Hays County Emergency Services District No. 5 (HCESD5)
Kyle Fire Department Station 1 (Miller-Whitaker) - 210 W. Moore St. - Kyle, Texas 78640
August 14, 2013
Budget Workshop and Special Meeting – 6:30 p.m.
Minutes

Budget Workshop Minutes

1. The meeting was called to order at 6:33 p.m. and quorum established with Commissioners Mike Fulton, Eric Holen, Susan Meckel, Beth Smith and Paul Terry present.
2. No public comments were presented.
3. Discussion was held on FY 2014 proposed budget and ad-valorem tax rate adoption and matters relating to same. No action was taken during the Workshop.
4. Motion was made by Mike Fulton, seconded by Beth Smith and workshop was adjourned at 8:31 p.m. for a short break to be followed by the Special Meeting of the HCESD5.

Special Meeting Minutes

1. The Special Meeting of HCESD5 was called to order at 8:44 p.m. and quorum established with Commissioners Mike Fulton, Eric Holen, Susan Meckel, Beth Smith and Paul Terry present.

2. Minutes of the previous meeting of July 9, 2013 were read with motion to approve by Paul Terry, seconded by Beth Smith. No discussion was held and motion passed with Susan Meckel, Beth Smith and Paul Terry voting "aye"; Mike Fulton and Eric Holen who were absent from the July 9, 2013 meeting abstained. (3-0-2)

Minutes of the previous Budget Workshop and Regular Meeting held July 24, 2013 were read with motion to approve by Mike Fulton, seconded by Eric Holen. Motion passed with Mike Fulton, Eric Holen, Susan Meckel and Beth Smith voting "aye". Paul Terry was absent from the July 24 meeting and abstained. (4-0-1)

Minutes of the meeting of the Co-located Communications Center Executive Board Status Meeting hosted by HCESD5 on July 24, 2013 with a quorum of the HCESD5 present were read. Discussion was held and it was determined that action taken was not required as HCESD5 did not take any action as a Board, and action taken was the business of the Communications Center Executive Board. No action required.

3. Discussion was held on the proposed Sales and Use Tax collection by HCESD5 and matters related to same. Motion was made by Beth Smith, seconded by Eric Holen to call a meeting with the City of Kyle council to continue negotiations with the City on anything we want to negotiate. After discussion, motion was amended to include a list of concrete discussion points for the meeting, including a review of the inspection fee schedule, maintenance fee proposal on Station 2, and counter MOU proposals along with anything we want to negotiate. Motion passed unanimously. (5-0)

4. Discussion was held 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 District and KFD as follows:

-Discussion on insurance needs and proposals for HCESD5 was held with motion by Mike Fulton, seconded by Beth Smith, to remove the item from future agendas and move it to Chief Taylor's responsibilities with the provision that he inform HCESD5 BOD of any action. Motion passed unanimously. (5-0)

-Discussion was held on insurance coverage currently under City of Kyle policy with motion by Mike Fulton to remove the item from future agendas. In discussion, Eric Holen verified the proposed budget includes a line item to cover insurance expenses. Motion was seconded by Beth Smith and passed unanimously. (5-0)

-Discussion was held regarding facilities use of Station 2 with motion made by Mike Fulton to remove the item from future agendas, but to include discussion of a possible ILA/MOU with the City of Kyle in the joint meeting on this issue. Motion was seconded by Eric Holen and passed unanimously. (5-0)

-Discussion was held on long-term planning including expansion of facilities, EMS planning, equipment and property acquisition with recommendation that Chief Taylor check on MOU with EMS on facilities use and rent agreement. Motion was made by Mike Fulton, seconded by Beth Smith, to remove the item from future agendas. Motion passed unanimously. (5-0)

-Discussion was held on telecommunications/IT upgrades and cost, with a proposal presented by Mike Fulton on a plan to redesign the HCESD/Kyle Fire Department website for $600.00 with a $10.00 monthly hosting fee. Motion was made by Mike Fulton, seconded by Paul Terry to accept the $600.00 plan to redesign the website, with a recommendation that Chief Taylor get with the designer, and discussion that we may want to examine options for a longer-term maintenance contract. Motion passed unanimously. (5-0)

-Discussion was held on personnel benefits and TCDRS pension plan presented by Chief Taylor. Motion was made by Mike Fulton, seconded by Paul Terry, to table the item. Discussion was held directing Chief Taylor to get firm estimates on costs, and to gather employee input since the program requires complete participation; and to look at provisions for a Plan B if complete employee participation is not secured. Motion passed unanimously. (5-0)

-Discussion was held on Station 4 property use, with Beth Smith updating HCESD5 on discussion held with the building owner, Mrs. Michaelis, and the family's intent that the facility be used for benefit of the Fire Department. Mrs. Michaelis would like to participate in selection of potential uses/rental of the facility, in cooperation with adjacent neighbors, with rental income going to the Fire Department. No action required. An item will be included in the September agenda for possible consideration of bids and proposals for uses of the facility.

