

**Hays County Emergency Services District No. 5 (HCESD NO. 5)**  
**Kyle Fire Department Station 1 (Miller-Whitaker)**  
**210 W. Moore St. - Kyle, Texas 78640**  
**October 20, 2022 – 6:30 p.m.**  
**Regular Meeting**

**Special Meeting Agenda**

1. Call to order, establish quorum.
  - ⇒ Meeting was called to order at 6:34 p.m. and quorum established with Commissioners Eric Holen, Susan Meckel, and Beth Smith present.
  - ⇒ Commissioners Paul Terry and Sergio Bazaldua were absent for the entirety of the board meeting.
2. Accept public comments on agenda items or other topics related to HCESD No. 5.
  - ⇒ No public comments were offered at this time.
  - ⇒ Guest Les Stephenson and Will Paiz-Tabash were present at the meeting.

***At this time Board President Beth Smith moved forward to agenda item # 8. d)***

8. 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.
  - d) Discussion and possible action to donate the 1999 International “Engine 28” to the San Marcos Fire Department to be used as a blocker apparatus. (Taylor)
    - ⇒ Motion by Beth Smith, seconded by Eric Holen, to donate the 1999 International “Engine 28” to the San Marcos Fire Department to be used as a blocker apparatus.
    - ⇒ Motion passed (3 – 0).
3. Read and approve minutes from previous Regular Meeting of September 14, 2022.
  - ⇒ Motion made by Eric Holen, seconded by Beth Smith to accept the minutes from the Regular Meeting of September 14, 2022 as presented.
  - ⇒ Motion passed (3 – 0)

***At this time President Beth Smith moved forward to agenda item # 8. a), b), c)***

8. 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.
    - ⇒ Discussion held with no 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.
    - ⇒ Motion by Eric Holen, seconded by Susan Meckel, to approve Chief Taylor moving forward and working with Professor Hwang drafting a memorandum of agreement for professional services for firefighter and environmental health systems and studies proposed for Station 24 based on preliminary presentation. Amended by Eric Holen, to include allowing discussion between Dr. San Hwang (Texas State University) and Martinez Architects.
    - ⇒ Motion passed (3 – 0).
  - c) Update and consideration of construction and related financial matters for fire substations.
    - ⇒ Motion by Beth Smith, seconded by Eric Holen, to accept the amount of 3 million dollars from Hays County for Station 24 and allow the Board president to execute the agreement.
    - ⇒ Motion passed (3 – 0).

***At this time President Beth Smith returned to agenda order item 4.a)***

4. Receive monthly report from the Treasurer (Holen) and consider:
  - a) Approval of payment of monthly bills and invoices; and
    - ⇒ Motion made by Eric Holen, seconded by Beth Smith to approve payment of monthly bills and invoices.
    - ⇒ Motion passed (3 – 0)
  - b) Approval of monthly financial report; and
    - ⇒ Motion made by Eric Holen, seconded by Susan Meckel, to approve the monthly financial report as presented.
    - ⇒ Motion passed (3 – 0).
  - c) Approval of quarterly investment report; and

**Hays County Emergency Services District No. 5 (HCESD NO. 5)**  
**Kyle Fire Department Station 1 (Miller-Whitaker)**  
**210 W. Moore St. - Kyle, Texas 78640**  
**October 20, 2022 – 6:30 p.m.**  
**Regular Meeting**

- ⇒ Motion made by Eric Holen, seconded by Beth Smith, to approve the quarterly investment report as presented.
- ⇒ Motion passed (3 – 0).
- d) Action regarding amendments to budget for FY2022-2023, if needed.
  - ⇒ No discussion held nor action taken.
- 5. 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.
- 6. 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.
- 7. Updates and Recommendations from the Long-term Structural and Operational Committee with discussion and possible action on recommendations:
  - ⇒ Discussion held with no action taken.

***At this time, the agenda order continued with item 9.***

- 9. Discussion with possible action on employee training, hours, staffing, policies, and procedures.
  - a) Discussion, and possible action on HCESD No. 5 employee satisfaction survey results.
    - 1. SOP development and revisions committee updates.
      - ⇒ Discussion 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.
      - ⇒ No discussion held nor action taken.
    - c) Discussion and possible action on operational and organizational structure, staffing, compensation, and matters relating to same.
      - 1. Administrative staffing updates and recommendations.
        - ⇒ Discussion held with no action taken.
      - 2. Discussion and possible action on employment contract presented to the BOD by Chief Taylor.

***Authorized by the Texas Open Meetings Act and in accordance with Section 551.072 of the Texas Government Code, The HCESD No. 5 Board of Commissioners entered into Executive Session at 7:51 p.m. for the purpose of discussing personnel matters for agenda items 9. c) 2. No action was taken during Executive Session.***

***At 8:05 p.m., the HCESD No. 5 Board of Commissioners closed the Executive Session returned to Agenda 9. d) in open meeting.***

- 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.
  - ⇒ No discussion held nor action taken.
- 10. 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 November 16, 2022 at Kyle Fire Station No. 21 at 210 W. Moore St., Kyle, TX. 78640.

**11. Adjourn.**

The meeting was adjourned at 8:11 p.m.

Respectfully submitted,



Susan Meckel, Secretary  
HCESD No. 5