Hays County Emergency Services District No. 5 (HCESD NO. 5)
Kyle Fire Department Station No. 1
210 W. Moore St. – Kyle, Texas 78640
July 28, 2021 – 6:30 p.m.
Regular Meeting Minutes

1. Call to order, establish quorum.
- ⇒ The Regular Meeting was called to order at 6:37 p.m. and a quorum was established with Commissioners Beth Smith, Eric Holen, and Susan Meckel 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.
- ⇒ A guest, Sergio Bazaldua, attended the meeting to see if he would be interested in joining the board of commissioners.

3. Read and approve minutes of Regular Meeting June 23, 2021.
- ⇒ Motion by Beth Smith, seconded by Eric Holen, to approve minutes for the regular meeting June 23, 2021, as written.
- ⇒ Motion passed (3-0).

4. Receive monthly report from the Treasurer and consider:

a) Approval of payment of monthly bills and invoices; and
- ⇒ Motion by Eric Holen, seconded by Beth Smith, to approve the payment of monthly bills and invoices as presented.
- ⇒ Motion passed (3-0).

b) Approval of monthly financial report; and
- ⇒ Motion by Beth Smith, seconded by Susan Meckel, to approve the monthly financial report as presented.
- ⇒ Motion passed (3-0).

c) Approval of quarterly investment report; and
- ⇒ Motion by Susan Meckel, seconded by Eric Holen, to approve the quarterly investment report as presented.
- ⇒ Motion passed (3-0).

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

5. 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.

6. Discussion and possible action on employee training, hours, staffing, policies, and procedures.
- ⇒ Chief Taylor received a Disaster Service Award for 2020 in recognition of his exemplary service leading our Department and District through COVID-19.
- ⇒ Discussion held with no action taken.
- ⇒ Meeting was briefly adjourned for a break at 6:53 p.m.
- ⇒ Meeting was reconvened at 7:00 p.m. and quorum re-established with Commissioners Beth Smith, Eric Holen, Susan Meckel present.

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 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.

FINAL

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9. Discussion and possible action on annual ESD policy review statement.
- ⇒ Motion by Eric Holen, seconded by Beth Smith, to approve the annual ESD policy review statement as presented.
- ⇒ Motion passed (3-0).

10. Updates and Recommendations from the Long-term Structural and Operational Committee, and 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.
- ⇒ No discussion held nor action taken.

11. Discussion and possible action to appoint an HCESD No. 5 Commissioner to the Hays County Combined Emergency Communications Center Executive Board.
- ⇒ 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.
- ⇒ Discussion held with no action taken.

b) Funding options and purchases of four staff vehicles; and associated budget amendments.
- ⇒ Motion by Beth Smith, seconded by Eric Holen, to authorize application for loan to purchase four staff vehicles and to place order for said vehicles upon loan approval.
- ⇒ Motion passed (3-0).

13. Presentation of preliminary budget for FY 2021-2022 with discussion.
- ⇒ Discussion held with no action taken.

14. Discussion with possible action to set tax rate adoption calendar for FY2021-2022.
- ⇒ Discussion held to set a Special Meeting date of August 5, 2021, at 6:30 p.m. to propose a tax rate; and to hold a Public Hearing at 6:30 p.m. followed by a Regular Meeting at 6:45 p.m. with an agenda item to Vote on the Proposed Tax Rate on August 18, 2021 at Kyle Fire Department Station No. 1 located at 210 W. Moore St in Kyle, Tx; or to be determined per COVID-19 protocol restrictions.
- ⇒ Motion by Susan Meckel, seconded by Beth Smith to accept the meeting dates.
- ⇒ Motion passed (3-0).
- ⇒ Date for Special Meeting adjusted from August 5, 2021 to August 6, 2021 due to agenda posting error.

15. Discussion with possible action to set workshops and/or meetings of HCESD No. 5.
- ⇒ No discussion held nor action taken.

16. Adjourn.
- ⇒ Regular Meeting adjourned at 7:56 p.m.

Respectfully submitted,

Susan Meckel

Susan Meckel,
Secretary HCESD No.5

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