Hays County Emergency Services District No. 5 (HCESD NO. 5)
Kyle Fire Department Station No. 1
210 W. Moore St. – Kyle, Texas 78640
March 30, 2022 – 6:30 p.m.
Regular Meeting Minutes

1. Call to order, establish quorum.
- ⇒ The Regular Meeting was called to order at 6:38 p.m. and a quorum was established with Commissioners Beth Smith, Eric Holen, Sergio Bazuldua, Susan Meckel, and Paul Terry in attendance.

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

At this time Board President Beth Smith moved forward to agenda item # 5

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.

At this time Board President Beth Smith returned to agenda item order

3. Read and approve minutes of previous Regular Meeting February 23, 2022.
- ⇒ Motion by Eric Holen, seconded by Paul Terry, to approve the regular minutes of February 23, 2022, as written.
- ⇒ Motion passed (5-0).

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 Paul Terry, to approve the payment of monthly bills and invoices for February 2022 as presented.
- ⇒ Motion passed (5-0).

b) Approval of monthly financial report; and
- ⇒ Motion by Susan Meckel, seconded by Beth Smith, to approve the monthly financial reports as submitted.
- ⇒ Motion passed (5-0).

c) Approval of quarterly investment report; and
- ⇒ No discussion held nor action taken.

d) Action regarding amendments to budget for FY2021-2022, if needed.
- ⇒ No discussion held nor action taken.

6. Discussion and possible action to donate a 2014 Ford F-250 to Hays County.
- ⇒ Request by Commissioner Holen to defer agenda item until next board meeting.

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, with possible associated corrective options.
- ⇒ No discussion held nor action taken.

9. Updates and Recommendations from the Long-term Structural and Operational Committee with discussion and possible action on recommendations.

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⇒ Discussion held with no action taken.

10. 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, including request for quotes process.

⇒ No discussion held nor action taken.

b) Discussion and possible action to create a committee to select an architect from the submissions to the RFQ.

⇒ Motion by Beth Smith, seconded by Susan Meckel, to assign Architectural RFQ submittal review and recommendation responsibilities to existing Long Term Structural and Operational committee.

⇒ Passed (5-0).

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

⇒ Motion by Paul Terry, seconded by Beth Smith, to prepare a template for consideration by the BOD at its next regular meeting for the purpose of conducting a job satisfaction survey to be completed by firefighters which would be submitted anonymously to the board.

⇒ Passed (5-0).

Commissioner Holen left the meeting at 8:07 p.m.

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

⇒ The next regular scheduled meeting will be April 27, 2022, at 6:30 p.m. at Station No. 1 at 210 W. Moore St. in Kyle, Tx. 78640.

13. Adjourn.

⇒ Regular Meeting adjourned at 8:09 p.m.

Respectfully submitted,

Susan Meckel

Susan Meckel,
Secretary HCESD No.5

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