Hays County Emergency Services District No. 5
Kyle Fire Department Station 1 (Miller-Whitaker) - 210 W. Moore St. - Kyle, Texas 78640
March 27, 2013 – 4:30 p.m.
Regular Meeting Minutes

1. The meeting was called to order at 4:30 p.m. and quorum established with commissioners Mike Fulton, Eric Holen, Susan Meckel, Beth Smith and Paul Terry present. Commissioner Smith left at 7:03 p.m. and returned at 7:21 p.m.

2. Mike Fulton and Beth Smith presented an award to former ESD Commissioner Mark Schultz on behalf of the KFD and ESD members in appreciation for his years of excellent service.

3. No public comments on agenda items or other topics related to HCESD No. 5 were offered.

4. Minutes of previous meetings from the Regular Meeting February 27, 2013, and Workshop and Special Meeting March 5, 2013 were read with minor grammatical corrections noted. Motion to adopt minutes from Regular Meeting of February 27, 2013 as read was made by Paul Terry and seconded by Eric Holen. Commissioners Fulton, Meckel, Holen and Terry voted "aye"; Commissioner Smith abstained due to absence from February 27, 2013 meeting. Motion passed (4-0-1)
Motion was made by Mike Fulton to accept minutes of the Special Meeting of March 5, 2013 as read and amended, seconded by Paul Terry. Motion passed unanimously. (5-0)

5. The Treasurer's Report was presented (see attached) by Eric Holen with motion by Paul Terry to accept the report as presented, seconded by Mike Fulton. Motion passed unanimously. (5-0)

6. The Kyle Fire Department Report was presented by Interim Chief Huckaby (see attached). Chief Huckaby updated the ESD BOD on the status of training program issues and assistance received by Hays County EMS to ensure course completions, and recommended a thank you card or letter from the ESD BOD. The investigation into the previous training program administered by former training officer Craig Kolls is ongoing, and Chief is working with the Texas Rangers and various state agencies to determine appropriate actions to identify and/or rectify training program issues. Chief is also working to identify software issues, and option for backup and upgrades of existing Firehouse program and data. Chief is also working with staff to inventory department equipment and needs. Chief also reported an increase in volunteer activity and overall morale improvement since reorganization of the Department was instituted. No action required.

7. Discussion was held on allocated, but as yet unpaid ESD contributions to matching retirement program accounts. Concerns were raised that because no one has been able to contribute through payroll deductions, one lump sum contribution from the employees would be a hardship. Motion was made by Paul Terry, seconded by Eric Holen, for the ESD to allow for members who establish a retirement account by April 30, 2013 to receive a one-time two percent contribution from the ESD based on their earnings from October 1, 2012 through the date they are able to establish their retirement account. Employees that do not have an account established by April 30, 2013 are not eligible for the one-time two percent contribution. New employee R.O. is not eligible for the one-time two percent contribution. Commissioners Fulton, Holen, Meckel and Terry voted "aye". Commissioner Smith abstained. Motion passed. (4-1)

8. Discussion was held on presentation by Interim Chief Huckaby on Paid Time Off (PTO) policy and implementation procedures. Notice requirements for separation of employment will be added to include full receipt of accrued PTO with a 30-day notice; one-half of accrued PTO with a 2-week notice period; and no accrued PTO will be received when notice is less than two weeks. Motion was made by Mike Fulton, seconded by Eric Holen, to adopt and implement the PTO policy as presented by Interim Chief Huckaby for firefighters and administrative personnel with added notice requirements. Motion passed unanimously. (5-0).
Discussion was held on clarification to Bereavement Leave. Motion was made by Paul Terry, seconded by Mike Fulton, to clarify policy that effects a 24 hour period of time for bereavement leave. Commissioners Fulton, Holen, Meckel and Terry voted "aye". Commissioner Smith was temporarily absent. Motion passed. (4-0)

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Discussion was held regarding eligibility/applicability of authorized leave pertaining to family members. Motion was made by Eric Holen, seconded by Paul Terry for Bereavement Leave to be applicable to immediate family members up to and including grandparents, grand children, and others living in the same household as the the employee. Commissioners Fulton, Holen, Meckel and Terry voted "aye". Commissioner Smith was temporarily absent. Motion passed. (4-0)

9. Discussion was held on adopting and implementing and investment policy with possible action to establish an account with TexPool to invest local funds in investments that provides for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.. Eric Holen informed the BOD he is still working on the Investment Policy. Motion was made by Eric Holen, seconded by Paul Terry to table the item to the next Regular Meeting of the ESD BOD. Commissioners Fulton, Holen, Meckel and Terry voted "aye". Commissioner Smith was temporarily absent. Motion passed (4-0)

