



Cameron County Emergency Services District No. 1

Board of Emergency Services Commissioners Meeting Notice

Wednesday, September 25, 2024 –1:30 P.M. Regular Meeting

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, SEPTEMBER 25, 2024.**

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

Staff: Grecia Lucio –ESD Coordinator, ESD Consultant – Tom Hushen

Legal: Daniel N. Lopez, Myles Garza

Budget Consultant: Xavier Villareal

Attendance: Los Fresnos Fire Chief Gene Daniels, CC Fire Marshal Juan Martinez, STEC Director Bill Aston, Brownsville Fire Chief Jarret Sheldon, Brownsville Fire Deputy Chief Gabriel Garza, Sr. HSSE Director Tron Clark, Arroyo City Fire Chief John Wheelan,

MEETING 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. Oscar Tapia at 1:32 p.m.

Quorum was established by members present.

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

Mr. Tron Clark, Sr. HSSE Director for Next Decade presented to the board and everyone present that starting next week there will be (2) Fire Suppression courses available for all first responders. The trainings are alongside the City of Brownsville's Fire Department and are two-day trainings. The next training is scheduled for November 7th.

3. Approval of Minutes

a. August 28, 2024 Regular Meeting Minutes

Mr. Tapia made a change to the minutes so they reflect "motion to acknowledge reports" for item 12 and 13 instead of "motion approve". Legal Counsel Myles Garza, made a change to item 5 to that is reflects "motion to approve discussion subject to item 9" instead of "motion to include items that were discussed in executive session".

Motion to approve the changes for the minutes of August 28, 2024 made by Mr. Alvarez seconded by Mr. Suarez. Motion carried.

4. Presentation of Financial Reports:

a. Presentation of August Bank Statement Revenues

b. Budget Amendments

c. Payment of Claims

Presentation of bank statement, revenues and payment of claims made by Mrs. Lucio,

As of August 1, 2024 the beginning balance was of \$3,214,805.15, a total of 22 deposit/ credits in the amount of \$57,921.57, a total of 8 check/debit in the amount of \$683,715.23, total interest incurred for the month in the amount of \$4,595.97. Ending balance as of August 31, 2024 was in the amount of \$2,593,607.46. The reconciliation for the month was complete.

Total revenue for the month of August 2024 was in the amount of \$57,729,46.

Mrs. Lucio reported one budget amendment to increase line-item Cameron County Appraisal District from \$62,000.00 to \$66,627.00, an increase of \$4,267.00 and decrease line-item Supplies and Equipment's current balance of \$18,014.40 to \$13,387.40 a decrease of (-\$4,627.00). This budget amendment was done to help cover that last quarter payment to the CC Appraisal District for the fiscal year 2023- 2024.

Mrs. Lucio reported several expenses for the month of August. Line-item Supplies and Equipment - Jason Deli \$238.37 board lunch, H-E-B \$18.91 additional snacks for ESD meeting. Line-item Advertising \$2,137.04 for the Brownsville Herald Public Hearing newspaper publications. Line-item Audit in the amount \$5,500.00 which is partial payment for the 2023 Audit.

Motion to acknowledge reports made by Mr. Alvarez seconded by Mrs. Meyn. Motion carried.

5. Presentation of Monthly Action Reports:

- a. Coordinator's Report- Monthly Summary Report
- b. Emergency Services Consultant's Report- Emergency Management Assessment Report
- c. Fire Marshal's Report- Monthly Fire Inspections

Coordinators report was presented by Mrs. Grecia Lucio.

Mrs. Lucio reported on the new reporting form for all Fire and EMS providers, said cover sheet includes an additional column where every provider will indicate if they believe a call falls under the "Proposed Special Event" column. This helps better separate and organize reports. Mrs. Lucio also reported that on the Keppel Amfels lawsuit, notice was sent to the CC Tax Office to withhold the additional \$7,463.98 for the month of September 2024, but no withholdings had taken place thus far. Mrs. Lucio reported that the 2023 CCESD Audit had been complete by BML and that the remaining balance of \$9,000.00 had already been paid online the morning of the meeting. She then stated that BML will be presenting on the 2023 CCESD Audit and their findings on the October meeting. Mrs. Lucio extended a thank you to Mr. Daniel Lopez, legal counsel, for organizing all the County Port tours for the CCESD Board to attend.

ESD Consultant report was presented by Thomas Hushen.

Mr. Hushen stated that the office will be present in the upcoming national night out for all the cities in Cameron County. Coming up was the City of Port Isabel and the City of Brownsville.

Fire Marshal report presented by Juan Martinez.

Mr. Martinez had nothing to report. Mr. Martinez did introduce Mr. Narciso Escobedo who will be serving as a Cameron County Deputy Fire Marshal.

Motion to acknowledge report made by Perez seconded by Mr. Alvarez. Motion carried.

6. Discussion and Possible action on criteria and definition for "Special Event Fund" as agreed upon by the CCESD No.1 and the contracted Emergency Providers for the upcoming fiscal 2024 -2025.

Legal counsel Daniel Lopez stated that the ESD Contract Providers, Mrs. Lucio, Mr. Hushen and Commissioner Meyn met to discuss the Special Event Fund and came up with the definition.

Mrs. Lucio made a recommendation to change the review process to a quarterly basis and be paid at the end of every fiscal year.

"The intent of the "Special Event" fund is to offset the expenses of emergency services (Fire & EMS) in the event of a large-scale emergency that is over and above routine emergency calls.

The intent is not to cover ALL expenses from an event, but only the approved expenses incurred over and above what would be a normal emergency call. All Cameron County Emergency Services District No. 1

(“ESD”) contracted Emergency Service Providers (“Provider”) are eligible to apply for reimbursement, subject to fund availability, for a Special Event. Providers must submit appropriate documentation as to why extra funding is needed. However, Special Events that are eligible for state or federal reimbursement are not eligible for reimbursement by the ESD.

“Special Events” shall be considered for funding, whether whole or in part, on an individual basis to be approved by the Cameron County Fire Chiefs Association and ratified by the ESD Board. A Provider’s request for Special Event funding which has been denied by the Cameron County Fire Chiefs Association may appeal their request to the ESD Board. All appeals must be in writing and submitted to the ESD Coordinator prior to the annual fund disbursement.

Providers shall submit their special event fund requests to the ESD on a monthly basis; however, review and approvals by the ESD will not occur until August of the contract year.”

Motion made by Mr. Perez seconded by Mrs. Meyn to approve the language in the last paragraph to state “however, review and approvals by the ESD will not occur until August of the contract year.”

Motion carried.

7. **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, and Section 551.071(2).

Motion to enter executive session @1:50 p.m. made by Mr. Perez, seconded by Mrs. Meyn. Motion carried.

Motion to exit executive session and return to open session @2:16 p.m. made by Alvarez, seconded by Mr. Suarez. Motion carried.

8. Action Relative to the Executive Session.

- a. Possible Action.

Motion to acknowledge report made by Mr. Alvarez, seconded by Mr. Suarez.

Motion carried.

9. Adjournment.

Motion to adjourn @2:30 made by Mr. Alvarez, seconded by Mrs. Meyn.

Signed and posted on this ___ day of _____, at ___ a.m./p.m., in Brownsville, Texas

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