



**CITY OF MELISSA TEMPORARY BOARD OF
THE FIRE CONTROL, PREVENTION, AND
EMERGENCY MEDICAL SERVICES
DISTRICT
REGULAR MEETING AGENDA**

Tuesday, January 9, 2024

Regular Meeting - 6:00 p.m. or immediately after City Council Meeting
City of Melissa City Hall - 3411 Barker Avenue, Melissa, TX 75454

REGULAR MEETING AGENDA

1. CALL TO ORDER AND ROLL CALL

2. PUBLIC COMMENTS – AGENDA ITEMS

This item is available for citizens to speak for up to 3 minutes on any item on the current agenda. General public comments can be made at the end of the Council meeting.

3. REGULAR AGENDA

A. Consider Resolution appointing Temporary Board Officers

B. Discuss two year fire control, prevention, and emergency medical services plan and associated draft budget

4. ADJOURN

Certified to this the 5th day of January, 2024

Posted: January 5, 2024 @ 11:30 a.m.

Hope Cory, City Secretary

If during the course of the meeting covered by this notice, the City Council should determine that a closed or executive meeting or session of the City Council or a consultation with the attorney for the City should be held or is required, then such closed or executive meeting or session or consultation with attorney as authorized by the Texas Open Meetings Act, Texas Government Code §551.001 et seq., will be held by the City Council at the date, hour and place given in this notice or as soon after the commencement of the meeting covered by this notice as the City Council may conveniently meet in such closed or executive meeting or session or consult with the attorney for the City concerning any and all subjects and for any and all purposes permitted by the Act, including, but not limited to, the following sanctions and purposes:

Texas Government Code Section:

551.087 Deliberation regarding Economic Development Negotiations
551.071 Private consultation with the attorney for the City
551.072 Discussing purchase, exchange, lease or value of real property
551.074 Discussing personnel or to hear complaints against personnel

City of Melissa City Council Staff Report



Date January 9, 2024

Subject Consider Resolution Appointing Temporary Board Officers related to the Fire Control, Prevention, and Emergency Medical Services District

Submitted By Jason Little, City Manager

Action Requested

Consider Resolution Appointing Temporary Board Officers related to the Fire Control, Prevention, and Emergency Medical Services District

Summary of Subject

Texas Local Government Code (TLGC), Section 344 contains the statues related to the Fire Control, Prevention, and Emergency Medical Services District, including the requirement for the governing body to create a Temporary Board until an election is held and to appoint Officers to the Temporary Board. The City Council appointed the Temporary Board membership at the December 12, 2023 City Council meeting. The TLGC requires the following positions be appointed:

- President
- Vice President
- Secretary – does not have to be a member of the Temporary Board. Staff is recommending Hope Cory to serve in this role.
- Treasurer – must be the individual responsible for auditing in the organization (i.e. Gail Dansby)

The action contemplated in this item is for the Temporary Board to select individuals from the Temporary Board to serve as President and Vice President.

Budget Impact

Comprehensive Plan Comments

Staff Recommendation

Supporting Documents

A RESOLUTION OF THE TEMPORARY BOARD OF THE MELISSA FIRE CONTROL, PREVENTION, AND EMERGENCY MEDICAL SERVICES DISTRICT OF THE CITY OF MELISSA, TEXAS, HEREBY APPOINTING OFFICERS OF THE MELISSA FIRE CONTROL, PREVENTION, AND EMERGENCY MEDICAL SERVICES DISTRICT.

NOW, THEREFORE LET IT BE RESOLVED BY THE TEMPORARY BOARD OF THE MELISSA FIRE CONTROL, PREVENTION, AND EMERGENCY MEDICAL SERVICES BOARD OF THE CITY OF MELISSA, TEXAS:

SECTION 1: The following individuals will serve as officers for the Melissa Fire Control, Prevention, and Emergency Medical Services Board.

Jay Northcut
Craig Ackerman
Joseph Armstrong
Jennifer Clark
Dana Conklin
Rendell Hendrickson
Sean Lehr

SECTION 2: This Resolution shall take effect immediately upon its passage.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MELISSA, TEXAS, ON THE 9th DAY OF JANUARY, 2024.

President

ATTEST TO:

Hope Cory
City Secretary

City of Melissa City Council Staff Report



Date January 9, 2024
Subject Discuss Fire Control, Prevention, and Emergency Medical Services District’s two-year plan and associated budget
Submitted By Jason Little, City Manager

Action Requested

Discuss Fire Control, Prevention, and Emergency Medical Services District’s two-year plan and associated budget

Summary of Subject

Texas Local Government Code (TLGC), Section 344 contains the statues related to the Fire Control, Prevention, and Emergency Medical Services District, including the requirement for the Temporary Board to review and ultimately approve a two-year Fire plan and budget. The TLGC gives general guidance on the content of the two-year plan, but the Chief’s plan includes a summary of proposed investments and a draft of Performance Measures.

