

\*\*\*\*PUBLIC NOTICE\*\*\*\*



**FIRE CONTROL, PREVENTION, AND EMERGENCY  
MEDICAL SERVICES DISTRICT**

**Thursday, August 18, 2022 at 5:40 PM**

**City Hall | 3300 Corinth Parkway**

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**A. CALL TO ORDER**

**B. CITIZENS COMMENTS**

Please limit your comments to three minutes. Comments about any of the Fire Control, Prevention, & Emergency Medical Services District agenda items are appreciated by the Board and may be taken into consideration at this time or during that agenda item. The Board is prohibited from acting on or discussing non-agenda items brought before them at this time.

**C. BUSINESS AGENDA**

1. Recognize the Lake Cities Fire Department (LCFD) for achieving the Texas Fire Chiefs Association's Best Practice recognition.
2. Consider and act on the minutes from the Fire Control, Prevention, and Emergency Management District meeting on January 20, 2022.
3. Receive a report and hold discussions on the impact, efficiency, and effectiveness of the fire control, prevention, and emergency medical services programs.
4. Hold a public hearing on the fiscal year 2022-2023 Proposed Budget for the Fire Control, Prevention & EMS District.
5. Consider and act on the fiscal year 2022-2023 budget for the Fire Control, Prevention, and Emergency Medical Services District.

**D. BOARD COMMENTS & FUTURE AGENDA ITEMS**

The purpose of this section is to allow each Board Member the opportunity to provide general updates and/or comments to fellow Board Members, the public, and/or staff on any issues or future events.

**E. ADJOURN**

Posted on this 15th day of August 2022, at 9:00 A.M., on the bulletin board at Corinth City Hall.

A handwritten signature in black ink that reads "Lana Wylie". The signature is written in a cursive, flowing style.

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Lana Wylie  
City Secretary  
City of Corinth, Texas



**CITY OF CORINTH**  
**Staff Report**

<b>Meeting Date:</b>	8/18/2022	<b>Title:</b>	Presentation   Lake Cities Fire Department – Best Practice Recognition								
<b>Ends:</b>	<input type="checkbox"/> Resident Engagement <input checked="" type="checkbox"/> Proactive Government <input type="checkbox"/> Organizational Development <input checked="" type="checkbox"/> Health & Safety <input checked="" type="checkbox"/> Regional Cooperation <input type="checkbox"/> Attracting Quality Development										
<b>Governance Focus:</b>	<i>Focus:</i> <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Customer <input type="checkbox"/> Stakeholder										
	<i>Decision:</i> <input type="checkbox"/> Governance Policy <input checked="" type="checkbox"/> Ministerial Function										
<b>Owner Support:</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Planning &amp; Zoning Commission</td> <td style="width: 50%; border: none;"><input type="checkbox"/> Economic Development Corporation</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Parks &amp; Recreation Board</td> <td style="border: none;"><input type="checkbox"/> TIRZ Board #2</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Finance Audit Committee</td> <td style="border: none;"><input type="checkbox"/> TIRZ Board #3</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Keep Corinth Beautiful</td> <td style="border: none;"><input type="checkbox"/> Ethics Commission</td> </tr> </table> <p>N/A</p>			<input type="checkbox"/> Planning & Zoning Commission	<input type="checkbox"/> Economic Development Corporation	<input type="checkbox"/> Parks & Recreation Board	<input type="checkbox"/> TIRZ Board #2	<input type="checkbox"/> Finance Audit Committee	<input type="checkbox"/> TIRZ Board #3	<input type="checkbox"/> Keep Corinth Beautiful	<input type="checkbox"/> Ethics Commission
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<input type="checkbox"/> Finance Audit Committee	<input type="checkbox"/> TIRZ Board #3										
<input type="checkbox"/> Keep Corinth Beautiful	<input type="checkbox"/> Ethics Commission										

**Item/Caption**

Recognize the Lake Cities Fire Department (LCFD) for achieving the Texas Fire Chiefs Association’s Best Practice recognition.

