Hays County Emergency Services District No. 5
Kyle Fire Department Station 1 (Miller-Whitaker)
210 W. Moore St. - Kyle, Texas 78640
November 15, 2017 – 6:30 p.m.
Regular Meeting Minutes

Regular Meeting Minutes

1. Call to order, establish quorum.
   - Called to order at 6:33 p.m. and a quorum established with Commissioners Beth Smith, Susan Meckel, Eric Holen, Paul Terry, and John Rodriguez, Jr. present.
2. Accept public comments on agenda items or other topics related to HCESD No. 5.
   - No public comments were offered at this time.
3. Read and approve minutes of previous regular meeting on October 25, 2017. (Meckel)
   - Motion by Paul Terry, seconded by John Rodriguez, to approve minutes as submitted.
   - Motion passed (5 – 0).
4. Receive monthly report from the Treasurer (Holen) and consider:
   a. approval of payment of monthly bills and invoices;
      - Motion by Eric Holen, seconded by Susan Meckel, to approve all checks and payments greater than $2,000 in arrears from here forward.
      - Motion passed (5 – 0).
      - Motion by Eric Holen, seconded by Paul Terry, to approve October 2017 report of bills and payments greater than $2,000.
      - Motion passed (5 – 0).
   b. approval of monthly financial report;
      - Due to short period of time since last Regular Meeting of the HCESD No. 5, no financial report was prepared, nor presented.
   c. action regarding amendments to budget for FY 17-18, if needed;
      - No discussion held nor action taken.
   d. action regarding 3rd Quarter 2017 Investment Report; and,
      - Motion by Eric Holen, seconded by Beth Smith, to approve 3rd Quarter 2017 Investment Report as previously submitted.
      - Motion passed (5 – 0).
   e. action regarding acquisition of new credit card account from Broadway Bank.
      - Motion by Paul Terry, seconded by Eric Holen, to update credit card process and contract with Broadway Bank for a credit card account.
      - Amendment offered by Eric Holen to add to the motion to close the current Chase credit card account after Broadway Bank credit card account is active.
      - Amendment accepted by Paul Terry.
      - Motion passed (5 – 0).

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5. Receive monthly report from Kyle Fire Department regarding emergency operations, response times, call volume, training, management activities and membership;

- Presented by Chief Taylor with discussion held and no action taken.

6. 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 nor action taken.

7. 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. Discussion with possible action on real estate purchase and financing and matters relating to same for future fire substation. (Taylor).

- Discussion held with no action taken.

b. Discuss and consider actions for station site purchase; related title commitments and take any related action.

- Discussion held with no action taken.

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

- No discussion was held nor action taken.

9. 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 December 13, 2017 at 6:30 p.m. in the Training Room of Station No. 1.

10. Adjourn.

- Adjourned at 7:04 p.m.

Respectfully submitted,

Susan Meckel

Susan Meckel,
Secretary HCESD No. 5