

Hays County Emergency Services District No. 5 (HCESD NO. 5)
Kyle Fire Department Station 1 (Miller-Whitaker)
210 W. Moore St. - Kyle, Texas 78640
September 27, 2023 – 6:30 p.m.
Regular Meeting

Minutes

1. Call to order, establish quorum.
⇒ The meeting was called to order at 6:30 pm and quorum was established with Commissioners Eric Holen, Paul Terry, Sergio Bazaldua, Beth Smith, and Susan Meckel.
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 public hearing and regular meeting of August 16, 2023. (Meckel)
⇒ Motion was made by Paul Terry, seconded by Susan Meckel to approve the minutes from the previous public hearing and regular meeting of August 16, 2023.
⇒ Motion passed (5-0)
4. Receive monthly report from the Treasurer (Holen) and consider:
 - a) Approval of payment of monthly bills and invoices; and
⇒ Motion was made by Beth Smith, seconded by Susan Meckel to approve the payment of monthly bill and invoices.
⇒ Motion passed (5-0)
 - b) Approval of monthly financial report; and
⇒ Motion was made by Beth Smith, seconded by Susan Meckel to approve the monthly financial report.
⇒ Motion passed (5-0)

At this time President Smith moved to agenda item No. 7

7. Updates and Recommendations from the Long-term Structural and Operational Committee with discussion and possible action on recommendations: (Meckel, Taylor, Terry)
⇒ No discussion was held, nor action taken.

At this time President Smith returned to agenda order 4. c)

- c) Action regarding amendments to budget for FY2022-2023, if needed.
⇒ Motion was made by Susan Meckel, seconded by Beth Smith to accept the amendments to budget for FY 2022-2023, as presented.
⇒ Motion passed (5-0)
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)
⇒ No discussion was held, nor 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) Design and construction of District facilities, including but not limited to planning, budgeting, financing, engineering design professionals, and approve pay applications for construction. (Taylor)
 - 1) General construction contract for Station 24 with The Kohler Company. (Taylor)
⇒ No discussion was held, nor action taken.
 - b) Updates from joint committee with HCESD No. 9 regarding HCESD No. 5 Station 24 construction and accommodations for HCESD No. 9. (Bazaldua, Holen, Taylor)
⇒ Discussion was held with no action taken.
 - c) Amendment to lease agreement with City of Kyle for Station 22. (Taylor)
⇒ Discussion was held with no action taken.

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- d) Update on City of Kyle/Waterstone water availability study and development agreement. (Smith, Taylor)
 - ⇒ No discussion was held, nor action taken.
- e) HCESD No. 5 fire substation land and facility acquisition planning. (Taylor)
 - ⇒ No discussion was held, nor action taken.
- 9. Discussion with possible action on employee training, hours, staffing, compensation, policies, operational and organizational structure, procedures, and matters relating to same.
 - a) Hays County ESD No. 5 BOD and Kyle Fire Department policy development. (Smith)
 - 1. Health Insurance benefits options and cost. (Taylor)
 - ⇒ Motion was made by Beth Smith, seconded by Paul Terry to accept option 3, increasing the amount provided by ESD5 on the HRA card to \$1,000 to cover the increase in deductible for each employee.
 - ⇒ Motion passed (5-0)
 - 2. SOP development and revisions committee updates (Taylor)
 - ⇒ Discussion was held with no action taken.
 - 3. Lexipol policy updates (Taylor)
 - ⇒ Discussion was held with no action taken.
 - 4. Update BOD Media Policy. (Meckel)
 - ⇒ No discussion was held, nor 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 7:51 pm for the purpose of discussing personnel matters for agenda items 9. b) and 9. c). No action was taken in Executive Session.

At 8:25 pm, the HCESD No. 5 Board of Commissioners closed the Executive Session with a quorum established with Commissioners Eric Holen, Susan Meckel, Beth Smith, and Paul Terry and returned to Agenda Item 9. b). Commissioner Sergio Bazaldua rejoined the meeting at 8:30 pm.

- b) Operational and organizational structure, staffing, compensation, and matters relating to same. (Smith)
 - ⇒ Discussion was held with no action taken.
- c) Results of the 2023 employee engagement survey. (Smith, Meckel)
 - ⇒ Discussion was held with no action taken.
- 10. Discussion with possible action to set workshops, hearings and/or meetings of HCESD No. 5.
 - ⇒ There will be a possible quorum at 9:00 am on September 30, 2023, at Kyle Fire Station No. 21 at 210 W. Moore St., Kyle, TX 78640 in honor of Ms. Laura Ali's retired flag ceremony.
 - ⇒ There will be a possible quorum at 11:30 am on October 6, 2023, at Kyle Fire Station No. 21 at 210 W. Moore St., Kyle, TX 78640 for the board to have an informal meeting with the newly promoted Battalion Chiefs.
 - ⇒ The next regular board meeting is scheduled for 6:30 pm on October 25, 2023, at Kyle Fire Station No. 21 at 210 W. Moore St., Kyle, TX 78640.

11. Adjourn.

The meeting was adjourned at 8:28 pm.

Respectfully submitted,

Susan Meckel, Secretary
HCESD No. 5