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

1. The Regular Meeting was called to order at 6:34 p.m. and quorum was established with Commissioners Mike Fulton, Susan Meckel, and Paul Terry in attendance. Commissioner Beth Smith arrived at 6:39 p.m. Commissioner Eric Holen was absent.

(Agenda item to accept public comments was inadvertently omitted, however the BOD asked for public comments and none were offered at this time.)

2. Minutes were read from previous Special Meeting and Vote to Adopt Budget and Ad-Valorem Tax Rate held September 10, 2014. Motion made by Paul Terry, seconded by Susan Meckel, to accept minutes as presented. Motion passed (3 - 0 - 2 absent).

3. Discussion was held with no action taken regarding the Treasurer's Report.

4. Discussion was held with no action taken regarding the Fire Department Report as presented by Chief Taylor.

5. Discussion was held with no action taken on matters related to upcoming Sales and Use Tax Collection election scheduled for November 4, 2014.

6. Discussion was held on updates and recommendations from the Long-Term Structural and Operational Committee. No action necessary.

7. No discussion was held, nor action taken, on organization and structure of District operations, emergency services provision by District, and long- and short-tem planning related to 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.

8. Discussion was held on budget amendments to:
    a. add contribution from the City of Kyle; and
    b. increase the Worker's Compensation Insurance line item due to re-rate.

   Chief Taylor presented amended FY 2014-2015 budget with contribution and distribution of funds received from City of Kyle and increase of Worker's Compensation line item due to fiscal year rerate. Motion made by Paul Terry, seconded by Mike Fulton, to accept the amended FY 2014-2015 budget as presented. Motion passed (4 - 0 – 1 absent).

9. Discussion was held regarding allocation of funds to repair 1952 GMC Pumper "Old Engine 20". Battalion Chief Vasil reported that the motor needs to be rebuilt, it needs new tires, and that it would be prudent to have the rims replaced to a more safe design. Estimated costs for rebuild are $2,000 to $3,000 to rebuild motor and $1400 to $1500 for new tires. Motion made by Paul Terry, seconded by Mike Fulton, to table this agenda item to allow time to research custom rims that would be safer than the current factory rims. Motion passed (4 - 0 – 1 absent).

10. Discussion was held regarding Station #1 damaged floor replacement. Motion made by Beth Smith, seconded by Paul Terry, to have staff contact the contractor for Station #1 with a documented list of all needed repairs. Motion passed (4 - 0 – 1 absent).

11. Discussion was held regarding possible action on managing bank accounts including opening new accounts, closing existing accounts, transferring accounts to other financial institutions, and closing non operations (NonOp) account ending in x2944. Motion made by Susan Meckel, seconded by Mike Fulton, to close account x2944, which is incurring a low balance fee, and transfer funds to existing appropriate account. Motion passed (4 - 0 – 1 absent).

FINAL

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12. Discussion was held regarding possible action on implementing a capitalization policy to define current and future capital assets that will be included in annual financial statements. Motion made by Mike Fulton, seconded by Susan Meckel, to table this item. Motion passed (4 - 0 – 1 absent).

13. Discussion was held regarding possible action on contracting to conduct the annual audit of the District's fiscal accounts and records for the fiscal year ending Sep 30, 2014. Motion made by Susan Meckel, seconded by Mike Fulton, to table this item. Motion passed (4 - 0 – 1 absent).

14. Discussion was held on setting a fee schedule for records production on public information requests. Motion by Susan Meckel, seconded by Beth Smith, to approve the Records Retention Policy as presented. Motion passed (4 - 0 – 1 absent).

15. Discussion was held regarding the revised Progressive Discipline SOP. Motion made by Beth Smith, seconded by Mike Fulton, to approve the SOP as presented by Chief Taylor. Motion passed (4 - 0 – 1 absent).

16. Discussion was held regarding approval of revisions to the Personnel Manual. Motion made by Susan Meckel, seconded by Paul Terry, to table this item to allow for further review of the Manual. Motion passed (4 - 0 – 1 absent).

17. Discussion was held on MOU or other appropriate agreement with the City of Kyle on funding opportunities including, but not limited to, collection of Sales and Use Tax. Motion made by Susan Meckel, seconded by Mike Fulton, to table this item until the Special Meeting after the meeting to canvass the November 4, 2014 election. Motion passed (4 - 0 – 1 absent).

18. There was no discussion, nor updates, on old business.

19. There was no discussion, nor action taken, on matters relating to personnel. The District reserves the right to enter into Closed Meeting on this agenda item pursuant to Section 551.074 of the Texas Government Code.

20. Discussion was held to set workshops, meetings, and public hearings of the HCESD No. 5.

    a. Motion made by Susan Meckel to tentatively schedule a Special Meeting of the HCESD No. 5 Board on Thursday, November 13, 2014 at 6:30 p.m. to canvass the election pending verification by elections administration, and entertain any special meeting agenda items as necessary. Motion passed (4 - 0 – 1 absent).

    b. Next Regular Meeting of the HCESD No. 5 Board will be held on December 4, 2014 at 6:30 p.m. and will be a combination meeting of the November and December 2014 meetings.

21. Meeting adjourned at 8:08 p.m.

Respectfully submitted,
Susan Meckel, Secretary
HCESD No. 5

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