Hays County Emergency Services District No. 5 (HCESD NO. 5)
Kyle Fire Department Station No. 1
210 W. Moore St. – Kyle, Texas 78640
April 27, 2022 – 6:30 p.m.
Regular Meeting Minutes

1. Call to order, establish quorum.
- ⇒ The Regular Meeting was called to order at 6:43 p.m. and a quorum was established with Commissioners Beth Smith, Sergio Bazuldua, and Susan Meckel in attendance.
- ⇒ Commissioners Eric Holen and Paul Terry were absent for the entirety of the meeting.

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

3. Presentation of annual audit for FY2021 by Montemayor Britton Bender, PC, with discussion and possible action.
- ⇒ FY 2021 audit was presented by Stacy Britton with Montemayor Britton Bender, PC.
- ⇒ Motion by Susan Meckel, seconded by Beth Smith to accept the FY 2021 audit as presented.
- ⇒ Motion passed (3-0).

4. Read and approve minutes of previous Regular Meeting March 30, 2022.
- ⇒ Motion by Beth Smith, seconded by Sergio Bazaldua, to approve the minutes of March 30, 2022 Regular Meeting, as written.
- ⇒ Motion passed (3-0).

5. Receive monthly report from the Treasurer and consider:

a) Approval of payment of monthly bills and invoices; and
- ⇒ No discussion held nor action taken.

b) Approval of monthly financial report; and
- ⇒ No discussion held nor action taken.

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. 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.

7. Discussion and possible action to donate a 2014 Ford F-250 to Hays County.
- ⇒ Motion by Susan Meckel, seconded by Beth Smith, to authorize Chief Taylor to donate the 2014 Ford F-350, VIN #1FT8W3B69EEA22562, to the Hays County Office of Emergency Services.
- ⇒ Motion passed (3-0).

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.
- ⇒ 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 corrective options.
- ⇒ Discussion held with no action taken.

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

FINAL

⇒ 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, including request for quotes process.

⇒ No discussion held nor action taken.

b) Discussion and possible action on committee recommendation from the submissions to the architectural RFQ.

⇒ Motion by Susan Meckel, seconded by Beth Smith, to select Martinez Architects based on their qualifications and presentation, with EIKON Consulting Group, LLC as a second choice in case negotiations fail with Martinez Architects.

⇒ Motion passed (3-0).

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

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

⇒ Motion by Beth Smith, seconded by Susan Meckel, to accept survey template and to disseminate survey through Survey Monkey.

⇒ Motion passed (3-0).

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

⇒ The next regular scheduled meeting will be May 25, 2022, at 6:30 p.m. at Station No. 1 at 210 W. Moore St. in Kyle, Tx. 78640.

14. Adjourn.

⇒ Regular Meeting adjourned at 7:34 p.m.

Respectfully submitted,

Susan Meckel

Susan Meckel,
Secretary HCESD No.5

FINAL