

Hays County Emergency Services District No. 5 (HCESD NO. 5)
Kyle Fire Department Station 1 (Miller-Whitaker) - 210 W. Moore St. - Kyle, Texas 78640
March 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, and Eric Holen present.
 - ⇒ Commissioners Sergio Bazaldua and Paul Terry were absent for the entirety of the meeting.
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 February 21, 2023. (Meckel)
 - ⇒ Motion was made by Eric Holen, seconded by Susan Meckel to approve the minutes from the previous meeting of February 21, 2023
 - ⇒ Motion passed (3-0)
4. Receive monthly report from the Treasurer (Holen) and consider:
 - a) Approval of payment of monthly bills and invoices; and
 - ⇒ Motion was made by Susan Meckel, seconded by Beth Smith to approve payment of the monthly bills and invoices.
 - ⇒ Motion passed (3-0)
 - b) Approval of monthly financial report; and
 - ⇒ Motion was made by Susan Meckel, seconded by Beth Smith to approve the monthly financial report.
 - ⇒ Motion passed (3-0)
 - c) Action regarding amendments to budget for FY2022-2023, if needed.
 - ⇒ No discussion was 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 was 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 was held with no action taken.
7. Updates and Recommendations from the Long-term Structural and Operational Committee with discussion and possible action on recommendations: (Meckel/Taylor/Terry)
 - a) Committee recommendations from March 7, 2023
 - i. Future staffing and vehicle requirements.
 - ⇒ Discussion was held with no action taken.
 - ii. Future station locations and construction timeline, and existing station locations and continued use.
 - ⇒ Discussion was held with no action taken.
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) Construction and related financial matters for Station 24. (Taylor)
 - i. Construction permitting and bid processes
 - ⇒ Discussion was held with no action taken.
 - b) Approve the creation of an additional Fire Inspector/Investigator position within the Office of Fire Prevention. (Taylor)
 - ⇒ Motion was made by Beth Smith, seconded by Eric Holen to approve the creation of an additional Fire Inspector/Investigator position within the Office of Fire Prevention.
 - ⇒ Motion passed (3-0)
 - c) Approve the creation of a part-time Administrative Assistant position in the Administration Division. (Taylor)
 - ⇒ Motion was made by Eric Holen, seconded by Beth Smith to approve the creation of a part-time Administrative Assistant position in the Administration Division.
 - ⇒ Motion passed (3-0)

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At this time President Smith combined Agenda Items 8. d), e), and f), and Agenda Items 8. g) and h).

d-f) Approve the purchase of d) two Ford Bronco Sport vehicles (Office of Fire Prevention, Administration/Training) from Griffith Ford in an amount not to exceed \$35,682.75 each; e) a Chief response vehicle in an amount not to exceed \$49,900, and f) striping and warning lights for each vehicle in an amount not to exceed \$12,000 each. (Taylor)

- ⇒ Motion was made by Eric Holen, seconded by Beth Smith to approve the purchase of two Ford Bronco Sport Vehicles (Office of Fire Prevention, Administration/Training) from Griffith Ford in an amount not to exceed \$35,682.75 each, a Chief response vehicle in an amount not to exceed \$49,900, and striping and warning lights for each vehicle in an amount not to exceed \$12,000.00 each.
- ⇒ Motion passed (3-0)

g-h) Approve the purchase of g) a new brush truck for Station 24 in an amount not to exceed \$210,000, and h) replacements of Brush 21 and Brush 23 in an amount not to exceed \$210,000 each. (Taylor)

- ⇒ Motion was made by Eric Holen, seconded by Beth Smith to approve the purchase of a new brush truck for Station 24 in an amount not to exceed \$210,000, and replacements of Brush 21 and Brush 23 in an amount not to exceed \$210,000 each.
- ⇒ Motion passed (3-0)

i) Approve replacement of Tender 21 in an amount not to exceed \$400,000. (Taylor)

- ⇒ Motion was made by Eric Holen, seconded by Susan Meckel to approve the replacement of Tender 21 in an amount not to exceed \$400,000.
- ⇒ Motion passed (3-0)

j) Authorize the Fire Chief to secure financing for any approved brush trucks and tender purchases. (Taylor)

- ⇒ Motion was made by Eric Holen, seconded by Beth Smith to authorize the Fire Chief to secure financing for any approved brush trucks and tender purchases.
- ⇒ Motion passed (3-0)

9. 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.

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 7:36 pm for the purpose of discussing personnel matters for agenda item 9. b) i. No action was taken in Executive Session.

At 7:44 pm, the HCESD No. 5 Board of Commissioners closed the Executive Session and returned to Agenda Item 9. b) i.

b) Discussion and possible action on operational and organizational structure, staffing, compensation and matters relating to same. (Smith)

i. Review of compensation plan for Division Chiefs (Smith, Taylor)

- ⇒ Motion was made by Eric Holen, seconded by Beth Smith to increase the Division Chiefs compensation by 12%, effective with the current pay period, beginning March 26, 2023; and have Chief Taylor develop a salary structure for Battalion Chiefs positions per Long-Term Planning Committee recommendations.
- ⇒ Motion passed (3-0)

At this time President Smith re-opened Agenda Item no. 2 (public comments) so Kyle Fire Department staff could recognize Sheila Wolf and present her with birthday cake and flowers! President Smith then resumed agenda item order.

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

a) Design Sprint by Texas State University on April 1, 2023 (Taylor)

- ⇒ Special meeting of HCESD No. 5 will be held April 1, 2023 at 4 p.m. at Kyle Fire Station No. 21 at 210 W. Moore St., Kyle, TX 78640.

11. Regular monthly meeting or other meetings or workshops as may be necessary. (Smith)

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⇒ The next regular board meeting is scheduled for 6:30 pm on April 26, 2023, at Kyle Fire Station No. 21 at 210 W. Moore St., Kyle, TX 78640 unless another meeting date is required for the construction bid process for Station 24.

12. Adjourn.

The meeting was adjourned at 7:50 pm.

Respectfully submitted,



Susan Meckel, Secretary
HCESD No. 5

FINAL