Hays County Emergency Services District No. 5
Kyle Fire Department Station 1 (Miller-Whitaker)
210 W. Moore St - Kyle, Texas 78640
February 26, 2014 - 6:30pm
Regular Meeting Minutes

1) The meeting was called to order at 6:33 p.m. and quorum established with Commissioners Beth Smith, Mike Fulton, and Eric Holen present. Commissioner Paul Terry was absent at roll call, but arrived at 6:35pm. Commissioner Susan Meckel was absent.

2) No public comments were offered.

3) Minutes of the previous Regular Meeting on January 22, 2014 were read. Motion made by Mike Fulton to approve minutes as read, seconded by Eric Holen. Motion passed. (3 - 0 - 2 absent)

4) Treasurer's Report was presented by Commissioner Holen. No action necessary.

5) At this time, a decision was made by the Board to move ahead to agenda item #13 as representatives from the John F. Lewis, P.C., Certified Public Accountants Office were prepared to make their presentation of the 2012 Kyle Volunteer Fire Department Audit. Drew Peterson and John Lewis were in attendance to facilitate the presentation. It was reported that there were no significant findings discovered during the audit. Discussion was held regarding billing for the audit. Chief Taylor questioned the amount currently billed for this audit, which is greatly in excess of the previous year's billing. Mr. Peterson stated that he would investigate the billing and be in contact with Chief Taylor. No action was taken.

6) The Kyle Fire Department report was presented by Chief Taylor. No action necessary.

7) No discussion was held or action taken on proposed MOU between Monarch Utilities and KFD re: utilization of fire hydrants owned by Southwest Water Company/Monarch Utilities.

8) Discussion was held regarding implementation of Sales and Use Tax Collection in HCESD No. 5 and matters related to the same. Chief Taylor reported that confirmation had been received from the Texas Comptroller's office through Clay Huckaby that areas annexed by the City of Kyle after the HCESD #5 Sales and Use Tax Special Election will be placed in a "Combo" Tax Area. These areas will be allocated to the ESD at 0.50% and the remaining Sales Tax will be allocated to the City of Kyle. No action necessary.

9) Discussion was held regarding Interlocal Agreement with City of Kyle on fire code/inspection fee schedule. Chief Taylor reported that there would not be an Interlocal Agreement with the City of Kyle. No action necessary and this item will be removed from future agendas.

10) No discussion was held nor action taken regarding committee update on bid and rental procedures on Station 4 property use.

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

12) No discussion was held nor action taken 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.

13) Discussion was held on request for reimbursement from June 2011 EMT class by Alejandro Garcia. Neither Mr. Garcia, nor any family members, were present at the meeting. Beth Smith reported having consulted with the Texas Ranger who had conducted the investigation of the training program under former training officer Craig Kolls. Beth Smith further reported that the Texas Ranger had found nothing prior to the dates under question during the

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investigation. Motion made by Mike Fulton, seconded by Paul Terry, to deny the request for reimbursement. Motion passed. (4 - 0 - 1 absent)

14) Discussion was held regarding award of Request For Proposals to implement an appropriate audit. Eric Holen reported that one RFP had been received from Jansen and Gregorczyk and that the proposed cost of their audit would be approximately $9,000.00. Motion made by Beth Smith, seconded by Eric Holen, to accept Jansen and Gregorczyk's RFP and for staff to make notification of said acceptance. Motion passed. (4 - 0 - 1 absent)

15) Discussion was held on the Texas Comptrollers Leadership Council and how our District could meet their standards. Mike Fulton spoke about the program and the advantages of District participation; i.e., greater access to District financial information for taxpayers, achievement of a level of financial transparency, and the opportunity to foster public confidence in the District by such participation. Further discussion was held regarding which level of Award achievement the District would strive for and the mechanics of meeting the criteria for each level. Motion was made by Beth Smith for staff to investigate the work necessary to reach each level of criteria and to implement Leadership Council participation. Motion was seconded by Mike Fulton. Motion passed. (4 - 0 - 1 absent)

16) No discussion held nor action taken regarding old business.

17) Discussion was held on matters relating to personnel. District adjourned to Executive Session at 7:35pm to perform a performance review for Chief Taylor. No action taken. Regular meeting reconvened at 8:09pm.

18) Discussion was held to set workshops and/or meetings of the HCESD No. 5. Next Regular Meeting will be held on Wednesday, March 26, 2014 at 6:30pm.

19) Meeting adjourned at 8:10pm.

Respectfully submitted,

Susan Meckel, Secretary
HCESD5

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