

Orange County Emergency Services District No. 3
Minutes of the Board of Commissioners Regular Meeting
April 10, 2023

The Board of Commissioners (the “Board” or “Commissioners”) of Orange County Emergency Services District No. 3 met in regular session on the 10th day of April 2023, at 6:30 p.m., in the meeting room of the District’s administration building, located at 8465 TX-87, Orange, Texas 77632, pursuant to notice of said meeting posted in accordance with Chapter 551 of the Texas Government Code, whereupon the roll was called of the members of the Board, to-wit:

Wayne LaCombe	President
Robert Smith	Vice President
Cammie Vincent	Treasurer
Cathryn Drake	Secretary
Jeffrey Braus	Member

All members of the Board were present, thus constituting a quorum. Attending in person were Matt Manshack (Fire Chief); Joey Earnest (Assistant Fire Chief); Terri Brzezinski (Recording Secretary); Connor Aultman (Lieutenant); Charles Powell (Volunteer Fireman), and Chase Powell (Junior Firefighter).

1. CALL TO ORDER:

The meeting was called to order at 6:33 p.m. by Commissioner LaCombe.

2. PUBLIC COMMENTS:

No public comments.

3. PRIOR MEETING MINUTES:

The March 13, 2023, minutes were presented to the Board. Upon a motion made by Commissioner Braus, seconded by Commissioner Drake, after a full discussion, and with all Commissioners present voting aye, the Board approved March 13, 2023, minutes as presented.

4. FINANCIAL REPORT:

The Board reviewed the District's Financial Report. Upon a motion made by Commissioner Smith, seconded by Commissioner Braus, after a full discussion, and with all Commissioners present voting aye, the Board approved the Financial Report as presented.

The Board further discussed the assets on the financial statements and requested Chief Manshack provide an updated asset list.

5. PAYMENT OF BILLS:

The Board reviewed and discussed the various bills the District had received since the last meeting. Upon a motion by Commissioner Smith, seconded by Commissioner Drake, after a full discussion, and with all Commissioners present voting aye, the Board approved payment of the District's bills, totaling approximately \$25,248.61.

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A discussion then ensued regarding the loan for the radios at Central Bank. The Board requested the loan documentation and amortization schedule. Mrs. Brzezinski agreed to e-mail it to the Board.

6. COMMITTEE REPORTS:

Tillman Cell Tower Proposal:

Assistant Chief Earnest explained that in a recent phone conversation with Tillman's representative, Anthony Perez, he requested an updated plot map. Mr. Perez stated he would have his office design a new plot map with the requested changes.

7. CHANGE THE MONTHLY REGULAR MEETING FROM THE SECOND MONDAY OF THE MONTH TO THE SECOND TUESDAY OF THE MONTH:

Commissioner Vincent explained to the Board that meeting on the second Monday of the month conflicts with her teaching schedule and requested that the Board move the monthly meetings to the second Tuesday.

Upon a motion made by Commissioner Drake, seconded by Commissioner Braus, after a full discussion, and with all Commissioners present voting aye, the Board approved moving the regular monthly District meeting to the second Tuesday of the month.

8. FORM A BYLAW COMMITTEE AND WAYS AND MEANS COMMITTEE:

The Board then formed a Bylaw (SOP) Committee and Ways and Means (Budget) Committee of Commissioners LaCombe, Smith, and Chief Manshack. The Committee is scheduled to meet on Monday, May 8, 2023, at 10:00 a.m. at Seven-O-Industrial located at 1913 Strickland Drive, Orange, TX 77630, to amend this year's fiscal budget and create next year's fiscal budget. In addition, a meeting will be set up later to review the SOP/Bylaws.

9. IRS TAX-EXEMPT BOND NOTIFICATION CP152:

The Board then discussed the IRS Notification CP152 acknowledgment of Form 8038-G for the tax period August 15, 2022, issued on behalf of the \$746,087.00 promissory note & security agreement with Government Capital to purchase the 2024 Sutphen engine.

10. IRS FORM 941 TAX PERIOD MARCH 31, 2016, NOTIFICATION CP138:

The Board discussed the IRS Form 941 for the tax period of March 31, 2016, and determined that no action is required at this time.

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11. IRS FORM 941 BALANCE DUE TAX PERIOD June 30, 2019:

The Board reviewed the IRS Form 941 for the tax period of June 30, 2019. A discussion ensued. It was the consensus of the Board to pay the balance due with the April bill pay.

12. APPROVAL OF THE LOCAL OPTION RESIDENCE HOMESTEAD EXEMPTIONS FOR THE TAX YEAR 2023 RECEIVED FROM THE ORANGE COUNTY TAX ASSESSOR:

Commissioner Drake presented the Local Option Residence Homestead Exemptions for the Tax Year 2023 to the Board. Upon a motion made by Commissioner Braus, seconded by Commissioner Smith, after a full discussion, and with all Commissioners present voting aye, the Board approved and executed the Local Option Residence Homestead Exemptions for the Tax Year 2023.

