Hays County Emergency Services District No. 5 (HCESD NO. 5)
Kyle Fire Department Station No. 1
210 W. Moore St. – Kyle, Texas 78640
December 16, 2019 – 6:30 p.m.
Regular Meeting Minutes

1. Call to order, establish quorum.
- ⇒ The Special Meeting was called to order at 6:36 p.m. and a quorum established with Commissioners Beth Smith, Susan Meckel, and Paul Terry in attendance.
- ⇒ Commissioners Eric Holen and John Rodriguez, Jr. 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.

At this time, Board President Beth Smith moved forward to Agenda Item No. 4

4. Read and approve minutes of previous meetings of Regular Meeting October 23, 2019 and November 27, 2019. (Meckel)
- ⇒ Motion by Paul Terry, seconded by Beth Smith, to approve October 23, 2019 and November 27, 2019 minutes as submitted.
- ⇒ 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 Paul Terry, seconded by Susan Meckel, to approve payment of monthly bills and invoices as submitted.
  - ⇒ Motion passed (3-0).
- b) Approval of monthly financial report; and
  - ⇒ Motion by Susan Meckel, seconded by Paul Terry, to approve montly financial report as submitted.
  - ⇒ Motion passed (3-0).
- c) 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.

Return to Agenda Item No. 3

3. Discuss and consider action regarding boundary adjustment with Hays County ESD No. 8, including adopting resolution.
- ⇒ An Order Approving Boundary Adjustments Between Hays County Emergency Services District No. 5 and Hays County Emergency Services District No. 8 was read by Board President Beth Smith.
- ⇒ Motion by Paul Terry, seconded by Beth Smith, to approve order as submitted.
- ⇒ Motion passed (3-0).

Return to posted Agenda item order

FINAL

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7. Updates and recommendations from the Long-Term Structural and Operational Committee with discussion and possible action on recommendations. (Meckel/Taylor/Terry)
   a) Discussion on update to five-year strategic plan.
      ⇒ 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 same, including reorganization of debt, ownership, and related matters of real and personal property of the District.
   a) Discussion and possible action on purchase of and finance options for new fire apparatus; and
      ⇒ Motion by Paul Terry to approve purchase of Spartan fire engine not to exceed $570,000.00 financed through Broadway Bank at 2.79% interest rate with $100,000.00 down payment financed for four years.
      ⇒ Second to motion provided by Beth Smith.
      ⇒ Motion passed (3-0).
   b) Discussion and possible action on land acquisition, construction and related financial matters for new fire substation.
      ⇒ No discussion held, nor action taken.

9. Discussion with possible action on employee training, hours, staffing, policies, and procedures.
   a) Discussion and possible action on approval of SOP updates. (Taylor)
      ⇒ Motion by Beth Smith, seconded by Paul Terry, to approve SOP updates as submitted.
      ⇒ Motion passed (3-0).

10. Discussion with possible action on imiplementation of HB2840 requirements for adoption of public comment policy. (Smith)
   ⇒ Motion by Susan Meckel, seconded by Paul Terry, to approve Resolution Regarding Public Participation at Open Meetings with amendment of adding “minutes” to Section 4, line 3.
   ⇒ 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, January 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 7:45 p.m.

Respectfully submitted,
Susan Meckel
Susan Meckel,
Secretary HCESD No.5

FINAL