

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, March 27, 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) Approve Commissioner pay spreadsheet for 1Q 2019.
 - b) To discuss and review proposals for the purchase or lease of a commercial printer/scanner to be used in the set up and maintenance of an electronic filing system for the District's records retention.
 - c) To approve the Direct TV annual contract renewal for Station 1 at a monthly cost of \$209.97 with a one-time credit of \$420.00.
 - d) 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) Receive an update on iSolved multi-week overtime project.
- 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) Approve the Annual Investment Policy.
- 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 review and discuss a potential amendment to the employee policy manual relating to health and wellness.
 - c) 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) Take action on order granting exemptions.
- b) To review and discuss PR proposal from Touchstone.
- c) To confirm April Board meeting date.

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

- a) Review, discuss and take action regarding outstanding construction items associated with Station 3 with respect to BRW or Teal Construction.
- b) 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.
- c) Meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.
- d) Meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.
- e) 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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