Hays County Emergency Services District No. 5 (HCESD NO. 5)
Kyle Fire Department Station No. 1
210 W. Moore St. – Kyle, Texas 78640
May 25, 2022 – 6:30 p.m.
Regular Meeting Minutes

1. Call to order, establish quorum.
   a) The Regular Meeting was called to order at 6:31 p.m. and a quorum was established with Commissioners Beth Smith, Sergio Bazaldua, Susan Meckel, Eric Holen, and Paul Terry in attendance.

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

3. Read and approve minutes of previous Regular Meeting April 27, 2022.
   ⇒ Motion by Eric Holen, seconded by Beth Smith, to approve minutes as written for the Regular Meeting April 27, 2022.
   ⇒ 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 Susan Meckel, seconded by Paul Terry, to approve payment of monthly bills and invoices for March and April 2022 as presented.
      ⇒ Motion passed (5-0).

   b) Approval of monthly financial report; and
      ⇒ Motion by Beth Smith, seconded by Sergio Bazaldua, to approve monthly financial report as presented.
      ⇒ 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.

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.

7. Presentation of preliminary budget for FY 2022-2023 with discussion.
*President Smith left the meeting at 7:30 p.m. and returned at 7:32 p.m.
   ⇒ 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.

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.
      ⇒ No discussion held nor action taken.

   b) Discussion and possible action regarding Station No. 24 committee members meeting with Hays County ESD No. 9 Commissioners.

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⇒ Discussion held with no action taken.

c) Discussion and possible action to approve an agreement by and between Hays County ESD No. 5 and Martinez Architects for services in relation to the design of Fire Station 24 at 110 High Road, Kyle, TX.

⇒ Motion by Eric Holen, seconded by Beth Smith, to approve the agreement by and between Hays County ESD No. 5 and Martinez Architects as presented.

⇒ Discussion held regarding the agreement.

⇒ Motion failed (0-5).

*The Board took a break at 8:28 p.m. and reconvened into Open Meeting at 8:37 p.m. No business was discussed nor action taken during the break.

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

a) Discussion and possible action on job satisfaction survey content and results.

Authorized by the Texas Open Meetings Act and in accordance with Section 551.072 of the Texas Government Code, The HCESD No. 5 Board of Commissioners entered into Executive Session at 8:39 p.m. for the purpose of discussing personnel matters. No action was taken during Executive Session.

At 10:07 p.m., the HCESD No. 5 Board of Commissioners closed the Executive Session and returned to posted Agenda item order in open meeting.

⇒ Motion by Eric Holen, seconded by Paul Terry, that until Commissioners Beth Smith and Susan Meckel meet with Chief Taylor to discuss an action plan regarding the results of the job satisfaction content and results, that the Department refrain from personnel changes including employee transfers, demotions, promotions, hiring, or terminations.

⇒ Motion passed (5-0).

Authorized by the Texas Open Meetings Act and in accordance with Section 551.072 of the Texas Government Code, The HCESD No. 5 Board of Commissioners entered into Executive Session at 10:15 p.m. for the purpose of discussing personnel matters. No action was taken during Executive Session.

At 10:21 p.m., the HCESD No. 5 Board of Commissioners closed the Executive Session returned to posted Agenda item order in open meeting.

⇒ Discussion held with no action taken.

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

⇒ The next Regular Meeting will be June 22, 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 10:23 p.m.

Respectfully submitted,

Susan Meckel

Susan Meckel,
Secretary HCESD No.5

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