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

Regular Meeting Minutes

1. Call to order, establish quorum.
- ⇒ Meeting was called to order at 6:32 p.m. and quorum 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 of previous Special Meeting July 13, 2022. (Meckel)
- ⇒ Motion was made by Eric Holen, seconded by Beth Smith to approve minutes from the July 13 meeting with an amendment to correct punctuation on Agenda Item No. 1 to clarify which commissioners were present and absent.
- ⇒ Motion passed (5 – 0)

4. Receive monthly report from the Treasurer (Holen) and consider:

a) Approval of payment of monthly bills and invoices.
- ⇒ Motion was 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.
- ⇒ Motion was made by Susan Meckel, seconded by Paul Terry to approve the monthly financial report as presented.
- ⇒ Motion passed (5 – 0)

c) Approval of quarterly investment report.
- ⇒ Motion was made by Susan Meckel, seconded by Beth Smith to approve the Quarterly Investment Report as presented.
- ⇒ Motion passed (5 – 0)

d) Action regarding amendments to budget for FY2021-2022, if needed.
- ⇒ Discussion was held with no action taken.

5. Receive monthly report from Kyle Fire Department regarding emergency operations, response times, call volume, training, management activities and membership.
- ⇒ Discussion was 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 matters relating to same. (Smith, Taylor)
- ⇒ Discussion was held with no action taken.

7. 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)
- ⇒ 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. Presentation of preliminary budget for FY 2022-2023 with discussion. (Taylor)
- ⇒ Discussion was held with no 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 fire substations. (Taylor)
- ⇒ Discussion was held with no action taken.

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b) Discussion and possible action regarding Station No. 24 committee updates with Hays County ESD No. 9 Commissioners. (Smith/Holen)
⇒ No discussion held nor action taken.

11. 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 was 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)
⇒ Discussion was held with no action taken.

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 7:30 p.m. for the purpose of discussing personnel matters. No action was taken during Executive Session.

At 7:55 p.m., the HCESD No. 5 Board of Commissioners closed the Executive Session returned to posted Agenda item order in open meeting.

c) Discussion and possible action on operational and organizational structure, staffing, compensation and matters relating to same. (Smith)
⇒ No discussion held nor 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)
⇒ No discussion held nor action taken.

12. Discussion with possible action to set workshops and/or meetings of HCESD No. 5.
⇒ HCESD No. 5 will hold a Special Meeting at 6:30 p.m.on August 3, 2022 at Station 21 at 210 W. Moore St. in Kyle, Texas which will include discussion and possible action to adopt the budget and propose an ad-valorem tax rate for FY 2022-2023.

13. Adjourn.

Respectfully submitted,

Susan Meckel

Susan Meckel,
Secretary HCESD No.5

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