Hays County Emergency Services District No. 5 (HCESD NO. 5)
Kyle Fire Department Station No. 1
210 W. Moore St. – Kyle, Texas 78640
September 23, 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 via video conference call with Commissioners Eric Holen, Susan Meckel, John Rodriguez, Jr., Paul Terry, and Beth Smith in attendance.
- ⇒ Commissioner Beth Smith left the meeting at 7:00 p.m.
- ⇒ Commissioner John Rodriguez, Jr. left the meeting at 7:40 p.m.

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 Public Hearing and Regular Meeting August 19, 2020.
- ⇒ Motion by Eric Holen to approve minutes for the Public Hearing and Regular Meeting August 19, 2020 as written.
- ⇒ Seconded by Paul Terry.
- ⇒ President Beth Smith called for a roll call vote:
  - John Rodriguez, Jr. – Aye
  - Susan Meckel – Aye
  - Eric Holen – Aye
  - Paul Terry – Aye
  - Beth Smith – Aye
- ⇒ Motion passed (5-0).

At this time Board President Beth Smith moved forward to Agenda Item No. 6

6. Discussion and possible action for approval of a contract for information technology services through Ariat Systems.
- ⇒ Motion by Eric Holen to engage in a month-to-month contract with Ariat Systems with a $1,500.00 monthly charge and a 1-time installation setup fee of $500.00.
- ⇒ Seconded by Paul Terry.
- ⇒ President Beth Smith called for a roll call vote:
  - Susan Meckel – Aye
  - John Rodriguez, Jr. – Aye
  - Eric Holen – Aye
  - Paul Terry – Aye
  - Beth Smith – Aye
- ⇒ Motion passed (5-0).

At this time Board President Beth Smith returned to Agenda Item No. 4

4. Receive monthly report from the Treasurer and consider:

a) Approval of payment of monthly bills and invoices; and

b) Approval of monthly financial report; and
- ⇒ Motion by Beth Smith to approve payment of monthly bills and invoices; and monthly financial report.
- ⇒ Seconded by Susan Meckel.
- ⇒ President Beth Smith called for a roll call vote:
  - Paul Terry – Aye

- Eric Holen – Aye
- John Rodriguez, Jr. – Aye
- Susan Meckel – Aye
- Beth Smith – Aye

⇒ Motion passed (5-0).

c) Action regarding amendments to budget for FY2019-2020, if needed.
⇒ Motion by Paul Terry to approve the amendments to budget for FY2019-2020 as presented by Chief Taylor.
⇒ Seconded by Susan Meckel.
⇒ Vice President John Rodriguez, Jr. called for a roll call vote:
- Paul Terry – Aye
- Eric Holen – Aye
- Susan Meckel – Aye
- John Rodriguez, Jr. – Aye

⇒ Motion passed (4-0).

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 taken.

Return to posted Agenda Item order

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

8. Discussion and possible action on budget FY2019-2020 amendments due to COVID-19 pandemic.
⇒ Discussion held to create a declaration to setup an additional line item in budget FY 2019-2020 for COVID-19 cost related expenses. Chief will add to monthly report to show breakdown.

9. Discussion and possible action to correct Tax Assessor-Collector application of incorrect tax rate for ad valorem tax revenue collections for FY2019-2020, with possible associated amendments to FY2019-2020 budget or other corrective options.
⇒ Discussion held to request a final statement from TAC showing KFD has zero balance due and all refunds have been done; to create a line item under the existing ad valorem tax entries based on information provided by TAC as recommended by the HCESD auditor; and to enter a statement into the record.

10. Updates and Recommendations from the Long-term Structural and Operational Committee with discussion and possible action on recommendations.
⇒ No discussion held, nor action taken.

11. 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.

⇒ Discussion held regarding Hope & Love for Kids in default of lease at KFD property 108 S. Burleson, Kyle Tx 78610.
⇒ Motion by Susan Meckel, as amended by Eric Holen, to notify current tenant, Hope & Love for Kids, that we authorize notice to proceed with eviction of the premises in accordance with the lease and request payment of rent in arrears.
⇒ Seconded by Paul Terry.
⇒ Assistant Treasurer Paul Terry called for a roll call vote:
- Susan Meckel – Aye
- Eric Holen – Aye
- Paul Terry – Aye

⇒ Motion passed (3-0).

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

12. Discussion with possible action on employee training, hours, staffing, policies, and procedures.
⇒ No discussion held, nor action taken.

13. Discussion with possible action to set workshops and/or meetings of HCESD No. 5.
⇒ Motion by Susan Meckel, seconded by Eric Holen to set Regular Meeting date for October 28, 2020 at 6:30 p.m. with location to be determined per COVID-19 pandemic restrictions.
⇒ Seconded by Paul Terry.
⇒ Assistant Treasurer Paul Terry called for a roll call vote:
- Eric Holen – Aye
- Susan Meckel – Aye
- Paul Terry – Aye

⇒ Motion passed (3-0).

14. Adjourn.
Regular Meeting adjourned at 7:48 p.m.

Respectfully submitted,

Susan Meckel

Susan Meckel,
Secretary HCESD No.5