**Item Summary/Background/Prior Action**

The Texas Fire Chiefs Association (TFCA) developed a Best Practice program to encourage Texas Fire Departments to seek continual improvement in their services to their local community. There are twelve areas which define best practices in typical service areas provided by a fire department and the program is applicable to paid, combination, and volunteer fire organizations.

The TFCA worked closely with progressive fire officers throughout Texas to create a program that defines a pathway to organizational excellence, which ultimately enhances firefighter safety, long-term planning, standard operating guidelines, deployment analysis, risk management, and other administrative functions. While most communities believe their local fire department is excellent, elected officials, city managers, fire chiefs and citizens have the opportunity to verify this belief by their fire department attaining the best practices designation. It is always preferred that an independent third party determine if an organization functions at a defined level of excellence. The TFCA Best Practices program provides a pathway for a fire department to push its level of service to a status of excellence that is validated by independent experts. This designation will demonstrate to customers of these organizations that their fire department is among the very best in the Texas fire service.

The LCFD began gathering the required documentation in early 2021 and continued working on policies and procedures to ensure the department met every requirement and standard. The final documentation was submitted to the TFCA in late 2021; it included 112 folders, with multiple files within each folder. After verification of the documentation by the TFCA, they performed a site visit to evaluate the department in action and on May 13, 2022. Chief Thiessen received notification that LCFD qualified and achieved the TFCA’s Best Practice recognition status.



**CITY OF CORINTH**  
**Staff Report**

<b>Meeting Date:</b>	8/18/2022	<b>Title:</b>	Minutes   Approval – Fire Control, Prevention, and Emergency Management District								
<b>Ends:</b>	<input type="checkbox"/> Resident Engagement <input checked="" type="checkbox"/> Proactive Government <input type="checkbox"/> Organizational Development <input type="checkbox"/> Health & Safety <input type="checkbox"/> Regional Cooperation <input type="checkbox"/> Attracting Quality Development										
<b>Governance Focus:</b>	<i>Focus:</i> <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Customer <input type="checkbox"/> Stakeholder										
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<input type="checkbox"/> Finance Audit Committee	<input type="checkbox"/> TIRZ Board #3										
<input type="checkbox"/> Keep Corinth Beautiful	<input type="checkbox"/> Ethics Commission										

**Item/Caption**

Consider and act on the minutes from the Fire Control, Prevention, and Emergency Management District meeting on January 20, 2022.

**Item Summary/Background/Prior Action**

Attached are the minutes, in draft form, and are not considered official until formally approved by the Fire Control, Prevention, and Emergency Management District Board of Directors.

**Staff Recommendation/Motion**

Staff recommends approval of the minutes as presented.



# FIRE CONTROL, PREVENTION, AND EMERGENCY MEDICAL SERVICES DISTRICT SPECIAL SESSION - MINUTES

Thursday, January 20, 2022 at 5:55 PM

City Hall | 3300 Corinth Parkway

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## STATE OF TEXAS COUNTY OF DENTON CITY OF CORINTH

On this, the 20th day of January 2022, the Corinth Fire Control, Prevention & Emergency Medical Services District Board of Directors of the City of Corinth, Texas, met in a Special Session at the Corinth City Hall at 5:55 P.M., located at 3300 Corinth Parkway, Corinth, Texas. The meeting date, time, place, and purpose as required by Title 5, Subtitle A, Chapter 551, Subchapter C, Section 551.041, Government Code, with the following members to wit:

### Council Members Present:

Bill Heidemann, Mayor  
Sam Burke, Mayor Pro Tem  
Scott Garber, Council Member  
Steve Holzwarth, Council Member  
Tina Henderson, Council Member  
Kelly Pickens, Council Member

### Staff Members Present:

Bob Hart, City Manager  
Katherine Lindsey, Assistant to the City Manager/Deputy City Secretary  
Patricia Adams, City Attorney  
Jerry Garner, Police Chief  
Lee Ann Bunselmeyer, Finance, Communications & Strategic Services Director  
Brett Cast, Chief Budget Officer  
Glenn Barker, Public Works Director  
Cleve Joiner, Building Official  
Michelle Mixell, Planning and Development Manager  
Shelley McCann, Code Compliance Officer  
Shea Rodgers, Chief Technology Officer  
Lance Stacy, City Marshal

### CALL TO ORDER

Mayor Heidemann called the Fire Control, Prevention, and Emergency Services District meeting to order at 5:55 P.M.

