Hays County Emergency Services District No. 5 (HCESD NO. 5)
Kyle Fire Department Station No. 1
210 W. Moore St. – Kyle, Texas 78640
March 31, 2021 – 6:30 p.m.
Regular Meeting Minutes

1. Call to order, establish quorum.
- ⇒ The Regular Meeting was called to order at 6:31 p.m. and a quorum established via video conference call with Commissioners Susan Meckel, John Rodriguez Jr., Eric Holen and Beth Smith in attendance.
- ⇒ Commissioner Paul Terry arrived to the meeting at 6:47 p.m.

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 February 24, 2021 and Special Meeting March 8, 2021.
- ⇒ Motion by Beth Smith, and seconded by Eric Holen, to approve minutes for the Regular Meeting January 27, 2021 as written.
- ⇒ President Beth Smith called for a roll call vote:
  - John Rodriguez, Jr. – Aye
  - Susan Meckel – Aye
  - Beth Smith – Aye
  - Eric Holen – Aye
- ⇒ Motion passed (4-0).

4. Receive monthly report from the Treasurer and consider:

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

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

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 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.

FINAL

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

8. Discussion and possible action on budget amendments due to winter storm disaster declaration.
⇒ 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, 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.

11. 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.

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

13. Discussion with possible action to set workshops and/or meetings of HCESD No. 5.
⇒ Discussion held with motion by Susan Meckel, seconded by Eric Holen to set next Regular Meeting date of April 28, 2021 at 6:30 p.m. with location to be determined per COVID-19 protocol restrictions.
⇒ President Beth Smith called for a roll call vote:
- Eric Holen – Aye
- Paul Terry – Aye
- Susan Meckel – Aye
- John Rodriguez, Jr. – Aye
- Beth Smith – Aye

⇒ Motion passed (5-0)

14. Adjourn.
Regular Meeting adjourned at 7:03 p.m.

Respectfully submitted,

Susan Meckel

Susan Meckel,
Secretary HCESD No.5

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