

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, March 28, 2018 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 invest the savings and investment accounts in accordance with the District's Investment Policy.
 - d) To review, discuss and take action on the District Investment Policy.
 - e) To discuss and approve moving Operating and NOW bank accounts currently held at Prosperity Bank to Frost Bank.
 - f) To discuss and approve setting up an automatic draft service to pay monthly invoices for PS Lightwave.
- 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 discuss and take action on the addition of a full time Administrative Battalion Chief to the staff.
 - c) To discuss and take action on sending the Finance Manager and District Administrator to a TML Seminar in Austin to include travel allowance for overnight stay and mileage for 1 vehicle not to exceed \$650.00 from Account 68200 (admin travel).
 - d) To discuss and take action on the purchase of a new set of landing zone strobes for E83 not to exceed \$200.00 from account #59020.
 - e) To discuss and approve the American Information Bureau proposal for the annual driver license check.
 - f) To review, discuss and take action on submittals by the 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 review and take action on TML Medical and Cobra Rerates.
 - b) To discuss and approve iSolved's employee benefits open enrollment setup cost of \$200.00 (needed for TML Open Enrollment).
 - c) To review and approve Q1 2018 Commissioner Pay.
 - d) To review and discuss legal action item list.
 - e) To approve Symantec Endpoint Protection renewal for virus protection at Station 1 (10 licenses).

- f) To review, discuss and take action on granting exemptions for 2018.
- g) To review and approve TNH proposal for the installation of Station 3 timeclock.
- h) To review and take action on proposals for dedication plaque for Station 3.
- i) To set the date for Station 3 dedication.
- j) To discuss future events (i.e., Blood Drive, CPR Class, Safety Fest, Open House, etc.).
- k) To approve past minutes.
- l) To review, discuss and take action on submittals by the Administration staff of thirty (30) day advance request(s) for purchase.

5) Discuss and take action regarding Board administrative matters including:

- a) To receive an update and take any necessary action on Station # 3 matters related to payment applications, change orders and the construction contract.
- b) To receive and update and take any necessary action on Station # 1 needs assessment related to proposals and invoices.
- c) To receive report and take any necessary action from long range planning committee.
- d) To set the April Board meeting date.
- e) To review, discuss and take action regarding matters related to the volunteers.
- f) To review, discuss and take action regarding employment matters.
- g) To 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.
- h) To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.
- i) To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.
- j) To reconvene into Open Session and consider taking action on items discussed in Executive Session.

6) Adjourn:



THOMAS M. RAIA JR., PRESIDENT

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