

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, December 18, 2019 at 6:00 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 discuss 3rd Qtr. Investment Review.
 - e) To receive an update on the annual Toys for Tots program.
- 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) Approve past minutes.
 - ii) To approve the cost of meals for Christmas Day not to exceed \$300.00 and to be charged to Account 51025.
 - iii) To approve payment for Dr. Benjamin Oei for his medical direction for months January 2020 – December 2020 which will be charged to Account 58010.
 - iv) To engage Ubernosky & Majeres, PLLC Certified Public Accountants as 2019 auditors for a cost of \$11,500.00 - \$12,000.00 and charged to Account 62010.
 - v) To approve Commissioner Pay for Q4 2019.
- 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 take action on VFIS property replacement valuations.
 - c) To approve salary adjustments for administrative staff.

- d) 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 confirm the January 18, 2020 strategy workshop and the January 22, 2020 Board meeting.
- b) To confirm attendees going to the February 2020 Annual SAFE-D Conference.
- c) To discuss updates to the 2019 budget and take necessary action.
- d) To discuss and take action on phone system upgrades.

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:

THOMAS M. RAIA JR., PRESIDENT

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