

**Hays County Emergency Services District No. 5 (HCESD NO. 5)**  
**Kyle Fire Department Station 1 (Miller-Whitaker) - 210 W. Moore St. - Kyle,**  
**Texas 78640 February 21, 2023 - 6:30 p.m.**  
**Regular Meeting**  
**Minutes**

1. Call to order, establish quorum.
  - ⇒ Meeting was called to order at 6:35 pm and a quorum was established with Commissioners Eric Holen, Susan Meckel, Beth Smith, and Paul Terry present.
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 January 25, 2023. (Meckel)
  - ⇒ Motion was made by Eric Holen, seconded by Paul Terry to approve the minutes from the previous meeting of January 25, 2023.
  - ⇒ 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 Susan Meckel, seconded by Eric Holen to approve the payment of monthly bills and invoices.
    - ⇒ Motion passed (4-0)
  - b) Approval of monthly financial report
    - ⇒ Motion was made by Susan Meckel, seconded by Beth Smith to approve the monthly financial report.
    - ⇒ Motion passed (4-0)
  - c) Approval of quarterly investment report
    - ⇒ Motion was made by Susan Meckel, seconded by Beth Smith to approve the quarterly investment report.
    - ⇒ Motion passed (4-0)
  - d) Action regarding amendments to budget for FY2022-2023, if needed.
    - ⇒ No discussion was held, nor action taken.
5. Discussion with possible action on annual review and certification or resolution for HCESD No. 5 Investment Policy. (Holen)
  - ⇒ Motion was made by Eric Holen, seconded by Paul Terry to approve Resolution Adopting Investment Policy, Strategies, Guidelines and Management Practices for HCESD No. 5.
  - ⇒ Motion passed (4-0)
6. Discussion and possible action on review and approval of annual audit engagement. (Taylor)
  - ⇒ Motion was made by Susan Meckel, seconded by Eric Holen to approve letter of engagement with Montemayor Britton Bender PC Certified Public Accountants for the annual audit.
  - ⇒ Motion passed (4-0)
7. Receive monthly report from Kyle Fire Department regarding emergency operations, response times, call volume, training, management activities and membership.
  - ⇒ Discussion held with no action taken.
8. Discussion and possible action on national, state and local disaster declarations and orders, and matters relating to same. (Smith, Taylor)
  - ⇒ Discussion held with no action taken.
9. Updates and Recommendations from the Long-term Structural and Operational Committee with discussion and possible action on recommendations: (Meckel/Taylor/Terry)
  - ⇒ Discussion held with no action taken.
10. Discussion and possible action to approve the purchase of 16 Harris XL-400P portable radios with chargers and spare batteries in the amount of \$98,236.03; with the possible addition of an extended 3-year warranty for \$220.00 per radio; and amend the budget accordingly. (Taylor)
  - ⇒ Motion made by Paul Terry, seconded by Eric Holen to approve a budget amendment to purchase 16 Harris XL-400P portable radios with chargers and spare batteries, with an extended warranty on each radio, totaling \$101,756.03.
  - ⇒ Motion passed (3-0-1 abstention); Commissioner Meckel abstained.

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11. 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 Station 24. (Taylor)
    - i. Enterprise gas pipeline survey requirements and cost
      - ⇒ Motion made by Paul Terry, seconded by Eric Holen to approve expenditure of up to \$10,000 to survey the gas pipeline.
      - ⇒ Motion passed (4-0)
    - ii. Construction permitting and bid processes
      - ⇒ No discussion was held, nor action taken.
  - b) Relocation of Station 21 and potential buyout of downtown properties by City of Kyle as discussed on recent City Council Agenda (Smith)

***At this time President Smith moved to Agenda Item 12. a) i. and ii.***

12. 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 held with no action taken.
    - ii. Lexipol policy updates (Taylor)
      - ⇒ Discussion held with no action taken
  - b) Discussion and possible action on operational and organizational structure, staffing, compensation and matters relating to same. (Smith)
    - i. ESD BOD review of performance and compensation for Chief Taylor (Smith)

***Authorized by the Texas Open Meetings Act and in accordance with Section 551.072 and 551.074 of the Texas Government Code, The HCESD No. 5 Board of Commissioners entered into Executive Session at 7:56 p.m. for the purpose of discussing real estate and personnel matters for agenda items 11. b) and 12. b) i.***

***At 8:48 pm, the HCESD No. 5 Board of Commissioners closed the Executive Session and returned to Agenda Items 11. b) and 12. b) i. No action was taken in Executive Session.***

***At this time President Smith returned to Item 11. b) Relocation of Station 21 and potential buyout of downtown properties by City of Kyle as discussed on recent City Council Agenda. (Smith)***

⇒ Discussion was held with no action taken regarding Station 21 real estate matters.

***At this time President Smith returned to Item 12. b) i. ESD BOD review of performance and compensation for Chief Taylor (Smith)***

⇒ Motion was made by Paul Terry, seconded by Beth Smith to approve a 25% pay increase with an annual salary of \$168,750, effective the beginning of FY 2023, October 1, 2022, for Chief Taylor.

⇒ Motion passed (4-0)

13. Discussion with possible action to set workshops, hearings and/or meetings of HCESD No. 5.

⇒ The next regular board meeting is scheduled for 6:30 p.m. on March 28, 2023 at Kyle Fire Station No. 21 at 210 W. Moore St., Kyle, TX 78640.

14. Adjourn.

The meeting was adjourned at 8:55 pm.

Respectfully submitted,



Susan Meckel, Secretary  
HCESD No. 5