

# **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, JUNE 21, 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 INVEST THE SAVINGS AND INVESTMENT ACCOUNTS IN ACCORDANCE WITH THE INVESTMENT POLICY.
- d) TO REVIEW, DISCUSS AND TAKE ACTION ON THE 2017 INVESTMENT POLICY.
- e) TO REVIEW AND TAKE ACTION ON THE 2016 FINANCIAL AUDIT.

**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 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.
- b) TO REVIEW, DISCUSS AND TAKE ACTION ON U.S. DIGITAL DESIGNS RENEWAL AGREEMENT.
- c) TO GIVE UPDATE ON ISOLVE PAYROLL SERVICES IMPLEMENTATION.
- d) TO DISCUSS AND REVIEW PROGRESS MADE ON THE DISTRICT'S WEBSITE BY KISD STUDENTS.
- e) TO GIVE UPDATE AND TAKE ACTION ON HOSTING A BLOOD DRIVE FOR THE LOCAL COMMUNITY.
- f) TO DISCUSS AND TAKE ACTION TO LOCATE/OBTAIN THE INTERLOCAL AGREEMENT BETWEEN FORT BEND COUNTY AND FORT BEND COUNTY EMERGENCY SERVICES DISTRICT NO. 2 FOR EMS HOUSING.
- g) TO DISCUSS, REVIEW AND TAKE ACTION ON PROPOSALS FROM BURNS LANDSCAPING REGARDING STATIONS 1 AND 2 FOR TRIM AND REMOVE RECOMMENDATIONS AND VALVE REPAIR RECOMMENDATION FOR STATION 1.
- h) TO DISCUSS AND TAKE ACTION REGARDING REMOVAL, ADDITION AND CORRECTION OF EMPLOYEES AS AUTHORIZED REPRESENTATIVES OF THE CONSOLIDATED COMMUNICATIONS ACCOUNT.
- i) TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS BY THE DEPARTMENT OF THIRTY (30) DAY ADVANCE REQUEST(S) FOR PURCHASE.

**FORT BEND COUNTY EMERGENCY SERVICES DISTRICT NO. 2**  
**NOTICE OF REGULAR BOARD MEETING: JUNE 21, 2017**  
**PAGE 2**

**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 JULY BOARD MEETING DATE AND CONFIRM THE SPECIAL BOARD MEETING DATE OF JULY 12.
- 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 DISCUSS AND TAKE ACTION REGARDING A POLICY REGARDING RECOVERING OVER-PAYMENTS AND EXPENSES FROM DISTRICT EMPLOYEES.
- 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.

**6) ADJOURN:**



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

FORT BEND COUNTY ESD#2  
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KATY, TX 77494  
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