



Cameron County Emergency Services District No. 1

Board of Emergency Services Commissioners Meeting Notice

Tuesday, October 29, 2024 –1:30 P.M. Special Meeting

IN COMPLIANCE WITH THE PROVISIONS OF CHAPTER 551, TEXAS GOVERNMENT CODE, 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 2ND FLOOR, 964 E. HARRISON STREET, IN BROWNSVILLE, TEXAS, AT 1:30 P.M. ON TUESDAY, OCTOBER 29, 2024.**

Quorum: Oscar Tapia, Beverly Meyn, Calixto Suarez

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

Legal: Daniel N. Lopez, Myles Garza

Attendance: Los Fresnos Fire Chief Gene Daniels, CC Fire Marshal Juan Martinez, STEC Director Bill Aston, Brownsville Fire Chief Jarret Sheldon, Arroyo City Fire Chief John Wheelan, BML Auditors Zorayda De Leon and Jose Diaz, CCECD Rafael Cruz and Jose Davila

MEETING MINUTES

1. Call Meeting to Order.

A. Quorum

B. Pledge of Allegiance- United State of America and Texas

Meeting was called to order by Mr. Oscar Tapia at 1:30 p.m.

Quorum was established by members present. Rene Perez and Eduardo Alvarez, absent.

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 25th, 2024, Regular Meeting Minutes

Motion to approve September 25, 2024 made by Mrs. Meyn seconded by Mr. Suarez. Motion carried.

4. Presentation of Financial Reports:

A. Bank Statement (Revenues/Expenditures)

B. Payment of Claims

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

As of September 1, 2024 the beginning balance was of \$2,593,607.46, a total of 20 deposit/ credits in the amount of \$39,819.00, a total of 26 check/debit in the amount of \$756,026.79, total interest incurred for the month in the amount of \$4,165.75. Ending balance as of September 30, 2024 was in the amount of \$1,881,565.42. The reconciliation for the month was complete.

Total revenue for the month of September 2024 was in the amount of \$35,885.42.

Mrs. Lucio reported that though the Keppel Amfels 1st installment payment of \$12,419.12 was deducted back in July 2024, the tax office notified that said deductions get inputted into the system until September which is the end of the fiscal year. Therefore, with said deductions the total revenue for the month of

September was in the amount \$23,466.30. She stated that the email back up was included in the board's agenda packet for review.

Mrs. Lucio then reported on the payment of claims for the month of September, 2024. She stated that all 4th quarter payment had been issued accordingly. Line-item Audit's final payment to BML had been paid in the amount of \$9,000.00. Line-item Supplies and Equipment, 2 expenses for HEB totaling the amount of \$46.66., 5.11 Tactical in the amount of \$714.45, Josephines Kitchen for board lunch in the amount of \$141.61, Abbys Bakery for sweet bread for the chief meeting in Los Fresnos in the amount of \$13.52, Julias Restaurant for board lunch \$85.90, Pepes Restaurant board lunch \$94.35, USPS check mail out in the amount of \$22.32 and Bluehost for the ESD website in the amount of \$396.88.

Motion to approve presentation of financial reports A., and B., was made by Mr. Suarez, seconded by Mrs. Meyn. Motion carried.

5. Presentation of Action Reports:

- A. Coordinator's Report- Monthly Summary Report
- B. Emergency Services Consultant's Report- Emergency Management Assessment Report
- C. Fire Marshal's Report
- D. Presentation of the 2023 Cameron County Emergency Services District No.1 Audit Report by Burton McCumber & Longoria, LLP

Coordinators report was presented by Mrs. Grecia Lucio.

Mrs. Lucio stated the FIRE/EMS Special Event runs or calls will run concurrent from January through December, the same way the ESD bases their run call volume to create the fiscal budget.

Mrs. Lucio then reported that the additional \$7k for the Keppel Amfels lawsuit had not been deducted accordingly and presumed that they will remove said funds in the new fiscal year. She then reported that all fiscal 2024 -2025 contract had been issued out by the ESD legal counsel.

