

**NOTICE OF MEETING (AMENDED)**  
**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, December 19, 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 invest the savings and investment accounts in accordance with the District's Investment Policy.
  - d) 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 discuss and take action on meals for Christmas Day not to exceed \$300.00 and charged to 51025.
  - c) To discuss and take action to approve payment for Dr. Benjamin Oei for his medical direction for the months January 2019 – December 2019 at a cost of \$3,000.00, annually, and charged to 58010.
  - d) To approve pay scale increases.
  - e) To discuss and take action for full time employee staff stipends.
  - f) To review and take action on amendments to the policy manual.
  - g) To approve housing agreement with FBCEMS.
  - 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 engage Ubernosky & Majeres, PLLC Certified Public Accountants as 2018 auditors.
  - b) To approve Commissioner Pay Q4 2018.
  - c) To approve past minutes.
  - d) To receive update on Toys for Tots program.
  - e) 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 receive an update and take any necessary action on Station 3 matters related to roofing and HVAC deficiencies.

- b) To review, discuss and take action regarding payment applications and change orders with respect to BRW or Teal Construction.
- c) To receive report and take any necessary action from long range planning committee.
- d) To discuss and take action to authorize Commissioners to attend the 2019 SAFE-D Conference in Galveston including lodging, registration, meals and travel expenses.
- e) To confirm January Board meeting date.
- f) 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.
- g) To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.
- h) To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.
- i) 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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