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

1. Call to order, establish quorum.

- Commissioner Beth Smith called the meeting to order at 6:33 p.m. and quorum was established with Commissioners Beth Smtih, Susan Meckel, and Eric Holen present. Commissioners John Rodriguez, Jr. and Paul Terry were absent for 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. Receive and approve minutes of previous regular meeting on February 28, 2018. (Meckel)
- Motion by Eric Holen, seconded by Beth Smith, to approve minutes as presented.
- Motion passed (3-0)

4. 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 Eric Holen, to approve payment of monthly bills and invoices as submitted.
- Motion passed (3-0).

b) Approval of monthly financial report; and
- Motion by Eric Holen, seconded by Susan Meckel, to approve monthly financial report as submitted.
- Motion passed (3-0).

c) Action regarding amendments to budget for FY2017-2018, if needed:

i. Extrication Tools increase of $10,000 (Taylor)
- Motion by Eric Holen, with second by Susan Meckel, to approve budget line item changes with 07-722 increasing to $27,000 and 07-729 becoming $127,000.
- Motion passed (3-0).

ii. Station 23 Remodel increase of $25,000 (Taylor)
- See item c) i. above.

5. Discussion and possible action with review of legal counsel fees and services (Smith)
- Discussion held with no action taken.

6. Discussion with possible action on 2018 Annual Banquet (Taylor)
- Discussion held with no action taken.

7. 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.

8. 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.

9. 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.

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a) Receive update on remodel progress on the Mountain City Station and matters related to same. (Taylor); and
   - Discussion held no action taken.

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

11. 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 April 24, 2018 at 6:30 p.m. at Station 1.

12. Adjourn.
   - Meeting was adjourned at 7:41 p.m.

Respectfully submitted,

Susan Meckel

Susan Meckel
Secretary, HCESD No. 5

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