



## Cameron County Emergency Services District No. 1

### Board of Emergency Services Commissioners Meeting Notice

Wednesday, December 6, 2023 – 1:30 P.M. Special Meeting

NOTICE IS HEREBY GIVEN THAT A SPECIAL 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, DECEMBER 6<sup>TH</sup>, 2023.

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

Attendance: CCFM Jorge Mata, Jimmy Ramos, CCOEM Assistant EMC Rolando Casas, Santa Rosa Volunteer Fire Department Chief Romero Amador, Lt. Alejandro Becerra, and Captain David Conrado, San Benito Fire Chief Efrain Bautista, San Benito Asst. EMC Christina Sanchez, SPI -EMS Lt. Emilio Hinojosa, STEC Director Bill Aston, Los Fresnos Chief Gene Daniels, P.I. Chief John Sandoval, La Feria Fire Johnny Flores, Jose Garcia Captain.

Staff: Grecia Lucio CCESD Coordinator and Thomas Hushen ESD Consultant

Legal: Dylbia Vega,

### MINUTES

1. Call Meeting to Order.
  - A. Quorum
  - B. Pledge of Allegiance – United States of America and Texas

*Meeting was called to order by Mr. Tapia @ 1:30 p.m.*  
*Quorum was established by and through the CCESD Board Member; Oscar Tapia., Rene Perez, Beverly Meyn, Calixto Suarez. Eddie Alvarez*
2. Public Comments (**Each individual has up to three minutes. Board members will not engage in any discussion**).  
*No Public Comments.*
3. Review of Minutes:
  - A. October 25<sup>th</sup>, 2023 Regular Meeting Minutes

*Motion to approve minutes for October 25<sup>th</sup>, 2023 was made by Mr. Alvarez and seconded by Mr. Suarez. Motion carried unanimously by the board members present.*
4. Presentation of Financial Report:
  - A. Bank Statement (Revenues/Expenditures)
  - B. Payment of Claims

*Presentation of Financial Reports was presented by Mrs. Grecia Lucio*  
*On October 1st 2023, the beginning balance was of \$1,823,140.52. A total of 22 Deposit/Credits in the amount of \$1,257,086.14. A total of 11 Withdrawals Checks/Debit in the amount of \$227,390.43. The ending balance on October 31st, 2023 was of \$3,856,162.23. Interest incurred for the month was \$3,065.00*  
*The reconciliation for the month of October was complete.*

*Mrs. Lucio presented live statements for the month of November which were not included in the board's agenda packet.*

*The beginning balance for the month of November was of \$2,856,162.23. A total of 19 Deposits/Credits in the amount of \$1,267,332.86. A total of 4 withdrawals/debits in the amount of \$36,453.63. Ending balance as of November 30, 2023 was in the amount of \$4,093,228.42. Interest incurred for the month was in the amount of \$6,186.96.*

*The reconciliation for the month of November was complete.*

*Total revenues for the month of October in the amount of \$1,815,898.78.*

*October marked the initial quarter for the Fiscal Year 2023-2024.*

*Total revenues for the month of November in the amount \$760,261.58.*

*November marked half way through the first quarter of Fiscal Year 2023-2024.*

*Mrs. Lucio presented the payment of claims for both October and November.*

*October expenses, Line Item: Fire Marshal Education: \$687.92, Line Item: TAC Liability Insurance: \$2,500  
Line Item: Supplies and Equipment - \$370.14 Blue Host for CCESD WEBSITE yearly subscription, \$150.00  
Floral Arrangement for funeral service for Lt. Resendez with the San Benito Police, Mannys Uniforms \$66.40,  
HEB Cookies ESD Meeting \$20.90, Abby's Bakery for LFFVD Anniversary \$43.68, and USPS Mail Checks TAC-  
HLGN \$10.02*

*November expenses, line-item Travel & Training- 2024 SAFE-D Conference registration \$2,950.00.*