Attached is the two-year plan proposed by the Melissa Fire Chief along with a draft budget. The Fire Department’s focus will be on personnel, the construction of a new Fire Station and the associated apparatus within the station. The Fire Chief will be at the meeting to review the proposal and answer any questions. The two-year plan and budget will be the subject of a public hearing to be held on January 23, 2024 and for the Temporary Board’s consideration to approve the plan and budget.

Budget Impact

Comprehensive Plan Comments

Staff Recommendation

Supporting Documents

Fire Control, Prevention, and Emergency Medical Services District

Background

In the dynamic landscape of firefighting in the United States, the evolution of fire control and emergency medical services strategies has been closely tied to technological advancements. As equipment, technology, and training have progressed, fire service agencies have transitioned from traditional models to professional, community serving, and intelligence-led models.

Acknowledging the effectiveness of recent models, the Melissa Fire Department recognizes the value of both the professional and community serving approaches, while still appreciating the importance of traditional fire service practices such as swift response to service calls.

The City of Melissa, characterized by its unique growth trajectory, aims to build upon its foundation of community service. The department seeks to integrate problem-solving and partnership aspects within this framework. The commitment to maintaining a swift response by sworn personnel to all service calls remains intact, with personnel overseeing follow-ups on incidents. Concurrently, in alignment with the problem-oriented/community-oriented model, firefighters actively identify recurring issues and collaboratively engage with residents and stakeholders to find sustainable resolutions.

Notably proactive, the City of Melissa shares this proactive spirit with its fire department. The department is dedicated to equipping its personnel with the most effective fire-fighting tools and safety gear within reasonable financial boundaries. Traditional funding sources encompass the general fund and grant allocations, both of which bear inherent limitations. These resources are competing with the City's various departments and against external public pressures.

In consideration of the need for additional resources, the introduction of a Fire Control, Prevention, and Emergency Medical Services District (FCPEMSD) is proposed. This district, funded through a reallocation in the existing sales tax rate, has the potential to garner contributions from non-residents who benefit from fire and emergency medical services. This revenue infusion would significantly bolster public safety initiatives. The suggested 1/4 of a cent sales



tax allocation for the FCPEMSD is deemed an equitable method of distribution, as the choice to make taxable purchases lies solely with the consumer.

In summary, the Fire Control, Prevention, and Emergency Medical Services District plan comprises a two-year strategy focused on fostering partnerships and problem-solving within the community firefighting framework, while maintaining swift response practices.

Additionally, a two-year outlook encompasses the continued development of these collaborative efforts, leveraging the proposed sales tax increase to enhance firefighting and emergency medical service capabilities, ensuring the safety and well-being of both residents and visitors in the City of Melissa.

Two Year Plan Overview

The Fire Control, Prevention, and Emergency Medical Services District two-year plan will focus on the following strategies:

- **Fire Station # 2** – The Fire department’s ability to fulfill its mission hinges on the provision of response to calls for service to citizens and visitors. We must meet the ISO deployment model. This deployment standard dictates the need for a second station in the northern part of the city housing an engine company and staffing of 4 firefighters.
- **107-Foot Aerial Ladder** – In order to put Melissa in the best case scenario to achieve a class ISO 1, the City of Melissa will need to purchase and staff with 4 firefighters a dedicated 100 foot or greater aerial ladder company to effectively carry out our mission. The Melissa Fire Department has relied on the McKinney Fire Department to provide a 100 dedicated ladder company on a mutual aid basis.
- **Full-Time Emergency Management Specialist** – As the City of Melissa continues to experience a growth in population and development, the need for large-scale emergency planning is increasing in importance. The hiring of a full-time Emergency Management Specialist will allow for all-hazards planning that is specific to Melissa and its needs. This will begin the process of establishing the City’s Emergency Management Program in effort to increase the community’s resiliency against large-scale incidents and disasters.

Prioritization of New Fire Station, Apparatus, and Emergency Management requisitions derives from insights provided by the Fire Department Command Staff, thus structuring the listing accordingly.

Justification for Action Step: Fire Station # 2 with Engine Company

The impetus for this action step arises from the evolving needs of the City of Melissa where fire response staffing and ISO grading are paramount. In order to gain compliance with NFPA 1710 and hopefully achieve the Public Protection Classification Program (PPC) Class 1, the need for an additional fire station staffed with one engine or quint company with four firefighters is needed.

Our current response time to the northwest part of the city is 6 minutes and 23 seconds. Under NFPA 1710 the first arriving engine should arrive in 240 seconds (four minutes) 90% of the time. Per ISO, the need for two engines with a basic fire flow of 2,000 GPMs is required.

Consequences of Non-funding: The absence of funding would not allow the City of Melissa to be reclassified to ISO 1 city. The response times continue to expand and currently we are at the breakover mark for response time to the northern part of city. We need to arrive in 4 minutes or less. Our current response time to the northern area is 6 minutes and 23 seconds, and at times higher, due to the locations of simultaneous calls for service.

Evaluation of Existing Funding: In this context, such evaluations are not applicable.