### CITIZENS COMMENTS

Please limit your comments to three minutes. Comments about any of the Council agenda items are appreciated by the Council and may be taken into consideration at this time or during that agenda item. Council is prohibited from acting on or discussing items brought before them at this time.

There were no comments made.

### BUSINESS AGENDA

1. Consider and act on the minutes from the Fire Control, Prevention, and Emergency Management District meeting on July 15, 2021.

Motion made by Garber to approve the item as presented. Seconded by Henderson.

Voting Yea: Heidemann, Pickens, Burke, Garber, Holzwarth, Henderson

2. Consider and act on the Fire Control, Prevention, and Emergency Services District Investment Policy.

Motion made by Garber to approve the Fire Control, Prevention, and Emergency Medical Services District Investment Policy as presented. Seconded by Burke.

Voting Yea: Heidemann, Pickens, Burke, Garber, Holzwarth, Henderson

**ADJOURN**

Mayor Heidemann adjourned the Fire Control, Prevention, and Emergency Medical Services District meeting at 5:56 P.M.

AYES: All

Meeting adjourned.

Approved by Fire Control, Prevention & EMS District on the \_\_\_\_ day of \_\_\_\_\_ 2022.

*Katherine Lindsey*

Katherine Lindsey, Assistant to the City Manager/Deputy City Secretary  
City of Corinth, Texas



**CITY OF CORINTH**  
**Staff Report**

<b>Meeting Date:</b>	8/18/2022	<b>Title:</b>	Fire Annual Review
<b>Ends:</b>	<input type="checkbox"/> Resident Engagement <input checked="" type="checkbox"/> Proactive Government <input type="checkbox"/> Organizational Development <input type="checkbox"/> Health & Safety <input type="checkbox"/> Regional Cooperation <input type="checkbox"/> Attracting Quality Development		
<b>Governance Focus:</b>	<i>Focus:</i> <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Customer <input type="checkbox"/> Stakeholder		
	<i>Decision:</i> <input type="checkbox"/> Governance Policy <input checked="" type="checkbox"/> Ministerial Function		
<b>Owner Support:</b>	<input type="checkbox"/> Planning & Zoning Commission <input type="checkbox"/> Economic Development Corporation <input type="checkbox"/> Parks & Recreation Board <input type="checkbox"/> TIRZ Board #2 <input type="checkbox"/> Finance Audit Committee <input type="checkbox"/> TIRZ Board #3 <input type="checkbox"/> Keep Corinth Beautiful <input type="checkbox"/> Ethics Commission		

**Item/Caption**

Receive a report and hold discussions on the impact, efficiency, and effectiveness of the fire control, prevention, and emergency medical services program.

**Item Summary/Background/Prior Action**

The Lake Cities Fire Department is a progressive organization located along the Interstate 35 corridor in Denton County. The Fire District protects the communities of Corinth, Hickory Creek, Lake Dallas, and Shady Shores. The fire district is approximately 30 square miles with a population of about 30,000. Lewisville Lake surrounds the South border, and Denton surrounds the North border. The Fire Department currently operate out of three fire houses and a headquarters building.

The Fire Department provides fire suppression and related investigatory activities, fire prevention and public education services, emergency rescue and extrication services, hazardous materials services, and emergency medical services.

The Fire Prevention Division is responsible for Fire Safety Inspections, Investigations, Construction Plan Reviews, Code Enforcement, Public Education, and Information. This division is an integral part of the city government, responsible for developing and adopting Fire and Life Safety Codes.

The Operations Division supervises response to emergency and non-emergency calls for service, pre-planning of commercial occupancies and public education. This division is also responsible for obtaining and maintaining the department fleet, equipment, and facilities.

