

**Hays County Emergency Services District No. 5 (HCESD NO. 5)**  
**Kyle Fire Department Station 1 (Miller-Whitaker)**  
**210 W. Moore St. - Kyle, Texas 78640**  
**April 24, 2024 – 6:00 p.m.**  
**Workshop and Regular Meeting Agenda**

**Workshop Agenda**

1. Call to order, establish quorum.
2. Accept public comments on agenda items or other topics related to HCESD5.
3. Discussion on proposed Station 5 site location and matters relating to same.
4. Adjourn to Regular Meeting.

**Regular Meeting Agenda**

1. Call to order, establish quorum.
2. Accept public comments on agenda items or other topics related to HCESD No. 5.
3. Read and approve minutes from regular meeting of March 20, 2024 and special meeting of April 16, 2024. (Meckel)
4. Presentation of annual audit for FY 2023 by Montemayor Britton Bender, PC, with discussion and possible action.
5. Receive monthly report from the Treasurer (Holen) and consider:
  - a) Approval of payment of monthly bills and invoices; and
  - b) Approval of monthly financial report; and
  - c) Approval of quarterly investment report; and
  - d) Action regarding amendments to budget for FY 2023-2024 if needed
    - i. Command vehicle purchase
6. Receive monthly report from Kyle Fire Department regarding emergency operations, response times, call volume, training, management activities and membership.
7. Discussion and possible action on revisions and updates to fire prevention review and inspections fee schedule. (Taylor)
8. Discussion and possible action on BOD officer positions and responsibilities. (Terry)
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) Design and construction of District facilities, including but not limited to planning, budgeting, financing, engineering design professionals, and approve pay applications for construction. (Taylor)
  - b) Updates from joint committee with HCESD No. 9 regarding HCESD No. 5 Station 24 construction and accommodations for HCESD No. 9. (Bazaldua, Holen, Taylor)
  - c) Real estate purchase and financing and matters relating to same for future fire substation 25. (Taylor)
  - d) Station 25 real estate purchase, related title commitments and take any related action. (Taylor)
  - e) Amendment to lease agreement with City of Kyle for Station 22. (Taylor)
  - f) HCESD No. 5 fire substation land and facility acquisition planning. (Taylor)
10. Discussion with possible action on employee training, hours, staffing, compensation, policies, operational and organizational structure, procedures, and matters relating to same.
  - a) Hays County ESD No. 5 BOD and Kyle Fire Department policy development. (Smith)
    - i. SOP development and revisions committee updates (Taylor)
      1. Lexipol policy updates (Taylor)
  - b) Operational and organizational structure, staffing, compensation and matters relating to same. (Smith)
11. Discussion with possible action to set workshops, hearings and/or meetings of HCESD No. 5.
12. Adjourn.

The Board may retire to Executive Session any time between the meeting's opening and adjournment for any purpose authorized by the Texas Open Meetings Act, including but not limited to: consultation with legal counsel (Section 551.071 of the Texas Government Code); personnel matters (Section 551.074) and/or discussion of real estate acquisition (Section 551.072). Action, if any, will be taken in open session.

Hays County Emergency Services District No. 5 is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call Leah Menard at Hays County Emergency Services District No. 5, at (512) 268-3131 for information. Hearing impaired or speech disabled persons equipped with telecommunication devices for the deaf may utilize the statewide Relay Texas Program by dialing 7-1-1 or 1-800-735-2988.

Posted on or before April 19, 2024 before 6:30 p.m. By Julia R. Wolf