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, 2021 – 6:30 p.m.
Regular Meeting Minutes

1. Call to order, establish quorum.
- ⇒ The Regular Meeting was called to order at 6:33 p.m. and a quorum established via video conference call with Commissioners Beth Smith, Susan Meckel, and Eric Holen in attendance.
- ⇒ Commissioners Paul Terry 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.

3. Read and approve minutes of Regular Meeting April 28, 2021.
- ⇒ Motion by Beth Smith, seconded by Eric Holen, to approve minutes for the Regular Meeting April 30, 2021 as written.
- ⇒ President Beth Smith called for a roll call vote:
  - Eric Holen – Aye
  - Susan Meckel – Aye
  - Beth Smith – Aye
- ⇒ Motion passed (3-0).

4. Presentation of annual audit for FY2020 by Jansen and Gregorczyk CPA with discussion and possible action:
- ⇒ Motion by Eric Holen, seconded by Susan Meckel, to open this item for discussion.
- ⇒ Motion by Susan Meckel, seconded by Eric Holen, to accept annual audit for FY2020 by Jansen and Gregorczyk CPA as presented.
- ⇒ President Beth Smith called for a roll call vote:
  - Susan Meckel – Aye
  - Eric Holen – Aye
  - Beth Smith – Aye
- ⇒ Motion passed (3-0).

5. Receive monthly report from the Treasurer and consider:

a) Approval of payment of monthly bills and invoices; and
- ⇒ Motion by Susan Meckel, seconded by Beth Smith, to approve the payment of monthly bills and invoices as presented.
- ⇒ President Beth Smith called for a roll call vote:
  - Susan Meckel – Aye
  - Eric Holen – Aye
  - Beth Smith – Aye
- ⇒ Motion passed (3-0).

b) Approval of monthly financial report; and
- ⇒ Motion by Beth Smith, seconded by Eric Holen, to approve the monthly financial report as presented.
- ⇒ President Beth Smith called for a roll call vote:
  - Eric Holen – Aye
  - Susan Meckel – Aye
  - Beth Smith - Aye
- ⇒ Motion passed (3-0).

c) Action regarding amendments to budget for FY2020-2021, if needed.

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⇒ Motion by Beth Smith, seconded by Eric Holen, to accept amendments to budget for FY2020-2021 as presented.
⇒ President Beth Smith called for a roll call vote:
- Eric Holen – Aye
- Susan Meckel – Aye
- Beth Smith – Aye

⇒ Motion passed (3-0).

6. Receive monthly report from Kyle Fire Department regarding emergency operations, response times, call volume, training, management activities and membership.
⇒ Motion by Beth Smith, seconded by Susan Meckel to open item for discussion.
⇒ Motion by Eric Holen, seconded by Susan Meckel to accept monthly report from Kyle Fire Department regarding emergency operations, response times, call volume, training, management activities and membership as presented.
⇒ President Beth Smith called for a roll call vote:
- Eric Holen – Aye
- Susan Meckel – Aye
- Beth Smith – Aye

⇒ Motion passed (3-0).

7. 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.
⇒ Motion by Beth Smith, seconded by Susan Meckel, to rescind the national, state, and local disaster declarations and orders, and response to COVID-19 pandemic, and winter weather disaster declarations, and matters relating to be in concurrence with Governor Gregg Abbott.
⇒ President Beth Smith called for a roll call vote:
- Eric Holen – Aye
- Susan Meckel – Aye
- Beth Smith – Aye

⇒ Motion passed (3-0).

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

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

⇒ Motion by Beth Smith, seconded by Susan Meckel, that item #8 and item #9 be removed from the agenda.
⇒ President Beth Smith called for a roll call vote:
- Eric Holen – Aye
- Susan Meckel – Aye
- Beth Smith – Aye

⇒ Motion passed (3-0).

10. Discussion and possible action to correct Tax Assessor-Collector application of incorrect tax rate for ad valorem tax revenue collections for FY2019-2020.
⇒ Discussion held with no action taken.

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

a) Long-term planning committee meeting May 13, 2021.
   ⇒ Motion by Beth Smith, seconded by Susan Meckel to open item for discussion.
   ⇒ Discussion held with no action taken.

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

12. 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.
   ⇒ No discussion held nor action taken.

13. Presentation of preliminary budget for FY 2021-2022 with discussion.
   ⇒ Motion by Beth Smith to open for discussion.

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 Beth Smith to set next Regular Meeting date of June 23, 2021 at 6:30 p.m. with location to be Station No. 1.
   ⇒ President Beth Smith called for a roll call vote:
   - Eric Holen – Aye
   - Susan Meckel – Aye
   - Beth Smith – Aye

   ⇒ Motion passed (3-0).

16. Adjourn.
Regular Meeting adjourned at 7:50 p.m.

Respectfully submitted,

Susan Meckel

Susan Meckel,
Secretary HCESD No.5

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