The Fire Department is committed to providing progressive, innovative, and high-quality training to meet the current and future demands of the fire service. The function of the Training Division is to plan, coordinate, and deliver training to ensure that the members of the Fire Department operate as safely, effectively, and efficiently as possible. The goal of the Training Division is to meet the 20 hour per member continuing education requirement from the Texas

Commission on Fire Protection and the 240 hour per member requirement of the Insurance Service Office (ISO) for Class 1 Fire Departments annually.

**Applicable Owner/Stakeholder Policy**

Per Sec.344.152 of the Texas Local Government Code, the district shall conduct an annual evaluation program to study the impact, efficiency, and effectiveness of new or expanded fire control, prevention, and emergency medical services programs.

**Staff Recommendation/Motion**

N/A





# FIRE SERVICES

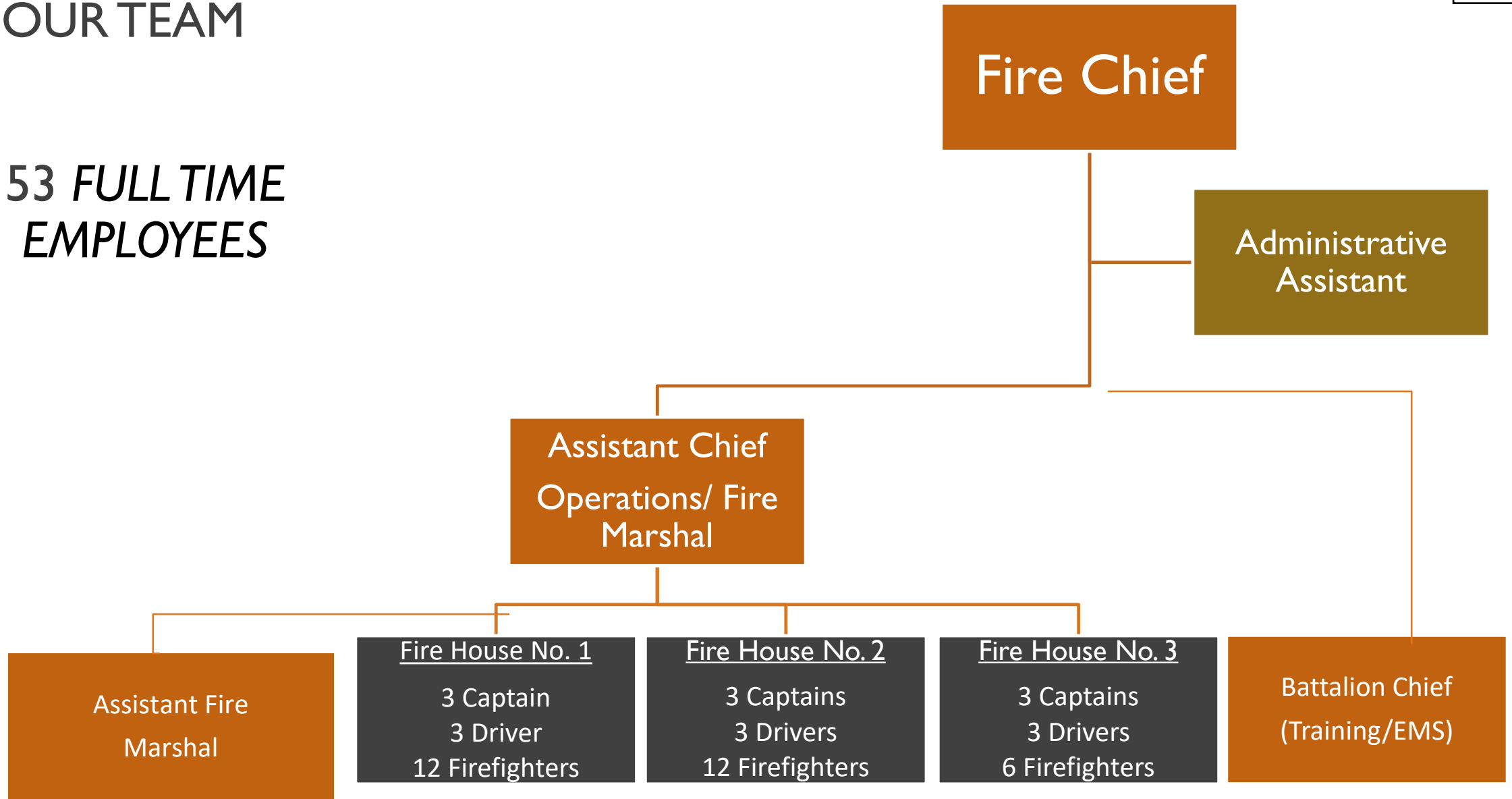
CHAD THIESSEN, FIRE CHIEF

The Fire Department is a recognized leader in delivering professional and innovative emergency and life-safety services. We'll be there – Ready to respond, compassionate in our care, and safe in our work.



# OUR TEAM

53 *FULL TIME EMPLOYEES*



## ACCOMPLISHMENTS

- Recognized -TX Fire Chiefs Association Best Practice.
