



HAYS COUNTY ESD #9
210 W Moore St. Kyle, TX 78640
Phone: (512) 792-2107 | www.esd9.org

Hays County Emergency Services District No. 9 (HCESD No. 9)

Notice of Regular Meeting
At Kyle Fire Department
210 W. Moore Street, Kyle, TX 78640
November 14, 2024, 6:30p.m.

A meeting of the Board of Commissioners of Hays County Emergency Services District No. 9 was held on **Thursday, November 14, 2024, at 6:30 p.m., at Kyle Fire Department, 210 W. Moore Street, Kyle, TX 78640**

REGULAR MEETING MINUTES

1. Call to order, establish quorum

- i. The regular meeting was called to order at 6:31 p.m., and a quorum was established with Commissioners Diane Hervol, Erin Abel and Krista Pepau in attendance. Commissioners Carla Sisk and Raschell Jarden were absent.

2. Public Comment

- a. No public comments were offered

3. Consent Agenda

- a. Discuss and consider action on minutes of the board meeting(s) held October 09, 2024.
- b. Receive monthly report from the Treasurer and consider:
- c. Approval of monthly financial report.
- d. Approval of payment of monthly bills and invoices.
 - i. Motion by Krista Pepau, second by Erin Abel, to approve Items a, c, and d of the consent agenda.
 - ii. Motion passes (3-0).
 - iii. Discussion held on the monthly financial report, Consent Agenda Item b, with no action taken.

4. Reports

- a. Receive monthly reports from SMHCEMS regarding emergency operations, response times, call volume, training, management activities, and membership. (D. Smith, J. Rosales, P. Reynolds)
 - i. Presentation by Asst Chief Rosales
 - ii. Discussion held with no action taken

5. Committee Updates

- a. Subcommittee regarding EMS residency and buildout of KFD Station 24. (D. Hervol, E. Abel)
 - i. Discussion held with no action

6. Standing agenda items

- a. Legal updates, input, and questions for Counsel.
 - i. No discussion or action taken

7. New Business



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- a. Discussion and possible action approving access to district bank accounts for financial bookkeeping.
 - i. Motion by Erin Abel, second by Krista Pepau, approving access to district bank accounts for financial bookkeeping to David Smith and approving attaching the accounts to Quickbooks.
 - ii. Motion passes (3-0)
- b. Discussion and possible action to engage an auditor to conduct audit for FY 2024.
 - i. Motion by Diane Hervol, second by Krista Pepau, approving engagement letter with Montemayor Britton Bender PC for FY 2024 audit.
 - ii. Motion passes (3-0)
- c. Discussion and possible action approving the District Administrator job description.
 - i. Motion by Krista Pepau, second by Diane Hervol, approving District Administrator job description
 - ii. Motion passes (3-0)
- d. Discussion and possible action approving a salary range for the District Administrator.
 - i. Motion by Diane Hervol, second by Erin Abel, setting the District Administrator salary range to \$140,000 - \$180,000 annually.
 - ii. Motion passes (3-0)
- e. Discussion and possible action opening and posting the District Administrator position, declaring an application period, and appointing a review committee.
 - i. Motion by Erin Abel, second by Krista Pepau, declaring an application period for District Administrator of two weeks beginning November 18th, 2024 and ending December 1st, 2024.
 - ii. Motion passes (3-0)
 - iii. Motion by Diane Hevol, second by Erin Abel, appointing Diane Hervol and Krista Pepau to the application review committee.
 - iv. Motion passes (3-0)
 - v. Motion by Erin Abel, second by Krista Pepau, ordering the job posting to be made on the District, SAFE-D, Linked-In and Indeed websites
 - vi. Motion passes (3-0)
- f. Discussion and possible action approving the Administrative Assistant job description.
 - i. Motion by Krista Pepau, second by Erin Abel, approving the Administrative Assistant job description
 - ii. Motion passes (3-0)
- g. Discussion and possible action leasing office space for the district.
 - i. Discussion held with no action
- h. Discussion and possible action drafting an Interlocal Cooperation Contract for the provisions of EMS services to be performed by the district with interested government bodies.
 - i. Tabled agenda item until next meeting
- i. Discussion and possible action contracting with Jolind Fritsche Davis for financial services.
 - i. Motion by Krista Pepau, second by Erin Abel, approving financial service contract with Jolind Fritsche Davis through December to be renegotiated in January 2025.
 - ii. Motion passes (3-0)
- j. Discussion and possible action engaging legal counsel to negotiate an agreement with Hays County ESD #5 regarding Kyle Fire Station 24.
 - i. Tabled agenda item until next meeting
- k. Discussion and possible action on Commissioners' terms of office expiring at year end.
 - i. Discussion held with no action



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- I. Discussion and possible action on attending Annual SAFE-D Conference, scheduled for February 6-8, 2025 at the Kalahari Convention Center in Round Rock.
 - i. Discussion held with no action

At this time, the Board went into Executive Session to receive legal advice from counsel related to Item 7.h., above (an Interlocal Cooperation Contract), pursuant to Texas Government Code Section 551.071. Executive Session convened at 7:43 p.m. and ended at 8:13 p.m. No action was taken during executive session.

8. Discuss time, place, date, and agenda items for the next meeting.
 - i. HCESD #9 will hold a regular board meeting on Wednesday, December 11th, 2024 at 6:30 p.m., at San Marcos Hays County EMS, 2061 Clovis Barker Rd, Bldg 10-B, San Marcos, TX 78666
9. Adjourn.
 - i. The meeting was adjourned at 20:17

Respectfully submitted,

Raschell Jarden
Secretary, HCESD No. 9

December 11, 2024