5. Discussion was held on appropriate audit for Kyle Volunteer Fire Department and HCESD5. Deanna updated HCESD5 on progress of KVFD audit being performed by John Lewis who will present the audit to the BOD when completed. No action required, and agenda item will be included for audit presentation at a future meeting. HCESD5 will entertain future agenda item for HCESD5 audit.

6. Discussion was held on proposed budget for FY 2014 and matters relating to same, with action to determine proposed ad-valorem tax rate for FY 2013-2014. Motion was made by Mike Fulton, seconded by Susan Meckel to propose an ad-valorem tax rate of 0.10 cents per one hundred dollars valuation for FY 2013-2014. A roll call vote was taken with Mike Fulton, Eric Holen, Susan Meckel, Beth Smith and Paul Terry voting "aye". Motion passed unanimously. (5-0)

- The year-end estimated balance on hand for September 30, 2013 is $312,066.00 and there is no debt service funded by taxpayer collections.

7. Discussion was held to set a tentative schedule for future budget workshops, public hearings and special meetings as may be required for FY 2014 budget and ad-valorem tax rate adoption, and Sales and Use Tax collection to meet the September 15, 2013 deadline. Tentative dates for public hearings to be held are August 28 and September 4, with the vote on tax rate adoption to be held on September 11, 2013.

8. Discussion was held with motion made by Mike Fulton to change the monthly Regular Meeting time for future meetings from 4:30 p.m. to 6:30 p.m. effective immediately. Motion was seconded by Paul Terry, and passed unanimously. (5-0)

9. Discussion was held to host a reception for the community to meet new Fire Chief Taylor, and to thank Interim Chief Huckaby and staff, Hays County Commissioners Court, HCESD 8/Buda Fire, and other agencies for their assistance through recent transitions of the HCESD5. Motion was made by Mike Fulton to host a meet and greet on Saturday October 12, 2013 to coincide with what was formerly the KVFD Fish Fry. After discussion, motion was amended to include thanks to all in the reception. After further discussion relating information to coincide with the City of Kyle Founders Day (Fair on the Square) parade and celebration, motion was amended by Mike Fulton, seconded by Paul Terry to host a meet and greet for the community to meet Chief Taylor and to thank Interim Chief Huckaby and staff, Hays County Commissioners Court, HCESD 8/ Buda Fire Department and other agencies for their assistance through recent transitions of the HCESD5. Motion passed unanimously. (5-0). Beth Smith and Susan Meckel will plan the event, and Deanna will contact the City of Kyle to include an announcement in the Kyle Newsletter and on the City's website.

10. No discussion was held on updates on old business; no action required.

11. Discussion with action on matters relating to personnel was held as follows:

- Interim Chief Huckaby stated that he was ready to turn his contracted duties over to Chief Taylor. The ESD thanked him and Molissa Endicott for their assistance. Motion was made by Mike Fulton to terminate employment of Chief Huckaby. Motion failed for lack of a second. Motion was made by Mike Fulton to send Clay Huckaby out to pasture with our thanks for his guidance and end employment this week (Aug. 16, 2013). In discussion Eric Holen offered an amendment to continue employment to coincide with end of payroll for August 2013. Motion failed for lack of second. Motion was made by Paul Terry to close the contract with Clay Huckaby for the end of this pay period. Motion was seconded by Eric Holen and passed unanimously. (5-0). Chief Huckaby asked to say a few words, and praised Deanna Pickens as doing an exceptional job as a temporary Administrative Assistant and recommended that HCESD5-appointed hiring committee and Chief Taylor take that into consideration when hiring for the permanent Administrative Assistant position.

-Chief Taylor requested the HCESD enter into Executive Session to discuss the hiring committee process for the position of the permanent Administrative Assistant. HCESD convened into Executive Session at 10:15 p.m. Executive Session adjourned at 10:19 p.m. and HCESD reconvened into an open meeting at 10:19 p.m.

-Motion was made by Mike Fulton, seconded by Paul Terry, to end the contract with Molissa Endicott at the same time as Interim Chief Huckaby to coincide with the end of the pay period. Discussion was held with understanding that Chief Taylor can use discretionary hiring to hire Clay Huckaby and/or Molissa Endicott on a temporary part-time basis if their services are required for budget or sales tax election purposes. Discussion was also held per the previous HCESD5 BOD action authorizing Chief Taylor to make an offer of employment based on the hiring committee recommendations for the permanent Administrative Assistant position, and Chief will extend an offer of permanent employment to Deanna Pickens. Motion passed unanimously. (5-0)

12. Motion was made by Mike Fulton, seconded by Paul Terry and meeting was adjourned at 10:23 p.m.

Respectfully submitted,

Susan Meckel, Secretary
HCESD5