

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 January 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 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.
 - d) To discuss and take action on the 4th quarter investment report.
- 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 December 16, 2020 board meeting minutes.
 - ii) To approve the January 23, 2021 strategy workshop minutes.
 - iii) To approve the Waukesha Pearce 2021 semi-annual generator inspection contract renewal for a cost not to exceed \$4,658.97 from Account #63040.
 - iv) To approve the PSTrax annual license for the department's equipment inspection, maintenance reporting, and tracking program at a cost not to exceed \$3,530.45 to be charged to Account #52900.
 - v) To approve the employee assistance plan at a cost not to exceed \$2,700.00 to be charged to Account #51018.

- vi) To approve the Liquid Environmental annual agreement to clean the grease trap at all three stations at a cost not to exceed \$4,700.00 to be charged to Account #65060.
- vii) To approve the Target Training Solutions annual license renewal for the District's online training program at a cost not to exceed \$9,409.40 to be charged to Account #55500.
- viii) To approve the biennial renewal of the District's EMS licensing at a cost not to exceed \$70.00 to be charged to Account #67600.
- ix) To approve payment to the Com Center for 2020 services (budgeted for 2021) at a cost not to exceed \$26,544.38 to be charged to Account #54010.
- x) To approve the When to Work annual license renewal for the department's staff scheduling program at a cost not to exceed \$440.00 to be charged to Account #68250.
- xi) To approve the administrative office build out by Venue Construction at Station 3 at a cost not to exceed \$29,367.00 to be charged to Account #81060.
- xii) To approve network cabling and computer installation, in conjunction with the Station 3 build out, by TNH Technology at cost not to exceed \$5,000.00 to be charged to Account #81060.
- xiii) To approve phone installation and office furniture moving in conjunction with the Station 3 build out at a cost not to exceed \$5,000.00 to be charged to Account #81060.

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 receive an update on service provided to Harris-Ft Bend County MUDs 1 and 5 (area including the Falcon Point Subdivision).
- d) To discuss and take action on the Volunteer program including but not limited to payroll system inclusion and tax withholding.
- e) To discuss and take action on filling the vacant Administrative Assistant position.
- f) To approve dry wall repairs by Venue Construction to Station 3 gym and bathrooms at a cost not to exceed \$4,340.00 to be charged to Account #63103.
- g) 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 February 24, 2021 Board meeting date
- b) To administer oath of office to newly re-appointed Commissioners.

- c) To elect District Board Officers.
- d) To designate the location of the District Administrative office.
- e) To review, discuss and take action on items related to the January 23, 2021 strategy workshop.

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

Fort Bend County ESD #2
24655 Westheimer Parkway
Katy, TX 77494
Office: (281) 395-0011, Ext. 120
Fax: (281) 395-0025