Hays County Emergency Services District No. 5 (HCESD NO. 5)
Kyle Fire Department Station No. 1
210 W. Moore St. – Kyle, Texas 78640
June 16, 2022 – 7:00 p.m.
Special Meeting Minutes

1. Call to order, establish quorum.
   a) The Regular Meeting was called to order at 7:04 p.m. and a quorum was established with Commissioners Beth Smith, Susan Meckel, Eric Holen, and Paul Terry in attendance.
   b) Commissioner Sergio Bazaldua was absent for the entirety of the board meeting.

2. Accept public comments on agenda items or other topics related to HCESD No. 5:
   a) Comments from Union President Aaron Crain and previous employed captain, Brandon Kitchens.

3. 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 regarding Station No. 24 committee members meeting with Hays County ESD No. 9 Commissioners.
      ⇒ Discussion held with no action taken.
   b) 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.
   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 Paul Terry to approve the revised contract; after discussion motion was amended to table the item until the next meeting.

4. Discussion and possible action on employee training, hours, staffing, policies, and procedures.
   a) Discussion and possible action on Administrative and Bookkeeping Services Agreement between HCESD No. 5 and Hays County ESD No. 9, including but not limited to HCESD No. 5 employee complaint received from Executive Assistant Deanna Sughrue regarding the Hays County ESD No. 9 Board of Directors.
   ⇒ Discussion held with no action taken.
   b) 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 7:27 p.m. for the purpose of discussing personnel matters. No action was taken during Executive Session.

At 9:13 p.m., the HCESD No. 5 Board of Commissioners closed the Executive Session returned to posted Agenda item order in open meeting.

At this time Board President Beth Smith moved forward to agenda item # 4 d)

   d) 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 promotion processes, discipline and appeals processes and matters relating to same.
   ⇒ Motion by Susan Meckel, seconded by Paul Terry, to create a committee to develop appropriate policies including but not limited to workplace conduct, employee performance reviews, hiring and promotion processes, discipline and appeals processes and matters relating to same.
   ⇒ Motion passed (4-0).

At this time Board President Beth Smith moved back to agenda item # 4 c) 1.

4 c) 1. Discussion and possible action on termination of Brandon Kitchens.
   ⇒ Motion by Paul Terry, seconded by Eric Holen to rescind termination of Brandon Kitchens and restore his status to paid administrative leave dating back to the original

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date of termination pending further review by the Board in regards to the evidence of the case.

⇒ Motion passed (4-0).

At this time Board President Beth Smith moved back to agenda item # 4 c)

4 c) 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.

⇒ Motion by Eric Holen, seconded by Paul Terry, that the board will continue temporary freeze on personnel changes with the exception of hiring firefighters and a public information officer.

⇒ Motion passed (4-0).

At this time Board President Beth Smith moved back to agenda item # 4 b)

4 b) Discussion, and possible action on HCESD No. 5 employee satisfaction survey results.

⇒ Motion by Eric Holen, seconded by Paul Terry, to create a restructuring committee to ensure the department can function effectively to meet responsibilities of everything we do for the community.

⇒ Motion passed (4-0).

Board returned to posted Agenda item order in open meeting

5. 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.

6. Adjourn.

⇒ Special Meeting adjourned at 9:29 p.m.

Respectfully submitted,

Susan Meckel

Susan Meckel,
Secretary HCESD No.5

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