

**Orange County Emergency Services District No. 3**  
**Minutes of the Board of Commissioners Regular Meeting**  
*January 8, 2024*

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 January 2024, 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
Robert Smith	Vice President
Cathryn Drake	Secretary
Jeffrey Braus	Member

Members Absent:

Cammie Vincent	Treasurer
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Four of the 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), Scott McDonald, Samuel McDonald, Brandi Burns, and Terri Brzezinski (Recording Secretary).

**1. CALL TO ORDER**

The meeting was called to order at 6:35 p.m. by Commissioner LaCombe.

**2. PUBLIC COMMENTS**

No public comments.

**3. PREVIOUS MEETING MINUTES**

The December 12, 2023, meeting minutes were presented to the Board.

Upon a motion by Commissioner Smith, seconded by Commissioner Braus, after a complete discussion, and with all Commissioners present voting aye, the Board approved the December 12, 2023, minutes as presented.

**4. FINANCIAL REPORT**

The Board reviewed the District's Financial Report. Chief Manshack updated the Board on the remaining repairs and funding required to complete the bunkhouse repairs.

Upon a motion made by Commissioner Smith, seconded by Commissioner Braus, 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 Smith, 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 \$12,046.22.

**OCESD 3**

FEB 13 2024

**Board Approved**

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**6. COMMITTEE REPORTS**

- Sale of Ladder Truck 33: Deadwood Volunteer Fire Department, located in South Dakota, is interested in purchasing the ladder truck. The Board discussed the selling price and what is needed to prepare the truck for sale.

**7. PROPOSED PRICE INCREASE REVISION TO INTERLOCAL AGREEMENT FOR PROVISION OF EMERGENCY OF FIRE COMMUNICATION SERVICES (Exhibit 1)**

The Board expressed concern that the cost of Bridge City's dispatch service has increased from \$5,100.00 to \$12,425.00 annually due to the 2023 call volume of 497. The Board discussed alternative dispatch services. Chief Manshack informed the Board that Vidor ESD dispatch service charges \$10 per call, an estimated \$4,970.00 annually. Also discussed was the 911 initiative, which covers the Orange County Sheriff's Office at no additional cost. The Board's consensus is that Vidor ESD, the Orange County Sheriff's Office, and Bridge City ESD have pros and cons for their services offered.

Chief Manshack and several Board members discussed attending Bridge City ESD's next District Meeting.

The Board further discussed the issues encountered using the Sheriff's Office 911 dispatch service. Chief Manshack and Commissioner LaCombe discussed contacting the Sheriff's Office and scheduling a meeting.

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

**8. DOLCEFINO CONSULTING FORMAL RECORDS REQUEST (Exhibit 2)**

The Board then discussed the records request from Dolcefino Consulting. Chief Manshack agreed to send the requested contracts: 1.) between OCESD 3 and Acadian and 2.) between OCESD 3 and Allegiance Mobile Health to Dolcefino Consulting.

**9. FIREFIGHTER HEALTH TESTING KITS: PHLEBOTOMIST**

Commissioner Drake informed the Board that we received the Firefighter Health Testing Kits and now need to obtain a Phlebotomist to move forward. The Board said they would prefer to hire a local Phlebotomist if possible. Cathy will research and submit an invoice once it is available.

**10. T-SHIRT ORDER**

Chief Manshack informed the Board that the Department needs new t-shirts. He mentioned they should cost about \$15/shirt and estimates they need about 80 t-shirts. The Board further discussed purchasing polo shirts for the Board, which Chief Manshack took shirt sizes and will place the order. Commissioner Braus mentioned that he has a contact to have them embroidered.

Upon a motion made by Commissioner Smith, seconded by Commissioner Drake, after a complete discussion, and with all Commissioners present voting aye, the Board approved \$1,500.00 to purchase shirts.

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**11. WINCHES FOR TRUCKS (Exhibit 3)**

Commissioner LaCombe opened the discussion by saying that the Jeep Gladiator, Brush Truck, and the High Water Vehicle need winches. A complete discussion ensued.

Upon a motion by Commissioner Braus, seconded by Commissioner Smith, after a complete discussion, and with all Commissioners present voting aye, the Board approved the Motion Audio & Offroad quote for \$6,520.95 to outfit the Jeep Gladiator.

Upon a motion by Commissioner Smith, seconded by Commissioner Drake, after a complete discussion, and with all Commissioners present voting aye, the Board approved the purchase of a second winch to outfit the High Water Truck.

**12. FIRE CHIEF'S CONTRACT: SPECIAL MEETING DATE**

The Board scheduled a Special Meeting at Station 1 on Monday, January 15, 2024, at 6:30 p.m. to discuss the Fire Chief's Contract.

**13. PERSONNEL MATTERS AND POSSIBLE CORRECTIONS**

This item was tabled for further discussion and consideration in Executive Session.

**14. REPORT FROM ESD PERSONNEL**

Chief Manshack and Assistant Chief Earnest reported and discussed with the Board:

1. In December of 2023, 38 calls were reported. (Exhibit 4)
2. A total of 497 calls were reported for 2023. (Exhibit 5)
3. The Department responded to a call to rescue a cat from a tree.
4. The annual invoice sent to NRG Cottonwood is outstanding and aging. Chief Manshack will reach out to the Plant Manager for a payment status update.

**15. APPLICATIONS RECEIVED**

Applications were received from:

1. Jeff Garmon, Volunteer, was on a leave of absence and is being reinstated.

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**16. EXECUTIVE SESSION**

The Board recessed to go into closed session at 7:45 p.m. to discuss personnel matters and legal issues pursuant to Chapter 551.071 of the Texas Government Code.

Upon returning to the open session at 8:57 p.m., the Board then discussed and possibly voted on the following matters addressed in the closed session:

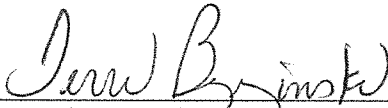
Commissioner LaCombe questioned the requirements for Volunteer Firefighters. The volunteers' qualification requirements should not be the same as those of the paid staff. He further stated that the Volunteer Firefighter requirements in the Standard Operating Guidelines/Procedures manual need to be revisited and possibly updated.

Commissioner LaCombe also requested that Chief Manshack communicate pertinent fire department business with the Board. Especially when prior scheduled events or opportunities occur or change.

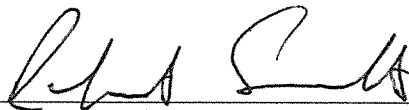
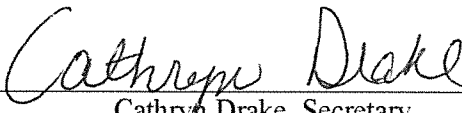
**ADJOURN MEETING**

There being no further business, the meeting adjourned at 9:10 p.m.

Respectfully Submitted By:

	<i>2/13/24</i>
_____ Terri Brzezinski, Recording Secretary	_____ Date

Approved By:

	<i>2/13/24</i>
_____ Robert Smith, Vice President	_____ Date
	<i>2/13/24</i>
_____ Cathryn Drake, Secretary	_____ Date