*Motion to approve Item 4, A. and B., made but Mr. Perez, seconded by Mr. Alvarez. Motion carried unanimously by the board members present.*

**5. Presentation of Action Reports:**

A. Coordinator's Report- Monthly Summary Report

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

C. Fire Marshal Update

*Coordinators report was presented by Mrs. Grecia Lucio.*

*Mrs. Lucio reminded all providers present on the importance on monthly reporting as well as pending executed contracts from providers. Mrs. Lucio also stated that provider equipment list had been distributed to both the Office of Emergency Management and providers for their situation awareness.*

*Emergency Services report was presented by Assistant EMC Rolando Casas.*

*Mr. Casas reported on hosting trainings by and through OEM and TDEM in the EOC located in 964 E. Harrison St., the 2<sup>nd</sup> Floor Admin Building. He also stated that the OEM department was hosting their annual toy drive, and advised everyone present that they would be receiving any donation until December 15<sup>th</sup>.*

*Fire Marshal report was presented by Deputy Fire Marshal Jorge Mata.*

*Mr. Mata reported that there had been one arrest by the office of OEM, presented to the board and everyone present on the Fire Marshal "Risk Reduction Program" and on the upcoming STAFIA conference.*

*Motion to approve Item 5, A., B., and C., made but Mr. Alvarez, seconded by Mr. Suarez. Motion carried unanimously by the board members present.*

**6. Discussion of the CCESD Board credit hours and appointments for January 2024.**

*"Health and Safety Code Sec. 775.0365 (a) An emergency services commissioner shall complete at least six hours of continuing education relating to the performance of the duties of an emergency services commissioner at least once in a two-year period."*

*Mrs. Lucio reported that she currently received credit hours from the 2023 SAFE-D Conference that took place in February, all board commissioners had sufficient hours for the new fiscal year 24". Meaning should they not want to travel for the upcoming SAFE-D conference there would be no issues. Appointments for January 2024, Mrs. Lucio stated that (3) board members were up for re-appointment and a swear-in ceremony will be conducted by County Judge Eddie Trevino, Jr. Motion to approve and acknowledge report made by Mr. Alvarez seconded by Mr. Suarez. Motion carried unanimously by the board members present.*

7. Discussion and approval to attend the SAFE-D Annual Conference held on February 22<sup>nd</sup> – 24<sup>th</sup>, 2024, at the Irving Convention Center, Irving Texas.

- A. Oscar Tapia, President
- B. Eduardo Alvarez, Vice-President
- C. Rene Perez, Treasurer
- D. Calixto Suarez, Assistant Treasurer
- E. Beverly Meyn, Secretary
- 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

*Mrs. Beverly Meyn opted out on attending the 2024 SAFE-D Conference due to having sufficient credit hours from the 2023 SAFE-D Conference. Mrs. Dylbia Vega opted out on attending and Mrs. Grecia Lucio mentioned on the possibility of not attending due to personal reasons and will determine attending on a later date. Mr. Tapia offered those present the opportunity to attend the SAFE-D conference in place of Mrs. Meyn, Mrs. Vega and possibly Mrs. Lucio. He then stated if anyone was interested to make contact with Mrs. Lucio for travel arrangements. Mrs. Lucio also reported that all room reservations are in place.*

*Motion to approve Item 7., to attend the 2024 SAFE-D Conference and travel via flight on February 22-24, 2024 was made by Mr. Suarez seconded by Mr. Alvarez. Motion carried.*

8. **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).

*Motion to table Item 8., made by Mr. Perez seconded by Mrs. Meyn.*

*Motion carried.*

9. Action Relative to the Executive Session.

- A. Possible Action

*Motion to table Item 8., made by Mr. Perez seconded by Mrs. Meyn.*

*Motion carried.*

10. Adjournment.

*Motion to adjourn at 1:54 p.m., made by Mr. Alvarez seconded by Mr. Perez.*

*Motion carried.*

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