

Hays County Emergency Services District No. 5 (HCESD NO. 5)
Kyle Fire Department Station 1 (Miller-Whitaker) - 210 W. Moore St. - Kyle, Texas 78640
June 28, 2023 – 6:30 p.m.
Regular Meeting

Minutes

1. Call to order, establish quorum.
 - ⇒ Meeting was called to order at 6:30 pm and a quorum was established with Commissioners Beth Smith, Susan Meckel, Sergio Bazaldua, and Paul Terry present.
 - ⇒ Commissioner Eric Holen was absent for the entirety of the meeting.
2. Accept public comments on agenda items or other topics related to HCESD No. 5.
 - a) No public comments were offered at this time.
3. Presentation by Mayor Mitchell, City of Kyle, on potential southeast fire substation, with discussion. (Taylor)
 - a) Presentation given by Mayor Mitchell, then discussion was held with no action taken.
4. Read and approve minutes from previous meetings of May 3, 2023, and June, 2023. (Meckel)
 - a) Motion was made by Paul Terry, seconded by Beth Smith to approve the minutes from the previous meetings of April 1, 2023, May 3, 2023, and June 8, 2023.
 - b) Motion passed (4-0).
5. Receive monthly report from the Treasurer (Holen) and consider:
 - a) Approval of payment of monthly bills and invoices; and
 - ⇒ No discussion was held, nor action taken.
 - b) Approval of monthly financial report; and
 - ⇒ Motion was made by Susan Meckel, seconded by Paul Terry to approve the monthly financial report.
 - ⇒ Motion passed (4-0).
 - c) Action regarding amendments to budget for FY2022-2023, if needed
 - ⇒ No discussion was held, nor action taken.
6. Receive monthly report from Kyle Fire Department regarding emergency operations, response times, call volume, training, management activities, and membership.
 - a) 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)
 - a) No discussion was held, nor action taken.
8. Updates and Recommendations from the Long-term Structural and Operational Committee with discussion and possible action on recommendations: (Meckel/Taylor/Terry)
 - a) No discussion was held, nor action taken.
9. Presentation with discussion of preliminary HCESD No. 5 budget for FY 2023-2024. (Taylor)
 - a) Discussion was held with no action taken.
10. Presentation, review, 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) Design and construction of District facilities, including but not limited to planning, budgeting, financing, engineering design professionals, and approve pay applications for construction. (Taylor)
 - ⇒ Discussion was held with no action taken.
 - b) Approval of creation of joint committee with HCESD No. 9 regarding HCESD No. 5 Station 24 construction and accommodations for HCESD No. 9, and appointment of two HCESD No. 5 board members to the committee. (Taylor)
 - ⇒ Motion was made by Beth Smith, seconded by Paul Terry to appoint Commissioners Sergio Bazaldua and Eric Holen to the joint subcommittee with HCESD No. 9 regarding HCESD No. 5 Station 24 construction and accommodations for HCESD No. 9.
 - c) HCESD No. 5 fire substation land and facility acquisition planning. (Taylor)
 - ⇒ Discussion was held with no action taken.
11. 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.

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- 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)
 - ⇒ No discussion was held, nor action taken.
- 12.** 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 pm on July 26, 2023, at Kyle Fire Station No. 21 at 210 W. Moore St., Kyle, TX 78640.
- 13.** Adjourn.
- a) The meeting was adjourned at 8:46 pm.

Respectfully submitted,

Susan Meckel, Secretary
HCESD No. 5