

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.

Notice is hereby given that Fort Bend County Emergency Services District No. 2 will hold a meeting on **Wednesday, March 25, 2020 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 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 Administrator's report:**
 - a) To review, discuss and take action on utilizing Infinisource for COBRA Administration services for an annual cost of \$500.00 and to be charged to account # 51050.
 - b) 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) 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.
- 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) Approve past minutes.
 - ii) Approve Direct TV annual agreement renewals for Station 1 at a cost of \$184.98 per month, Station 2 at a cost of \$188.98 per month and Station 3 at a cost of \$184.97 per month and charged to accounts # 65051, 65052 and 65053, respectively.
 - iii) To approve the annual investment policy.
- 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 review, discuss and approve the revisions to the Volunteer Bylaws.
- c) To review, discuss and take action on the purchase of a dishwasher for Station 1 not to exceed a cost of \$700.00 and to be charged to account # 63091.
- d) To review, discuss and approve repairs to Station 3 required from the MUD inspection by Municipal District Services.
- 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) Take action on order granting exemptions.
- b) To review, discuss and take action on SB2 matters.
- c) To confirm the April 22, 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 the HVAC problems related to Station 3.
- b) To review, discuss and take action regarding any other matters related to Station 3.
- c) 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.
- d) Meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.
- e) Meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.
- f) Reconvene into Open Session and consider taking action on items discussed in Closed Session.

10) Adjourn:

THOMAS M. RAIA JR., PRESIDENT

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