

**Hays County Emergency Services District No. 5 (HCESD NO. 5)**  
**Kyle Fire Department Station 1 (Miller-Whitaker) - 210 W. Moore St. - Kyle, Texas 78640**  
**January 25, 2023 – 6:30 p.m.**  
**Regular Meeting**

**Agenda**

1. Call to order, establish quorum.
  - ⇒ Meeting was called to order at 6:31 pm and quorum established with Commissioners Eric Holen, Susan Meckel, Beth Smith, Sergio Bazaldua, and Paul Terry present.
2. Oath and swearing in of re-appointed BOD members. (Smith)
  - ⇒ Commissioners Eric Holen, Susan Meckel, and Sergio Bazaldua were re-appointed and sworn in for another term.
3. Discussion with possible action regarding election of BOD officers. (Smith)
  - ⇒ Motion was made by Paul Terry, seconded by Eric Holen to have BOD officers maintain their positions:
    - Beth Smith – President
    - Sergio Bazaldua – Vice President
    - Eric Holen – Treasurer
    - Paul Terry – Assistant Treasurer
    - Susan Meckel - Secretary
  - ⇒ Motion passed (5-0)
4. Accept public comments on agenda items or other topics related to HCESD No. 5.
  - ⇒ No public comments were offered at this time.
5. Consideration and possible action on revised non-standard service agreement with Goforth Special Utility District for water provision. (Taylor)
  - ⇒ Motion was made by Eric Holen, seconded by Sergio Bazaldua to approve the non-standard service agreement with Goforth Special Utility District for water provision.
  - ⇒ Motion passed (5-0)
6. Read and approve minutes from previous meeting of November 16, 2022, and previous meeting scheduled for December 23, 2022 that was cancelled due to lack of quorum. (Meckel)
  - ⇒ Motion was made by Paul Terry, seconded by Eric Holen to approve the minutes from the previous meetings of November 16, 2022, and December 23, 2022, that was cancelled due to lack of quorum.
  - ⇒ Motion passed (5-0)
7. Receive monthly report from the Treasurer (Holen) and consider:
  - a) Approval of payment of monthly bills and invoices; and
    - ⇒ Motion was made by Eric Holen, seconded by Paul Terry to approve the payment of monthly bills and invoices.
    - ⇒ Motion passed (5-0)
  - b) Approval of monthly financial report; and
    - ⇒ Motion was made by Susan Meckel, seconded by Paul Terry to approve the monthly financial report as presented.
    - ⇒ Motion passed (5-0)
  - c) Approval of quarterly investment report; and
    - ⇒ Item was tabled for next month's meeting.
  - d) Action regarding amendments to budget for FY2021-2022, if needed; and
    - ⇒ Motion was made by Paul Terry, seconded by Eric Holen to approve the amendments to the budget for FY2021-2022 for Station 24 Engineer/Architect line item increase 07-0737 by \$119,050.50.
    - ⇒ Motion passed (5-0)
  - e) Action regarding amendments to budget for FY2022-2023, if needed.
    - ⇒ No discussion was held, nor action taken.
8. Receive monthly report from Kyle Fire Department regarding emergency operations, response times, call volume, training, management activities and membership.
  - ⇒ Discussion was held with no action taken.
9. Presentation from City of Kyle with discussion and possible action regarding overflow parking lot at Station 21. (Smith)
  - ⇒ No discussion was held, nor action taken.

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10. Discussion and possible action on national, state and local disaster declarations and orders, and matters relating to same. (Smith, Taylor)
  - ⇒ Discussion was held with no action taken.
11. Updates and Recommendations from the Long-term Structural and Operational Committee with discussion and possible action on recommendations: (Meckel/Taylor/Terry)
  - ⇒ Discussion was held with no action taken.
12. Discussion and possible action on organization and structure of District operations, emergency services provision by District, and long- and short-term planning related to same, including reorganization of debt, ownership, and related matters of real and personal property of the District.
  - a) Update and consideration of construction and related financial matters for fire Station 24. (Taylor)
    - ⇒ Discussion was held with no action taken.
13. Discussion with possible action on employee training, hours, staffing, policies, and procedures.
  - a) Discussion and possible action on Hays County ESD No. 5 BOD and Kyle Fire Department policy development. (Smith)
    - i. SOP development and revisions committee updates (Taylor)
      - ⇒ Discussion was held with no action taken.
    - ii. Lexipol policy updates (Taylor)
      - ⇒ Discussion was held with no action taken.
  - b) Discussion and possible action on operational and organizational structure, staffing, compensation, and matters relating to same. (Smith)
    - i. Administrative staffing updates and recommendations
      - ⇒ Discussion was held with no action taken.
14. Discussion with possible action to set workshops, hearings and/or meetings of HCESD No. 5.
  - ⇒ HCESD No. 5 will hold a Regular Meeting at 6:30 p.m. on February 22, 2023, at Station 21 at 210 W. Moore St. in Kyle, TX.
15. Adjourn.
  - ⇒ The meeting was adjourned at 8:20 p.m.

Respectfully submitted,



Susan Meckel  
Secretary HCESD No. 5