Mrs. Lucio stated that the Cameron County Tax Office submitted their end of the year report, commencing October 3, 2023 – September 30th, 2024. Total revenues for the fiscal year 2023 – 2024 were in the amount of \$4,590,346.14, said amount is including any and all delinquent accounts, and the \$12K Keppel Amfels deduction. Mrs. Lucio then stated that the revenues were short for the amount budgeted for fiscal year by \$79,904.47. She stated that she utilized all the interest incurred during the year to help compensate the shortage. Interest incurred for the year was in the amount of \$70,027.31. Totaling the amount of interest and actual revenue to the amount of \$4,660,373.42. She then stated total claims to date for the fiscal year were in the amount of \$4,655,797.27. Mrs. Lucio stated the (\$4,576.15) were utilized from the fund balance to help cover all expenses for the fiscal budget. Mrs. Lucio stated that the fund balance was in the amount of \$1.4 million.

| Annual Budget | Total Revenue FY 2023-2024 | Difference |
|-------------------|-------------------------------|------------------------|
| \$ 4,670,250.58 | \$ 4,590,346.11 | \$ (79,904.47) |
| INTEREST Incurred | \$ 70,027.31 | \$ 70,027.31 |
| | \$ 4,660,373.42 | \$ (9,877.16) |
| Annual Budget | Claims to Date | |
| \$ 4,670,250.58 | \$ 4,655,797.27 | |
| REVENUE | Claims to date | |
| \$ 4,660,373.42 | \$ 4,655,797.27 | \$ (4,576.15) |
| | | USED FROM FUND BALANCE |

ESD Consultant report was presented by Thomas Hushen.

Mr. Hushen reported that during the Chiefs meeting it was discussed that they want to do more mass casualty training. Mr. Hushen announced the LEPC meeting and recommended to everyone present to participate given all the new infrastructure in Cameron County. Mr. Hushen stated that hurricane season was already complete for the year. He then stated that the county should expect a few cold snaps this winter season.

Mr. Hushen reported on the Fire Marshal Update.

He stated that the Juan Martinez County Fire Marshal was attending several inspections at Space X. Reported that there are no active or current arson investigations. Mr. Hushen stated the State of Texas was going to start fire webinars due to fire season. He stated that Cameron County is not under a burn ban and does not for see it happening in the county.

Presentation of the 2023 CCESD Audit was presented Mr. Jose Diaz internal auditor for BML.

Mr. Diaz presented himself and Ms. Zarayda de Leon. Mr. Diaz reported that the 2023 audit was complete and stated that there was no fraud or any other misrepresentations found in the audit and/ or disagreements with management. He stated that there was no finding during the audit and everything being requested from the CCESD Coordinator was provided on a timely manner. Mr. Diaz stated the biggest components of the district's financial statements are cash receivables and payables. The district received 4.3 million in revenues and had a fund balance of 1.5 million.

Motion to acknowledge reports A., B., C. and D., made by Mr. Suarez seconded by Mrs. Meyn. Motion carried.

6. Discussion and possible action on Special Event appeal process.

Mr. Hushen discussed that said EMS/Fire call will be reviewed by the Fire Chiefs Association. Should the Fire Chiefs Association deny any call, the provider can go to the ESD Board an appeal via presentation in a public meeting. Mr. Tapia addressed and questioned if to do a super majority or simple majority appeal approval after it goes through the Fire Chiefs Ass. Mr. Tapia recommended to potentially include it in the ESD bylaws. The board proposed to move forward with a simple majority appeal process and include it as an agenda item on the next meeting for approval.

Motion to acknowledge report made by Mr. Tapia.

7. Discussion and action on the CCESD Board Meetings for the November 2024, and December 2024, Holidays.

Motion to cancel the regular monthly meeting for both November and December and hold a Special Meeting on December 4, 2024 made by Mrs. Meyn seconded by Mr. Suarez. Motion carried.

8. EXECUTIVE SESSION ITEMS:

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

B. Confer with Cameron County Emergency Services District Board Legal Counsel regarding legal issues with the annexation of boundaries within the Emergency Services District, pursuant to V.T.C.A. Government Code, Section 551.071(2)

Motin to enter executive session made by Mr. Suarez seconded by Mrs. Meyn @ 2:14 p.m.

Motion to exit executive session made by Mrs. Meyn seconded by Mr. Suarez @2:52 p.m.

9. Action Relative to the Executive Session.

A. Possible Action

B. Possible Action

Motion to acknowledge reports A., and B., made by Mrs. Meyn seconded by Mr. Suarez.

10. Adjournment.

Motion to adjourn made by Mr. Suarez seconded by Mrs. Meyn @ 2:53 p.m. Motion carried.

Signed and posted on this ____ day of _____, 2024, at ____ a.m. /p.m., in Brownsville, Texas.

/s/ Oscar Tapia

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