Hays County Emergency Services District No. 5
Kyle Fire Department Station 1 (Miller-Whitaker)
210 W. Moore St - Kyle, Texas 78640
October 23, 2013 - 6:30pm
Regular Meeting Minutes

1) The meeting was called to order at 6:30 p.m. and quorum established with Commissioners Beth Smith, Mike Fulton, Paul Terry, Susan Meckel, and Eric Holen present.

2) One public comment was offered by Hays County Commissioner Ray Whisenant. Commissioner Whisenant expressed his pleasure to be present at the meeting and thanks to everyone for the good service of the Kyle Fire Department staff and their service to the community.

3) Minutes of the previous Joint Workshop on October 3, 2013 were read. Motion was made by Mike Fulton, seconded by Eric Holen to approve the minutes of Joint Workshop. Motion passed 4 - 0 with 1 abstention from Paul Terry who was not present at the Workshop. Minutes of the previous Regular Meeting on September 25, 2013 were read. Motion was made by Mike Fulton, seconded by Paul Terry to approve the minutes of the Regular Meeting. Motion passed

4) Treasurer's Report was presented by Commissioner Holen's. Discussion regarding Engine 24 being paid off in August 2013 and paying off the lien for the training house in January 2014. Further discussion was held regarding possible need to close unneeded/unnecessary accounts. Item will be placed on November meeting agenda. No action necessary.

5) Kyle Fire Department Report was presented by Chief Taylor. A request was made by Paul Terry that the Department Report include the number of incidents that occur when both stations are out responding to calls and another call comes in for assistance. Discussion was held regarding progress of radio system upgrades and new hire Firefighter Brandon Polk. Chief Taylor reported that, beginning in January 2014, a trial period will begin in which firefighters will be placed on a 48/96 schedule, as opposed to the current 24/48 schedule. The Kyle Professional Firefighters Association requested this change with the understanding that it would be a three (3) month trial that can be ended by Chief Taylor at any time that he deems it to not be working out. At the end of the trial, implementation of permanent change to the 48/96 schedule will be contingent upon a unanimous vote by the Kyle FFA. No action necessary.

6) No discussion was held nor action taken regarding updates and recommendations from the Long-Term Structural and Operational Committee.

7) Discussion was held regarding Station 4 property use and the receipt and opening of bids. Mike Fulton reported that rezoning of the property passed the City of Kyle Planning and Zoning Commission meeting on October 22, 2013 and now will be placed on the City of Kyle City Council meeting agendas of November 6 and November 19, 2013. Suggestion is made that local realtors be contacted and requested to provide suggestions on what would be fair market value to require for rent of the property. Motion was made by Beth Smith to place a public notice in the newspapers that proposals are being accepted for use of the Station 4 property. Mike Fulton seconds the motion with an amendment that the notice include that the property will be rented at fair market value. Beth Smith withdraws her motion. Discussion was held regarding the reasoning for consideration of basing rent on fair market value and on the public notice including Station 4 property specifications. Motion was made by Beth Smith to hold off on publishing a public notice until the City of Kyle approves zoning change and to form a committee to discuss how to advertise for bids and what the notice should say and seconded by Mike Fulton. Motion passed. (5-0)

8)
   a) Beth Smith read Joint Resolution #10-03-13-01 that was passed by the City of Kyle City Council. Motion made by Beth Smith, seconded by Mike Fulton, to accept Resolution #10-03-13-01 with the correction from "any" to "an". Motion passed. (5-0)

   b) Motion made by Beth Smith, seconded by Mike Fulton, to hold a Special Meeting to canvass the November 5, 2013 on November 13, 2013 at 7:00pm. Motion passed. (5-0)

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9) Discussion was held regarding adoption of the 2009 Fire Code. Chief Taylor reports that he is waiting on a meeting with the City of Kyle and asks to table agenda item. Motion made by Paul Terry to table agenda item pending Chief Taylor's meeting with the City of Kyle, seconded by Mike Fulton. Motion passed. (5-0)

10) Motion made by Paul Terry, seconded by Mike Fulton to table agenda item pending meeting between Chief Taylor and City of Kyle. Motion passed. (5-0)

11) Discussion was held regarding the need to update current rescue equipment. Chief Taylor reported that our current rescue cutters operated at 8,800 psi, while new ones operate at 269,000; outdated equipment must be updated immediately to insure optimal rescue operations. Current quote from Advance Rescue Systems to update current cutters is $10,191.00. Discussion was held regarding appropriate placement of line item in current approved budget. Motion made by Paul Terry to amend current budget to include update of current rescue cutters and additional expenses with funds being allocated from unexpected reserves at the end of last budget cycle. Beth Smith seconded motion. Eric Holen stated that he is not in favor of amending the budget, but would agree with approving purchase and absorbing cost into current budget. Paul Terry amends motion to coincide with Eric Holen's statement to approve purchase and absorb cost into current budget. Motion is seconded by Beth Smith. Motion passed. (5-0)

   a) Discussion was held regarding the presentation of the Five-Year Strategic Plan by Chief Taylor. A meeting will be scheduled with members of the Long-Term Structural and Operational Committee to continue five (5) year planning. No action necessary.

12) Discussion was held regarding implementation of an appropriate audit. Staff is instructed to contact firm currently conducting Kyle Volunteer Fire Department audit and request presentation of findings at next Regular Meeting. Eric Holen will draft RFP for combination KFD/HCESD audit and present at next Regular Meeting. Staff will contact other ESD's and SAFE-D for possible auditor recommendations. No action necessary.

13)
   a) Discussion was held regarding the KFD Fire Cadet Program. Chief Taylor reported that he is working with Lieutenant Jobe reviewing the policies and procedures that were previously in place for the program. Confirmation of continued interest in participation will be gained from current cadets before recruitment will begin for new cadets. Mike Fulton suggests that this item be removed from future agendas and included in the Chief's Report. No action necessary.
   b) No discussion held nor action taken regarding internal and external training programs.

14) No discussion held nor action taken regarding matters relating to old business.

15) No discussion held nor action taken regarding matters relating to personnel.

16) Motion made by Paul Terry, seconded by Mike Fulton, to set the next HCESD #5 Regular Meeting for November 13, 2013 at 6:30pm. Motion passed. (5-0)

17) Meeting adjourned.

Respectfully submitted,

Susan Meckel, Secretary
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