10. Discussion and possible action on Updates and Recommendations from the Long-term Structural and Operational Committee as follows:

- **a.** Discussion was held on procedures to implement Sales and Use Tax collection in Hays County Emergency Services District No. 5. Motion was made by Paul Terry, seconded by Beth Smith that the ESD BOD nominate and appoint one or two BOD members to meet with City (of Kyle) to begin direct dialogue in regards to sales tax collection. Motion passed unanimously. (5-0) Motion was made by Beth Smith, seconded by Mike Fulton, to nominate Paul Terry to begin talking with the City of Kyle on sales tax item. Motion passed unanimously. (5-0)
- **b. (and c.)** Agenda Items **10. b and c** for Volunteer incentive program for ESD to pay Volunteer certification fees and/or State Fire Marshall Association Fees with total estimated cost of $900.00 annually from reallocated/unused funds; and paid staff incentive program for educational assistance with ESD payment of enrollment fees and book costs for paid firefighters enrolled in Fire Science or other fire-related classes, upon presentation of degree plan with approval by ESD Fire Chief; to be reimbursed with proof of passing grade, with estimated budget line item of $1000.00 annually from reallocated/unused funds were combined for discussion. Motion was made by Susan Meckel, seconded by Paul Terry, for the ESD to pay annual SFMA fees for eligible volunteers. Commissioners Holen, Meckel, Smith and Terry voted "aye". Commissioner Fulton abstained. Motion passed. (4-0-1)
- **c.** See above for discussion. Motion was made by Mike Fulton, seconded by Beth Smith to allow up to twenty hours of educational leave per calendar year to Kyle Fire paid employees enrolled in Fire Science or related course. Motion was amended by Susan Meckel to change "employees" to "personnel". Motion passed unanimously. (5-0)
- **d.** Job descriptions, duties, pay grades of paid ESD personnel – None
- **e.** Structure of the ESD and KFD programs - None
- **f.** Staffing requirements for paid and volunteer personnel - None
- **g.** Setting future meeting dates of the Committee and ESD Board for consideration and possible action to adopt and/or implement recommendations as determined by Committee and Interim Chief – None

11. Discussion was held on creation, adoption, revision and implementation of personnel and operational policies and procedures. Interim Chief Huckaby has finalized the policy, and will tweak to include changes from this ESD meeting actions on policy changes. Motion was made by Mike Fulton, seconded by Beth Smith to direct Chief to create and implement personnel and SOG (standard operating guideline) policies as he sees fit. Motion passed unanimously. (5-0)

12. 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:

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a. Discussion was held on Medical Direction and ALS program, including necessary contracts with medical professionals for program oversight. Item may be removed as recurring agenda item. No action required.

b. Discussion on necessary accounting procedures including banking and credit accounts with designated signatory and purchasing authority as required by various programs, including retirement and other benefit programs was held. All necessary actions have been taken. Item may be removed as recurring agenda item. No action required.

c. Discussion was held on transfer of real and personal property and reorganization of debt and ownership. Beth Smith will work with Molissa Endicott to determine status of Building 1 title. No action required.

d. No discussion was held on ongoing long-term planning including expansion of facilities, EMS planning, equipment and property acquisition. No action required.

e. Discussion was held on Station 4 property use; including receipt of bids for proposals on use of property. Commissioner Fulton requested staff assistance with procedures necessary to make property ready for potential commercial use. BC Vasil will assist Commissioner Fulton. No action required.

13. No discussion or action required on updates and recommendations from the Benefits Committee regarding existing or proposed benefit programs. Item will be removed as recurring agenda item.

14. Updates and old business discussion on **a.** Fire Cadet and EMT Training programs and **b.** Other internal and external training programs was held during Kyle Fire Department report presented by Interim Chief Huckaby – see agenda item 5. No action required.

15. Discussion was held on matters relating to personnel. Interim Chief Huckaby asked if the ESD BOD was ready to post a job opening for an Executive Assistant. An agenda item will be included for discussion and possible action at the next Regular Meeting of the ESD BOD. Motion was made by Mike Fulton, seconded by Eric Holen to direct Chief to adjust Administrative Assistant's hours as he sees fit not to exceed 30 hours part-time status. Motion passed unanimously. (5-0)

16. Other

a. Discussion was held to set special workshop and/or meeting sessions to facilitate transition to/reorganization of department. The ESD desires to have a joint workshop with the City of Kyle to discuss issues pertinent to both entities, including but not limited to sales tax collection. (See item 10.a.)

17. Motion was made by Mike Fulton, seconded by Paul Terry to adjourn at 8:07 p.m. No action required. Meeting was adjourned at 8:07 p.m.

Respectfully submitted,
Susan Meckel, Secretary
HCESD No. 5

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