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.
- ⇒ Commissioner Susan Meckel participated via telephone conference call.
- ⇒ Commissioners 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.
- ⇒ Presentation of FY2018-2019 audit by Debi Hubert with Jansen and Gregorzyck.
- ⇒ 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:
- a) 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).
- b) Approval of monthly financial report; and
  - ⇒ Motion by Beth Smith to approve monthly financial report.
  - ⇒ Motion seconded by Eric Holen.
  - ⇒ Motion passed (3-0).
- c) Action regarding amendments to budget for FY2019-2020, if needed.
  - ⇒ Discussion held with no action taken.

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 held 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

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

- ⇒ Discussion and possible action on land acquisition, construction and related financial matters for new fire substation.
  - ⇒ No discussion held 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.

No action taken during Executive Session.

- ⇒ Motion by Eric Holen to authorize Engineer Kevin Cox to use up to 30 days of Paid Time Off during the unpaid 60-day portion of his administrative leave due to extenuating circumstances of the COVID-19 pandemic because policy does not explicitly prohibit such.
- ⇒ Motion seconded by Beth Smith.
- ⇒ 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,
Secretary HCESD No.5

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