



## Cameron County Emergency Services District No. 1 Board of Emergency Services Commissioners Meeting Notice Tuesday, January 24th, 2023 – 1:30 P.M. Special Meeting

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 (DANCY BUILDING 2<sup>ND</sup> FLOOR) 1100 E. MONROE ST., BROWNSVILLE TEXAS, AT 1:30 PM ON TUESDAY, JANUARY 24<sup>TH</sup> 2023.

Quorum: Oscar Tapia, Eduardo Alvarez, Rene Perez, Beverly Meyn, Calixto Suarez

Attendance: Los Fresnos Fire Chief Gene Daniels, STEC Director Bill Aston, South Padre Island Operations Captain Oziel Garcia, Brownsville Fire Chief Jarett Sheldon, Harlingen Fire Chief Balderas, City of Brownsville

Staff: Grecia Lucio – Interim ESD Coordinator, ESD Consultant – Tom Hushen, Juan Martinez – Fire Marshal.

Legal: Daniel N. Lopez, Dylbia Vega

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### MINUTES

1. Swearing-in Ceremony for CCESD Board Members.

Oscar Tapia (2) years

Eduardo Alvarez (2) years

Rene Perez (1) year

Beverly Meyn (1) year

Calixto Suarez (1) year

*Swear-in Ceremony was conducted by Cameron County Judge Eddie Trevino, Jr., for the re-appointment of Oscar Tapia, Eduardo Alvarez, Rene Perez, Beverly Meyn and Calixto Suarez.*

2. Call Meeting to Order.

A. Quorum

B. Pledge of Allegiance

*Meeting was called to order by Mr. Oscar Tapia at 1:42 p.m.*

*Quorum was established with 5 CCESD Board members*

3. Public Comments (**Each individual has up to three minutes. Board members will not engage in any discussion**).

*No public comments.*

4. Discussion and possible action on the election of the CCESD Board Officers.

A. President

*Motion to appoint Mr. Oscar Tapia as the CCESD Board President made by Mr. Eduardo Alvarez, seconded by Mr. Perez*

B. Vice President

*Motion to appoint Mr. Eduardo Alvarez as the CCESD Vice President made by Mr. Rene Perez, seconded made by Mrs. Beverly Meyn.*

C. Secretary

*Motion to appoint Mr. Rene Perez as the CCESD Secretary made by Mr. Eduardo Alvarez, and seconded by Mr. Calixto Suarez*

D. Treasurer

*Motion to appoint Mrs. Beverly Meyn as the CCESD Treasurer made by Mr. Eduardo Alvarez, seconded by Mr. Rene Perez.*

E. Assistant Treasurer

*Motion to appoint Mr. Calixto Suarez as the CCESD Assistant Treasurer made by Mr. Eduardo Alvarez, seconded by Mr. Perez*

*Unanimous approval by the board members present.*

5. Approval of Minutes:

A. November 30th, 2022 Minutes

*Motion to approve the November 30<sup>th</sup>, 2022 Meeting minutes was made by Mr. Rene Perez, seconded by Mr. Eduardo Alvarez.*

*Motion carried unanimously by the board members.*

6. Financial Report:

A. Bank Statement (Revenues)

*Mrs. Grecia Lucio reported for the month on November and December 2022.*

*Bank Statement Balance for the month of November 2022, is \$3,965,343.38 total interest incurred for the month was \$ 5,672.80.*

*Total Revenue for the month of November was \$1,158,235.03*

*Bank Statement Balance for the month of December 2022, was \$3,408,312.05, total interest incurred for the month was \$\$5,999.91*

*Total Revenue for the month of December was \$459,300.55*

*December Bank Statement on page 1 there appears a "Credit Back Item"*

*Check No. 2321- \$67,417.40- City of La Feria*

*Page 3 it appears as if the check was cashed (2) times*

*I made contact with LSNB and they reported that the reason this happened was because the check was not endorsed by the City of La Feria, therefore it was credited back into the account.*

*QuickBooks Reconciliation sheet*

B. Budget Amendments

*No Budget amendments.*

C. Payment of Claims

*All first quarter checks for FY 2022-2023 have been paid out, provider luncheon totaled the amount of \$389.6, which consisted of Rudy's BBQ \$183.61, HEB \$54.66, Delia Tamales \$151.40, an expense for J Maya Design for board embroidery \$160.68, annual Safe-D Membership Invoice #3397 in the amount \$1,100.00, Best Buy keyboard for board commissioner iPad \$165.61, and Intuit QuickBooks in the amount of \$314.47*

7. Reports:

A. Coordinator's Report- Monthly Summary Report

*Mrs. Grecia Lucio reported that the CCESD transitioned from QuickBooks 2017 desktop version to web based online version. Briefed CCESD board commissioners on Safe-D Conference February 1<sup>st</sup>-4<sup>th</sup> on check in and check out information, and on the importance of the commissioner credit hours. Mrs. Lucio reported on the continuous monthly revision of fire provider reports.*

B. Emergency Services Consultant's – Emergency Management Assessment Report

C. Fire Marshal's Report

*Mr. Juan Martinez, County Fire Marshal, reported on both Item B. and C.; he stated that the Fire Marshal Office continues working diligently on monthly inspections.*

*Motion to approve Item 7 Reports A.B. and C. made by Mr. Perez seconded by Mrs. Meyn.*

8. Consideration to approve auditing services from Burton McCumber & Longoria, LLP as part of the Cameron County Annual Audit for FY 2022.

*Motion to approve the auditing services and \$2,000.00 fee increase from Burton McCumber & Longoria, LLP to conduct the Cameron County CCESD Annual Audit for FY 2022 made by Mr. Alvarez seconded by Mr. Suarez.*

**9.** Adjournment.

*Motion to Adjourn made by Mr. Perez seconded by Mrs. Meyn at 2:04 p.m.*

Signed and posted on this \_\_\_\_ day of \_\_\_\_\_, 2023, at \_\_\_\_\_ a.m. /p.m., in Brownsville, Texas.

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Oscar Tapia, Board President - Cameron County Emergency Services District No. 1