

**Orange County Emergency Services District No. 3**  
**Minutes of the Board of Commissioners Regular Meeting**  
*June 21, 2023*

The Board of Commissioners (the “Board” or “Commissioners”) of Orange County Emergency Services District No. 3 met in regular session on the 21<sup>ST</sup> day of June 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:

Board Members Present:

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

Board Members Absent:

Jeffrey Braus	Member
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Four members of the Board were present, thus constituting a quorum. Attending in person were Matt Manshack (Fire Chief); Joey Earnest (Assistant Fire Chief); Connor Aultman (Lieutenant), and Terri Brzezinski (Recording Secretary).

**1. CALL TO ORDER:**

The meeting was called to order at 6:31 p.m. by Commissioner LaCombe.

**2. PUBLIC COMMENTS:**

None.

**3. PRIOR MEETING MINUTES:**

The meeting minutes from May 9, 2023, were presented to the Board. Upon a motion by Commissioner Drake, seconded by Commissioner Smith, after a full discussion, and with all Commissioners present voting aye, the Board approved the May 9, 2023, minutes.

**4. FINANCIAL REPORT:**

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

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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 Vincent, after a full discussion, and with all Commissioners present voting aye, the Board approved payment of the District's bills, totaling approximately \$23,681.10.

**6. COMMITTEE REPORTS:**

Tillman Cell Tower: Assistant Chief Earnest reported that the executed Business Terms Agreement was submitted, but a response has yet to be received.

**7. FINANCIAL INVESTING AND INVESTMENTS:**

Commissioner Vincent presented to the Board various Certificate of Deposit (CD) rate options obtained from multiple area banks for the investment options for: 1.) CD No. 1119, which matures this month; and 2.) CD No. 1118, which matures in August of this year, and lastly; 3.) to purchase a new CD to invest the funds from the Government Capital loan (\$746,087.98) previously received and is currently on reserve in the checking account to pay for the Sutphen Engine which is on order and is anticipated to be available to take delivery in September of 2024.

Upon a motion made by Commissioner Smith, seconded by Commissioner Drake, after a full discussion and with four Commissioners present voting aye, the Board approved the purchase of a new CD with First Financial Bank to invest the funds from the Sutphen Engine Government Capital Loan. Further, the Board approved purchasing two new CDs with First Financial Bank at the latest current rates for the two existing CDs, Numbers 1118 and 1119, on their respective maturity dates.

**8. AUTHORITY TO REQUEST AGENDA ITEMS:**

Commissioner Drake introduced a motion to allow others, in addition to the Commissioners, to request items placed on the meeting's agendas. Motion not seconded; motion failed.

**9. APPOINTMENT OF RECORDS MANAGEMENT OFFICER:**

Commissioner Drake updated the Board on the District's requirements to comply with the Texas State Library and Archives Commission's Record Retention Policy. After a motion by Commissioner Smith, seconded by Commissioner Vincent, after a complete discussion, and with all Commissioners present voting aye, the Board approved and appointed Commissioner Drake as the Records Management Officer (RMO).

**10. SALE OF LADDER TRUCK:**

Postponed until a later date at the request of the potential buyer.

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**11. COMPUTER PURCHASE FOR STATION 1:**

The Board then discussed Station 1's need for a new computer. Upon a motion by Commissioner Smith, seconded by Commissioner Drake, with all Commissioners present voting aye, the Board approved the purchase of a new computer not to exceed \$600.00 and be coded to the Communications Outlay, Chart of Accounts No. 89400.

**12. EMPLOYEE CONTRACT/HEALTH INSURANCE REVIEW:**

Tabled.

**13. FIREFIGHTER HEALTH TESTING:**

Commissioner Drake presented a quote from 20/20 GeneSystems for \$10,837.50 from One Test Kits that checks for 20 types of cancers using a blood test for the ESD's personnel and volunteers. It was the consensus of the Board that additional information was needed.

**14. SIGN REPAIRS AT STATION 1:**

Regarding purchasing or repairing the existing sign at Station 1, Commissioner Drake mentioned that she has had trouble locating 16' poles. After a discussion, it was said that perhaps McCoy's may have them in stock. Assistant Chief Earnest mentioned that he discovered lettering options for the sign on the Woodland Manufacturing website at a reasonable price.

Tabled. Additional information is needed.

**15. DISTRICT OFFICE REMODEL:**

Commissioner Drake updated the Board on the ongoing district office remodel project. Materials have been obtained, and the priming and painting will be completed soon.

**16. APPARATUS DEDICATION:**

Multiple dates were discussed for the apparatus dedication ceremony. The tentative date was set for Wednesday, June 28<sup>th</sup> at 6:30 p.m.

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

Tabled.

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**18. REPORT FROM ESD PERSONNEL:**

Chief Manshack reported that there were 29 calls reported for the month of May, which is down from the calls from last month.

Another training burn is scheduled around the middle of July at an old house off Old Hwy 87.

NRG Cottonwood has requested to set up their annual CPR training and fire extinguisher training. Chief Manshack will schedule an appointment with the new plant manager.

Commissioner LaCombe requested information on a mutual aid request from The City of Orange, to which our ESD should have responded promptly. He encouraged personnel present to review to ensure this is not an ongoing issue.

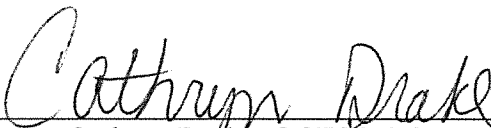
Chief Manshack discussed an issue with a personnel member attending late-night calls with the Board.

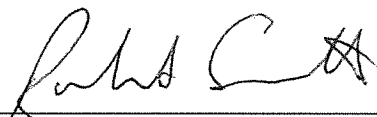
**19. EXECUTIVE SESSION:**

The Board of Directors declined to convene in a closed or executive session in accordance with Chapter 551.071 of the Texas Government Code.

**ADJOURN MEETING:**

There being no further business, the meeting adjourned at 7:45 p.m.

  
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Cathryn Drake, OCESD 3 Secretary Date

  
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Robert Smith, OCESD 3 Vice President Date