HAYS COUNTY EMERGENCY SERVICES
DISTRICT #5
Kyle Fire Department Station #1
210 W. Moore St.
Kyle, TX 78640

MINUTES OF THE
BOARD OF COMMISSIONERS OF
HAYS COUNTY EMERGENCY SERVICES DISTRICT #5
May 22, 2013

CALL TO ORDER

Commissioner Fulton called the meeting to order at 4:35 p.m.

ROLL CALL

Commissioners Mike Fulton, Eric Holen and Paul Terry were present. Commissioner Beth Smith arrived at 4:57 p.m. and Commissioner Susan Meckel was absent.

PUBLIC COMMENT

There was no public comment.

ACTION ITEMS

1. Jim Jansen presented the Auditor's Report for fiscal year ending September 30, 2012. A motion was made by Paul Terry and seconded by Mike Fulton to accept the Auditor's Report as presented. The motion passed unanimously. (3-0)

2. Discussion was held on the minutes from the Regular Meeting April 24, 2013 and Workshop May 13, 2013. A motion was made by Mike Fulton and seconded by Paul Terry to tabled this item until Beth Smith could arrive to vote since Mike Fulton was not present at the Workshop. The motion passed unanimously. (3-0)

3. Eric Holen presented the Treasurer's Report. No action was taken.

4. Clay Huckaby presented the Fire Chief's Report. No action was taken.

5. Upon arrival of Beth Smith, discussion was held on the minutes from the Workshop and a motion was made by Paul Terry and seconded by Eric Holen to accept the minutes as written on the Workshop from May 13, 2013. The motion passed with Mike Fulton abstaining. (3-0-1)

6. Discussion was held on the minutes from the Regular Meeting April 24, 2013. A motion was made by Mike Fulton and seconded by Paul Terry to accept the minutes as written. The motion passed unanimously. (4-0)

7. Discussion was held on the hiring process for the permanent Fire Chief's position. Interviews are going to be held June 10, 2013.

8. Discussion was held on the investment policy. The auditors reported that an investment policy was already in place, however, the Public Funds Investment Officers were to be listed as Eric Holen and Paul Terry. A motion was made by Eric Holen and seconded by Paul Terry to table the item until the regularly scheduled June meeting. The motion passed unanimously. (4-0)

9. No discussion was held on the annual statement of policy compliance. A motion was made by Eric Holen and seconded by Paul Terry to table the item until the next meeting. The motion passed unanimously. (4-0)

10. Discussion was held on the procedures to implement Sales and Use Tax collection in Hays County Emergency Services District #5. A motion was made by Paul Terry and seconded by Mike Fulton for the Long-term Structural and Operational Committee meet to discuss a contract. The motion passed unanimously. (4-0)

11. No future meeting dates were discussed.

12. Discussion was held on the transfer of real and personal property and reorganization of debt and ownership. A motion was made by Paul Terry and seconded by Mike Fulton to pay off the Engine 21 note as covered in the current budget and transfer the title to Hays County ESD #5.

13. No discussion was held on the on-going long-term planning including expansion of facilities, EMS planning, equipment and property acquisition. No action was taken.

14. No discussion was held on the proposed MOU with City of Kyle regarding potential future sales tax revenue. No action required.

15. Discussion was held on outdated and surplus equipment, including potential MOU or other agreement with City of Kyle on Engine 22 and command vehicle. No action required.

16. No discussion was held on the vehicle insurance coverage currently under City of Kyle policy. No action required.

17. No discussion was held on the proposed MOU/contract with City of Kyle regarding facilities use of Station #2. No action required

18. Discussion was held on the creation of an Emergency Services District. A motion was made by Mike Fulton and seconded by Beth Smith to remove the action item from the agenda as it was not applicable to Hays County Emergency Services District #2. The motion passed unanimously. (4-0)

19. Discussion was held on the forensic audit. Eric Holen presented a Request For Proposal (RFP) for Audit Services. A motion was made by Mike Fulton and seconded by Beth Smith to post the RFP. The motion passed unanimously.(4-0)

20. Discussion was held on the Attorney General's opinion on FOIA request. The Attorney General has ruled that the video does not have to be released. No action required.

21. Discussion was held on the EMT Training Program. A motion was made by Mike Fulton and seconded by Paul Terry to participate in a joint EMT class with Buda Fire Department and Kyle Fire Department that will be hosted in the Kyle Fire Department Training Center for the 2013/2014 school year. The motion passed unanimously. (4-0)

22. No discussion was held on any other internal or external training programs. No action required.

23. No personnel matters were discussed. No action required.

24. No special workshops or meeting sessions were discussed. No action required.

EXECUTIVE SESSION

No executive session was held.

ADJOURNMENT

A motion was made by Mike Fulton and seconded by Beth Smith to adjourn the meeting at p.m.

Beth Smith, President