

Orange County Emergency Services District No. 3
Minutes of the Board of Commissioners Regular Meeting
May 9, 2023

The Board of Commissioners (the “Board” or “Commissioners”) of Orange County Emergency Services District No. 3 met in regular session on the 9th day of May 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); Rusty McDonald (Safety Officer); Connor Aultman (Lieutenant), and Terri Brzezinski (Recording Secretary).

1. CALL TO ORDER:

The meeting was called to order at 6:34 p.m. by Commissioner LaCombe.

2. PUBLIC COMMENTS:

None.

3. PRIOR MEETING MINUTES:

The minutes from the April 10, 2023, and the May 8, 2023, meetings were presented to the Board. Upon a motion by Commissioner Vincent, seconded by Commissioner Drake, after a full discussion, and with all Commissioners present voting aye, the Board approved the April 10, 2023, and the May 8, 2023, minutes as presented.

4. FINANCIAL REPORT:

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

The Board further discussed the two certificates of deposit currently held at First Financial Bank and the possibility of investing in another certificate of deposit.

The revised fiscal year 2022/2023 budget was then discussed in its entirety. Upon a motion made by Commissioner Drake, seconded by Commissioner Smith, and with all Commissioners present voting aye, the revised 2022/2023 fiscal year budget was approved by the Board.

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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 Braus, after a full discussion, and with all Commissioners present voting aye, the Board approved payment of the District's bills, totaling approximately \$18,242.79, which includes the invoice received at the meeting from LSI Performance.

6. COMMITTEE REPORTS:

None

7. SCBA OPTIONS AND PLANS:

Chief Manshack and Assistant Chief Earnest distributed quotes to the Board for purchasing new SCBA Air-Paks from MES and Casco. After a full discussion, it was the consensus of the Board to table this item to allow time to investigate cost and options further.

8. SCHEDULE A MEETING DATE TO AMEND THE SOP/BYLAWS:

The Board discussed amending the SOP/Bylaws. It was determined that since the SOP/Bylaws were revised and amended in 2021, an amendment may not be necessary. Commissioner Braus said he would review the current SOP/Bylaws and bring any amendment suggestions to the Board.

9. APPARATUS DEDICATION:

Commissioner LaCombe opened a discussion as to where the dedication plaque should be placed on the truck. Dates and times for the dedication ceremony were discussed, and it was the consensus of the Board to tentatively set the dedication ceremony to be held at Station 1 on Thursday, May 18, 2023, at 6:30 p.m.

10. EMPLOYEE CONTRACT REVIEW:

The Board discussed with Chief Manshack his employment contract draft that was previously presented. Benefits such as salary, future raises, health insurance, life insurance, expected work hours, and paid time off were several of the items discussed. The contract draft is still under review and requires further consideration.

The Board requested that Chief Manshack submit receipts for his monthly health insurance along with a signed payment authorization for reimbursement.

11. STATION 1 SIGN REPAIRS:

Commissioner Drake presented a verbal estimate of \$2,000.00 to repair the sign at Station 1. It was discussed that the sign is estimated to have been installed in the 1970s, but the age of the electrical

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wires is unknown. The name on the sign was also discussed as it still illustrates “Orange County Rural Fire District 3”. Commissioner Vincent made a motion, seconded by Commissioner Braus, after a full discussion, and with all Commissioners present voting aye, the Board approved to table the Station 1 sign repairs at this time.

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

The Board then discussed which individuals should have access to, a password, and administrative privileges to the camera system. 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 Chief Manshack to be the administrator for the camera system.

13. OBTAIN A GRANT WRITER:

Commissioner LaCombe explained the need to hire a professional to apply for grants. A full discussion was held. Commissioner Braus will research further and provide additional information to the Board.

14. ASSET LIST:

Chief Manshack informed the Board that they are progressing in creating an asset inventory list. The Chief and the Assistant Chief will continue to inventory the assets and apprise the Board as progress is made.

In response to a question, Assistant Chief Earnest said that binders had been created for each truck to record maintenance.

15. TILLMAN CELL TOWER PROPOSAL:

Assistant Chief Earnest distributed the Business Terms Agreement (expires May 31, 2023), which includes a new plot map received from Tillman Infrastructure to the Board. This agreement also includes a \$900 monthly rent proposal for a 10-year contract. 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 signing the Tillman Infrastructure Business Terms Agreement as presented.

16. REPORT FROM ESD PERSONNEL:

Chief Manshack reported that there were 35 calls reported for the month of April.

The training burn held about three weeks back in Mauriceville (ESD4) was a successful training experience. Several departments participated.

Bridge City will have a live burn at their training facility in a few weeks. In addition, other requests were received from individuals with old houses that need to be demolished.

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Assistant Chief Earnest inquired about the status of selling the ladder truck since it has been on the market for an extended amount of time and if we should lower the price, sell it at auction, or for parts. Safety Officer McDonald mentioned that since we still have the ladder truck, it could be a backup for the pumper truck to go on calls. Storage for the ladder truck was also discussed.

Safety Officer McDonald recommended utilizing the outside television to post information for personnel and the public to view. This will require a computer dedicated to this purpose.

Safety Officer McDonald then discussed awarding Years of Service recognition awards. The type of award will be determined by years of service.

Chief Manshack added that the existing computer used at Station 1 is outdated and experiencing issues and needs replacing.

Assistant Chief Earnest requested permission to add the District's debit card to the District's Sam's Club online account to purchase supplies. Commissioner Vincent said she would assist with this but would need access to the Sam's Club account.

Chief Manshack discussed opening an OCESD3 Amazon online account to purchase supplies.

17. EXECUTIVE SESSION:

The Board of Directors declined to convene in a closed or executive session in accordance with the Texas Open Meetings Act.

One application was received, discussed, and voted on as follows:

After a full discussion, a motion was made by Commissioner Braus, seconded by Commissioner Smith, to accept Michael Huff's Volunteer Application. With all Commissioners present voting aye, the Board approved Mr. Huff's Volunteer Application.

ADJOURN MEETING:

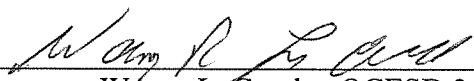
There being no further business, the meeting adjourned at 8:54 p.m.



Cathryn Drake, OCESD 3 Secretary

06/21/23

Date



Wayne LaCombe, OCESD 3 President

6/21/23

Date