Hays County Emergency Services District No. 5 (HCESD NO. 5)
Kyle Fire Department Station 1 (Miller-Whitaker)
210 W. Moore St. - Kyle, Texas 78640
February 28, 2018 – 6:30 p.m.
Regular Meeting Minutes

1. Call to order, establish quorum.

- Commissioner Beth Smith called the meeting to order at 6:34 p.m. and quorum was established with Commissioners Beth Smtih, Eric Holen, John Rodriguez and Paul Terry present. Commissioner Susan Meckel arrived to the meeting at 6:39 p.m.

2. Oath and swearing in of re-appointed ESD Commissioners.
- John Carlton administered and accepted the Oaths of Office for Beth Smith, John Rodriguez, Jr., and Paul Terry.

3. Election of Officers
- Motion by Paul Terry, seconded by Eric Holen, to elect officers as follows:
  - Beth Smith – President
  - John Rodriguez, Jr. – Vice President
  - Eric Holen – Treasurer
  - Paul Terry – Assistant Treasurer
  - Susan Meckel – Secretary
- Motion passed (5-0)

4. Accept public comments on agenda items or other topics related to HCESD No. 5.
- No public comments were offered.

5. Receive and approve minutes of previous special meeting on January 3, 2018. (Meckel)
- Motion by Paul Terry, seconded by John Rodriguez, Jr., to approve minutes as presented.
- Motion passed (5-0)

6. Receive monthly report from the Treasurer (Holen) and consider:

a) Approval of payment of monthly bills and invoices; and
- Motion by Susan Meckel, seconded by Beth Smith, to approve payment of monthly bills and invoices and monthly financial report.
- Motion passed (5-0).

b) Approval of monthly financial report; and
- See item 6. a) above.

c) Discussion and possible action on resolution to to participate in investment pool;
- Resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives was ready by Commissioner Eric Holen.
- Motion by Beth Smth to accept the Resolution as presented; motion seconded by John Rodriguez, Jr.
- Motion passed (5-0).

d) Review and approve quarterly investment report for 4th quarter of 2017; and
- Discussion held with motion to approve 4th quarter 2017 investment report by Susan Meckel, seconded by Beth Smith.
- Motion passed (5-0)

e) Action regarding amendments to budget for FY2017-2018, if needed:
- No discussion held nor action taken.

7. Discussion with possible action on new state financial and tax information reporting requirement for special purpose districts per SB625 “transparency bill”. (Smith)
- Discussion held with no action taken.

8. Receive monthly report from Kyle Fire Department regarding emergency operations,

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response times, call volume, training, management activities and membership;

- Discussion held with no action required.

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

- No discussion held nor action taken.

10. 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.

a) Receive update on remodel progress on the Mountain City Station and matters related to same. (Taylor); and
   - Discussion held with motion by Paul Terry to approve submitted proposal by TL Properties in the amount of $48,600.00, seconded by John Rodriguez, Jr.
   - Motion passed (5-0).

b) Broadway Bank commitment on financing for mini-pumper purchase to service the Mountain City Station. (Taylor)
   - Discussion held with no action taken.

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

- No discussion held nor action taken.

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

- Discussion with the date of the next regular meeting of HCESD No. 5 scheduled for March 28, 2018 at 6:30 p.m. at Station 1.

13. Discuss and consider publication of notice of administrative office location;

- Discussion held with no action taken.

14. Adjourn.

- Meeting was adjourned at 7:22 p.m.

Respectfully submitted,

Susan Meckel

Susan Meckel
Secretary, HCESD No. 5

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