

**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, October 27, 2021 at 6:00 p.m.**, at the Willowfork Fire Department, **26950 Cinco Ranch Blvd., Katy, Texas 77494**, which is located within the District boundaries, 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 Administrative Assistant's report:**
  - a) To discuss and take action regarding submittals by the Administration staff of thirty (30) day advance request(s) for purchase.
  - b) To review, discuss and take action on the annual Toy Drive.
  - c) To review, discuss and take action on Christmas light proposals from Kingdom Christmas Lights.
  
- 3) **To review, discuss and take action on the Finance Managers Report:**
  - a) To approve payment of District expenses and reimburse the Operating Account.
  - b) To approve the YTD reports from the Finance Manager.
  - c) To discuss and take action on the 3<sup>rd</sup> Quarter investment report.
  - d) To invest the savings and investment accounts in accordance with the District's Investment Policy.
  
- 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 the September 22, 2021 board meeting minutes.
    - ii) To approve renewal of annual Grotech landscaping contract at a cost not to exceed \$29,940.00 for stations 1, 2 and 3.
    - iii) To approve Thanksgiving Employee Appreciation Meal at a cost not to exceed \$200.00 out of account 51025.

**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 on 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 review, discuss and take action on purchases associated with First arriving software for an amount not to exceed \$6,500.00 with a recurring annual fee of \$2,000.00 from Account #63090, 67760, 67770 and 67790.
- c) To review, discuss and take action on final payment of \$4,119.00 to the Cypress Creek Communications Center from account #54010.
- d) To review, discuss and take action on Workers Compensation Renewal.
- e) To review, discuss and take action on the purchase of 4 sets of bunker gear for 3 new part-time personnel and 1 full time for an amount not to exceed \$14,000.00 from account #59040.
- f) To review, discuss and take action on BCI Medical Insurance Plan for 2021.
- g) To review, discuss and take action on property insurance renewal rates.
- h) To review, discuss and take action on the replacement of the VRLA UPS batteries at a amount not to exceed \$\$3426.30.
- h) 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 October 30, 2021 strategy meeting and November 17, 2021 Board meeting dates.
- b) To fill vacant board positions.
- c) To review, discuss and take action on the service contract renewal for Harris-Ft Bend County MUDs 1 and 5.

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

- a) 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.
- b) Meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.
- c) Reconvene into Open Session and consider taking action on items discussed in Closed Session.

**9) Adjourn:**

*Signature on File*

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**Thomas M. Raia Jr., President**

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