

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, November 20, 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 the District Administrator's report:**
 - a) Discuss and take action regarding submittals by the Administration staff of thirty (30) day advance request(s) for purchase.
 - b) To review, discuss and take action on VFIS insurance renewal rates.
 - c) To review and discuss the TCDRS Plan.
 - d) To review, discuss and take action on Workers Compensation insurance.
 - e) Discuss potential replacement of the district's current TML Medical Insurance Plan for full time staff.
- 3) 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.
 - d) To discuss 3rd Qtr. Investment Review.
 - e) To receive an update on the annual Toys for Tots program.
- 4) 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 Dell laptop purchase not to exceed \$1,300.00 for use by Operations and Administration and to be charged to Account # 67760.
 - iii) To approve SHRM's (Society for Human Resource Management) annual membership renewal of \$209.00 to be charged to Account # 67670 plus the renewal of the Employee Handbook Builder at a cost not to exceed \$350.00 and charged to Account # 67790.
 - iv) To approve the Annual Charter Agreement between Willowfork Fire Department and the Boy Scouts of America for Pack 548.
- 5) To review, discuss and take action on non-consent agenda items:**
 - a) Items removed from the Consent Agenda.
- 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 approve training stipends and to be charged to account 51020.
- c) To discuss and take action on adjustments to pay scale and benefits package.
- d) To discuss and take action on renumbering the Tanker and Booster at a cost of \$400.00 and charged to accounts # 52030 and # 52100.
- e) To discuss and approve the TEEEX Leadership Symposium at a cost of \$1,000.00 for Captains Joe Villarreal and J.O. Villarreal and charged to account # 55500.
- f) 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 Commissioner matters:

- a) To confirm the December 18, 2019 Board meeting date.
- b) To request that Commissioners Marti Thorne and Jack Hazel be submitted to the Fort Bend County Commissioners Court for re-appointment and to ratify any nominations made by the Fort Bend County Commissioners Court of these commissioners.

8) 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) Discuss and take action on payment to Teal Construction.
- d) 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.
- e) Meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.
- f) Meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.
- g) Reconvene into Open Session and consider taking action on items discussed in Closed Session.

9) Adjourn: