Hays County Emergency Services District No. 5
Kyle Fire Department Station 1 (Miller-Whitaker)
210 W. Moore St. - Kyle, Texas 78640
June 21, 2017 – 6:30 p.m.
Regular Meeting Minutes

1. Call to order, establish quorum.
   - Called to order at 6:30 p.m. and quorum established with Commissioners Beth Smith, Susan Meckel, Eric Holen, John Rodriguez, Jr., and Paul Terry present.
2. Accept public comments on agenda items or other topics related to HCESD No. 5.
   - None
3. Read and approve minutes of previous meeting of May 24, 2017. (Meckel)
   - Motion by Paul Terry, seconded by Eric Holen, to approve minutes as presented. Motion passed (5 - 0).
4. Treasurer's report. (Holen)
   - Presented by Commissioner Holen with discussion and no action.
5. Kyle Fire Department Chief's Report. (Taylor)
   - Presented by Chief Taylor with discussion and no action.
6. Discussion with possible action on PSTrax fire department data management service. (Taylor)
   - Motion by Beth Smith to contract with PSTrax for fire department data management service. Seconded by John Rodriguez, Jr. Motion passed (5-0).
7. Discussion and possible action to establish an expense allowance and reimbursement policy for HCESD No. 5 Commissioners for the purpose of conducting business of the District. (Holen)
   - Request by Commissioner Holen to table item for next meeting.
8. Discussion with possible action Resolution Adopting Investment Policy. (Meckel)
   - Request by Commissioner Meckel to table item for next meeting.
9. Discussion and possible action to establish an electronic communication policy for HCESD No. 5. (Meckel)
   - Request by Commissioner Meckel to table item for next meeting.
10. Discussion and possible action on creation and adoption of an official HCESD No. 5 seal, and policy for use of same. (Meckel)
    - Discussion held. Motion by Eric Holen, seconded by Beth Smith, to use seal for official business of the HCESD No. 5 only. Motion passed (5-0).

FINAL

Hays County Emergency Services District No. 5
Kyle Fire Department Station 1 (Miller-Whitaker)
210 W. Moore St. - Kyle, Texas 78640
June 21, 2017 – 6:30 p.m.
Regular Meeting Minutes

11. Discussion with possible action on HCESD No. 5 policy review and annual statement. (Meckel)

- Motion by Susan Meckel, seconded by Eric Holen, to approve policy review and annual statement as presented. Motion passed (5-0).

12. Updates and Recommendations from the Long-term Structural and Operational Committee with discussion and possible action on recommendations. (Meckel/Taylor/Terry)

- No discussion was held or action taken.

13. Discussion on estimated tax rolls and preliminary budget for FY 2017-2018. (Taylor)

- Discussion held with no action taken.

14. Discussion and possible action on organization and structure of District operations, Emergency services provision by District, and long- and short-term planning related to same, including reorganization of debt, ownership, and related matters of real and personal property of the District.

- No discussion held or action taken.

15. Discussion with possible action on employee and volunteer training, hours, staffing, policies, and procedures.

a. Discussion and possible action on updates to the Hays County ESD No. 5 Kyle Fire Department Employee Handbook. (Taylor)

- Motion by Susan Meckel, seconded by Paul Terry, to approve proposed changes as submitted. Motion passed (5-0).

16. Discussion with possible action to set workshops and/or meetings of HCESD No. 5.

- The next Regular Meeting of the HCESD No. 5 will be held on Wednesday, July 26, 2017 at 6:30 p.m. at Station 1.

17. Adjourn.

- Adjourned at 7:27 p.m.

Respectfully submitted,

Susan Meckel

Susan Meckel,

Secretary HCESD No. 5

FINAL