

Orange County Emergency Services District No. 3
Minutes of the Board of Commissioners Regular Meeting
September 12, 2023

The Board of Commissioners (the “Board” or “Commissioners”) of Orange County Emergency Services District No. 3 met in regular session on the 12th day of September 2023, at 5:00 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:

Members Present:

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

Members Absent:

Robert Smith	Vice President
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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), Rusty McDonald (Safety Officer), Terri Brzezinski (Recording Secretary), Larry Aaron (Bon Wier VFD), David Osborne (Bon Wier VFD), Melany Osborne (Bon Wier VFD), Bradley Osborne (Bon Wier VFD), Jerry Spikes (Firefighter), Octavia Guzman (Orange Co. Tax Office), and Karen Fisher (Orange Co. Tax Assessor-Collector).

1. CALL TO ORDER

The meeting was called to order at 5:03 p.m. by Commissioner LaCombe.

2. PUBLIC COMMENTS

Bon Wier VFD is interested in obtaining the 1988 Pierce Engine (old Engine 31). They are a small, donation-based volunteer fire department and would greatly appreciate being kept in mind when deciding what to do with the Engine.

3. EMPLOYEE CONTRACT/HEALTH INSURANCE REVIEW

Commissioner LaCombe opened the discussion for comments on the Fire Chief’s contract previously presented to Chief Manshack and the Board. An in-depth discussion ensued. Chief Manshack requested that his salary be increased and his working hours and benefits (medical insurance, ADD, life insurance, vacation time, sick time, future cost of living raises, etc.) be outlined in the contract. While Commissioners Vincent, Braus, and Drake were discussing the contract with Chief Manshack, Commissioner LaCombe recused himself from the meeting room during this part of the discussion.

Commissioner Vincent gave Chief Manshack an additional copy of the contract. Commissioner Braus requested Chief Manshack review the contract, add his requests, and submit it to the Board for review and consideration.

The remaining board members agreed to table this item to allow Chief Manshack time to review the contract.

Commissioner LaCombe returned to the meeting room once the discussion on this item was complete.

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4. PRIOR MEETING MINUTES

The minutes from the August 8, 2023, and August 14, 2023, meetings 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 August 8, 2023, and August 14, 2023, minutes as presented.

5. FINANCIAL REPORT

The Board reviewed the District's Financial Report.

Upon a motion made by Commissioner Braus, seconded by Commissioner Vincent, after a full discussion, and with all Commissioners present voting aye, the Board approved the Financial Report as presented.

Commissioner Vincent informed the Board that Certificate of Deposit (CD) No. 1118 matured and was rolled into a new 4-month CD No. 0873 with First Financial Bank at an interest rate of 4.57%.

6. PAYMENT OF BILLS

The Board reviewed and discussed the various bills the District had received since the last meeting.

Upon a motion by Commissioner Braus, 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 \$19,647.42.

7. COMMITTEE REPORTS

No committee reports.

8. ORANGE COUNTY TAX OFFICE 2023 ESD DEBT SCHEDULE WITH KAREN FISHER, TAX ASSESSOR-COLLECTOR

Commissioner LaCombe presented the 2023 ESD Debt Schedule to the Board for review.

Upon a motion made by Commissioner LaCombe, seconded by Commissioner Vincent, after a full discussion, and with all Commissioners present voting aye, the Board approved the 2023 ESD Debt Schedule as presented.

9. ORANGE COUNTY TAX OFFICE 2023 TAX RATE ADOPTION WITH KAREN FISHER, TAX ASSESSOR-COLLECTOR

The Board reviewed the District's 2023 Tax Rate Adoption. Octavia Guzman and Karen Fisher from the Orange County Tax Office explained to the Board how the debt rate affects the annual tax rate, which generates the department's necessary operating revenue.

Upon a motion made by Commissioner Braus, seconded by Commissioner Vincent, after a full discussion, and with all Commissioners present voting aye, the Board approved the 2023 Tax Rate of \$0.087713.

