



## Cameron County Emergency Services District No. 1

### Board of Emergency Services Commissioners Meeting Notice

Wednesday, October 26, 2022 –1:30 P.M. Regular Meeting

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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 2<sup>ND</sup> FLOOR, 964 E. HARRISON STREET, IN BROWNSVILLE, TEXAS, AT 1:30 P.M. ON WEDNESDAY, OCTOBER 26, 2021.**

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

Attendance: Arroyo City Fire Chief Jon Whelan, Los Fresnos Fire Chief Gene Daniels, STEC Director Bill Aston, South Padre Island Operations Captain Oziel Garcia, Brownsville Fire Chief Jarett Sheldon, San Benito Fire Chief Efrain Bautista

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. Call Meeting to Order.
  - a. Quorum  
*Meeting was called to order by Oscar Tapia CCESD President at 1:30 P.M.*
  - b. Pledge of Allegiance
2. Public Comments (**Each individual has up to three minutes. Board members will not engage in any discussion**).  
*No public comments.*
3. Approval of Minutes
  - a. September 28th, 2022, Regular Meeting Minutes  
*Motion to approve minutes made by Mr. Rene Perez and seconded by Mr. Calixto Suarez.  
Unanimous approval by the Board members present.*
4. Financial Report:
  - a. Bank Statement (Revenues/Expenditures)  
*Mrs. Lucio read the bank statement balance for the month of September 30, 2022 which was \$2,067,436.20, total interest earned was \$2,640.22. Mrs. Lucio, stated she had reconciled the month of September.*
  - b. Budget Amendments  
*Mrs. Lucio reported no budget amendments for the month of September.*
  - c. Payment of Claims

*Mrs. Lucio reported that upon the start of the meeting she placed a new payment of claims form for each commissioner given that there had been an additional expense not included in the original payment of claims.*

*Mrs. Lucio reported the first expense was made to Repair Squad in the amount of \$280.00, for the repair of an iPad screen and two iPad chargers. A second expense to the United Post Office in the amount of \$5.36, and a \$2,500.00 expense for the Texas Association of Counties FY 2022-2023 Liability Insurance coverage.*

*Motion to approve Financial Reports A, B and C made by Mr. Eduardo Alvarez and seconded by Mrs. Beverly Meyn.*

*Unanimous approval by the Board members present.*

5. Reports:

a. Coordinator's Report- Monthly Summary Report

*Mrs. Grecia Lucio reported the FY 2021-2022 total revenue received from the Tax Assessor's Office was \$4,168,122.58 at a 98% collection rate, total administration and operational contracts expenses for the fiscal year were \$4,102,221.24, leaving a difference of \$65,901.34. Mrs. Lucio also reported the total interest earned for the fiscal year was \$12,453.35, and the total CCESD balance for the year was \$1,376,287.28.*

*Mrs. Grecia Lucio recommended a Holiday Luncheon for all providers and staff, followed by a Workshop to discuss a 5–10-year feasibility study, and the regular monthly ESD meeting, all in one day.*

b. Emergency Services Consultant's Report- Emergency Management Assessment Report

c. Fire Marshal's Report- Monthly Fire Inspections

*Mr. Hushen requested to consolidate reports for item 5b and 5c. He then reported that all fire providers received a letter pertaining the audit for the 2021 – 2022 fire run reports, audit remains ongoing. Fire providers will receive updated contracts within the next few days.*

*Mr. Hushen reported on "Exhibit A" of the fire contracts and explained what is expected in order for providers to claim reimbursement. Mr. Hushen*

*Motion to approve Reports A, B and C made by Mr. Rene Perez and seconded by Mr. Eduardo Alvarez. Unanimous approval by the Board members present.*

6. Consideration and Authorization to attend the SAFE-D Annual Conference to be held on February 2-4, 2023, at the Kalahari Resort Convention Center, Round Rock, Texas.

- A. Oscar Tapia, President
- B. Eduardo Alvarez, Vice-President
- C. Rene Perez, Secretary
- D. Beverly Meyn, Treasurer
- E. Calixto Suarez, Assistant Treasurer
- F. Dylbia Vega, Legal Counsel
- G. Daniel Lopez, Legal Counsel
- H. Grecia Lucio, CCESD Coordinator
- I. Thomas Hushen, Emergency Services Consultant
- J. Juan Martinez, Fire Marshal

*Motion to approve Item 6. Attendance of the Safe-D Conference made by Mr. Eduardo Alvarez and seconded by Mr. Perez.*

*Unanimous approval by the Board members present.*

7. Consideration and possible approval of service provider agreements with the Cameron County Emergency Service District.

*Motion to approve Master Contract with Cameron County made by Mr. Perez seconded by Mr. Alvarez.*

*Unanimous approval by the Board members present.*

8. Discussion and action on the CCESD Board Meetings for the November 2022, and December 2022, Holidays.

*Board discussed in open session the approval of the Provider Luncheon to take place at 12:00 p.m., the CCESD Workshop at 12:45 p.m. and the Regular Meeting at 1:30 pm on November 30<sup>th</sup> 2022. It was also discussed that the regular meeting for the month of December will be canceled due to the holidays and the CCESD will resume with its regular meetings on January 2023.*

*Motion to approve made by Mr. Alvarez and seconded by Mr. Perez.*

*Unanimous approval by the Board members present.*

**9. EXECUTIVE SESSION ITEMS:**

- A. Confer with Cameron County Emergency Services District Board Legal Counsel regarding legal issues with Service Contracts, pursuant to V.T.C.A., Government Code Section 551.071 (2).

*The Board Members entered into Executive Session at 1:56 p.m. and closed Executive Session at 2:30 p.m.*

*Motion to enter Executive Session made by Mr. Alvarez and seconded by Mr. Suarez.*

*Motion carried unanimously.*

10. Action Relative to the Executive Session.

- A. Possible Action

*Motion to return to open session made by Mr. Alvarez and seconded by Mrs. Meyn at 2:30 p.m.*

*Motion to acknowledge the reports and to proceed as discussed made by Mrs. Meyn seconded by Mr. Alvarez*

11. Adjournment.

*Motion to Adjourn made by Mr. Alvarez and seconded by Mr. Perez at 2:36 p.m.*

*Unanimous approval by the Board members present.11*

Signed and posted on this \_\_\_\_ day of \_\_\_\_\_, 2022, at \_\_\_\_\_ a.m. /p.m., in Brownsville, Texas.

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