

**MINUTES OF THE MEETING OF THE FIRE CONTROL PREVENTION, AND EMERGENCY MEDICAL SERVICES DISTRICT BOARD MEETING HELD ON JULY 17, 2023 AT 6:00 P.M. IN THE CIVIC CENTER AUDITORIUM, 16327 LAKEVIEW, JERSEY VILLAGE, TEXAS.**

**A. The meeting was called to order by Board President, Bobby Warren at 6:17 p.m. with the following present:**

President, Bobby Warren  
Director Drew Wasson  
Director, Sheri Sheppard  
Director, Michelle Mitcham  
Director, James Singleton  
Director, Jennifer McCrea  
Director, Austin Bless

Board Secretary, Lorri Coody  
City Attorney, Justin Pruitt

Staff in attendance: Robert Basford, Assistant City Manager; Mark Bitz, Fire Chief; Kirk Riggs, Chief of Police; Isabel Kato, Finance Director; and Abram Syphrett, Director of Innovation and Technology.

**B. CITIZENS' COMMENTS - Any person who desires to address the City of Jersey Village FCPEMSD Board regarding an item on the agenda will be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the comment is on the agenda, the City staff and Directors are not allowed to discuss the subject. Each person is limited to five (5) minutes for comments to the Board.**

There were no public comments.

**C. Election and appointment of officers – President, Vice President, and Secretary for the term, which will begin July 18, 2023, and ending July 17, 2024.**

Board President, Bobby Warren, introduced the item. Background information is as follows:

In accordance with the Directives of City Council, the City Council and the City Manager serve as the Board of Directors for the Fire Control, Prevention and Emergency Medical Services Board (FCPEMSD).

Sec. 344.103 of the Local Government Code requires that the Board shall elect from among its members a president and vice president. The board shall appoint a secretary. The secretary need not be a director. The person who performs the duties of auditor for the political subdivision shall serve as treasurer for the district. Each officer of the board serves for a term of one year.

Accordingly, all officers of the FCPEMSD will serve a term of one year beginning July 18, 2023 and ending July 17, 2024.

This item is to address the requirements of LGC Section 344.103.

With limited discussion on the matter Board Member Bless moved to elect Bobby Warren as President, Michelle Mitcham as Vice President, and the City Secretary as the Board Secretary. Board Member McCrea seconded the motion. The vote follows:

Ayes: Directors Wasson, Sheppard, Mitcham, Singleton, McCrea, and Bless

REGULAR MEETING OF THE JERSEY VILLAGE  
FIRE CONTROL PREVENTION, AND  
EMERGENCY MEDICAL SERVICES DISTRICT – July 17, 2023

President Warren

Nays: None

The motion carried.

**D. Consider approval of the minutes of the Fire Control Prevention, and Emergency Medical Services District (FCPEMSD) Meetings held on November 21, 2022.**

Director Wasson moved to approve the minutes for the meeting held on November 21, 2022. Director Shepard seconded the motion. The vote follows:

Ayes: Directors Wasson, Sheppard, Mitcham, Singleton, McCrea, and Bless  
President Warren

Nays: None

The motion carried.

**E. Conduct a public hearing on the proposed Jersey Village Fire Control Prevention, and Emergency Medical Services District’s Budget for the fiscal year 2023-2024.**

President Warren opened the Public Hearing at 6:19 p.m., giving all interested parties the right to appear and be heard on the proposed Jersey Village Fire Control Prevention, and Emergency Medical Services District’s Budget for the fiscal year 2023-2024.

President Warren called upon Fire Chief, Mark Bitz to give a presentation on the FCPEMSD budget. Accordingly, Fire Chief Bitz gave a presentation of the 2023-2024 FCPEMSD Budget, which included, in addition to revenues, the following expense items:

| Fund 49 - Revenues     |                                 | PROPOSED REVENUE |
|------------------------|---------------------------------|------------------|
| 49-10-7623             | SALES TX-FIRE CONTROLPREV&EMERG | \$ 2,835,000.00  |
| Fund 49 - Expenditures |                                 |                  |
| ACCT NO.               | DESCRIPTION                     | BUDGET AMT.      |
| 49-26-3504             | Wearing Apparel                 | \$ 104,212.00    |
| 49-26-3505             | Fire Prevention Supplies        | \$ 2,900.00      |
| 49-26-4504             | Software Maintenance Update     | \$ 65,000.00     |
| 49-26-5024             | Radio Usage Fees                | \$ 15,000.00     |
| 49-26-5029             | Travel and Training             | \$ 20,000.00     |
| 49-26-5523             | Personnel - Fire Control        | \$ 1,980,978.00  |
| 49-26-5524             | Administrative                  | \$ 24,900.00     |
| 49-26-9772             | Technology User Fee             | \$ 113,320.00    |
| 49-26-9791             | Equipment User Fee              | \$ 508,689.50    |
|                        | Total                           | \$ 2,834,999.50  |

With no one signing up to speak, President Warren closed the Public Hearing at 6:20 p.m.

REGULAR MEETING OF THE JERSEY VILLAGE  
FIRE CONTROL PREVENTION, AND  
EMERGENCY MEDICAL SERVICES DISTRICT – July 17, 2023

- F. Consider Resolution No. 2023-01, adopting a budget for the ensuing fiscal year, beginning October 1, 2023, and ending September 30, 2024, in accordance with Chapter 344 of the Texas Local Government Code and the alternative procedures adopted by the District; and providing for the effective date thereof.**

With limited discussion on the matter, Director Wasson moved to approve Resolution No. 2023-01, adopting a budget for the ensuing fiscal year, beginning October 1, 2023, and ending September 30, 2024, in accordance with Chapter 344 of the Texas Local Government Code and the alternative procedures adopted by the District; and providing for the effective date thereof. Director Mitcham seconded the motion. The vote follows:

Ayes: Directors Wasson, Sheppard, Mitcham, Singleton, McCrea, and Bless  
President Warren

Nays: None

The motion carried.

RESOLUTION NO. 2023-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FIRE CONTROL PREVENTION, AND EMERGENCY MEDICAL SERVICES DISTRICT OF THE CITY OF JERSEY VILLAGE, TEXAS, ADOPTING A BUDGET FOR THE ENSUING FISCAL YEAR, BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024, IN ACCORDANCE WITH CHAPTER 344 OF THE TEXAS LOCAL GOVERNMENT CODE AND THE ALTERNATIVE PROCEDURES ADOPTED BY THE DISTRICT; AND PROVIDING FOR THE EFFECTIVE DATE THEREOF.

**G. Adjourn**

With no other items to be addressed by the Board, the meeting was adjourned at 6:21 p.m.



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Lorri Coody, Board Secretary