**Hays County Emergency Services District No. 5**
**Kyle Fire Department Station 1 (Miller-Whitaker) - 210 W. Moore St. - Kyle, Texas 78640**
**April 11, 2013 – 5:30 p.m.**

# Special Meeting of the Board of Directors
# Minutes

1. The meeting was called to order at 5:36 p.m. and quorum established with Commissioners Eric Holen, Susan Meckel and Beth Smith present. Mike Fulton and Paul Terry were absent.

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

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3. Discussion was held to fill vacancy or determine other options for receptionist/administrative assistant position, including use of temporary agency personnel if needed, and to approve job posting for permanent position. Beth Smith made a motion to contract with a temporary agency. Motion died for lack of second and was rescinded by Beth Smith. Susan Meckel made a motion, seconded by Eric Holen to post the job opening on the Kylefire website. Motion was amended by Eric Holen to include the job to remain open until filled by Interim Fire Chief with hiring authority. Motion passed unanimously by Commissioners present. (3-0)

4. Discussion was held on process to implement forensic or other appropriate audit of the Kyle Fire Department. Motion was made by Beth Smith, seconded by Eric Holen to submit for Requests for Proposals (RFP) on forensic or other appropriate audit and for the ESD to take action on received proposals at the next agenda. RFP should include provisions for audit length of 3, 4, or 5 years. Motion passed unanimously. (3-0)

5. Discussion was held on matters relating to personnel. No action required.

6. Discussion was held to set future special meeting dates and/or workshops of the ESD Board of Directors and/or other committees as may be necessary to establish and implement appropriate organizational structure of the Kyle Fire Department. Susan Meckel will contact James Earp to request sales tax workshop with full City Council and ESD BOD with Interim Chief Huckaby. No action required.

7. Motion was made by Beth Smith, seconded by Eric Holen to adjourn. No action required. Meeting was adjourned at 6:45 p.m.

Respectfully submitted,
Susan Meckel, Secretary
HCESD No. 5