

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, May 24, 2022 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, 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 authorize release of Pledge Security Collateral for Central Bank.
 - e. Receive a report, review, and take action on the 2021 Financial Audit.
 - f. To discuss and approve assigning a secondary ESD2 Board member as backup to the Treasurer for bank fund transfers.
 - g. To discuss and taken action on the volunteer bank account and funds contained within.
- 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 April 27, 2022 board meeting minutes.
 - ii. To approve the May 16, 2022 board special meeting minutes regarding annexation election.
 - iii. To approve payment to Martinez Architects for professional services listed in Inv. 22008-2 for amount of \$12,674.26 from account #81060
 - iv. To approve the annual Active 911 subscription for a cost not to exceed \$1300.00 from account # 54010.
- 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 on 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 a report for RIT Management regarding the moving of the departments personnel files to Paycor.

- c. To discuss and take action on approving to move forward with scheduling the annual employee physicals not to exceed \$62,000.00 from account #51018.
- d. To review, discuss and take action on submittals by the Department of thirty (30) day advance request(s) for purchase.
- e. Discuss and take action on providing Health Insurance coverage to retirees in accordance with HB2171, which went into effect this year, pending legal review.
- f. Discuss and take action on upgrades and maintenance of the security camera systems for all 3 stations.

8) To review, discuss and take action on Commissioner matters:

- a. To confirm the June 22, 2022 Board meeting date.
- b. To review, discuss and act on items related to the Annexation.
- c. To designate the location of the District Administrative office.
- d. To discuss cost and consistency of having Coveler & Peeler take over management of ESD 2 board meeting agendas and minutes.
- e. To discuss cost and potential to have Coveler & Peeler work with board secretary on Record Retention and document clean up to align with State requirements.
- f. To discuss the development of a long-term strategic resources draft plan for both the Willowfork FD, as well as the region.
- g. To discuss and elect ESD2 Board seat positions.
- h. To discuss and agree board member protocols.
- i. To receive an update from the board building committee on progress of projects and discuss selection of the CMAR company for the projects.
- j. To discuss sales tax update and take action to run survey on potential for tax collection for future ESD2 projects.
- k. To discuss and take action on the ratification of a continuing contract with a private law firm for the collection of delinquent District Ad Valorem Property Taxes and providing for the payment of up to 20% of the delinquent taxes, penalties, and interest which are collected by the attorney under said contract.
- l. Take action on the imposition of additional penalty on delinquent taxes for 2021 Pursuant to §33.07 of the Property Tax Code and adoption of a resolution regarding the same.
- m. Take action on the imposition of additional penalty on delinquent taxes for 2021 to defray costs of collection by the District's Delinquent Tax Attorney pursuant to §33.08 of the Property Tax Code and Adoption of a Resolution regarding same.
- n. Take action on the imposition of early additional penalty for collection costs for taxes imposed on personal property on delinquent taxes pursuant to §33.11 of the Property Tax Code and Adoption of a Resolution regarding same.

9) To review, discuss and take action on the following matters and meet in closed session if necessary:

- a. 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.
- b. Meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.
- c. Reconvene into Open Session and consider taking action on items discussed in Closed Session.

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10) Adjourn:

Signature on File

Robert Miller, V. President

Fort Bend County ESD #2

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