

710 EAST SAN AUGUSTINE STREET

DEER PARK, TEXAS 77536

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 JANUARY 17, 2022 BEGINNING AT 5:45 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

SAM PIPKIN	PRESIDENT
CHARLIE JOHNSON	VICE PRESIDENT
JOE REYNOLDS	MEMBER
FLYNT BLACKWELL	MEMBER
SCOTT COMBS	MEMBER
JOE REYNOLDS	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 OF REGULAR MEETING ON OCTOBER 18, 2021 – Motion was made by Charlie Johnson and seconded by Flynt Blackwell to approve the minutes of the regular meeting on October 18, 2021. Motion carried unanimously.
4. PRESENTATION OF THE QUARTERLY FINANCIAL REPORT FOR THE FY 2021-2022 FIRST QUARTER ENDING DECEMBER 31, 2021 – Finance Director Donna Todd gave an overview of the first preliminary and unaudited quarterly financial report for the FY 2021-2022. The total revenue of \$143,538 includes sales tax collected through October 2021. (Exhibit A1-A2)

President Pipkin asked, “Can you explain what the “Revenues Over/(under) Expenditures” amount of \$166,032.48 refer to?”

Ms. Todd responded, “That means that the expenditures were higher than the revenues. Keep in mind that there was only one month of sales tax.”

Ms. Todd commented, "If I could just say "thank you" for allowing me to serve you for the last 10 years. I would like to introduce the incoming Finance Director Sara Robinson, who will be presenting all your future reports. She has been onboard for a few weeks and is learning and absorbing a lot. I know she will also do a good job."

Vice President Charlie Johnson commented, "Thank you for your service Ms. Todd."

Motion was made by Hal Vaughan and seconded by Joe Reynolds to accept the quarterly financial report for the FY 2021-2022 first quarter ending December 31, 2021. Motion carried unanimously.

5. QUARTERLY REPORT REGARDING BUDGETED EXPENDITURES AND PROJECTS FOR THE CURRENT FISCAL YEAR – Fire Chief Don Davis advised the Board that there was few quarterly expenditures to report and commented, "There isn't too much to report this quarter. We are continuing our preventative maintenance (PM) Programs on the fire trucks and equipment, along with finishing the pump testing in the next weeks. Right now, it is basically just day to day supplies and procurements as needed. We had an extractor and dryer plan for this year but we decided to wait until the new station is built. There are currently too many electrical and plumbing issues that have to be resolved at Station 1. We are going to hold off on that purchase for 2 years from now and we will request at that time. EMS is continuing on their standard automated external defibrillators (AED) program and preventative maintenance on stretchers." (Exhibit B1)

President Pipkin asked, "Can you update us on the new station?"

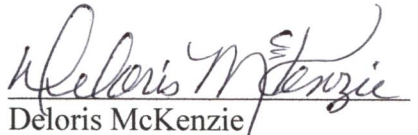
Chief Davis responded, "We have just begun that process. The architects have been chosen and at least one of the architects has signed the documentation. We are supposed to meet with Martinez Architects on February 3, 2022 and start the process on the Training Building and Fire Station 2 Project. The final approval from Brown Reynolds Watford (BRW) Architects has not been approved yet for Fire Station 1, but we expect that in the next several weeks. After we receive that approval and have the meeting in February, we should be able to meet with the architects on a regular basis to plan and design those stations."

Motion was made by Charlie Johnson and seconded by Scott Combs to accept the quarterly report regarding budgeted expenditures and projects for the current fiscal year. Motion carried unanimously.

6. ANNOUNCEMENT OF THE NEXT REGULAR FCPEMSD BOARD MEETING ON APRIL 18, 2022 – President Pipkin acknowledged the date and time for the next regular FCPEMSD Board Meeting on April 18, 2022 at 5:45 pm.

7. ADJOURN – President Pipkin adjourned the meeting at 5:55 p.m.

ATTEST:



Deloris McKenzie
Interim Board Secretary, TMRC

APPROVED:



Sam Pipkin
President

CITY OF DEER PARK
FIRE CONTROL, PREVENTION, AND EMERGENCY MEDICAL SERVICES DISTRICT (FCPEMSD)
FISCAL YEAR 2022
December 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)

<u>Assets</u>	
Cash	\$ 275,629.87
Accounts Receivable	21.84
Due To/Due From	65,638.23
Capital Assets	3,329,323.83
Depreciation	(1,346,832.41)
Construction In Progress	-
Deferred Outflows (Pension - GASB 68)	142,743.54
Total Assets	<u>\$ 2,466,524.90</u>
<u>Liabilities & Equity</u>	
Payables	\$ 25,006.46
Capital Leases Payable	629,293.02
Net Pension Obligation (GASB 68)	19,251.09
Total OPEB Liability	514,028.46
Due To/Due From	1,574.68
Deferred Inflows (Pension - GASB 68)	140,857.19
Total Liabilities	<u>1,330,010.90</u>
<u>Fund Equity</u>	
Fund Balance	1,302,546.48
Revenues Over/(Under) Expenditures	(166,032.48)
Total Fund Equity	<u>1,136,514.00</u>
Total Liabilities & Equity	<u>\$ 2,466,524.90</u>

STATEMENT OF REVENUES AND EXPENDITURES (UNAUDITED)

	Q1 <u>12/31/21</u>	Q2 <u>03/31/22</u>	Q3 <u>06/30/22</u>	Q4 <u>09/30/22</u>	YTD <u>Total</u>	Adopted <u>Budget</u>	Remaining <u>Budget</u>
<u>Revenues</u>							
Sales Tax Revenue	\$ 143,342.89				\$ 143,342.89	\$ 1,550,000.00	\$ 1,406,657.11
Investment Revenue	194.81				194.81	300.00	105.19
Prior Year Revenue (Reserves)	-				-	267,315.00	267,315.00
Total Revenue	<u>143,537.70</u>				<u>143,537.70</u>	<u>1,817,615.00</u>	<u>1,674,077.30</u>
<u>Expenditures</u>							
Salaries & Benefits	238,279.55				238,279.55	1,073,185.00	834,905.45
Services	24,815.65				24,815.65	259,230.00	234,414.35
Supplies	-				-	189,100.00	189,100.00
Maintenance	7,090.86				7,090.86	113,500.00	106,409.14
Other (Contingency)	-				-	-	-
Sub-total Operating Expenditures	<u>270,186.06</u>				<u>270,186.06</u>	<u>1,635,015.00</u>	<u>1,364,828.94</u>
Capital Expenditures	<u>39,384.12</u>				<u>39,384.12</u>	<u>182,600.00</u>	<u>143,215.88</u>
Total Expenditures	<u>309,570.18</u>				<u>309,570.18</u>	<u>1,817,615.00</u>	<u>1,508,044.82</u>
Revenue Over/(Under) Expenditures	<u>\$ (166,032.48)</u>				<u>\$ (166,032.48)</u>	<u>\$ -</u>	<u>\$ 166,032.48</u>

	<u>Fire Dept</u>	<u>EMS</u>	<u>Fire Marshal</u>	<u>Q1 Total</u>	<u>YTD Total</u>
<u>Expenditures by Department:</u>					
Salaries & Benefits	\$ -	\$ 213,629.45	\$ 24,650.10	\$ 238,279.55	\$ 238,279.55
Services	3,571.90	20,947.75	296.00	24,815.65	24,815.65
Supplies	-	-	-	-	-
Maintenance	7,090.86	-	-	7,090.86	7,090.86
Other (Contingency)	-	-	-	-	-
Operating Expenditures	<u>10,662.76</u>	<u>234,577.20</u>	<u>24,946.10</u>	<u>270,186.06</u>	<u>270,186.06</u>
Capital Expenditures	<u>39,384.12</u>	-	-	<u>39,384.12</u>	<u>39,384.12</u>
Total Expenditures	<u>\$ 50,046.88</u>	<u>\$ 234,577.20</u>	<u>\$ 24,946.10</u>	<u>\$ 309,570.18</u>	<u>\$ 309,570.18</u>

FCPEMSD FY 2021-2022 Sales Tax Revenue Comparison

<u>G/L</u>	<u>Actual</u>		
Oct 2021	\$ -		
Nov 2021	-		
Dec 2021	143,342.89		
Jan 2022			
Feb 2022			
Mar 2022			
Apr 2022			
May 2022			
Jun 2022			
Jul 2022			
Aug 2022			
Sep 2022			
YTD Total	<u>\$ 143,342.89</u>	<u>Budget</u>	<u>% of Budget</u>
Annual	<u>\$ 143,342.89</u>	<u>\$ 1,550,000.00</u>	9.25%

FCPEMSD Sales Tax Revenue History

<u>Month</u>	<u>FY 2022</u>	<u>FY 2021</u>	<u>FY 2020</u>	<u>FY 2019</u>
Oct	\$ -	\$ -	\$ -	\$ -
Nov	-	-	-	-
Dec	143,342.89	135,192.40	162,425.45	137,878.96
Jan	-	122,323.11	144,147.01	135,480.77
Feb	-	153,676.46	162,431.11	164,852.84
Mar	-	114,523.21	119,971.14	144,803.32
Apr	-	134,826.82	175,186.64	143,460.98
May	-	183,375.42	152,841.86	205,507.15
Jun	-	144,481.72	133,763.99	186,479.62
Jul	-	141,053.62	136,234.82	154,626.05
Aug	-	163,007.48	152,796.70	153,731.26
Sep *	-	421,288.87	407,442.67	467,239.81
Annual	<u>\$ 143,342.89</u>	<u>\$ 1,713,749.11</u>	<u>\$ 1,747,241.39</u>	<u>\$ 1,894,060.76</u>
YTD Total	\$ 143,342.89	\$ 135,192.40	\$ 162,425.45	\$ 137,878.96



City of Deer Park

Fire Control, Prevention and Emergency Medical Services District

2021-2022 First Quarter

Budget Update

Fire, EMS and Fire Marshal

January 17, 2022

- o Annual preventative maintenance program has begun on all fire apparatus as well as annual pump testing
- o Continue to purchase day to day operational supplies as needed.
- o Procurement of gear extractor (washer) and dryer for Station 1 will not be done FY2021-2022.

Decision was made to wait until the new station is built and will be requested in the FY2023-2024 budget.

- o Will continue with SCBA composite bottles replacement program based on life span.
- o EMS will 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.