

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, November 28, 2018 at 6:00 p.m.**, at the Willowfork Fire Department, **24655 Westheimer Parkway, Katy, Texas 77494**, 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 discuss 3rd Qtr. Investment Review.
 - d) To invest the savings and investment accounts in accordance with the District's Investment Policy.
 - e) To receive an update on iSolved multi-week overtime project.
- 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 approve training stipend and to be charged to account 51020.
 - c) To approve pay scale increases.
 - d) To discuss hiring six (6) more part-time firefighters.
 - e) To review and take action on amendments to the policy manual.
 - f) To review, discuss and take action on communications with the residents of Lake Point Estates regarding water supply in the neighborhood.
 - g) To discuss partnering with the Boy Scouts of America Exploring Program for Fire Service Career.
 - h) 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 receive a PR presentation from Touchstone District Services.
 - b) To review, discuss and take action on TML Workers Compensation and Payroll Adjustment.
 - c) To review, discuss and take action on VFIS insurance renewal rates.
 - d) To review the TCDRS Plan and liabilities.
 - e) To approve the following:
 - (1) Purchase of SHRM's (Society for Human Resource Management) annual membership of \$209.00 plus its Employee Handbook Builder at a cost not to exceed \$350.00 annually;
 - (2) Carl's Quality Cooling and Healing contract renewals for all three (3) fire stations.

- (3) To approve the purchase of two (2) wall maps and charge to Account 59020.
- (4) To discuss and take action on repairs to Station 1 fence.
- (5) To discuss and approve the purchase of Christmas decorations not to exceed \$1,500.00.
- f) To approve past minutes.
- g) To receive update on Toys for Tots program.
- h) To discuss and approve The Annual Charter Agreement between Willowfork Fire Department and the Boy Scouts of America for Pack 548.
- i) To review, discuss and take action regarding 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 request that Commissioners Tom Raia, Robert Miller and John Schwin be submitted to the Fort Bend County Commissioners Court for re-appointment and to ratify any nominations made by the Fort Bend County Commissioners Court of these commissioners.
- b) To receive an update and take any necessary action on Station 3 matters related to roofing and HVAC deficiencies.
- c) To review, discuss and take action regarding payment applications and change orders with respect to BRW or Teal Construction.
- d) To receive and update and take any necessary action on Station 1 needs assessment related to proposals and invoices.
- e) To receive report and take any necessary action from long range planning committee.
- f) To confirm December Board meeting date.
- g) To discuss and take action regarding various volunteers and employment matters.
- h) 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.
- i) To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.
- j) To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.
- k) To reconvene into Open Session and consider taking action on items discussed in Closed Session.

6) Adjourn:



THOMAS M. RAIA JR., PRESIDENT

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