- Update Fire Department Fee Schedule
- Implement 2021 International Fire Code with Amendments
- Fully implement fire prevention program for senior citizens.
- Amended the Fire Department's Strategic plan.
- Reinstated the Public Safety Citizens Academy.
- Completed Long term assessment of station locations.
- Revamped fire prevention program.
- Presented Master Plan for training tower under construction.
- Implemented step-up Shift Commanders.
- Adapted responses to Global Pandemic
- Purchase Tractor Drawn Aerial Truck.





Section C, Item 3.

## Firehouse No.1 275 W. Main, Lake Dallas

## Firehouse No.2 2700 W. Shady Shores, Corinth

## Firehouse No.3 3750 Cliff Oaks, Corinth

- Station Staffing:
- 1 Captain
  - 1 Driver
  - 4 Firefighters
- Equipment
- Engine 591
  - Medic 591

- Station Staffing:
- 1 Captain
  - 1 Driver
  - 4 Firefighters
- Equipment:
- Engine 592
  - Medic 592
  - Reserve Engine/Medic
  - Brush, Fleet Trucks, ATV

- Station Staffing:
- 1 Captain
  - 1 Driver
  - 2 Firefighters
- Equipment:
- Quint 593,
  - Duty Captain Tahoe

Minimum Firefighters on duty daily

5

Minimum Firefighters on duty daily

5

Minimum Firefighters on duty daily

3

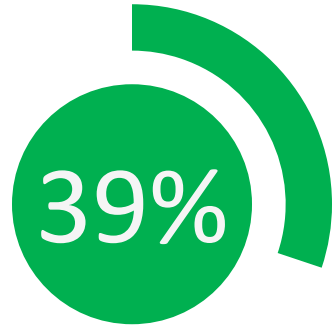
Provided Service to Corinth, Lake Dallas, Hickory Creek and Shady Shores



