

## **NOTICE OF MEETING**

### **FORT BEND COUNTY EMERGENCY SERVICES DISTRICT NO. 2**

Notice is hereby given that Fort Bend County Emergency Services District No. 2 will hold a meeting on **Wednesday, September 25, 2019 at 6:15 p.m.**, at the Willowfork Fire Department, located at **24655 Westheimer Parkway, Katy, Texas 77494**, to consider and act upon the following matters:

- 1) To receive comments from the public.**
- 2) To review, discuss and take action on the District Administrator's report:**
  - a) Discuss and take action regarding submittals by the Administration staff of thirty (30) day advance request(s) for purchase.
- 3) To review, discuss and take action on the Finance Managers Report:**
  - a) Approve payment of District expenses and reimburse the Operating Account.
  - b) Approve the YTD reports from the Finance Manager.
  - c) To invest the savings and investment accounts in accordance with the District's Investment Policy.
  - d) To receive an update on the October 12<sup>th</sup> Open House.
  - e) To receive an update on the October 12<sup>th</sup> Gulf Coast Blood Drive.
- 4) To take action on consent agenda items:**
  - a) Consent Agenda – The following items are considered routine by the Board and will be enacted by one motion. No separate discussion will occur on these items unless a commissioner so requests, in which event, the item will be removed and placed on the Non-Consent Agenda:
    - i) To approve Commissioner Pay for Q3 2019.
    - ii) To approve an amount not to exceed \$2,500 for refreshments and supplies for the upcoming open house on October 12<sup>th</sup>.
    - iii) Approve past minutes.
- 5) To review, discuss and take action on non-consent agenda items:**
  - a) Items removed from the Consent Agenda.
- 6) To review, discuss and take action the Fire Chief's report:**
  - a) To review, discuss and take action on approval of expenses related to upcoming firefighting classes, course materials, equipment and related expenditures incurred by the District's service providers for the benefit of the District.
  - b) To discuss and approve needed repair to Station 2 generator.
  - c) To discuss and approve the proposal from Eaton UPS for replacement batteries in the amount of \$2,863.00 for Station 2.
  - d) To review and take action on proposed Com Center dispatch services contract.
  - e) To discuss and approve revisions to Section 10 of the policy manual (Harassment Policy).
  - f) To discuss and approve increasing staff by 2 people for Inflatable House Presentations to elementary schools during October.

- g) To review, discuss and take action on submittals by the Department of thirty (30) day advance request(s) for purchase.

**7) To review, discuss and take action on Commissioner matters:**

- a) To set Q4 Board meeting dates.

**8) To review, discuss and take action on the following matters and meet in closed session if necessary:**

- a) To review, discuss and take action regarding the HVAC problems related to Station 3.
- b) To review, discuss and take action regarding any other matters related to Station 3.
- c) Discuss and take action on payment to Teal Construction.
- d) Meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel regarding pending or contemplated litigation, settlement offers or on matters which require confidentiality under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas and Tax Code §323.3022 to discuss sales tax matters.
- e) Meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.
- f) Meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.
- g) Reconvene into Open Session and consider taking action on items discussed in Closed Session.

**9) Adjourn:**