

## 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, April 25, 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 discuss and review 1<sup>st</sup> Qtr. Investment Review.
  - e) To discuss and take action on District Bank Accounts.
  - f) To update on iSolved Overtime module.
  - g) To discuss Trustmark loan payment.
- 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) ESD48 Public Relations to discuss Safety Fest.
  - c) To approve an amount up to \$500.00 for home survey equipment from line item #68050 (PR Other).
  - d) To approve the Operating guideline for the Home Survey process.
  - e) To approve an amount up to \$250.00 from account #63092 for purchase of a television at Station 3 plus an additional \$7.00 per month for the cable box from account #65052 which was included in the 2018 budget.
  - f) To approve additions to 6.01 and 15.20 thru 15.23 to the policy manual.
  - g) To discuss and take action on approving 8-10 hours per week as needed of overtime for coverage of the Administrative Battalion Chief position.
  - h) To review and approve Dr. Benjamin Oei's annual invoice to serve as Medical Director for the District.
  - i) 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 discuss and approve The Home Page Store annual renewal.
  - b) To review and discuss Annual TCDRS Plan Assessment.
  - c) To discuss and approve Carl's Quality Cooling and Heating annual maintenance proposal for Station 3.

- d) To update the iSolved Insurance Carrier Feed proposal.
- e) To review and discuss legal action item list.
- f) To receive update on scheduling of CPR and blood drives.
- g) To approve past minutes.
- h) 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 May Board meeting date.
- e) Take action on 2017 Tax Year Amendment to Interlocal Cooperation Agreement for Collection of taxes between Fort Bend County and the District.
- f) 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.
- g) Take action on imposition of additional penalty on delinquent taxes for 2017 Pursuant to §33.07 of the Property Tax Code and adoption of a resolution regarding the same.
- h) Take action on imposition of additional penalty on delinquent taxes for 2017 to defray costs of collection by the District's Delinquent Tax Atty.
- i) Take action on 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.
- j) To review, discuss and take action regarding matters related to the volunteers.
- k) To review, discuss and take action regarding employment matters.
- l) 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.
- m) To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.
- n) To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.
- o) To reconvene into Open Session and consider taking action on items discussed in Closed 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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