Calls that required action on scene



Response time within 8 minutes

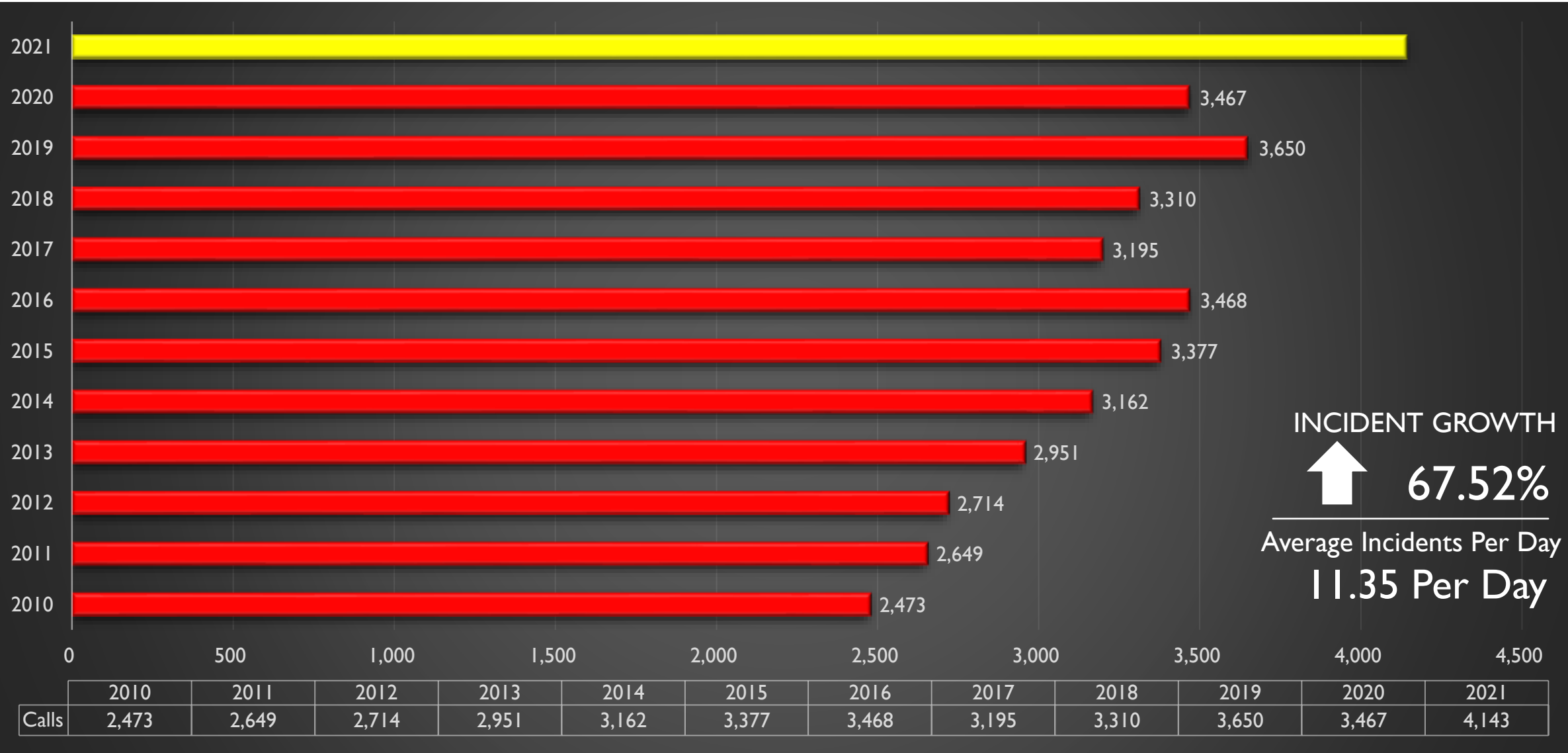


Response time within 4 minutes

4,143 Total Calls for Service District Response Time 6:42 (Including Non-emergent calls)

<b>1</b>	<b>EMS</b>	<b>2,189</b>	<b>2</b>	<b>Rescue/MVA</b>	<b>419</b>	<b>3</b>	<b>Service Calls</b>	<b>625</b>
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# Call Volume Trends







## Fire & Life Safety Education

- Reached approx. 8000 children, pre-K to 3<sup>rd</sup> grade + 5<sup>th</sup> grade.
- Included LDISD, DISD, Charter School, and Daycare Facilities
- High School Fire Academy



## Commercial Occupancy Inspections

- Inspected 275 businesses
- 135 Annual Inspections and 63 plan reviews.
- 136 Finals, CO's and Alarm Inspections.
- 192 hours for weekly development review and pre-application meetings



## Community Support

- 60 public education, public appearances, ride outs, and station tours.



# Lake Cities Training Field

Section C, Item 3.

- Joint training between LCFD, Little Elm Fire and NCTC
- 2 Burn Rooms
- 3 Story Class A prop
- Available to other Departments
- Hydrants for water supply

## Future Needs

Bathroom/shower Facilities

Confined Space Prop

Gate for Security



## OBJECTIVES FOR FY2022-23

- Construct restroom facilities to training field
- Expand Shift Commander program.
- Create internal strategic planning committee to research innovative fire initiatives.
- Research and develop Firefighter II program step advancement
- Utilize the Fire Training Facility to deliver classes for outside entities.
- Establish Mental Wellness Program for public safety employees.