13. TO PROVIDE REQUESTED AUDIT REPORTS FOR 2021 AND 2022 (UPON COMPLETION) TO BARRY RENFROE WITH TIB BANK:

The Board then discussed the 2021 and 2022 Audit Reports requested by Barry Renfroe with TIB Bank, which holds the loan for the 2024 Sutphen engine currently on order. Upon a motion made by Commissioner Smith, seconded by Commissioner Braus, with all Commissioners present voting aye, the Board approved the release of the completed 2021 Audit Report and the 2022 Audit Report once available to Barry Renfroe with TIB Bank.

14. APPARATUS PREVENTIVE MAINTENANCE:

Chief Manshack explained to the Board that the larger trucks need preventive maintenance and presented his received quotes. The Board discussed the maintenance necessity, cost, and the possible impact if any trucks need to be temporarily removed from service. The Chief mentioned that Sieben Equipment could perform the necessary preventive maintenance services onsite at the fire station. A motion was made by Commissioner LaCombe, seconded by Commissioner Smith, with all Commissioners present voting aye; the Board approved Sieben Equipment to perform the preventive maintenance on the apparatuses.

15. SIGN REPAIRS AT STATION 1:

After a full discussion as to whether to repair or replace the sign, it was the consensus of the Board that additional information was necessary. Therefore, Commissioner Drake will research further and provide additional details at the next meeting.

16. BAY DOOR OPENER REPLACEMENT:

Assistant Chief Earnest stated that the middle bay door was malfunctioning and opening slowly. A technician from Overhead Door Company arrived and diagnosed that the motor was failing and needed to be replaced. The technician quoted \$2,800.00. Assistant Chief Earnest said he would get additional quotes as he believes the one received from Overhead Door Company is high.

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17. DISTRICT OFFICE CLEAN-UP:

Commissioner Drake opened a discussion with the Board that she would like to organize and clean the District office. She noted first; that she would research record-keeping storage protocol for the ESD's existing paperwork currently being stored in the District office; and second; to inquire if anyone knows the safe's combination. It was determined that the combination of the safe is unknown. Assistant Chief Earnest mentioned that he believes there is nothing in the safe. Upon a motion by Commissioner LaCombe, seconded by Commissioner Smith, with all Commissioners present voting aye, the Board approved Commissioner Drake to organize and clean the District office as needed.

18. UPDATE THE SYSTEM PASSWORDS AND APPROVAL FOR INDIVIDUAL ACCESS:

Commissioner Drake expressed concern to the Board about who can access the ESD's security cameras. An in-depth discussion ensued about who has access and who should be allowed to view the cameras or have administrative privileges. Commissioner Vincent mentioned the possible cybersecurity issues that could affect the ESD. Mr. Powell stated that there are currently four administrators. Commissioner Smith then motioned to appoint Mr. Powell as the camera system's administrator and only allow Board members and those they approve of having access. Commissioner Smith withdrew the motion to allow Mr. Powell time to consider the proposal.

Commissioner LaCombe asked who has access to the time clock and requested that he be added. Chief Manshack responded by letting the Board know that only two employees currently have access, and he will set up access for Commissioner LaCombe.

19. EMPLOYEE EVALUATIONS AND CONTRACT NEGOTIATIONS:

Item tabled until after the executive closed session.

20. EMPLOYEE SALARY ANALYSIS:

Item tabled.

21. OBTAIN A GRANT WRITER:

The Board then discussed the benefits and requirements of hiring a professional to assist with applying for grants. Commissioner Braus stated he would research and provide the Board with additional information.

22. REPORT FROM ESD PERSONNEL:

Assistant Chief Earnest reported that there were 53 calls reported for the month of March and that the call volume has decreased.

The Assistant Chief then reported that a live burn training in ESD 4's (Mauriceville) district off Hwy 62 is scheduled for March 16th.

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Chief Manshack reported that he would evaluate the old radios the department no longer uses to determine if they have resale value.

Charges for false alarms or false calls were discussed. Commissioner LaCombe stated that we do not usually charge the taxpayers for false alarms.

23. EXECUTIVE SESSION:

The Board recessed to go into closed session at 8:26 p.m. to discuss personnel matters and legal issues pursuant to Chapter 551.071 of the Texas Government Code.

Upon returning to the open session at 8:50 p.m., the Board then discussed the following items:

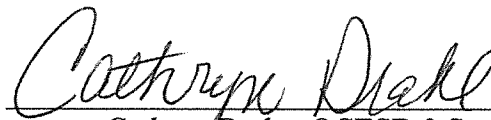
Commissioner LaCombe distributed a draft copy of an employment contract for Fire Chief Manshack to the Board for their review. A copy was also given to Chief Manshack. The contract is scheduled to be discussed at the next meeting.

Commissioner LaCombe presented the dedication plaque for Bobby Manshack to the Board. A discussion ensued about scheduling a dedication ceremony.

There were no matters requiring a vote for items discussed in the Executive Session.

ADJOURN MEETING:

There being no further business, the meeting adjourned at 8:54 p.m.



Cathryn Drake, OCESD 3 Secretary

Date



Wayne LaCombe, OCESD 3 President

Date