Hays County Emergency Services District No. 5 (HCESD NO. 5)
Kyle Fire Department Station No. 1
210 W. Moore St. – Kyle, Texas 78640
November 17, 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 was established with Commissioners Beth Smith, Sergio Bazaldua, Eric Holen, and Susan Meckel in attendance.
- ⇒ Commissioner Paul Terry was absent for the entirety of the board meeting.

2. Election of ESD BOD officers.
- ⇒ Motion by Eric Holen, seconded by Susan Meckel to nominate Beth Smtih for President and Susan Meckel for Secretary.
- ⇒ Motion passed (4-0).
- ⇒ Motion by Beth Smith, seconded by Susan Meckel to nominate Paul Terry as Assistant Treasurer, Eric Holen as Treasurer and Sergio Bazaldua as Vice President.
- ⇒ Motion passed (4-0).

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

4. Discussion and possible action on engagement of auditor services for FY2020-2021.
- ⇒ No discussion held nor action taken.

5. Read and approve minutes of previous Regular Meeting October 27, 2021.
- ⇒ Motion by Beth Smith, seconded by Eric Holen, to approve the regular minutes October 27, 2021, as written.
- ⇒ Motion passed (4-0).

6. Receive monthly report from the Treasurer and consider:

a) Approval of payment of monthly bills and invoices; and
- ⇒ Motion by Susan Meckel, seconded by Eric Holen, to approve the payment of monthly bills and invoices as presented.
- ⇒ Motion passed (4-0).

b) Approval of monthly financial report; and
- ⇒ Tabled for the next scheduled board meeting.

c) Approval of quarterly investment report; and
- ⇒ Tabled for the next scheduled board meeting.

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

7. 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.

8. 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.

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 amendments to FY2019-2020 budget or other corrective options.
- ⇒ No discussion held nor action taken.

FINAL

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

⇒ No discussion held nor 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, including request for quotes process.

⇒ 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.

⇒ The next two scheduled meetings will be December 22, 2021 and January 26, 2022 at 6:30 p.m. for a Regular Meeting at Station No. 1.

14. Adjourn.

⇒ Regular Meeting adjourned at 6:50 p.m.

Respectfully submitted,

Susan Meckel

Susan Meckel,
Secretary HCESD No.5

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