Hays County Emergency Services District No. 5
Kyle Fire Department Station 1 (Miller-Whitaker)
210 W. Moore St. - Kyle, Texas 78640
May 24, 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, and Eric Holen present. Commissioners Paul Terry and John Rodriguez, Jr. were absent for the entirety of the meeting.
2. Accept public comments on agenda items or other topics related to HCESD No. 5.
   - None
3. Presentation of FY2015-2016 annual audit by Jansen and Gregorczyk with discussion and possible action. (Holen)
   - Audit presented by Jim Jansen with discussion following.
   - Motion by Eric Holen, seconded by Susan Meckel, to accept FY2015-2016 audit as presented. Motion passed (3 – 0 – 2 absent).
4. Read and approve minutes of previous meetings of March 22, 2017 and April 26, 2017. (Meckel)
   - Motion by Eric Holen, seconded by Beth Smith to approve minutes as presented. Motion passed (3 – 0 – 2 absent).
5. Treasurer's report. (Holen)
   - Presented by Commissioner Holen with discussion and no action.
6. Kyle Fire Department Chief's Report. (Taylor)
   - Presented by Chief Taylor with discussion and no action.
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 and possible action to establish an electronic communication policy for HCESD No. 5. (Meckel)
   - Discussion held with no action taken.
9. Discussion and possible action on creation and adoption of an official HCESD No. 5 seal, and policy for use of same. (Meckel)
   - Discussion held with no action taken.
10. Discussion and possible action to approve an order amending the 2015 Fire Code of HCESD No. 5. (Taylor)
    - Motion by Eric Holen, seconded by Susan Meckel, to approve amendment to Section 503.21.1 as presented. Motion passed (3 – 0 2 absent) by Order No. 17-05-24-01.

FINAL

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

a. Discussion on estimated tax rolls and preliminary budget for FY 2017-2018.

- Discussion held with no action taken.

12. 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.

13. 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)

- Discussion held with no action taken.

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

- Discussion was held to set workshops and/or meetings of HCESD No. 5. The next Regular Meeting of the HCESD No. 5 will be held on Wednesday, June 21, 2017 at 6:30 p.m. at Station 1.

15. Adjourn.

- Adjourned at 7:55 p.m.

Respectfully submitted,

Susan Meckel

Susan Meckel,

Secretary HCESD No. 5

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