



Cameron County Emergency Services District No. 1

Board of Emergency Services Commissioners Meeting Notice

Wednesday, December 4, 2024 – 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 2ND FLOOR, 964 E. HARRISON STREET, IN BROWNSVILLE, TEXAS, AT 1:30 P.M. ON WEDNESDAY, DECEMBER 4, 2024.

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

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

Legal: Daniel N. Lopez

Attendance: Los Fresnos Fire Chief Gene Daniels, CC Fire Marshal Juan Martinez, STEC Director Bill Aston, Brownsville Fire Gabriel Garza, Arroyo City Fire Chief John Wheelan, CCECD Rafael Cruz, Jose Davila and Jose Garcia, Rio Hondo Fire Chief William Bilokury, San Benito Fire Chief Efrain Baustista, San Benito Court Admin. Christina Sanchez, San Benito Fire Marshal Jorge Mata, SPI LT. Emilio Hinojosa, Port Isabel EMS Director Charlie Wood.

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 1:30 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**).
No Public Comments.
3. Review of Minutes:
 - A. October 29, 2024 Special Meeting Minutes

Motion to approve the minutes for October 29, 2024 made by Mr. Perez and seconded by Mrs. Meyn.
Motion carried.
4. Presentation of Financial Report:
 - A. Bank Statement (Revenues/Expenditures)
 - B. Payment of Claims
 - C. Budget Amendment

Presentation of bank statement, revenues and payment of claims made by Mrs. Lucio.
As of October 1, 2024 the beginning balance was of \$1,881,565.42, a total of 21 deposit/ credits in the amount of \$1,385,254.48, a total of 15 check/debit in the amount of \$401,943.93, total interest incurred for the month in the amount of \$2,828.75. Ending balance as of October 31, 2024 was in the amount of \$2,867,704.72. The reconciliation for the month was complete.

Total revenue for the month of October 2024 was in the amount of \$1,555,034.27.

Mrs. Lucio stated that the bank statement and reconciliation sheet for the month of November was not included in the boards packet but she was able to report on said month. The board recommended to move forward with reporting the financial report for November 2024.

The beginning balance of November 1, 2024 was in the amount of \$2,867,704.72, a total of 19 deposits/credits in the amount of \$1,237,234.35, a total of 6 check/debits in the amount of \$5,804.26, total interest incurred for the month of November was \$5,923.37. The ending balance was in the amount of \$4,105, 058.18. The reconciliation was complete.

Mrs. Lucio reported on the October payment of claims, she stated she placed the corrected form before the commissioners which reflects one expense for HEB in the amount of \$13.93.

Mrs. Lucio reported on the November payment of claims, she stated that POC sheet was not included in their packet. For the month of November line-item Travel and Training there's a partial expense in the amount of \$2, 637.65 for the Ruby Hotel – SAFE-D Conference. Line item SAFE-D Membership expense in the amount of \$2,316.67.

End of payment of claims report.

Mrs. Lucio stated that there was one budget amendment.

Decrease line-item supplies and equipment current annual budget from \$23,000.00 to \$21,783.33 a decrease of (-\$1,216.67) and increase line-item SAFE-D Membership from \$1,100.00 to \$2,316.67 an increase of \$1,216.67.

The Cameron County Emergency Services District No.1 falls under "District Level 4" which is based on Annual ESD Tax Revenues (\$1M - \$10M). Total SAFE-D Membership dues are in the amount of \$2,316.67.

Motion to approve financial reports A., B., and C was made by Mr. Alvarez seconded by Mr. Suarez. Motion carried.

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 stated that all contracts had been issued to our providers by our legal counsel and that she is communication with those who are pending to return their contracts.

ESD Consultant and the Fire Marshal report was presented by Mr. Thomas Hushen.

Mr. Hushen reported of one death in the county due to the West Nile virus. He also reported on a mass vaccination clinic for animals on January 18, 2025 at no cost to the public.

For the Fire Marshal report Mr. Hushen stated that they are doing safety public outreach for the upcoming winter storms. How to winterize and protect their homes and avoid any future deaths or accidents. He recommended that these public safety announcements come from the Fire Chiefs Association to the entire public. End of report.

Motion to acknowledge reports A., B., and C., made by Rene Perez, seconded by Mr. Alvarez. Motion carried.

6. Discussion of the CCESD Board credit hours and appointments for January 2025.

Mrs. Lucio and the board discussed the boards current credits hours and the importance on several board commissioners to attend the SAFE-D Conference to stay in compliance.

Mrs. Lucio stated that the board was going to have (4) re-appointments come January 2025.

Discussion approved by board members present.

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

Motion to approve the Special Event appeal process to a simple majority vote of 3-2 made by Mr. Perez seconded by Mr. Suarez. Motion carried.

8. Discussion and approval to attend the SAFE-D Annual Conference held on February 5th – 8th, 2025, at the Kalahari Resort in Round Rock, Texas.

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

Mrs. Lucio stated that she was going to proceed with payment after attendee confirmation was confirmed. She also stated that the ESD had (3) roll over registrations from the 2024 SAFE-D conference. Mr. Hushen recommended that if anyone was traveling by flight by and through the ESD to book business flight so that if there are any changes, said flight may be changed. Mrs. Lucio stated that travel and meals are reimbursable to those attending the conference. Mr. Tapia invited anyone in attendance from any fire department to attend the conference.

Motion to approve the above-mentioned attendees and one more person to attend the 2025 SAFE- D conference made by Mr. Alvarez, seconded by Mr. Suarez. Motion carried.

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).

Table item 9. and 10.

10. Action Relative to the Executive Session.

- A. Possible Action

11. Adjournment.

Motion to adjourn made by Mr. Alvarez seconded by Mrs. Meyn @ 1:55 p.m. Motion carried.

Signed and posted on this ____day of ____ 2024, at ____a.m. /p.m., in Brownsville, Texas.

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