Hays County Emergency Services District No. 5 (HCESD NO. 5)
Kyle Fire Department Station No. 1
210 W. Moore St. – Kyle, Texas 78640
February 24, 2021 – 6:30 p.m.
Regular Meeting Minutes

1. Call to order, establish quorum.
- ⇒ The Regular Meeting was called to order at 6:32 p.m. and a quorum established via video conference call with Commissioners Paul Terry, Beth Smith, and Susan Meckel in attendance.
- ⇒ Commissioner John Rodriguez, Jr. was absent for the entirety of the meeting.
- ⇒ Commissioner Eric Holen arrived to the meeting at 6:34 p.m.

2. Oath and swearing in of re-appointed ESD BOD members.
- ⇒ Commissioner Beth Smith administered and accepted the Oaths and Swearing-In of Commissioners Eric Holen and Susan Meckel.

3. Election of ESD BOD officers.
- ⇒ Motion by Paul Terry, seconded by Susan Meckel, to continue with the existing slate of officers as is:
  - Beth Smith - President
  - John Rodriguez, Jr. – Vice-President
  - Susan Meckel – Secretary
  - Eric Holen – Treasurer
  - Paul Terry – Assistant Treasurer
- ⇒ Motion passes by acclamation (4-0).

4. Accept public comments on agenda items or other topics related to HCESD No. 5:
- ⇒ No public comments were offered at this time.

5. Read and approve minutes of Regular Meeting January 27, 2021.
- ⇒ Motion by Paul Terry, and seconded by Beth Smith, to approve minutes for the Regular Meeting January 27, 2021 as presented.
- ⇒ President Beth Smith called for a roll call vote:
  - Paul Terry – Aye
  - Susan Meckel – Aye
  - Eric Holen – Aye
  - Beth Smith – Aye
- ⇒ Motion passed (4-0).

6. Receive monthly report from the Treasurer and consider:

a) Approval of payment of monthly bills and invoices; and
- ⇒ Motion by Paul Terry, and seconded by Beth Smith, to approve the payment of monthly bills and invoices as submitted.
- ⇒ President Beth Smith called for a roll call vote:
  - Eric Holen – Aye
  - Susan Meckel – Aye
  - Paul Terry – Aye
  - Beth Smith – Aye
- ⇒ Motion passed (4-0).

b) Approval of monthly financial report; and
- ⇒ Motion by Beth Smith, and seconded by Susan Meckel, to approve the monthly financial report as submitted.

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⇒ President Beth Smith called for a roll call vote:
- Eric Holen – Aye
- Susan Meckel – Aye
- Paul Terry – Aye
- Beth Smith – Aye

⇒ Motion passed (4-0).

c) Action regarding amendments to budget for FY2020-2021, if needed.
⇒ No discussion held nor action taken.

7. 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.

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

9. Discussion and possible action on budget amendments due to COVID-19 pandemic.
⇒ No discussion held nor action taken.

10. Discussion and possible action on budget amendments due to winter storm disaster declaration.
⇒ No discussion held nor action taken.

11. 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 budget amendments or other corrective options.
⇒ Discussion held with no action taken.

12. Updates and Recommendations from the Long-term Structural and Operational Committee, Joint Task Force Planning Committee, with discussion and possible action on recommendations:

a) Joint Task Force Planning Committee update and recommendations on City of Kyle planning discussions.
⇒ Discussion held with no action taken.

Authorized by the Texas Open Meetings Act and in accordance with Section 551.072 of the Texas Government Code, the HCESD No. 5 Board of Commissioners entered into Executive Session at 7:27 p.m. for the purpose of discussing real property matters.

At 8:06 p.m., the HCESD No. 5 Board of Commissioners closed the Executive Session and returned to posted Agenda item order.

13. 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.

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⇒ No discussion held nor action taken.

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

⇒ No discussion held nor action taken.

15. Discussion with possible action to set workshops and/or meetings of HCESD No. 5.

⇒ Discussion held with motion by Susan Meckel, seconded by Paul Terry to set next Regular Meeting date of March 31, 2021 at 6:30 p.m. with location to be determined per COVID-19 protocol restrictions.

⇒ Motion passed (4-0)

16. Adjourn.

Regular Meeting adjourned at 8:10 p.m.

Respectfully submitted,

Susan Meckel

Susan Meckel,
Secretary HCESD No.5

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