Hays County Emergency Services District No. 5 (HCESD NO. 5)
Kyle Fire Department Station 1 (Miller-Whitaker)
210 W. Moore St. - Kyle, Texas 78640
August 3, 2022 – 6:30 p.m.
Special Meeting

Meeting Minutes

1. Call to order, establish quorum.
⇒ Meeting was called to order at 6:30 p.m. and quorum was established with Commissioners Sergio Bazaldua, Eric Holen, Susan Meckel, Beth Smith, and Paul Terry present.

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

3. Read and approve minutes from previous Regular Meeting of July 27, 2022. (Meckel)
⇒ Motion made by Beth Smith, seconded by Paul Terry to accept the minutes from the Regular Meeting of July 27, 2022 as presented.
⇒ Motion passed (5 – 0)

4. Receive monthly report from the Treasurer (Holen) and consider:
a) Approval of payment of monthly bills and invoices; and
⇒ Motion made by Paul Terry, seconded by Eric Holen to approve payment of monthly bills and invoices.
⇒ Motion passed (5 – 0)
b) Approval of monthly financial report; and
⇒ Agenda items 4. b) and 4 c) were postponed until the next regular meeting
c) Approval to open TexPool financial account; and
d) Action regarding amendments to budget for FY2021-2022, if needed.
⇒ No discussion 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 to correct Tax Assessor-Collector application of incorrect tax rate for ad valorem tax revenue collections for FY2019-2020, with possible associated corrective options. (Taylor)
⇒ Discussion held with no action taken.

7. Discussion and possible action on national, state and local disaster declarations and orders, and matters relating to same. (Smith, Taylor)
⇒ No discussion held nor action taken.

8. Updates and Recommendations from the Long-term Structural and Operational Committee with discussion and possible action on recommendations: (Meckel/Taylor/Terry)
⇒ No discussion held nor action taken.

9. 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 fire substations. (Taylor)
⇒ Discussion held with no action taken.
b) Discussion and possible action regarding Station No. 24 committee updates with Hays County ESD No. 9 Commissioners. (Smith/Holen)
⇒ Discussion held with no action taken.

10. Discussion with possible action on employee training, hours, staffing, policies, and procedures.
a) Discussion, and possible action on HCESD No. 5 employee satisfaction survey results. (Smith)
1. SOP development and revisions committee updates (Taylor)
⇒ Discussion held with no action taken.
b) Discussion and possible action on Hays County ESD No. 5 policy development regarding employee matters including but not limited to professional and respectful workplace conduct, employee performance reviews, hiring and promotions processes, discipline and appeals processes and matters relating to same. (Smith)
⇒ Postponed until next regular meeting.
c) Discussion and possible action on operational and organizational structure, staffing, compensation and matters relating to same. (Smith)
⇒ Discussion held with no action taken.
d) Discussion and possible action on temporary freeze on personnel changes, including but not limited to hiring, promotions, terminations, transfers, and other possible employment status activity and matters relating to same. (Smith)
⇒ Discussion held with no action taken.

11. Presentation of preliminary budget for FY 2022-2023 with discussion. (Taylor)
⇒ Discussion held with no action taken.

12. Discussion and possible action regarding FY 2022-2023 tax rate, including:
a) establishing proposed tax rate;
⇒ Motion made by Susan Meckel, seconded by Eric Holen to propose an ad-valorem tax rate of 0.0895 cents per one hundred dollars valuation which is above the no-new-revenue rate but does not exceed the voter-approval-rate and which is effectively a 15.63% increase in the tax rate.

b) taking record vote and scheduling public hearing;
⇒ A record vote was taken as follows:
Sergio Bazaldua – aye
Eric Holen – aye

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Susan Meckel – aye
Beth Smith – aye
Paul Terry – aye

⇒ Motion passed (5 – 0)

Commissioner Beth Smith left the meeting at 6:57 p.m.

c) authorizing publication of "Notice of Public Hearing on Tax Increase" in the *Hays Free Press*; and
   ⇒ Motion made by Eric Holen, seconded by Paul Terry to authorize publication of "Notice of Public Hearing on Tax Increase" in the Hays Free Press.
   ⇒ Motion passed (4 – 0)

d) acknowledging and approving posting of "Notice About FY 2022-2023 Tax Rates" and "Notice of Public Hearing on Tax Increase" to home page of District website.
   ⇒ Motion made by Eric Holen, seconded by Paul Terry to post the "Notice About FY 2022-2023 Tax Rates" and "Notice of Public Hearing on Tax Increase" to the home page of the District website.
   ⇒ Motion passed (4 – 0)

13. Discussion with possible action to set workshops, hearings and/or meetings of HCESD No. 5.
   ⇒ Discussion was held and the Board announced the public hearing on the proposed tax rate scheduled for 6:30 p.m. on September 14, 2022 at Kyle Fire Station No. 21 at 210 W. Moore St., Kyle, TX. 78640, to be followed by a regular meeting with action to adopt the budget and tax rate.

14. Adjourn.

   ⇒ The meeting was adjourned at 7:02 p.m.

Respectfully submitted,

Susan Meckel

Susan Meckel, Secretary
HCESD No. 5

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