

## **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, January 23, 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 Commissioner matters:**
  - a) Administer oath of office to recently appointed Commissioner(s)
  - b) Elect District Board Officers.
  - c) Designate the location of the District Administrative offices.
  - d) Review matters related to the upcoming Safe-D conference scheduled for February 7<sup>th</sup> - 9<sup>th</sup>.
  - e) To confirm February Board meeting date.
- 3) **To take action 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 PSTrax.com annual proposal.
    - ii) Approve the purchase of a gas grill for Station 1, not to exceed \$2,500.00 and charged to Account 63091.
    - iii) Approve a proposal for carpet cleaning of Station 1 and Station 2, not to exceed \$1,200.00 and charged to Accounts 63101 and 63102, respectively.
    - iv) Approve Classic Protection Systems Inc. annual proposal for Alarm Monitoring and Annual Maintenance for Stations 1, 2 and 3.
    - v) Approve tinting the dining room windows at Station 3 for a cost of \$485.00 to be charged to Account 63033.
    - vi) Approve a proposal from Texas Air Systems for the quarterly HVAC maintenance at all 3 stations.
- 4) **To review, discuss and take action on non-consent agenda items:**
  - a) Items removed from the Consent Agenda
- 5) **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) Review 4Q Investment Portfolio and take action in accordance with the Investment Policy.
  - d) Discuss reconciliation of the 2019 Budget based on FYE 2018 financial report totals
  - e) Receive an update on iSolved multi-week overtime project.

**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, 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 the District Administrator's report:**

- a) Discuss and take action regarding the TML re-rates.
- b) Discuss and take action on proposal to purchase products for station tours, Safety Fest and other potential events.
- c) Approve past minutes.
- d) Discuss and take action regarding submittals by the Administration staff of thirty (30) day advance request(s) for purchase.

**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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