

Orange County Emergency Services District No. 3
Minutes of the Board of Commissioners Regular Meeting
December 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 December 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:

Members Present:

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

Members Absent:

Robert Smith	Vice President
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All members of the Board were present, thus constituting a quorum. Attending in person were Matt Manshack (Fire Chief), Joey Earnest (Assistant Fire Chief), Cordale Baldwin (Firefighter), and Terri Brzezinski (Recording Secretary).

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Commissioner LaCombe.

2. PUBLIC COMMENTS

No public comments.

3. PREVIOUS MEETING MINUTES

The November 14, 2023, meeting minutes were presented to the Board.

Upon a motion by Commissioner Drake, seconded by Commissioner Braus, after a complete discussion, and with all Commissioners present voting aye, the Board approved the November 14, 2023, minutes as presented.

4. FINANCIAL REPORT

The Board reviewed the District’s Financial Report.

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

5. PAYMENT OF BILLS

The Board reviewed and discussed the various bills the District 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 \$54,956.87.

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Board Approved

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6. COMMITTEE REPORTS

1. Standard Operating Guidelines/Procedures: These are still in progress and will be presented to the Board once a draft is finalized.
2. Several fire department members attended a pre-construction meeting in Ohio at the beginning of this month (December) for the Sutphen engine ordered in June of 2022 (expected delivery date is September 2024). Assistant Chief Earnest reported that they toured the facility and reviewed the engine's order details. A few minor changes were made, along with a few miscellaneous corrections. Assistant Chief Earnest also reported that the cost of the engine is on target to stay within the budget. Texas Fire Apparatus will provide an updated completion date soon. Commissioner LaCombe expressed concern that not all Board members were informed of the pre-construction meeting date, nor did any Board member attend the pre-construction meeting in Ohio.
3. Commissioner LaCombe presented two service truck options to replace the service truck previously approved by the Board. After a complete discussion, the Board decided to purchase the Jeep Gladiator 4x4, estimated at \$40,108.70.

7. SAFE-D CONFERENCE - IRVING CONVENTION CENTER (2/22/24 – 2/24/24)

Registrations to attend the annual Safe-D Conference were made for Commissioner LaCombe, Commissioner Vincent, Commissioner Drake, Commissioner Braus, Chief Manshack, and Recording Secretary Terri Brzezinski. Commissioner LaCombe agreed to book six hotel rooms and will provide confirmation numbers to the attendees once available.

8. FIRE CHIEF'S CONTRACT

The Board determined they would meet in January to discuss the Fire Chief's contract further.

9. STATION 1 ROOF REPLACEMENT

Chief Manshack and Assistant Chief Earnest presented two additional quotes to replace the roof at Station 1, which includes removing the existing roof before installing a new one. Chief Manshack also brought to the attention of the Board that one of the previous quotes included a clause for removing the existing roof before installing the new one.

Upon a motion made by Commissioner Braus, seconded by Commissioner Drake, after a complete discussion, including possibly obtaining a loan, and with all Commissioners present voting aye, the Board approved a budget of \$35k to remove the old roof and replace a new roof on Station 1.

10. GRANT FUNDING

Assistant Chief Earnest mentioned that a two-day online grant writing course (firstrespondergrants.com) is available on January 16 – 17, 2024, for \$500 per person. Chief Manshack mentioned that he is interested in taking the grant writing course. In response to a question, Assistant Chief Earnest agreed to research if additional classes will be offered.

Chief Manshack mentioned that he believes federal grants are difficult to obtain due to funding limitations. He further mentioned that the U.S. Department of Agriculture has a fire department grant program, which he will research further.

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11. 941 TAXES

The board discussed the past due 941 taxes and approved them for payment to be included with this month's bill pay. Commissioner Vincent mentioned that she would contact Debbie with Reed CPA to discuss this issue further.

12. 2023 CURRENT AND DELINQUENT TAX ROLL

Upon a motion made by Commissioner Braus, seconded by Commissioner Vincent, after a complete discussion, and with all Commissioners present voting aye, the Board approved to accept the 2023 Current and Delinquent Tax Roll as received from Karen Fisher, Orange County Tax Assessor.

13. JUNIOR FIREFIGHTER PROGRAM

Commissioner Vincent opened the discussion by inquiring as to the status and structure of the Junior Firefighter Program. The program has been successful, but the members are experiencing scheduling issues, resulting in poor attendance. The Board then discussed improving attendance, getting members more involved, and advancing the program. It was mentioned that participating in this program also earns members credit toward community service hours.

14. TRAINING FUNDING AND REIMBURSEMENT

Chief Manshack informed the Board that once the new reimbursement payment protocol was presented to the five members initially interested in training, only one replied, showing continued interest.

15. FIRE TRAINING OFFICER, BUDDY LAND, MEDICAL TRAINING AND FIRE TRAINING

Commissioner Vincent inquired if there are any in-house training courses that our Training Officer, Buddy Land, could perform for our fire department. Chief Manshack agreed to coordinate department training needs with Training Officer Land.

16. PROPOSED PRICE INCREASE REVISION TO INTERLOCAL AGREEMENT FOR PROVISION OF EMERGENCY OF FIRE COMMUNICATION SERVICES

A notice was recently received from Orange County ESD 2 stating that beginning March 2024, the bill for dispatch services will increase from \$5,100.00 to \$12,575.00 due to increased call volume. Assistant Chief Earnest explained to the Board that when we originally signed up for the services a few years ago, our call volume was around 250. Our call volume has increased to 503. The price per call is still \$25.00.

The Board tabled this item to allow time for further research.

17. STATION 1 FURNITURE

Assistant Chief Earnest discussed that the Station 1 District office needs a new sofa. After a full discussion, the Board decided that it was not possible to replace the sofa at this time and suggested requesting a replacement at another time.

