Hays County Emergency Services District No. 5 (HCESD NO. 5)
Kyle Fire Department Station No. 1
210 W. Moore St. – Kyle, Texas 78640
January 26, 2022 – 6:30 p.m.
Regular Meeting Minutes

1. Call to order, establish quorum.
- ⇒ The Regular Meeting was called to order at 6:35 p.m. and a quorum was established with Commissioners Beth Smith, Sergio Bazaldua, Eric Holen, Paul Terry, and Susan Meckel in attendance.

2. Oath and swearing in of re-appointed ESD BOD members.
- ⇒ Accounting assistant Leah Menard administered and accepted the Oath and Swearing-in of President Beth Smith and Paul Terry.

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

4. Read and approve minutes of previous Regular Meeting November 17, 2021.
- ⇒ Motion by Eric Holen, seconded by Beth Smith, to approve the regular minutes November 17, 2021, as written.
- ⇒ Motion passed (5-0).

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 Paul Terry, to approve the payment of monthly bills and invoices for November and December 2021 as presented.
- ⇒ Motion passed (5-0).

b) Approval of monthly financial report; and
- ⇒ Motion by Susan Meckel, seconded by Paul Terry, to approve the monthly financial reports, except for the minor correction to the Loan name explanation.
- ⇒ Motion passed (5-0).

c) Approval of quarterly investment report; and
- ⇒ Motion by Susan Meckel, seconded by Eric Holen, to approve the third and fourth quarterly investment reports as presented.
- ⇒ Motion passed (5-0).

d) Action regarding amendments to budget for FY2021-2022, if needed.
- ⇒ Motion by Beth Smith, seconded by Paul Terry, to accept the payment of cash instead of financing the purchase of department Ford Bronco vehicles.
- ⇒ Motion passed (5-0).

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.

At this time Board President Beth Smith moved forward to agenda item no. 8

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.
- ⇒ Discussion held with no action taken.

At this time Board President Beth Smith returned to Agenda Item No. 7

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.

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⇒ Discussion held with no action taken.

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

⇒ No discussion held nor 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.

⇒ Motion by Paul Terry, seconded by Beth Smith, to approve the publishing of a Request for qualifications (RFQ) in the newspaper.

⇒ Passed (5-0).

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

⇒ No discussion held nor action taken.

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

⇒ The next regular scheduled meeting will be February 23, 2022, at 6:30 p.m. at Station No. 1.

13. Adjourn.

⇒ Regular Meeting adjourned at 7:49 p.m.

Respectfully submitted,

Susan Meckel

Susan Meckel,
Secretary HCESD No.5

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