Hays County Emergency Services District No. 5
Kyle Fire Department Station 1 (Miller-Whitaker)
210 W. Moore St - Kyle, Texas 78640
January 22, 2014 - 6:30pm
Regular Meeting Minutes

1) The meeting was called to order at 6:31pm and quorum established with Commissioners Mike Fulton, Eric Holen, Susan Meckel, Beth Smith, and Paul Terry present.

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

3) Minutes of the previous meeting from Special Meeting and Special Meeting to Canvass Sales and Use Tax Special Election November 13, 2013 were read with motion to approve with correction on Item 7 of the Special Meeting to change the name "Penny King" to "Penny Krug". Motion by Mike Fulton, second by Eric Holen. Motion passed with unanimous approval. (5-0)

4) Treasurer's Report was presented by Commissioner Holen.

5) Discussion was held on election of HCESD No. 5 BOD officers. Motion was made by Mike Fulton to nominate the slate of officers as it exists today with President Beth Smith, Vice-President Mike Fulton, Secretary Susan Meckel, Treasurer Eric Holen, and Assistant Treasurer Paul Terry. Motion was seconded by Eric Holen. Motion passed unanimously. (5-0)

6) The Kyle Fire Department report was presented by Chief Taylor.

7) Discussion was held on proposed MOU between Monarch Utilities and KFD regarding utilization of fire hydrants owned by Southwest Water Company/Monarch Utilities. Beth Smith emailed copies of the proposed MOU to the ESD BOD. Motion was made by Susan Meckel to table the item until the February meeting. Motion was seconded by Beth Smith. Motion passed unanimously. (5-0)

8) NO discussion or action taken on implementation of Sales and Use Tax Collection in HCESD No. 5.

9) Discussion was held regarding Interlocal Agreement with City of Kyle on fire code/inspections fee schedule. ESD BOD directed Chief Taylor to request an agenda item for a Kyle City Council agenda. No action required.

10) Committee update was given by Chief Taylor and Mike Vasil on bid and rental procedures for Station 4 use. They met with Mrs. Michaelis to verify she does want to participate in the bid process on future property use. Motion was made by Beth Smith, seconded by Susan Meckel, to table any action on the item. Motion passed unanimously. (5-0)

11) No updates or recommendations were made from the Long-term Structural and Operational Committee. Mike Fulton made a motion to do away with the Committee. After discussion on the merits of the committee, Mike Fulton withdrew his motion. Chief Taylor informed the BOD of an upcoming officers retreat and strategic planning meeting to be held in March. The Long-term Structural and Operational Committee Chair will schedule future meetings of the Committee.

12) Discussion was held with no action required on organization and structure of District operations, emergency services provision by District, and long- and short-term planning related to the same, including reorganization of debt, ownership, and related matters of real and personal property of District and KFD. The District reserves the right to enter into Closed Meeting on this agenda item pursuant to Section 551, Texas Government Code.
    a) Pay-off training house debt - previous action of the BOD already authorized action - no further action required.

13) Discussion was held on request for reimbursement from June 2011 EMT class by Alejandro Garcia with comments and discussion with Mr. Garcia and his father, Gilbert Guerrero. Mr. Garcia is requesting reimbursement from a training class in which he did not receive certification, prior to HCESD 5 acquisition of Kyle Volunteer Fire Department. The training was provided under Kyle Volunteer Fire Department which is a 501(c)3 that is no longer in

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existence. Beth Smith will research the issue in relation to the investigation of the training program under former training officer Craig Kolls, and Mr. Garcia will submit additional information and documentation of correspondence with Kolls. Motion was made by Mike Fulton, seconded by Beth Smith, to table the item until further information is provided and the BOD can research the issue. Motion passed unanimously. (5-0)

14) Discussion was held on public official bonding procedures and requirements. Beth Smith reported that the County requirements include a minimum bonding of $20,000.00 for the Treasurer only. Eric Holen requested Chief obtain quotes for bonding amounts of $20,000.00, $50,000.00, $100,000.00, $500,000.00, $1,000,000.00, and $2,000,000.00 for all signatories. Motion was made by Susan Meckel to table the item pending receipt of quotes. Motion was seconded by Eric Holen and passed unanimously. (5-0)

15) No discussion held on KVFD draft audit. Motion was made by Mike Fulton, seconded by Eric Holen, to table the item. Motion passed unanimously. (5-0)

16) Discussion with possible action on bid procedures was tabled with motion by Mike Fulton, seconded by Susan Meckel. Motion passed unanimously. (5-0)

17) Discussion was held on Request For Proposals to implement appropriate audit. Treasure Holen reported that the RFP has been posted and will remain open until February 7, 2014. No action required.

18) Discussion was held on budget line item revision for allocation of funds for annual banquet. Chief Taylor suggested a budget line item amendment to move money from cost-savings of the Workers Comp fund to Social Incentives. Treasurer Holen stated he prefers a negative tracking/deficit to be displayed through the end of the year over a line item amendment to allow for easier tracking and future planning purposes. Motion was made by Eric Holen, seconded by Susan Meckel, to approve Chief to spend up to $3,000.00 to cover banquet expense. Motion passed unanimously. (5-0)

19) No discussion or updates on old business.

20) Discussion with possible action on matters relating to personnel.
    a) Performance review for Chief Taylor - Chief requested an informal progress review by the BOD. BOD requested additional time to prepare and asked for an executive session to be scheduled at the next meeting. Motion was made by Susan Meckel to table the item until an Executive Session could be scheduled at 6 p.m. prior to the next Regular Business Meeting on February 26, 2014. Motion was seconded by Beth Smith. Motion passed unanimously. (5-0)

21) Discussion was held (see item 20.a) to set workshops and/or meetings of the HCESD No. 5.

22) The meeting was adjourned at 8:21.

Respectfully submitted,

Susan Meckel, Secretary
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