

NOTICE OF MEETING
FORT BEND COUNTY EMERGENCY SERVICES DISTRICT NO. 2

Due to the state of emergency and/or local disaster caused by the COVID-19 pandemic, the District may exercise its authority to hold the meeting via telephone conference call because of the difficulty and risks of convening a quorum in one location. If the District holds the meeting via teleconference, then the call will be broadcast at the meeting location and recorded per the requirements of the Texas Open Meetings Act § 551.125.

**ALL ATTENDEES MUST WEAR A FACE COVERING WHILE INSIDE
DISTRICT FACILITIES**

Notice is hereby given that Fort Bend County Emergency Services District No. 2 will hold a meeting on **Wednesday, August 26, 2020 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 and take action on matters related to COVID-19, including but not limited to meeting procedures, emergency expenditures and continuity of operations per Government Code §418.1101.**
- 3) **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.
- 4) **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 review, discuss, and take action on Linebarger July 2020 Delinquent Tax Report.
 - d) To receive an update on the recent Gulf Coast blood drive.
 - e) To invest the savings and investment accounts in accordance with the District's Investment Policy.
- 5) **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 July 22 board meeting minutes and August 05 and August 19 special meeting minutes.
 - ii) To approve renewal of contract with Deer Oaks Employee Assistance Program (EAP) for period of 9-1-2020 to 8-31-2021 at cost of \$1.99 per employee per month (same rate as is currently paid).
 - iii) To approve the American Information Bureau to perform the 2020 Texas DMV annual driver license check for operations employees and volunteers at a cost of \$25.00 per individual from account #51030.

- iv) To approve TCFP employee certification renewal not to exceed \$1,750.00 from account #67590.
- v) To approve renewal of Blue Card instructors license and CE platform at a cost not to exceed \$4,100.00 from account #55500.
- vi) To approve rental of lift for annual cleaning of all three stations at a cost not to exceed \$1,000.00 from account #68300.
- vii) To approve purchase of Class B foam at a cost not to exceed \$1,000.00 from account #59650 (creating over budget of approximately \$800.00).
- viii) To approve electrical work for Station 1 not to exceed \$1,800.00 from account #63101.
- ix) To approve electrical work for Station 2 not to exceed \$2,000.00 from account #63102.
- x) To approve electrical work for Station 3 not to exceed \$5,269.10 from account #63103.

6) To review, discuss and take action on non-consent agenda items:

- a) Items removed from the Consent Agenda.

7) 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 receive an update on the October Fire Prevention Week Open House.
- c) To review, discuss and approve advertising for 6 full time firefighter positions to begin work on January 7, 2021.
- d) To review, discuss and approve purchase order for 2021 Chevrolet 1500 for delivery in 2021 at a cost not to exceed \$32,000.00 from account #81050 (2021 budget).
- e) To review, discuss and take action on submittals by the Department of thirty (30) day advance request(s) for purchase.

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

- a) To review, discuss, and take action on § 179D (4) tax credits related to Station 3.
- b) To discuss and take action on outsourced HR services.
- c) To review and take action on the updated 2021 District budget.
- d) To adopt the District 2020 tax rate.
- e) To review, discuss and take action on request from Harris-Ft Bend County MUDs 1 and 5 (area including the Falcon Point Subdivision) to obtain service from the District.
- f) To review, discuss and take action on request from Ft Bend Mud 37 (Pin Oak) to obtain service from the District.

- g) To receive update on Cub Scout Pack 548 (Willowfork Fire Dept. is Charter Organization).
- h) To confirm the September 23, 2020 Board meeting.

9) 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 matters related to Station 3.
- 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.

10) Adjourn:

Signature on File

Thomas M. Raia Jr., President

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