Hays County Emergency Services District No. 5 (HCESD NO. 5)
Kyle Fire Department Station No. 1
210 W. Moore St. – Kyle, Texas 78640
March 25, 2020 – 6:30 p.m.
Regular Meeting Minutes

1. Call to order, establish quorum.
- ⇒ Due to the state of emergency and/or local disaster caused by the COVID-19 pandemic, the Board of Commissioners of the Hays County Emergency Services District No. 5 held this meeting via telephone conference call because of the difficulty and risks of convening a quorum in one location. This call was broadcast at the meeting location and recorded as required by the Texas Open Meetings Act.
- ⇒ The Regular Meeting was called to order at 6:30 p.m. and a quorum established via telephone conference call with Commissioners Beth Smith, Susan Meckel, and Paul Terry in attendance.
- ⇒ Commissioner John Rodriguez, Jr. joined the teleconference at 6:35 p.m.
- ⇒ Commissioner Eric Holen 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.

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

6. Discussion and possible action on national, state and local disaster declarations and response to COVID-19 outbreak, and matters relating to same, including:
- a) Continuing District declaration of disaster; and
  - ⇒ Motion by Paul Terry, seconded by Susan Meckel, to confirm declaration of disaster and to keep the declaration in place as long as the State disaster declaration is in place.
  - ⇒ Motion passed (3-0).

Return to Agenda Item No. 3

3. Read and approve minutes of previous meetings of Regular Meeting January 22, 2020.
- ⇒ Motion by Paul Terry to approve minutes with correction to Agenda Item No. 7b to correctly spell “rental” instead of “retal” (Minutes distributed and approved were for the Regular Meeting of February 26, 2020 and not January 22, 2020 as indicated in agenda).
- ⇒ Motion seconded by Beth Smith.
- ⇒ Motion passed (3-0).

4. Receive monthly report from the Treasurer (Holen) and consider:
- a) Approval of payment of monthly bills and invoices; and
- b) Approval of monthly financial report; and
- c) Action regarding amendments to budget for FY2019-2020, if needed.
  - ⇒ This agenda item was tabled to the next Regular Meeting.

5. Receive monthly report from Kyle Fire Department regarding emergency operations, response times, call volume, training, management activites, and membership.
- ⇒ This agenda item was tabled to the next Regular Meeting.

6. Discussion and possible action on national, state and local disaster declarations and response to COVID-19 outbreak, and matters relating to same, including:
- a) Continuing District declaration of disaster; and
  - ⇒ *see above

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b) District operation and management during COVID-19 outbreak, including conducting board meetings and authorizing payment of bills and invoices. (Taylor)
   ⇒ Motion by Susan Meckel to continue the authorization for operations to be delegated to Chief Taylor throughout the duration of the Declaration.
   ⇒ Motion seconded by Paul Terry.
   ⇒ Motion passed (3-0-1 with abstention by Commissioner Rodriguez due to technical difficulties).

7. Updates and Recommendations from the Long-term Structural and Operational Committee with discussion and possible action on recommendations. (Meckel/Taylor/Terry)
   ⇒ Discussion held with no 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 same, including reorganization of debt, ownership, and related matters of real and personal property of the District.
   a) Discussion and possible action on land acquisition, construction and related financial matters for new fire substation.
   b) Discussion and possible action on rental agreement contract and potential future uses for the Michaelis Building
      ⇒ This agenda item was tabled to the next Regular Meeting.

9. Discussion with possible action on employee training, hours, staffing, policies, and procedures.
   ⇒ This agenda item was tabled to the next Regular Meeting.

10. 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, April 22, 2020 at 6:30 p.m. at the Kyle Fire Department Station No. 1 located at 210 W. Moore St., Kyle, Texas 78640.

12. Adjourn.
   ⇒ Regular Meeting adjourned at 6:42 p.m.

Respectfully submitted,

Susan Meckel

Susan Meckel,
Secretary HCESD No.5

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