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10. ORANGE COUNTY TAX OFFICE 2023 TRUTH AND TAXATION WITH KAREN FISHER, TAX ASSESSOR-COLLECTOR

The Board reviewed the 2023 Truth in Taxation Worksheet from the Orange County Appraisal District.

Upon a motion made by Commissioner LaCombe, seconded by Commissioner Drake, after a full discussion, and with all Commissioners present voting aye, the Board approved the 2023 Truth in Taxation Worksheet as presented.

11. RESOLUTION REGARDING PROMISSORY NOTE AND SECURITY AGREEMENT TO PROCURE SCBAS

Commissioner LaCombe presented the Board with the information from Government Capital to obtain a loan to purchase the SCBA Airpacks. He further informed the Board of the revenue to pay for the loan with the additional Tax Rate adopted.

The Board reviewed the Resolution from Government Capital Corporation. Upon a motion made by Commissioner Braus, seconded by Commissioner Vincent, after a full discussion, and with all Commissioners present voting aye, the Board approved the Resolution from Government Capital Corporation as presented.

12. ADOPTION OF RECORDS MANAGEMENT POLICY

The Board reviewed the Records Management Policy as presented by Commissioner Drake.

Upon a motion made by Commissioner Braus, seconded by Commissioner LaCombe, after a full discussion, and with all Commissioners present voting aye, the Board approved the Records Management Policy as presented.

13. FEDERAL LICENSING RENEWAL/MODIFICATION FOR CALL SIGN KNHJ866

Chief Manshack informed the Board that the Call Sign KNHJ866 license for the old radio system hadn't been used in the last 18 years. We have the infrastructure but not the handhelds to operate on it.

The Board stated that they do not wish to renew the license.

14. ORANGE COUNTY DUMP SPOILED DIRT ON VACANT LOT NEXT TO STATION 1

Chief Manshack informed the Board that the Orange County Road and Bridge could dump spoiled dirt and spread it in the vacant lot next to Station 1 to fill the low area.

Upon a motion made by Commissioner LaCombe, seconded by Commissioner Braus, after a complete discussion, and with all Commissioners present voting aye, the Board approved having Orange County Road and Bridge dump spoiled dirt and spread it in the vacant lot next to Station 1.

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15. SELL/DONATE DIVE GEAR

Commissioner Vincent informed the Board that she received a call from Dru Crockett with the sheriff's office requesting OCESD 3 to donate their dive equipment to the sheriff's office. Chief Manshack inventoried the equipment's estimated value to be around \$11,610.00.

Upon a motion made by Commissioner Vincent, seconded by Commissioner Braus, after a full discussion, and with all Commissioners present voting aye, the Board approved to sell the dive equipment to the sheriff's office for \$4,640.00.

16. PAID STAFF COST OF LIVING RAISE

Commissioner Drake opened the discussion with the Board to consider giving the paid staff a cost-of-living raise. She further stated that salaries have not been increased in 7 years, and other area departments are paying a higher hourly rate.

The Board agreed to table this item.

17. REPORT FROM ESD PERSONNEL

Chief Manshack reported and discussed with the Board:

1. In August, there were 65 calls reported. The call volume increased due to the drought conditions.
2. Everything was received for the recently ordered SCBA Airpacks except for the RIT Pak Battery and Bank charger. We also still need to perform the flow testing and in-service training.
3. Requested to change the description of two Chart of Account Codes: 1.) 89700 description changed to "Capital Outlay PPE/Equipment"; and 2.) 67100 description changed to Repairs & Maintenance PPE/Equipment.
4. Some paid staff and volunteer credentials need updating, training, or recertifications.

Assistant Chief Earnest reported that he has not heard from the Tillman Cell Tower regarding the contact.

18. APPLICATIONS RECEIVED

1. Darian Armfield, Volunteer
2. Jim Jones, Volunteer
3. Kade Mires, Volunteer
4. Dustin Hartsfield, Career
5. Drake Low, Career