Performance Measure:

- Year 1:
 - Deployment of a temporary fire station and to house and engine company and 4 firefighters on city owned land near Throckmorton and the new city water tower. Alternate plan would be to utilize the fire station on Melissa Road while new station is designed and built.
 - Procurement of preowned pumper for temporary status while a new pumper is on order or procurement of a preowned 100-foot ladder for temporary status while the new 107-foot Ferrara ladder is being built and delivered.
 - Design and begin building a new fire station.
- Year 2:
 - New fire station opens for service serving the northwest district of the city. Temporary fire station is removed, and crews relocated to new facility.

- New fire engine placed in service and temporary apparatus traded in towards new fire engine cost or temporary ladder truck is traded in towards purchase of 107-foot Ferrara.

Justification for Action Step: Equipment/Staffing – Acquisition of 107-Foot Aerial Ladder and Replacement Engine.

This action step is prompted by the need to bolster the fire fleet and mitigation efforts. Currently the City of Melissa Fire Department staffs one engine or quint (75-foot ladder) and one brush truck with cross-staffing to a fire engine. In order to obtain ISO 1, the need for a 100 foot or greater dedicated ladder company with four-person staffing is required. Our current staff on our 75-foot ladder is three personnel and two personnel on the brush and cross-staff engine allowing us five-person staffing per day. This proposed 107-foot aerial ladder will provide the Melissa Fire Department with the much-needed aerial reach for the multi-story buildings and multi-family complexes being constructed or currently in place.

Consequences of Non-funding: In the event of non-funding, we will proceed to request budgetary allocation for a 107-foot ladder through the regular budgetary process. While our response activities would continue, operational efficiency might suffer if this aerial is not in service. The utilization of McKinney Fire Department as a ladder company at times is denied due to call volume in the City of McKinney. Replacement of engine 1 allows for maintenance of two fire engines capable of 2000 GPM flow and the ability to maintain an active reserve fire engine.

Evaluation of Existing funding: Given that response and deployment remains a cornerstone of fire operations, exploration of other funding sources has limited applicability in this context.

Performance Measures:

- Year 1:
 - 107-foot aerial order in progress.
- Year 2:
 - Apparatus is still in the construction phase.
 - Order replacement engine 1 on delivery of new engine the current engine 1 will be placed in reserve status.

Justification for Action Step: Staffing – Full-Time Emergency Management Specialist

This action step would allow for an additional staff member to apply more focus on emergency management activities, which is becoming increasingly necessary for the community. The Emergency Management Specialist will oversee the development and coordinate the implementation of the City of Melissa Emergency Management Program to include a spectrum of activities and functions that build an efficient capacity to mitigate against, prepare for, respond to, and recover from large-scale emergencies and disasters. The position will work to reduce the impact of disasters upon the City by coordinating with City Management and departments; local, county, state, and federal officials; non-profits; businesses; schools; hospitals; and other stakeholders.

This position will also maintain the City's Emergency Operation Plan, Continuity of Operation Plan, and Hazard Mitigation Plan; and oversee emergency preparedness training, exercises, and drills. This class will work directly with the State of Texas and Collin County Emergency Management groups for plan direction, and other City Departments to support the development and implementation of their specific plan and procedures. Additionally, this position will assist with grant application and administration and administer the submittal process for federal and state reimbursement claims for the City's costs during emergency operations.

Consequences of Non-funding: In the event of non-funding, we will proceed to request budgetary allocation for a Full-Time Emergency Management Specialist through the regular budgetary process. While mitigative, planning, response, and recovery activities would continue, the potential for in-depth emergency planning and activities would suffer. The City of Melissa would continue to use Collin County plans for these purposes, which do not account for Melissa's unique needs and apply limitations to State of Texas funding opportunities.

Evaluation of Existing Funding: In this context, such evaluations are inapplicable.

Performance Measures:

- Year 1:
 - Hire and onboard a Full-Time Emergency Management Specialist (May 2024)

FPD DRAFT BUDGET

FIRE CONTROL DISTRICT FUND BUDGET					
Revenue	FY24	FY25	FY26	FY27	FY28
Beginning Balance		\$ 247,500	\$ 545,000	\$ 895,000	\$ 1,397,625
Sales Tax	\$ 1,000,000	\$ 1,050,000	\$ 1,102,500	\$ 1,157,625	\$ 1,215,506.25
Interest	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Total Revenue	\$ 1,005,000.00	\$ 1,302,500.00	\$ 1,652,500.00	\$ 2,057,625.00	\$ 2,618,131.25

LINE ITEMS	Base FY24	Base FY25	Base FY26	Base FY27	Base FY28
5110 SALARIES & WAGES & BENEFITS	\$ 97,500	\$ 97,500	\$ 97,500		
PERSONNEL TOTAL	\$ 97,500	\$ 97,500	\$ 97,500	\$ -	\$ -
OPERATIONS TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -
5910 CAPITAL OUTLAY					
Fire Station #2 debt (\$450k annual for \$6m CO)	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000
Utilities/supplies	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Aerial Ladder truck	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000
Fire Engine	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000
CAPITAL TOTAL	\$ 660,000	\$ 660,000	\$ 660,000	\$ 660,000	\$ 660,000
ENDING BALANCE	\$ 247,500	\$ 545,000	\$ 895,000	\$ 1,397,625	\$ 1,958,131