Hays County Emergency Services District No. 5 (HCESD NO. 5)
Kyle Fire Department Station No. 1
210 W. Moore St. – Kyle, Texas 78640
May 26, 2020 – 6:30 p.m.
Regular Meeting Minutes

1. Call to order, establish quorum:
- ⇒ The Regular Meeting was called to order at 6:30 p.m. and a quorum established with Commissioners Beth Smith and Eric Holen in attendance; and Commissioner Susan Meckel via telephone conference call.
- ⇒ Commissioner Paul Terry and John Rodriguez 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 at this time.

3. Presentation by Jansen and Gregorzyck of annual audit report for FY2018-2019 with discussion and possible action.
- ⇒ Motion by Eric Holen to accept annual audit report for FY2018-2019 as presented.
- ⇒ Motion seconded by Susan Meckel.
- ⇒ Motion passed (3-0).

4. Read and approve minutes of previous Regular Meeting April 7, 2020.
- ⇒ Motion by Eric Holen to approve minutes of previous Regular Meeting April 7, 2020.
- ⇒ Motion seconded by Beth Smith.
- ⇒ Motion passed (3-0).

5. Receive monthly report from the Treasurer (Holen) and consider:
- ⇒ Approval of payment of monthly bills and invoices; and
  - ⇒ Motion by Eric Holen to approve payment of monthly bills and invoices.
  - ⇒ Motion seconded by Susan Meckel.
  - ⇒ Motion passed (3-0).
- ⇒ Approval of monthly financial report; and
  - ⇒ Motion by Beth Smith to approve monthly financial report.
  - ⇒ Motion seconded by Eric Holen.
  - ⇒ Motion passed (3-0).
- ⇒ Action regarding amendments to budget for FY2019-2020, if needed.
  - ⇒ Tabled for next month's meeting.

6. Receive monthly report from Kyle Fire Department regarding emergency operations, response times, call volume, training, management activites, and membership.
- ⇒ Discussion held with no action taken.

7. Discussion and possible action on national, state and local disaster declarations and response to COVID-19 outbreak, and matters relating to same.
- ⇒ Discussion held with no action taken.

8. Updates and recommendations from the Long-term Structural and Operational Committee with discussion and possible action on recommendations.
- ⇒ No discussion 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.

FINAL

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⇒ Discussion and possible action on land acquisition, construction and related financial matters for new fire substation.
  ⇒ No discussion nor action taken.

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

Authorized by the Texas Open Meetings Act and in accordance with Section 551.074 of the Texas Government Code, the HCESD No. 5 Board of Commissioners entered into Executive Session at 7:07 p.m. for the purpose of discussing personnel matters.

At 8:09 p.m, the HCESD No. 5 Board of Commissioners closed the Executive Session and returned to posted Agenda item order.

⇒ Motion by Eric Holen to authorize Kevin Cox use of up to 30 days Paid Time Off Leave due to extenuating circumstances of COVID-19 pandemic because policy does not exist to explicitly prohibit it, then transition to 120 days unpaid administrative leave until exhausted.
⇒ Motion seconded by Susan Meckel.
⇒ Motion passed (3-0).

11. Discussion with possible action to set workshops and/or meetings of HCESD No. 5.
⇒ A Regular Meeting of the HCESD No. 5 is scheduled for Wednesday, June 24, 2020 at 6:30 p.m. with location to be determined per COVID-19 pandemic restrictions.

12. Adjourn.
⇒ Regular Meeting adjourned at 8:12 p.m.

Respectfully submitted,

Susan Meckel

Susan Meckel,
Secretary HCESD No.5

FINAL