

**Hays County Emergency Services District No. 5 (HCESD NO. 5)**  
**Kyle Fire Department Station 1 (Miller-Whitaker) - 210 W. Moore St. - Kyle, Texas 78640**  
**May 3, 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, Sergio Bazaldua, Eric Holen, and Paul Terry. Commissioner Susan Meckel arrived at 6:40 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. Presentation of annual audit for FY2022 by Montemayor Britton Bender, PC, with discussion and possible action.
  - ⇒ Motion was made by Eric Holen, seconded by Paul Terry to accept the results of the annual audit of HCESD No. 5 for FY2022 by Montemayor Britton Bender, PC.
  - ⇒ Motion passed (5-0)

**At this time, President Smith moved to Agenda Item 11.**

11. 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, selection of general contractor, and approve pay applications for construction. (Taylor)
    - i. Open sealed bids responsive to request for proposals for a general contractor for Station 24.
      - ⇒ Motion was made by Eric Holen, seconded by Beth Smith to table the bids so that references for D. Wilson Construction could be contacted, and to hold a special meeting in one week to review the findings.
      - ⇒ Motion passed (5-0)

**At this time, President Smith resumed agenda item order.**

4. Receive results, reports, and recommendations from Texas State University Design Sprint for consideration, discussion, and possible action. (Taylor)
  - ⇒ Discussion was held with no action taken.
5. Read and approve minutes from previous meetings of March 28, 2023, and April 1, 2023. (Meckel)
  - ⇒ Motion was made by Beth Smith, seconded by Eric Holen to approve the minutes for March 28, 2023
  - ⇒ Motion passed (5-0)
6. Receive monthly report from the Treasurer (Holen) and consider:
  - a) Approval of payment of monthly bills and invoices; and
    - ⇒ Motion was made by Eric Holen, seconded by Paul Terry to approve the payment of the monthly bills and invoices.
    - ⇒ Motion passed (5-0)
  - b) Approval of monthly financial report; and
    - ⇒ Motion was made by Beth Smith, seconded by Paul Terry to approve the monthly financial report.
    - ⇒ Motion passed (5-0)
  - c) Approval of quarterly investment report; and
    - ⇒ Motion was made by Susan Meckel, seconded by Beth Smith to approve the quarterly investment report.
    - ⇒ Motion passed (5-0)
  - d) Action regarding amendments to budget for FY2022-2023, if needed
    - ⇒ No discussion was held, nor action taken.
7. 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.
8. Discussion and possible action on national, state and local disaster declarations and orders, and matters relating to same. (Smith, Taylor)
  - ⇒ No discussion was held, nor action taken.

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9. Discussion and possible action on ESD annual policy review statement. (Meckel)
  - ⇒ Motion was made by Susan Meckel, seconded by Beth Smith to approve the ESD annual policy review statement.
  - ⇒ Motion passed (5-0)
10. 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
    - ⇒ Discussion was held with no action taken.
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 was held with no action taken.
    - 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.
13. Discussion with possible action to set workshops, hearings and/or meetings of HCESD No. 5.
  - ⇒ The next special board meeting is scheduled for 6:00 pm on May 11, 2023, at Kyle Fire Station No. 21 at 210 W. Moore St., Kyle, TX 78640.
14. Adjourn.

The meeting was adjourned at 8:07 pm.