

# **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 29, 2017 AT 6:00 P.M. AT THE WILLOWFORK FIRE DEPARTMENT, 24655 WESTHEIMER PARKWAY. KATY, TEXAS, 77494, WHICH IS LOCATED INSIDE THE DISTRICT BOUNDARIES, TO CONSIDER AND ACT UPON THE FOLLOWING MATTERS:

**1) RECEIVE PUBLIC COMMENTS:**

**2) RECEIVE AND DISCUSS REPORT FROM THE FINANCE MANAGER AND TAKE APPROPRIATE ACTION ON THE FOLLOWING:**

- a) TO APPROVE PAYMENT OF DISTRICT EXPENSES AND REIMBURSE THE OPERATING ACCOUNT.
- b) TO APPROVE THE YTD REPORTS FROM THE FINANCE MANAGER.
- c) TO DISCUSS AND TAKE ACTION ON THE THIRD QUARTER INVESTMENT REVIEW.
- d) TO DISCUSS AND TAKE ACTION ON INCREASING VARIOUS EMPLOYEE MASTER CARD CREDIT LIMITS.
- e) TO DISCUSS AND REVIEW INVOICE RECEIPT PROCESS AND ROLES AND RESPONSIBILITIES IN GENERAL.
- f) TO RECEIVE UPDATE ON THE IMPLEMENTATION OF ISOLVED.

**3) RECEIVE AND DISCUSS REPORT FROM THE FIRE CHIEF AND TAKE APPROPRIATE ACTION INCLUDING:**

- 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 UP TO \$1,000.00 FOR NEW CAPTAINS MEET AND GREET AND TO BE CHARGED TO ACCOUNT #51025.
- c) TO APPROVE TRAINING STIPEND AND TO BE CHARGED TO ACCOUNT #51020.
- d) TO APPROVE PROPOSAL TO ADD METAL BORDER AND BED ROCK TO FLOWER BEDS AND REDIRECT THE DRAINAGE FROM THE DOWNSPOUTS AT STATION 2.
- e) TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS BY THE FIRE DEPARTMENT OF THIRTY (30) DAY ADVANCE REQUEST(S) FOR PURCHASE.

**4) RECEIVE AND DISCUSS REPORT FROM THE DISTRICT ADMINISTRATOR AND TAKE APPROPRIATE ACTION INCLUDING:**

- a) TO DISCUSS AND REVIEW PROGRESS MADE ON THE DISTRICT'S WEBSITE BY KISD STUDENTS.
- b) TO APPROVE REGISTRATION FOR WORDPRESS INTRODUCTION CLASS TO ASSIST DISTRICT ADMINISTRATOR TO MAINTAIN THE DISTRICT'S WEBSITE.
- c) TO REVIEW, DISCUSS AND TAKE ACTION ON TML WORKERS COMPENSATION AND PAYROLL ADJUSTMENT.
- d) TO DISCUSS AND TAKE ACTION ON VFIS INSURANCE RENEWAL RATES.
- e) TO REVIEW THE TCDRS PLAN AND LIABILITIES INCLUDING PRE AND POST SIXTY-FIVE RETIREMENT.
- f) TO DISCUSS AND APPROVE THE CONSOLIDATED COMMUNICATIONS SERVICE AGREEMENT FOR STATION 3.
- g) TO DISCUSS AND APPROVE THE REVISED COMCAST SERVICE ORDER AGREEMENT FOR STATION 3.
- h) TO DISCUSS AND TAKE ACTION ON DISTRICT SAFE DEPOSIT BOX.

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- i) TO DISCUSS AND TAKE ACTION ON THE FIRE FIGHTER FUND CHECK.
- j) TO REPORT ON NOVEMBER 4 DOG ADOPTION DAY EVENT.
- k) TO RECEIVE UPDATE ON TOYS FOR TOTS PROGRAM.
- l) DISCUSS POTENTIAL PUBLIC RELATIONS EVENTS.
- m) TO APPROVE PAST MINUTES.
- n) TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS BY THE DEPARTMENT ADMINISTRATIVE STAFF OF THIRTY (30) DAY ADVANCE REQUEST(S) FOR PURCHASE.

**5) DISCUSS AND TAKE ACTION REGARDING BOARD ADMINISTRATIVE MATTERS INCLUDING:**

- a) TO REVIEW AND DISCUSS TRAINING STIPENDS FOR DECEMBER PAYROLL.
- b) TO RECEIVE AN UPDATE AND TAKE ANY NECESSARY ACTION ON STATION # 3 MATTERS RELATED TO PAYMENT APPLICATIONS, CHANGE ORDERS AND THE CONSTRUCTION CONTRACT.
- c) TO RECEIVE AN UPDATE AND TAKE ANY NECESSARY ACTION ON STATION # 1 NEEDS ASSESSMENT RELATED TO PROPOSALS AND INVOICES.
- d) TO REVIEW AND TAKE ACTION ON THE RATIFICATION OF A CONTINUING CONTRACT WITH A PRIVATE LAW FIRM PURSUANT TO §6.30 OF THE PROPERTY TAX CODE 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.
- e) TO DISCUSS AND TAKE ACTION ON THE IMPOSITION OF ADDITIONAL PENALTY ON DELINQUENT TAXES ACCRUING PRIOR TO JUNE 1, 2017 PURSUANT TO §33.07 OF THE PROPERTY TAX CODE AND ADOPTION OF A RESOLUTION REGARDING SAME FOR TAXES.
- f) TO DISCUSS AND TAKE ACTION ON THE IMPOSITION OF ADDITIONAL PENALTY ON DELINQUENT TAXES ACCRUING AFTER JUNE 1, 2017 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.
- g) TO DISCUSS AND 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.
- h) TO RECEIVE REPORT AND TAKE ANY NECESSARY ACTION FROM LONG RANGE PLANNING COMMITTEE.
- i) TO SET DECEMBER BOARD MEETING DATE.
- j) TO CONVENE INTO EXECUTIVE SESSION PURSUANT TO GOVERNMENT CODE §551.074, TO DISCUSS DISTRICT PERSONNEL MATTERS.
- k) TO CONVENE INTO EXECUTIVE SESSION PURSUANT TO GOVERNMENT CODE §551.072 TO DISCUSS REAL ESTATE MATTERS, INCLUDING PURCHASE OF PROPERTY.
- l) TO RECONVENE INTO OPEN SESSION AND CONSIDER TAKING ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION.

**6) ADJOURN:**

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A handwritten signature in cursive script, reading "Thomas M. Raia Jr.", is written over a horizontal line.

**THOMAS M. RAIA JR., PRESIDENT**

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