

MEETING NOTICE
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 29

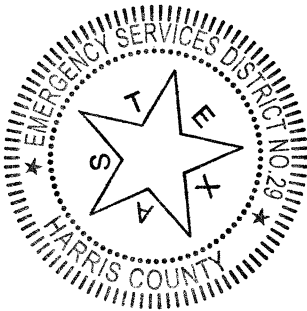
Notice is hereby given that the Board of Commissioners of **Harris County Emergency Services District No. 29** of Harris County, Texas, will hold a board meeting on **January 3, 2019 at 4:30 p.m.** at the **Champions Emergency Services Fire Station at 12730 Champion Forest Drive, Houston, Texas 77066.**

The District will consider and act upon the following matters:

1. Call meeting to order.
2. To receive public comment.
3. To receive a report from Brad Dill of BD Realty and take with respect to any MMG pay applications.
4. To review, discuss and take action on reports and construction matters from District architect Ricardo Martinez of Martinez Architects for the Station 12 construction project.
5. To review and take action of any pay applications submitted by JE Dunn and approved by Martinez Architects.
6. To approve the Minutes of prior meeting(s).
7. To receive a report from the District Bookkeeper, to review and take action on the Treasurer's Report.
8. To pay, authorize or ratify District bills and authorize fund transfers required to for operations and capital expenses.
9. To review and take action on engagement of McCall Gibson Swedlund Barfoot PLLC to prepare District 2018 audit.
10. To review and take action to retain Myrtle Cruz, Inc. to serve as District bookkeeper for 2019.
11. To review and take action regarding entering into an agreement with Organizology, LLC, to provide HR support to the administrative team of Champions Fire Department.
12. To receive, discuss and take action on the Fire Operations Report.
13. To review, discuss and take action on needed improvements or repairs to the District's station or related facilities.
14. To review, discuss and take action on submittals of thirty (30) day advance request(s) for purchase of items necessary for District operations
15. To review and take action on approval of expenses related to upcoming training classes, course materials, equipment and related expenditures to be incurred by the District.
16. To review, discuss and take action on developing guidelines for expense reimbursements to ESD employees and ESD commissioners.
17. Administrative Reports and Committee updates.
 - a) To review and take action on any report(s) from the District committees concerning and take action as necessary.

- b) To review, discuss and take action on any proposed Department Policy, Procedures and Operating Guidelines that require modification.
 - c) To make any necessary committee appointments.
18. To discuss any new items that need to be on the agenda for the subsequent District meetings and to set the date for the next regularly scheduled meeting date.
 19. 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.
 20. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.
 21. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.
 22. Reconvene in Public Session.
 23. To take action on matters discussed in closed session.
 24. Adjournment.

**HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 29**



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