**CITY OF CORINTH**  
**Staff Report**

<b>Meeting Date:</b>	8/18/2022	<b>Title:</b>	Public Hearing   Fire District Budget
<b>Ends:</b>	<input type="checkbox"/> Resident Engagement <input checked="" type="checkbox"/> Proactive Government <input type="checkbox"/> Organizational Development <input type="checkbox"/> Health & Safety <input type="checkbox"/> Regional Cooperation <input type="checkbox"/> Attracting Quality Development		
<b>Governance Focus:</b>	<i>Focus:</i> <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Customer <input type="checkbox"/> Stakeholder		
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**Item/Caption**

Hold a public hearing on the fiscal year 2022-2023 Proposed Budget for the Fire Control, Prevention & EMS District.

**Item Summary/Background/Prior Action**

The Board for the City of Corinth Fire Control, Prevention & EMS District will hold a public hearing on the Fiscal Year 2022-2023 Fire Control, Prevention & EMS District Budget, on Thursday, August 18, 2022, at 5:40 p.m. in the City Council Chambers at City Hall, located at 3300 Corinth Parkway, Corinth Texas 76208. The meeting will be held for the purpose of receiving community input on the Fire Control, Prevention & EMS District Budget.

**Applicable Owner/Stakeholder Policy**

The Texas Local Government Code Sections 344.204 prescribe procedures for adoption of the Fire Control, Prevention & EMS District. The board by rule may adopt alternative procedures for adopting a budget that differ from the procedures outlined in this subchapter. The board must hold at least one public hearing related to the alternative procedures before their adoption.

In July 2021, the Board adopted an order requiring a public hearing on the proposed budget for the District, providing that any resident of the district be entitled to be present and participate in the hearing, and require that a notice of the public hearing be published in a newspaper with general circulation in the district not later than the fifth (5th) day before the date of the hearing. The notice above was published on Wednesday, August 10, 2022 in the Denton Record Chronicle.

**Staff Recommendation/Motion**

N/A



**CITY OF CORINTH**  
**Staff Report**

<b>Meeting Date:</b>	8/18/2022	<b>Title:</b>	Fire District Budget Approval
<b>Ends:</b>	<input type="checkbox"/> Resident Engagement <input checked="" type="checkbox"/> Proactive Government <input type="checkbox"/> Organizational Development <input type="checkbox"/> Health & Safety <input type="checkbox"/> Regional Cooperation <input type="checkbox"/> Attracting Quality Development		
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**Item/Caption**

Consider and act on the fiscal year 2022-2023 budget for the Fire Control, Prevention, and Emergency Medical Services District.

**Item Summary/Background/Prior Action**

In 2020, the Fire Control, Prevention, and Emergency Medical Services Sales Tax District was created under Local Government Code Chapter 344. The district was created to support all costs of fire control, prevention, and emergency services, including costs for personnel, administration, expansion, enhancement, and capital expenditures.

The budget transfers operational expenditures from the general fund fire division to the fire district and includes the following new programs.

Gas Detectors \$8,000: New gas monitors and calibration equipment are needed for two fire apparatus. These are used for odor investigations, to check the air quality after fires to see if it is safe to enter the house without an air pack. The current detectors are no longer in production and parts are unavailable.

Mental Health Resiliency & Training \$10,000: Fire personnel function in an atmosphere of increased mental and emotional stress not only through critical incidents but also through cumulative stress from daily on-duty experiences. Experience-proven training in personal stress reduction has shown to improve the mental and emotional health of first responders. The budget establishes an officer wellness program to improve overall health and enable them to perform their jobs in a safer and more effective manner.

Vehicle Maintenance \$36,000: Due to production delays on new apparatus, the city now has two ambulances that are past the reserve life and the department is experiencing significant maintenance costs.

