



Cameron County Emergency Services District No. 1

Board of Emergency Services Commissioners Meeting Notice

Wednesday, October 30, 2019 – 1:30 P.M. Regular Meeting Minutes

IN COMPLIANCE WITH THE PROVISIONS OF CHAPTER 551, TEXAS GOVERNMENT CODE, NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE BOARD OF EMERGENCY SERVICES COMMISSIONERS OF THE CAMERON COUNTY EMERGENCY SERVICES DISTRICT NO. 1 (CCESD) WILL BE HELD AT **THE EOC MEETING ROOM LOCATED ON THE 2ND FLOOR, 964 E. HARRISON STREET, IN BROWNSVILLE, TEXAS, AT 1:30 P.M. ON WEDNESDAY, OCTOBER 30, 2019.**

Quorum: Oscar Tapia, Hector Cruz, Eduardo Alvarez, Michael Perez.

Attendance: Arroyo City PIO Yvonne Peck, Los Fresnos Fire Chief Gene Daniels, South Padre Island Fire Chief Doug Fowler

Staff: Belinda Aguilar – ESD Coordinator, Thomas Hushen - EMC, Charles Hoskins – Deputy (EMC), Santiago Ramos – Assistant Fire Marshal, Juan Ramos- Deputy Fire Marshal

MINUTES

1. Call Meeting to Order:
Meeting was called to order by Oscar Tapia CCESD President at 1:31 PM.
 - A. Quorum
Quorum was established with 4 CCESD Board members present
 - B. Pledge of Allegiance

2. Public Comments (**Each individual has up to three minutes. Board members will not engage in any discussion**).
Ms. Yvonne Peck extended an invitation on several events Arroyo City would be hosting in November.
Ms. Peck spoke of concerns to obtain a functional siren which is required as part of a hazard mitigation plan.

3. Approval of Minutes
 - A. September 9th, 2019 minutes-workshop meeting
 - B. September 9th, 2019 minutes-special Public meeting
 - C. September 25th, 2019 minutes-regular meeting
Motion to approve all reports made by Mr. Alvarez and seconded by Mr. Perez.
Unanimous approval by the Board members present.

4. Financial Report:
 - A. Bank Statement (Revenues/Expenditures)
Ms. Aguilar read the balance from the September 30th, 2019 bank statement, which was \$2,833,142.54, and the interest earned in August was \$2,756.08.
Ms. Aguilar stated she had reconciled the months of September.
Motion to approve made by Mr. Alvarez and seconded by Mr. Cruz.
Unanimous approval by the Board members present.

 - B. Budget Amendments
Ms. Aguilar stated this budget amendment is to increase budget line item Fire Marshal from \$223,800 to 240,000, an increase of \$16,200 and decrease budget line item Interest Earned to \$0, a decrease of \$16,200.
Motion to approve made by Mr. Alvarez and seconded by Mr. Perez.
Unanimous approval by the Board members present

 - C. Payment of Claims
Ms. Aguilar informed the Board all the 4th quarter payments have been made to the providers.
Motion to approve made by Mr. Cruz and seconded by Mr. Alvarez.
Unanimous approval by the Board members present.

5. Reports:

- A. Coordinator's Report
Ms. Aguilar informed the Board she would be attending a QuickBooks training in San Antonio on November 11th and 12th, as recommended by the Auditor's Office.
- B. Emergency Services Consultant's Report
Mr. Hushen informed the Board on a declaration of a disaster which occurred at South Padre Island. Mr. Hushen reported the beach erosion sustained at South Padre Island was near 2 million dollars. Mr. Hushen reported South Padre Island disaster would be included in the state wide disaster threshold.
- C. Fire Marshal's Report
Mr. Hushen informed the Board Fire Marshal Juan Martinez was not present. Mr. Hushen reported to the Board a fire inspection was conducted in Santa Rosa. Mr. Hushen informed and provided the Board a report issued by Santa Rosa. Mr. Hushen stated to the Board Santa Rosa would need to install additional equipment onto their units. Motion to approve made by Mr. Perez and seconded by Mr. Alvarez. Unanimous approval by the Board members present.

- 6. Consideration and Approval of Travel Expense reimbursement for the Annual Texas Fire Marshal Conference held on October 20-25, 2019.
Ms. Aguilar reported to the Board included in their packets were the reimbursements for the 3 Fire Marshals who attended the Annual Texas Fire Marshal conference held on October 20th-25th, 2019. Ms. Aguilar informed the Board Fire Marshal Juan Martinez was not able to attend due to the declaration of disaster at South Padre Island. Ms. Aguilar informed the Board Mr. Martinez was issued a credit to attend the conference for the following year. Motion to approve was made by Mr. Alvarez and seconded by Mr. Perez. Unanimous approval by the Board members present.
- 7. Consideration and Authorization to attend the SAFE-D Annual Conference to be held on February 20-22, 2019 at the Moody Gardens Convention Center, Galveston, Texas.
Ms. Aguilar stated included in the packet were all the information for the Safe-D Conference. Ms. Aguilar inquired on who would be attending in order to make travel arrangements. Mr. Tapia inquired if CCESD Legal would be attending the conference this year. Ms. Jefferies stated both CCESD attorney's will be attending as well. Motion to approve was made by Mr. Perez and seconded by Mr. Alvarez. Unanimous approval by the Board members present.
- 8. Consideration and Approval of the CCESD Board Regular Meetings for the November and December Holidays.
Ms. Aguilar recommended having a special meeting on November 20th, 2019 and to cancel CCESD regular meeting for December 25th, 2019. Motion to approve made by Mr. Alvarez and seconded by Mr. Perez. Unanimous approval by the Board members present.
- 9. Consideration and possible approval on the following FY 2019-2020 Contracts for Administrative Services, Emergency Services Consultant and Fire Marshal.
Ms. Aguilar stated included in the packet were all the Administrative Services, Emergency Services Consultant and Fire Marshal contracts for review. Mr. Tapia inquired if we can combine all administrative contracts for the following year. Ms. Jefferies stated they would combine the contracts next year. Motion made to approve by Mr. Alvarez and seconded by Mr. Cruz. Unanimous approval by the Board members present.
- 10. Consideration and Discussion of the CCESD Fire Services Contract with the City of Santa Rosa Volunteer Fire Department.
Mr. Hushen provided the Board with copies of the NFPA standards for a better understanding of what is needed for Santa Rosa trucks. Mr. Hushen stated Santa Rosa has been making progress in purchasing proper equipment needed. Mr. Hushen recommended to make one more inspection on November 19th prior to voting on November 20th Special Meeting. Mr. Hushen informed the Board we would need additional time in order to have everything in place in the event the Board voted not to renew Santa Rosa's Contract. Mr. Perez reported Santa Rosa Fire Department had several technical issues. Mr. Alvarez questioned who the equipment was owned by. Mr. Hushen advised the equipment was owned by the city of Santa Rosa. Mr. Hushen recommended the fire departments return to automatic aid for the next 20 days. Mr. Alvarez informed Mr. Hushen to ensure all paperwork was in place for the special meeting on November 20th so the Board can vote. Ms. Jefferies informed Mr. Hushen to advise Santa Rosa in writing this will be their final inspection.

Mr. Hushen also stated he will need to verify with respective City Manager's to ensure they will be willing to cover Santa Rosa's area in the event their contract is not renewed.

Motion made to table item made by Mr. Alvarez and seconded by Mr. Cruz.

Unanimous approval by the Board members present.

11. *Adjournment.*

Motion to adjourn at 2:10 PM made by Mr. Perez and seconded by Mr. Alvarez.

Unanimous approval by the Board members present.