

**Hays County Emergency Services District No. 5 (HCESD NO. 5)**  
**Kyle Fire Department Station 1 (Miller-Whitaker)**  
**210 W. Moore St. - Kyle, Texas 78640**  
**November 16, 2022 – 6:30 p.m.**  
**Regular Meeting**

**Regular Meeting Minutes**

1. Call to order, establish quorum.
  - ⇒ Meeting was called to order at 6:31 p.m. and quorum established with Commissioners Sergio Bazaldua, Eric Holen, Susan Meckel, and Paul Terry present. Commissioner Beth Smith arrived at 7:01 pm.
2. Accept public comments on agenda items or other topics related to HCESD No. 5.
  - ⇒ No public comments were offered at this time.
3. Read and approve minutes from previous meeting of October 20, 2022. (Meckel)
  - ⇒ Motion was made by Eric Holen, seconded by Paul Terry to approve minutes from the October 20, 2022 meeting.
  - ⇒ Motion passed (4 – 0)
4. Receive monthly report from the Treasurer (Holen) and consider:
  - a) Approval of payment of monthly bills and invoices.
    - ⇒ Motion was made by Paul Terry, seconded by Sergio Bazaldua to approve payment of monthly bills and invoices.
    - ⇒ Motion passed (4 – 0)
    - ⇒ Motion was made by Eric Holen to reopen item and approve corrected report, seconded by Paul Terry.
    - ⇒ Motion passed (5 – 0)
  - b) Approval of monthly financial report.
    - ⇒ Motion was made by Eric Holen, seconded by Paul Terry to approve the monthly financial report as presented.
    - ⇒ Motion passed (4 – 0)
  - c) Action regarding execution of agreement to open Texpool account.
    - ⇒ Discussion held with no action taken.
  - d) Action regarding amendments to budget for FY2022-2023, if needed.
    - ⇒ Discussion was held with no action taken.
5. 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.
6. Presentation from City of Kyle with discussion and possible action regarding overflow parking lot at Station 21. (Smith)
  - ⇒ Discussion was held with no action taken.
7. 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.
8. 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.
9. 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) Consideration of Memorandum of Agreement for Professional Services with Dr. San Hwang (Texas State University) with discussion and possible action on construction, improvements, maintenance and special studies at overflow parking area at Station 21. (Taylor)
    - ⇒ No discussion was held nor action taken.
  - b) Consideration of Memorandum of Agreement for Professional Services with Dr. San Hwang (Texas State University) with discussion and possible action for firefighter and environmental health systems and studies proposed for Station 24. (Taylor).
    - ⇒ Motion was made by Susan Meckel, and seconded by Paul Terry to approve the MOU with Texas State University CIEDAR in the amount of \$152,454, and authorize Chief Taylor to execute agreement.
    - ⇒ Motion passed (5 – 0)

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- c) Update and consideration of construction and related financial matters for fire substations. (Taylor)
  - i. Construction bid process for Station 24.
    - ⇒ Discussion was held with no action taken.

**10.** Discussion with possible action on employee training, hours, staffing, policies, and procedures.

- a) Discussion, and possible action on HCESD No. 5 employee satisfaction survey and/or employee experience workshop results. (Smith)
  - 1. SOP development and revisions committee updates (Taylor)
    - ⇒ Discussion was held with no action taken.
- b) Discussion and possible action on Hays County ESD No. 5 policy development regarding employee matters including but not limited to professional and respectful workplace conduct, employee performance reviews, hiring and promotions processes, discipline and appeals processes and matters relating to same. (Smith)
  - 1. Consideration of Lexipol software technology and service for policies, procedures and related support.
    - ⇒ Motion was made by Beth Smith, and seconded by Susan Meckel to engage Lexipol not to exceed \$18,000.00 as a one-time initial cost with an approximate \$10,000.00 annual fee.
    - ⇒ Motion passed (5 -0)
- c) Discussion and possible action on operational and organizational structure, staffing, compensation and matters relating to same. (Smith)
  - 1. Administrative staffing updates and recommendations.
    - ⇒ No discussion was held nor action taken.

***At this time Board President Beth Smith moved forward to agenda item 10. d)***

- d) Discussion and possible action on temporary freeze on personnel changes, including but not limited to hiring, promotions, terminations, transfers, and other possible employment status activity and matters relating to same. (Smith)
  - ⇒ Motion was made by Beth Smith, and seconded by Eric Holen to lift the freeze
  - ⇒ Motion passed (5 -0)

**11.** Discussion and possible action on ESD Commissioner registration and attendance at the annual SAFE-D conference scheduled for February 2-4, 2023, in Round Rock, Texas.

- a) Discussion was held with no action taken. Commissioners Sergio Bazaldua and Paul Terry plan to attend.

***At this time Board President Beth Smith moved to agenda item 10. c) 2.***

***Authorized by the Texas Open Meetings Act and in accordance with Section 551.074 of the Texas Government Code, The HCESD No. 5 Board of Commissioners entered into Executive Session at 7:46 p.m. for the purpose of discussing Chief Taylor's employment contract (Item 10 c) 2.). No action was taken during Executive Session.***

***At 8:04 p.m. the HCESD No. 5 Board of Commissioners closed the Executive Session returned to open meeting and returned to posted agenda order.***

**10.** Discussion with possible action on employee training, hours, staffing, policies, and procedures.

- c) Discussion and possible action on operational and organizational structure, staffing, compensation and matters relating to same. (Smith)
  - 2. Discussion and possible action on employment contract presented to the BOD by Chief Taylor. (Smith)
    - ⇒ Discussion was held with no action taken.

**12.** Discussion with possible action to set workshops and/or meetings of HCESD No. 5.

- a) HCESD No. 5 will hold a Regular Meeting at 6:30 p.m. on December 28, 2022 at Station 21 at 210 W. Moore St. in Kyle, Texas .

**13.** Adjourn.

The meeting was adjourned at 8:10 p.m.

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Respectfully submitted,



Susan Meckel,  
Secretary HCESD No.5

**FINAL**