Hays County Emergency Services District No. 5 (HCESD NO. 5)
Kyle Fire Department Station 1 (Miller-Whitaker)
210 W. Moore St. - Kyle, Texas 78640
December 13, 2017 – 6:30 p.m.
Regular Meeting Minutes

1. Call to order, establish quorum.
- Commissioner John Rodriguez called the meeting to order at 6:31 p.m. and quorum was established with Commissioners Eric Holen, Susan Meckel, John Rodriguez and Paul Terry present. Commissioner Beth Smith was absent the entirety of the meeting.

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

3. Read and approve minutes of previous regular meeting on November 15 and special meeting on November 29, 2017. (Meckel)
- Motion was made by Eric Holen, seconded by Susan Meckel to approve minutes from November 15 and November 29 meetings as presented. Motion passed (4 – 0 – 1 absent).

4. Receive monthly report from the Treasurer (Holen) and consider:
a) Approval of payment of monthly bills and invoices; and
- Motion was made by Susan Meckel, seconded by Eric Holen to approve payment of monthly bills and invoices. Motion passed (4 – 0 – 1absent).

b) Approval of monthly financial report; and
- No action taken.

c) Action regarding amendments to budget for FY2017-2018, if needed:
i. Discussion and possible action to amend FY2017-2018 budget for income and expenses associated with remodel of Station 23. (Taylor)
- Discussion was held with motion made by Eric Holen, seconded by Paul Terry, for approval of Fiscal Year 2018 budget amendment to add an income line item for the amount equal to check amount of $102,082.78 received from Independence Title for house remodel, and expense line for same. Motion passed (4 – 0 – 1 absent).

5. Receive monthly report from Kyle Fire Department regarding emergency operations, response times, call volume, training, management activities and membership;
- Discussion held with no action required.

6. Discussion and possible action regarding agreement with Sales Tax Assurance and renewal or termination of same. (Taylor)
- Discussion held on original action for approval of 3-year term agreement continuing Sales Tax Assurance services from FY2015-2016; no action required. Item will be revisited at November 2018 agenda.

7. Discussion and possible action on nomination of HCESD No. 5 Commissioner to the Combined Emergency Communications Center Executive Board. (Taylor)
- Discussion was held with no action taken.

8. Updates and Recommendations from the Long-term Structural and Operational Committee with discussion and possible action on recommendations: (Meckel/Taylor/Terry)
- No discussion nor action taken.

9. Discussion and possible action on organization and structure of District operations,

FINAL

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) Discussion with possible action on real estate purchase and financing and matters relating to same for future fire substation. (Taylor)
   - No discussion nor action taken.

b) Discuss and consider actions for station site purchase, related title commitments and take any related action.
   - No discussion nor action taken.

c) Discussion and possible action for the purchase of Engine 23, a mini-pumper to service the Mountain City Station, in an amount not to exceed $315,000. (Taylor)
   - Discussion was held with motion by Paul Terry to approve the purchase of Engine 23 mini-pumper manufactured by Darden not to exceed $315,000.00. Eric Holen offered an amendment to the motion to clarify the action is to authorize the order of Engine 23 with the purchase and finance discussion to be held at the next meeting of the ESD. Paul Terry accepted the amendment and motion passed (4 – 0 – 1 absent).

10. Discussion with possible action on HCESD No. 5 Commissioner training and reporting requirements, and terms of office. (Meckel)
   - Discussion was held with no action taken.

11. Discussion with possible action on employee and volunteer training, hours, staffing, policies, and procedures:
   - No discussion nor action taken.

12. Discussion with possible action to set workshops and/or meetings of HCESD No. 5.
   - Discussion with motion made by Susan Meckel, seconded by Eric Holen, to set the next regular meeting of HCESD No. 5 on January 24, 2018 at 6:30 p.m. at Station 1. Motion passed (4 – 0 – 1 absent).

13. Adjourn.
   - Meeting was adjourned at 7:21 p.m.

Respectfully submitted,

Susan Meckel

Susan Meckel
Secretary HCESD No. 5

The ESD Board will announce it will go into Executive Session if necessary pursuant to Chapter 551 of the Texas Government Code to receive advice from legal counsel, to discuss matters of land acquisition and real property, litigation, and personnel matters as listed on the agenda. The Board may also announce it will go into Executive Session if necessary to receive advice from legal counsel regarding any item on this agenda. After discussion of any matters in executive session, any final action or vote taken will be in public by the Board. Board shall have the right at any time to seek legal advice in Executive Session from its Attorney on any agenda item, whether posted for Executive Session or not.

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