

**Orange County Emergency Services District No. 3**  
**Minutes of the Board of Commissioners Regular Meeting**  
*August 8, 2023*

The Board of Commissioners (the “Board” or “Commissioners”) of Orange County Emergency Services District No. 3 met in regular session on the 8<sup>th</sup> day of August 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), Sherrie Scheffer (CPA Auditor), and Terri Brzezinski (Recording Secretary).

**1. CALL TO ORDER:**

The meeting was called to order at 6:32 p.m. by Commissioner LaCombe.

**2. PUBLIC COMMENTS:**

None.

**3. PRIOR MEETING MINUTES:**

The July 11, 2023, meeting minutes were presented to the Board. Upon a motion by Commissioner Vincent, seconded by Commissioner Braus, after a full discussion, and with all Commissioners present voting aye, the Board approved the July 11, 2023, minutes as presented.

**4. FINANCIAL REPORT:**

The Board reviewed the District's Financial Report. Commissioner Vincent proposed that we open another checking account and invest in additional CDs at another bank due to the FDIC Insurance limits. A discussion was pursued, and it was determined that Commissioner Vincent would research further. Upon a motion by Commissioner Smith, seconded by Commissioner Vincent, after a complete 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 Braus, after a full discussion, and with all Commissioners present voting aye, the Board approved payment of the District's bills, totaling approximately \$27,390.88.

**6. COMMITTEE REPORTS:**

None

**7. 2021/2022 AUDIT PRESENTATION BY SHERRI SCHEFFER, CPA, CGMA**

Sherrie Scheffer presented the 2021/2022 fiscal year audit to the Board. Upon a motion by Commissioner Smith, seconded by Commissioner Vincent, after a full discussion, and with all Commissioners present voting aye, the Board approved to accept the 2021/2022 FY Audit as presented.

**8. ORANGE COUNTY TAX OFFICE 2023 ESD DEBT SCHEDULE**

Upon a motion by Commissioner Smith, seconded by Commissioner Vincent, after a full discussion, and with all Commissioners present voting aye, the Board approved to accept the Debt Schedule as presented.

**9. ORANGE COUNTY TAX OFFICE 2023 CERTIFIED TAX ROLL**

Upon a motion by Commissioner Smith, seconded by Commissioner Vincent, after a full discussion, and with all Commissioners present voting aye, the Board approved to accept the Debt Schedule as presented.

**10. ORANGE COUNTY TAX OFFICE 2023 TRUTH AND TAXATION**

Additional information is needed; this item is tabled until the next meeting.

**11. MARINE EQUIPMENT AND REPAIRS**

The boat's fire pump's carburetor possibly has an issue. Discussion held to purchase a new carburetor.

**12. LADDER TRUCK**

Chief Manshack discussed with the Board the repairs needed and the estimated cost for the ladder truck. The fire department recently interested in purchasing the ladder truck is still undecided. A complete discussion was held on the possibility of lowering the sale price.

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**13. SCHEDULE A MEETING DATE TO REVIEW/AMEND THE SOP/BYLAWS**

Commissioner Braus and Commissioner Vincent will review.

**14. SCHEDULE A MEETING DATE FOR THE 2022/2023 AND 2023/2024 BUDGET**

Tabled.

**15. SERVICE TRUCK PURCHASE**

Chief Manshack is still researching the possible purchase of a service truck. A discussion was held, and it was decided to table this item as additional information is needed.

**16. FUNDING FOR TRAINING CLASSES**

Commissioner Vincent opened a discussion regarding providing funding or reimbursement to department personnel to take the training classes to obtain the necessary certifications to serve our community better. Item tabled due to additional information is required.

**17. FIREFIGHTER HEALTH TESTING KITS**

Commissioner Vincent told the Board that she spoke to an attorney, who suggested that if we provide the health testing kits, we should not state that these tests are for anything specific as it could add adverse liability to the department. Commissioner Drake provided a verbal quote saying that 26 test kits should cost approximately \$5,000.00. Item tabled for Executive Session.

**18. EMPLOYEE CONTRACT/HEALTH INSURANCE REVIEW**

The Board determined that additional information is needed. Therefore, a Special Meeting was scheduled for Monday, August 14, 2023, at 3:30 p.m. at Station 1.

**19. SERVICE AWARDS**

The Board then discussed service awards for the department. Commissioner Drake and Chief Manshack requested to form a committee. The newly formed Service Awards Committee includes Safety Officer McDonald, Commissioner Drake, Chief Manshack, and Assistant Chief Earnest.

**20. REPORT FROM FIRE DEPARTMENT PERSONNEL**

Chief Manshack reported to the Board;

1. There were 32 calls reported for the month of July.
2. Orange County is now overseeing the vaccination locker at Station 2. Orange County is forming a health department division that will take inventory and perform monthly inspections of the vaccination locker at Station 2.

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3. The new tanker continues to make noises when the pump is engaged after being in the repair shop. The manufacturer stated that there is nothing wrong with the tanker and that the noise is normal, and they will send a letter stating this. Chief Manshack is documenting all issues and will follow up with the manufacturer. It was mentioned that the tanker is under warranty through 2029.

Assistant Chief Earnest reported that several air packs are failing and must be replaced. Quotes were obtained for the 3M Scott air packs we currently use and MSA from Casco. The warranty of each was also discussed. Safety Officer McDonald explained that if more air packs fail, we would not be able to go inside to fight fires; as per regulation, we would only be able to fight fires outside. A Special Call Meeting was scheduled for Monday, August 14, 2023, at 3:30 p.m. at Station 1 to discuss purchasing new air packs.

**21. APPLICATIONS RECEIVED**

No applications were received.

**22. EXECUTIVE SESSION**


The Board recessed to go into closed session at 8:24 p.m. to discuss personnel matters and legal issues pursuant to Chapter 551.071 of the Texas Government Code.

The Board returned to open session at 8:29 p.m. There were no matters discussed in the closed executive session to vote on.

**ADJOURN MEETING**

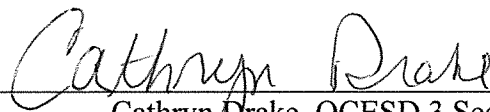
There being no further business, the meeting adjourned at 8:32 p.m.

Respectfully Submitted By:

  
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Terri Brzezinski, OCESD 3 Recording Secretary 9-12-23  
Date

Approved By:

  
\_\_\_\_\_  
Wayne LaCombe, OCESD 3 President 9-12-23  
Date

  
\_\_\_\_\_  
Cathryn Drake, OCESD 3 Secretary 9-12-23  
Date