**Financial Impact**

The budget projects the sales tax revenue will generate \$539,337. The ending fund balance is estimated at \$159,373 for the 2022-2023 fiscal year.

**Applicable Owner/Stakeholder Policy**

The Texas Local Government Code Sections 344.204 prescribe procedures for adoption of the Fire Control, Prevention & EMS District. The board by rule may adopt alternative procedures for adopting a budget that differ from the procedures outlined in this subchapter. The board must hold at least one public hearing related to the alternative procedures before their adoption.

In July 2021, the Board adopted an order requiring a public hearing on the proposed budget for the District, providing that any resident of the district be entitled to be present and participate in the hearing, and require that a notice of the public hearing be published in a newspaper with general circulation in the district not later than the fifth (5th) day before the date of the hearing. The notice above was published on Wednesday, August 10, 2022, in the Denton Record Chronicle.

**Staff Recommendation/Motion**

Staff recommends approval of the FY 2022-2023 Fire Control, Prevention, and Emergency Medical Services District Annual Budget.

## FIRE CONTROL, PREVENTION & EMS DISTRICT (133)

### SALES TAX FUND

#### DESCRIPTION

In 2019, the City enacted special legislation providing authorization to create a Fire Control, Prevention, and Emergency Management Sales Tax District under Local Government Code Chapter 344. The creation of the Fire District Fund was approved by the voters in a Special Election on November 3, 2020, for the purpose of adopting a .25% local sales and use tax for Fire services. The district supports all costs of fire control, prevention, and emergency services, including costs for personnel, administration, expansion, enhancement, and capital expenditures.

<b>RESOURCE SUMMARY</b>	<b>2020-21 ACTUALS</b>	<b>2021-22 BUDGET</b>	<b>2021-22 ESTIMATE</b>	<b>2022-23 PROPOSED</b>
Sales Tax	\$ 214,532	\$ 465,615	\$ 468,874	\$ 539,337
Interest Income	100	1,000	940	1,000
Miscellaneous	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 214,632</b>	<b>\$ 466,615</b>	<b>\$ 469,814</b>	<b>\$ 540,337</b>
Use of Fund Balance	-	5,561	2,362	19,186
<b>TOTAL RESOURCES</b>	<b>\$ 214,632</b>	<b>\$ 472,176</b>	<b>\$ 472,176</b>	<b>\$ 559,523</b>

<b>EXPENDITURE SUMMARY</b>	<b>2020-21 ACTUALS</b>	<b>2021-22 BUDGET</b>	<b>2021-22 ESTIMATE</b>	<b>2022-23 PROPOSED</b>
Wages & Benefits	\$ -	\$ -	\$ -	\$ -
Professional Fees	-	48,281	48,281	65,409
Maintenance & Operations	-	92,961	92,961	82,320
Supplies	2,745	253,246	253,246	281,780
Utilities	-	-	-	-
Technology	-	-	-	-
Vehicle & Fuel	-	6,655	6,655	42,656
Training	-	32,533	32,533	30,358
Capital Outlay	30,966	8,500	8,500	27,000
Capital Lease	-	-	-	-
Transfers	-	30,000	30,000	30,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 33,711</b>	<b>\$ 472,176</b>	<b>\$ 472,176</b>	<b>\$ 559,523</b>

<b>PROJECTED FUND BALANCE REVIEW</b>	<b>2020-21 ACTUALS</b>	<b>2021-22 BUDGET</b>	<b>2021-22 ESTIMATE</b>	<b>2022-23 PROPOSED</b>
Beginning Fund Balance	\$ 0	\$ 180,921	\$ 180,921	\$ 178,559
Net Income	180,921	-	(2,362)	(19,186)
<b>ENDING FUND BALANCE</b>	<b>180,921</b>	<b>\$ 180,921</b>	<b>\$ 178,559</b>	<b>\$ 159,373</b>

#### NEW PROGRAM FUNDING

Mental Health Resiliency & Training \$10,000; Gas Detectors \$8,000; Vehicle Maintenance \$36,000.