replace 13 SCBA composite bottles that their life span has expired.

**EMS**

- o Day to day operationing supplies, small tools and minor equipment - On-going
- o Continue with annual inspection and preventative maintenance on stretchers and AED's.
- o Monthly and annual software renewal for inventory control and ordering, staff scheduling, ambulance billing and continue education training opportunities and credential tracking for all EMT's and paramedics



CITY OF DEER PARK  
FIRE CONTROL, PREVENTION, AND EMERGENCY MEDICAL SERVICES DISTRICT (FCPEMSD)  
FISCAL YEAR 2021

March 31, 2021

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><u>Assets</u></b>		
Cash	\$	163,417.41
Accounts Receivable		(38,993.99)
Due To/Due From		65,638.23
Capital Assets		3,329,323.83
Depreciation		(1,346,832.41)
Deferred Outflows (Pension - GASB 68)		142,743.54
Total Assets	\$	<u>2,315,296.61</u>
<b><u>Liabilities &amp; Equity</u></b>		
Payables	\$	18,715.96
Capital Leases Payable		772,685.46
Net Pension Obligation (GASB 68)		19,251.09
Total OPEB Liability		514,028.46
Due To/Due From		1,461.41
Total Liabilities		<u>1,326,142.38</u>
<b><u>Fund Equity</u></b>		
Fund Balance		993,477.38
Deferred Inflows (Pension - GASB 68)		140,857.19
Revenues Over/(Under) Expenditures		(145,180.34)
Total Fund Equity		<u>989,154.23</u>
Total Liabilities & Equity	\$	<u>2,315,296.61</u>

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

	Q1 <u>12/31/20</u>	Q2 <u>03/31/21</u>	Q3 <u>06/30/21</u>	Q4 <u>09/30/21</u>	YTD <u>Total</u>	Adopted <u>Budget</u>	Remaining <u>Budget</u>
<b><u>Revenues</u></b>							
Sales Tax Revenue	\$ 135,192.40	\$ 390,522.78			\$ 525,715.18	\$ 1,350,000.00	\$ 824,284.82
Investment Revenue	119.58	134.19			253.77	300.00	46.23
Prior Year Revenue (Reserves)	-	-			-	217,872.00	217,872.00
Total Revenue	<u>135,311.98</u>	<u>390,656.97</u>			<u>525,968.95</u>	<u>1,568,172.00</u>	<u>1,042,203.05</u>
<b><u>Expenditures</u></b>							
Salaries & Benefits	243,501.86	243,273.80			486,775.66	841,742.00	354,966.34
Services	46,339.61	41,158.21			87,497.82	254,330.00	166,832.18
Supplies	-	70.00			70.00	176,000.00	175,930.00
Maintenance	<u>2,362.21</u>	<u>15,675.36</u>			<u>18,037.57</u>	<u>113,500.00</u>	<u>95,462.43</u>
Sub-total Operating Expenditures	292,203.68	300,177.37			592,381.05	1,385,572.00	793,190.95
Capital Expenditures	<u>39,384.12</u>	<u>39,384.12</u>			<u>78,768.24</u>	<u>182,600.00</u>	<u>103,831.76</u>
Total Expenditures	<u>331,587.80</u>	<u>339,561.49</u>			<u>671,149.29</u>	<u>1,568,172.00</u>	<u>897,022.71</u>
Revenue Over/(Under) Expenditures	\$ <u>(196,275.82)</u>	\$ <u>51,095.48</u>			\$ <u>(145,180.34)</u>	\$ -	\$ <u>145,180.34</u>

	Fire Dept	EMS	Fire Marshal	Q2 Total	YTD Total
<b><u>Expenditures by Department:</u></b>					
Salaries & Benefits	\$ -	\$ 221,264.23	\$ 22,009.57	\$ 243,273.80	\$ 486,775.66
Services	21,860.04	18,854.17	444.00	41,158.21	87,497.82
Supplies	-	70.00	-	70.00	70.00
Maintenance	14,894.08	781.28	-	15,675.36	18,037.57
Other (Contingency)	-	-	-	-	-
Operating Expenditures	<u>36,754.12</u>	<u>240,969.68</u>	<u>22,453.57</u>	<u>300,177.37</u>	<u>592,381.05</u>
Capital Expenditures	<u>39,384.12</u>	-	-	<u>39,384.12</u>	<u>78,768.24</u>
Total Expenditures	<u>\$ 76,138.24</u>	<u>\$ 240,969.68</u>	<u>\$ 22,453.57</u>	<u>\$ 339,561.49</u>	<u>\$ 671,149.29</u>

Exhibit B-1 WS Meeting 4-19-2021  
Fire control (FCPEMSD)  
Balance Sheet

**FCPEMSD FY 2020-2021 Sales Tax Revenue Comparison**

<u>G/L</u>	<u>Actual</u>		
Oct 2020	\$ -		
Nov 2020	-		
Dec 2020	135,192.40		
Jan 2021	122,323.11		
Feb 2021	153,676.46		
Mar 2021	114,523.21		
Apr 2021			
May 2021			
Jun 2021			
Jul 2021			
Aug 2021			
Sep 2021			
YTD Total	<u>\$ 525,715.18</u>	<u>Budget</u>	<u>% of Budget</u>
Annual	<u>\$ 525,715.18</u>	<u>\$ 1,350,000.00</u>	38.94%

**FCPEMSD Sales Tax Revenue History**

<u>Month</u>	<u>FY 2021</u>	<u>FY 2020</u>	<u>FY 2019</u>	<u>FY 2018</u>
Oct	\$ -	\$ -	\$ -	-
Nov	-	-	-	-
Dec	135,192.40	162,425.45	137,878.96	158,447.04
Jan	122,323.11	144,147.01	135,480.77	151,915.82
Feb	153,676.46	162,431.11	164,852.84	166,066.65
Mar	114,523.21	119,971.14	144,803.32	114,881.51
Apr	-	175,186.64	143,460.98	171,509.24
May	-	152,841.86	205,507.15	155,168.13
Jun	-	133,763.99	186,479.62	125,248.64
Jul	-	136,234.82	154,626.05	124,629.84
Aug	-	152,796.70	153,731.26	134,837.02
Sep *	-	407,442.67	467,239.81	388,734.25
Annual	<u>\$ 525,715.18</u>	<u>\$ 1,747,241.39</u>	<u>\$ 1,894,060.76</u>	<u>\$ 1,691,438.14</u>
YTD Total	\$ 525,715.18	\$ 588,974.71	\$ 583,015.89	\$ 591,311.02