

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, JULY 26, 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 REVIEW 2Q INVESTMENT PORTFOLIO AND TAKE ACTION ON AUGUST-OCTOBER INVESTMENTS IN ACCORDANCE WITH THE INVESTMENT POLICY.
- d) TO REVIEW, DISCUSS AND TAKE ACTION ON MID-YEAR BUDGET REVIEW.
- e) TO REVIEW THE TCDRS PLAN AND LIABILITIES.
- f) TO UPDATE BOARD ON AMENDED 940 FUTA REPORTS.
- g) TO DISCUSS AND TAKE ACTION ON THE FROST BANK DEPOSITORY AGREEMENT, SECURITY AGREEMENT, AND PLEDGEE AGREEMENT.
- h) TO DISCUSS PAYMENTS DUE FROM J. COX REIMBURSEMENT.

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 REVIEW, DISCUSS AND TAKE ACTION ON THE REPLACEMENT OF BUNKER GEAR INCLUDING GLOVES AND HOODS FOR INVENTORY, NOT TO EXCEED \$30,000 AND CHARGED TO ACCOUNT 59040.
- c) TO REVIEW, DISCUSS AND TAKE ACTION ON THE REPLACEMENT OF SOFAS IN THE DAY ROOM FOR STATION 1, NOT TO EXCEED \$4,500 AND CHARGED TO ACCOUNT 63031.
- d) TO DISCUSS, REVIEW AND TAKE ACTION ON THE PURCHASE OF KEY LOCK BOXES TO BE INSTALLED AT THE REAR DOOR TO THE STATIONS AND TO CONTAIN A STATION ACCESS CARD TO BE USED BY MUTUAL AID BACK IN COMPANIES TO COVER OUR DISTRICT'S TERRITORY WHILE ON EXTENDED DURATION CALLS, NOT TO EXCEED \$100 AND CHARGED TO ACCOUNTS 63091 AND 63092, ACCORDINGLY.
- e) TO DISCUSS AND TAKE ACTION TO APPROVE THE AMENDMENT TO THE JOB DESCRIPTION OF CAPTAIN AND THE PROMOTION PATHWAY TO INCLUDE THE ADDITION OF FIRE OFFICER 1 AS A REQUIREMENT FOR THE POSITION.
- f) TO DISCUSS AND TAKE ACTION TO APPROVE THE UPCOMING CAPTAINS JOB ANNOUNCEMENT.
- g) 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 APPROVE PAST MINUTES.

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- b) TO DISCUSS AND REVIEW PROGRESS MADE ON THE DISTRICT'S WEBSITE BY KISD STUDENTS.
- c) TO RECEIVE A PRESENTATION FROM MULTIVISTA ON HOW TO BEST UTILIZE THE PRODUCTS AND SERVICES PROVIDED BY THEM.
- d) TO DISCUSS, REVIEW AND TAKE ACTION ON PROPOSALS FOR TREE TRIMMING, TREE REMOVAL AND TREE REPLACEMENT FOR STATION 1 AND STATION 2.
- e) TO DISCUSS, REVIEW AND TAKE ACTION ON THE PURCHASE OF ONE ADDITIONAL 4- DRAWER LATERAL FILE AND ONE 5-DRAWER LATERAL FILE NOT TO EXCEED \$1,700.00.
- f) TO DISCUSS, REVIEW AND TAKE ACTION ON NEW PROPOSALS FOR CONSOLIDATED COMMUNICATIONS ACCOUNTS.
- g) TO REVIEW, DISCUSS AND TAKE ACTION ON ISOLVED PAYROLL METHODOLOGY INCLUDING ACCRUALS.
- h) TO REVIEW, DISCUSS AND TAKE ACTION ON ISOLVED BENEFITS PROGRAM.
- i) TO DISCUSS AND TAKE ACTION ON THE PURCHASE OF NEW, DUAL RADIO ACCESS POINTS AND AN UPGRADE TO THE FIREWALL TO THE NEXT GENERATION SONICWALL TZ400 TO BRING WIFI ACCESS UP TO THE SPEED AND RELIABILITY NEEDED BY EMPLOYEES AT STATION 1 AND STATION 2, NOT TO EXCEED \$2,800 AND CHARGED TO ACCOUNTS 67760 AND 67790, ACCORDINGLY (INCLUDES 8 NEW ENTERPRISE GRADE LONG RANGE WIRELESS ACCESS POINTS, CAT 6 NETWORK CABLING FOR 2 NEW ACCESS POINTS, ANALYSIS, CONFIGURATION AND TESTING).
- j) TO UPDATE AND DISCUSS COMMUNITY SERVICE EVENTS TO INCLUDE A SCHEDULED BLOOD DRIVE WITH GULF COAST REGIONAL BLOOD CENTER AND POTENTIAL FUTURE EVENTS WITH FORT BEND COUNTY EMS FOR CPR CLASSES AND FORT BEND COUNTY ANIMAL SERVICES FOR DOG ADOPTIONS.
- k) TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS BY THE DEPARTMENT OF THIRTY (30) DAY ADVANCE REQUEST(S) FOR PURCHASE.

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

- a) TO RECEIVE REPORT AND TAKE ANY NECESSARY ACTION FROM LONG RANGE PLANNING COMMITTEE.
- b) TO SET THE AUGUST BOARD MEETING DATE.
- c) TO RECEIVE AN UPDATE AND TAKE ANY NECESSARY ACTION ON STATION # 3 MATTERS RELATED TO PAYMENT APPLICATIONS, CHANGE ORDERS AND THE CONSTRUCTION CONTRACT.
- d) TO RECEIVE AN UPDATE AND TAKE ANY NECESSARY ACTION ON STATION # 1 NEEDS ASSESSMENT RELATED TO PROPOSALS AND INVOICES.
- e) TO REVIEW, DISCUSS AND TAKE ACTION ON APPRAISAL VALUES AND AUTHORIZE COUNSEL TO PREPARE AND PUBLISH EFFECTIVE TAX RATE NOTICE.
- f) TO CONVENE INTO EXECUTIVE SESSION PURSUANT TO GOVERNMENT CODE §551.074, TO DISCUSS DISTRICT PERSONNEL MATTERS.
- g) TO CONVENE INTO EXECUTIVE SESSION PURSUANT TO GOVERNMENT CODE §551.072 TO DISCUSS REAL ESTATE MATTERS, INCLUDING PURCHASE OF PROPERTY.
- h) TO RECONVENE INTO OPEN SESSION AND CONSIDER TAKING ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION.

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6) ADJOURN:

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

THOMAS M. RAIA JR., PRESIDENT

FORT BEND COUNTY ESD#2
24655 WESTHEIMER PARKWAY
KATY, TX 77494
OFFICE: (281)395-0011, EXT 120
FAX: (281)395-0025