

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, OCTOBER 25, 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 INVESTMENT POLICY.
- d) TO DISCUSS AND TAKE ACTION ON THE THIRD QUARTER INVESTMENT REVIEW.
- e) TO RECEIVE UPDATE ON THE IMPLEMENTATION OF SOLVED.
- f) TO REVIEW THE TIDES PLAN AND LIABILITIES INCLUDING PRE AND POST SIXTY-FIVE RETIREMENT.

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) DISCUSS AND TAKE ACTION ON APPROVING \$16,352.98 FOR THE PURCHASE OF A RESCUE BOAT AND RELATED EQUIPMENT FROM LINE ITEM #59020 NON- DEPRECIABLE.
- c) DISCUSS AND TAKE ACTION ON APPROVING UP \$10,000.00 FOR WATER RESCUE EQUIPMENT FROM LINE ITEM #68300 UNBUDGETED EXPENDITURES.
- d) DISCUSS AND TAKE ACTION ON REPLACING THE GAS GRILL AT STATION 1 FOR A COST NOT TO EXCEED \$1000.00 FROM LINE ITEM #63091 STATION 1 PURCHASES.
- e) DISCUSS AND TAKE ACTION APPROVING UP TO \$19,151.46 FOR UNIFORMS, CAPS AND WINTER PARKA'S WHICH INCLUDES UNIFORMS FOR NEW HIRE CAPTAINS FROM THE FOLLOWING ACCOUNTS: \$1,200.00 - LINE #53510 CAPS, \$11,554.65 – LINE 53520 DRESS UNIFORMS, AND \$6396.81 – LINE 53530 T-SHIRT/POLO.
- f) DISCUSS AND TAKE ACTION FOR REPLACING THE PERSONAL BOOTS OF VOLUNTEER STAFF WHICH WERE CONTINUOUSLY SUBMERGED IN RECENT FLOOD WATER. FOR A COST NOT TO EXCEED \$1800.00 FROM LINE ITEM #68300 UNBUDGETED EXPENDITURES.
- g) DISCUSS AND TAKE ACTION ON THE PURCHASE OF UP TO 12 SETS OF BUNKER GEAR FOR NEW CAPTAINS FOR A COST NOT TO EXCEED \$42,000.00 FROM LINE ITEM #59040 BUNKER GEAR.
- h) 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 APPROVE PAST MINUTES.
- b) TO DISCUSS AND REVIEW PROGRESS MADE ON THE DISTRICT'S WEBSITE BY KISD STUDENTS.

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- c) TO UPDATE THE BOARD REGARDING DOG ADOPTION DAY SCHEDULED FOR NOVEMBER 4.
- d) TO RECEIVE REPORT ON OPEN HOUSE.
- e) TO DISCUSS AND APPROVE THE FISK PROPOSAL TO UPGRADE PANELS AT STATION 1 AND STATION 2 TO NONVOLATILE MEMORY NOT TO EXCEED \$2,405.00.
- f) TO DISCUSS AND APPROVE ATTENDING A SHAREPOINT CLASS FOR DISTRICT ADMINISTRATOR.
- g) TO REVIEW, DISCUSS AND APPROVE THE PURCHASE OF FIVE POLO TYPE WILLOWFORK SHIRTS FOR EACH ADMINISTRATION EMPLOYEE.
- h) TO REVIEW, DISCUSS AND TAKE ACTION ON PROPOSAL FOR PURCHASE OF PUBLIC RELATIONS PRODUCTS.
- i) 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 RECEIVE REPORT AND TAKE ANY NECESSARY ACTION FROM LONG RANGE PLANNING COMMITTEE.
- b) TO SET THE NOVEMBER AND DECEMBER BOARD MEETING DATES.
- 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 DISCUSS AND APPROVE THE COMCAST RIGHT OF ENTRY DOCUMENT TO INSTALL CABLE LINES FOR STATION 3 AT THE EXPENSE OF COMCAST.
- e) TO RECEIVE AN UPDATE AND TAKE ANY NECESSARY ACTION ON STATION # 1 NEEDS ASSESSMENT RELATED TO PROPOSALS AND INVOICES.
- 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

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