

**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, December 16, 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 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 the November 18 board meeting minutes.
    - ii) To approve the cost of meals for Christmas Day not to exceed \$300.00 to be charged to Account #51025.
    - iii) To approve payment up to \$3,000.00 for Dr. Benjamin Oei for his medical direction for months of January 2021 – December 2021 to be charged to Account #58010.
    - iv) To engage Ubernosky & Majeres, PLLC Certified Public Accountants as 2020 auditors for a cost of \$11,500.00 - \$12,000.00 to be charged to Account #62010.
    - v) To approve Commissioner pay for Q4 2020 charged to Account #61010 to be paid in January 2021.
    - vi) To approve up to \$2,500.00 from account #67770 for moving the TV and other audio-visual equipment from Station 1 training room to Station 2 training room.

- vii) To approve up to \$23,000.00 from 2021 budget for accessories for the Chevy 2500 approved in August 2020 from account #81050.
- viii) To approved up to \$2,000.00 from 2021 budget for knoxboxes for two vehicles.
- ix) To approve up to \$9,000.00 from 2021 budget for two portable radios for new hire positions from account #54040.

**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 Com Center.
- c) To review an update on service provided to Harris-Ft Bend County MUDs 1 and 5 (area including the Falcon Point Subdivision) since September 19.
- d) To review, discuss and take action on Workers Compensation insurance.
- 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 confirm the January 27, 2021 Board meeting date
- b) To set the date for the annual strategy meeting.
- c) To receive a report on potential legislation impacting ESDs.

**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 §551.074 to discuss personnel matters.
- d) 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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