Hays County Emergency Services District No. 5 (HCESD NO. 5)
Kyle Fire Department Station No. 1
210 W. Moore St. – Kyle, Texas 78640
October 23, 2019 – 6:30 p.m.
Regular Meeting Minutes

1. Call to order, establish quorum.
- ⇒ The Special Meeting was called to order at 6:30 p.m. and a quorum established with Commissioners Beth Smith, Eric Holen, and Paul Terry in attendance.
- ⇒ Commissioner Susan Meckel arrived to the meeting at 6:35 p.m.
- ⇒ Commissioner John Rodriguez, Jr. was 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. Read and approve minutes of previous meetings of Public Hearing September 4, 2019; Regular Meeting and Vote to Adopt Tax Rate September 18, 2019; and Special Meeting September 23, 2019. (Meckel)
- ⇒ Motion by Paul Terry, seconded by Eric Holen, to approve minutes of the September 18, 2019 and September 23, 2019 minutes as presented. Minutes of September 4, 2019 had been previously approved.
- ⇒ Motion passed (3-0).

4. Discussion with possible action on letter of engagement for Jansen and Gregorczyk Certified Public Accountants to perform annual audit for Fiscal Year 2018-2019. (Holen)
- ⇒ Motion by Paul Terry, seconded by Eric Holen, to engage the services of Jansen and Gregorczyk for audit.
- ⇒ Motion passed (3-0).

5. Receive monthly report from the Treasurer (Holen) and consider:
- a) Approval of payment of monthly bills and invoices; and
  - ⇒ Motion by Eric Holen, seconded by Paul Terry, 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 Paul Terry, to approve monthly financial report as submitted.
  - ⇒ Motion passed (4-0).
- c) Action regarding 4th Quarter 2019 Investment report; and
  - ⇒ Motion by Paul Terry, seconded by Eric Holen, to approve the 4th Quarter 2019 Investment Report as submitted.
  - ⇒ Motion passed (4-0).
- d) Action regarding amendments to budget for FY2019-2020, if needed.
  - ⇒ No discussion held, nor action taken.

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

7. 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.

8. Discussion and possible action on organization and structure of District operations, Emergency Services provision by District, and long- and short-term planning related to

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same, including reorganization of debt, ownership, and related matters of real and personal property of the District.

⇒ No discussion held, nor action taken.

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

a) Appeals Board Policy and related Standard Operating Procedures, and matters relating to same. (Taylor)

⇒ Discussion held with no action taken.

10. Discussion with possible action on imiplementation of HB2840 requirements for adoption of public comment policy. (Smith)

⇒ Discussion held with no action taken.

11. Discussion with possible action tot set workshops and/or meetings of HCESD No. 5.

⇒ A Regular Meeting of the HCESD No. 5 is scheduled for Wednesday, November 27, 2019 at 6:30 p.m. at the Kyle Fire Department Station No. 1 located at 210 W. Moore St., Kyle, Texas 78640.

⇒ A Regular Meeting of the HCESD No. 5 is scheduled for Wednesday, December 11, 2019 at 6:30 p.m. at the Kyle Fire Department Station No. 1 located at 210 W. Moore St., Kyle, Texas 78640. Meeting date was rescheduled to December 16, 2019 at 6:30 to accommodate schedules and ensure a quorum.

12. Adjourn.

⇒ Regular Meeting adjourned at 7:02 p.m.

Respectfully submitted,

Susan Meckel

Susan Meckel,
Secretary HCESD No.5

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