Hays County Emergency Services District No. 5 (HCESD NO. 5)
Kyle Fire Department Station No. 1
210 W. Moore St. – Kyle, Texas 78640
January 27, 2021 – 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 via video conference call with Commissioners Eric Holen, Paul Terry, Beth Smith, John Rodriguez Jr., and Susan Meckel in attendance.
- ⇒ President Beth Smith called for a roll call:
  - Eric Holen – Present
  - John Rodriguez, Jr. – Present
  - Susan Meckel – Present
  - Paul Terry – Present
  - Beth Smith – Present

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

3. Discussion and possible action on review and approval of annual audit engagement letter.
- ⇒ Motion by Eric Holen to approve audit engagement letter as presented.
- ⇒ Seconded by Paul Terry.
- ⇒ President Beth Smith called for a roll call vote:
  - Eric Holen – Aye
  - Susan Meckel – Aye
  - John Rodriguez, Jr. – Aye
  - Paul Terry – Aye
  - Beth Smith – Aye
- ⇒ Motion passed (5-0).

4. Read and approve minutes of Regular Meeting November 18, 2020. No meeting was held December 23, 2020 due to lack of quorum.
- ⇒ Motion by Susan Meckel to approve minutes for the Regular Meeting November 18, 2020 as presented.
- ⇒ Seconded by Eric Holen.
- ⇒ President Beth Smith called for a roll call vote:
  - Susan Meckel – Aye
  - Eric Holen – Aye
  - John Rodriguez, Jr. – Aye
  - Paul Terry – Aye
  - Beth Smith – Aye
- ⇒ Motion passed (5-0).

5. Receive monthly report from the Treasurer and consider:

a) Approval of payment of monthly bills and invoices; and
- ⇒ This is tabled and to be included in next month's reports.

b) Approval of monthly financial report; and
c) Approval of quarterly investment report; and
- ⇒ Motion by Susan Meckel to approve the monthly financial report and quarterly investment report as presented.
- ⇒ Seconded by Paul Terry.

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

⇒ Motion passed (5-0).

d) Action regarding amendments to budget for FY2020-2021, 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.

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

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

9. 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.

10. Updates and Recommendations from the Long-term Structural and Operational Committee with discussion and possible action on recommendations.
a) Review and accept updated Five-year Plan
⇒ Discussion held with no action taken.

11. Discussion and possible action to create task force and appoint members to open lines of communication between City of Kyle and HCESD No. 5.
⇒ Motion by Susan Meckel to appoint Beth Smith and Paul Terry to serve as members on the task force.
⇒ Seconded by Eric Holen
⇒ President Beth Smith called for a roll call vote:
- Paul Terry – Aye
- Eric Holen – Aye
- Susan Meckel – Aye
- John Rodriguez, Jr. – Aye
- Beth Smith – Aye

⇒ Motion passed (5-0).

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.

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a) Discussion and possible action on land acquisition, construction, and related financial matters for new fire substation.
   ⇒ Discussion held with no action taken.

13. Discussion with possible action on employee training, hours, staffing, policies, and procedures.
   ⇒ No discussion held nor action taken.

14. Discussion with possible action to set workshops and/or meetings of HCESD No. 5.
   ⇒ Discussion held to set next Regular Meeting date of February 24, 2021 at 6:30 p.m. with location to be determined per COVID-19 protocol restrictions.

15. Adjourn.
   Regular Meeting adjourned at 7:26 p.m.

Respectfully submitted,

Susan Meckel

Susan Meckel,
Secretary HCESD No.5

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