

**Orange County Emergency Services District No. 3**  
**Minutes of the Board of Commissioners Special Meeting**  
*January 15, 2024*

The Board of Commissioners (the “Board” or “Commissioners”) of Orange County Emergency Services District No. 3 met in special session on the 15<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:

Robert Smith	Vice President
Cammie Smith	Treasurer
Cathryn Drake	Secretary
Jeffrey Braus	Member

Members Absent:

Wayne LaCombe	President
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Four of the members of the Board were present, thus constituting a quorum. Matt Manshack (Fire Chief) and Connor Aultman (Lieutenant) attended in person.

**1. CALL TO ORDER**

The meeting was called to order at 6:42 p.m. by Commissioner Smith.

**2. PUBLIC COMMENTS**

No public comments.

**3. COMMITTEE REPORTS**

No committee reports.

**4. FIRE CHIEF’S CONTRACT**

Commissioner Braus opened the discussion by inquiring which contract option should be used. The Board discussed Chief Manshack’s current salary and a possible increase based on the Texas Firefighters Salary Comparison Chart (Exhibit 1) presented to the Board by Commissioner Drake.

In response to Commissioner Vincent’s questions, Chief Manshack stated that he has been a firefighter since 2006 and a fire chief since 2012 and holds 8 or 9 firefighter and EMS certifications.

Chief Manshack answered Commissioner Smith’s question, stating that according to the Orange County Tax Office, our district’s household population is approximately 9,000.

In response to Commissioner Smith’s next question, Chief Manshack stated that he does not currently receive any paid vacation time. Commissioner Smith suggested three weeks of vacation/paid time off to be used one week at a time, with one week eligible to roll over to the following year, with proper advanced notification to the Board and his duties being covered in his absence by a qualified individual.

Commissioner Braus then opened the discussion of medical insurance benefits. Chief Manshack informed the Board that he currently receives a monthly reimbursement for his health, vision, and dental insurance but does not have life insurance. Chief Manshack requested that the monthly stipend/reimbursement be increased to include life insurance. Commissioner Smith stated he would still need to continue to submit receipts.

Commissioner Vincent then reminded Chief Manshack that in previous meetings, he mentioned that he would like a retirement fund similar to a 401K. Commissioner Braus stated that retirement options will be considered later to allow time for research.

**OCESD 3**

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**Board Approved**

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Commissioner Drake and Commissioner Smith stated that a performance review will be conducted at monthly Board meetings, and an annual performance review will also be conducted. Commissioner Smith noted that a termination clause will also be discussed later.

This item was tabled until after the Executive Session.

**5. PERSONNEL MATTERS**

Chief Manshack submitted certification suggestions (Exhibit 2) for the Board to review, which was tabled for review and discussion later.

**6. REPORT FROM FIRE DEPARTMENT PERSONNEL**

No report from fire department personnel.

**7. EXECUTIVE SESSION**

The Board recessed to go into closed session at 7:32 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 7:58 p.m., the Board then discussed and possibly voted on the following matters addressed in the closed session:

The Board discussed the Fire Chief's contract further and determined to table this item to allow additional time for consideration.

**ADJOURN MEETING:**

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

Based on Notes Taken by and Received From:

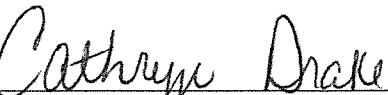
	<i>2/13/24</i>
Cammie Vincent, OCESD 3 Treasurer	Date

And Respectfully Submitted By:

	<i>2/13/24</i>
Terri Brzezinski, OCESD 3 Recording Secretary	Date

Approved By:

	<i>2/13/24</i>
Robert Smith, OCESD 3 Vice President	Date

	<i>2/13/24</i>
Cathryn Drake, OCESD 3 Secretary	Date