

Orange County Emergency Services District No. 3
Minutes of the Board of Commissioners Regular Meeting
February 13, 2024

The Board of Commissioners (the “Board” or “Commissioners”) of Orange County Emergency Services District No. 3 met in regular session on the 13th day of February 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 Vincent	Treasurer
Cathryn Drake	Secretary

Members Absent:

Wayne LaCombe	President
Jeff Braus	Member

Three 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), and Terri Brzezinski (Recording Secretary).

1. CALL TO ORDER

The meeting was called to order at 6:31 p.m. by Commissioner Smith.

2. PUBLIC COMMENTS

No public comments.

3. PREVIOUS MEETING MINUTES

The January 8, 2024, District Meeting Minutes and the January 15, 2024, Special Meeting Minutes were presented to the Board.

Upon a motion by Commissioner Vincent, seconded by Commissioner Drake, after a complete discussion, and with all Commissioners present voting aye, the Board approved the January 8, 2024, District Meeting Minutes and the January 15, 2024, Special Meeting Minutes as presented.

4. FINANCIAL REPORT

The Board reviewed the District's Financial Report.

Upon a motion made by Commissioner Drake, 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 Vincent, seconded by Commissioner Drake, after a complete discussion, and with all Commissioners present voting aye, the Board approved payment of the District's bills, totaling approximately \$31,307.13.

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6. COMMITTEE REPORTS

1. **Firefighter Health Testing Kits:** Chief Manshack reported to the Board that a Phlebotomist from Riceland Health is scheduled to administer the 20/20 GeneSystems One Test health testing kits from 9:30 a.m. to 1:00 p.m. on Monday, Tuesday, and Thursday, February 19, 20 and 22, 2024. Riceland Health has offered its services at approximately \$500.00 as a courtesy to the Department.

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

Chief Manshack informed the Board that he and Commissioner LaCombe met with the Sheriff's Office and are waiting to hear back if the Sheriff's Office can provide the department with dispatch services. Assistant Chief Earnest informed the Board that no matter which dispatch service we use, there will still be a cost to the department. He further provided additional information about the services offered by Vidor ESD dispatch services. The Board requested temporarily holding payments for dispatching services until a service has been contracted.

Upon a motion by Commissioner Smith seconded by Commissioner Drake, after a complete discussion, and with all Commissioners present voting aye, the Board approved to obtain additional information for available dispatch services and move forward with the best contract available as determined by Chief Manshack.

8. POSSIBLE SALE OF LADDER TRUCK 33

The South Dakota Deadwood Volunteer Fire Department representatives are scheduled to arrive at Station 1 on Friday, February 16, 2024. The Board discussed the recent maintenance and repairs performed and the asking sale price of the ladder truck. Commissioner Drake opened the discussion on the status of the truck's current title as it has a previous Board member's signature and date. The Board further discussed having a Bill of Sale and other pertinent sale/transfer of ownership documents prepared and ready.

Upon a motion by Commissioner Vincent, seconded by Commissioner Drake, after a complete discussion, and with all Commissioners present voting aye, the Board approved obtaining a replacement title for the ladder truck.

9. ENTERTAINMENT EXPENSE FUNDING FOR DEADWOOD V.F.D. REPRESENTATIVES THAT ARE EXPECTED TO BE IN TOWN POSSIBLY ON THURSDAY, FEBRUARY 15, 2024, TO SATURDAY, FEBRUARY 17TH

The Board then discussed taking the South Dakota Deadwood Volunteer Fire Department representatives out for a meal while they are in town.

Upon a motion made by Commissioner Drake, seconded by Commissioner Vincent, after a complete discussion, and with all Commissioners present voting aye, the Board approved incurring the cost of taking the Deadwood V.F.D. representatives for a meal while they are in town.

10. SCHEDULE A SPECIAL MEETING TO FINALIZE THE FIRE CHIEF'S CONTRACT

The Board scheduled a special meeting on Thursday, February 29, 2024, at 6:30p at Station 1 to discuss the Fire Chief's contract.

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11. REPAIR THE LEAKING MANIFOLD ON THE BRUSH TRUCK'S WATER SKID

Assistant Chief Earnest informed the Board that the manifold on Brush Truck 39 has rusted and is leaking. A temporary patch has been performed, but it needs to be replaced. It was replaced a couple of years ago for the same issue. Assistant Chief Earnest further stated that he contacted the manufacturer's pump dealer, and they recommended replacing the manifold with regular steel or stainless steel. Stainless Steel is an estimated \$1,430 (plus shipping) and should last much longer than regular steel, estimated at \$1,065 (plus shipping). Commissioner Drake mentioned that she has a contact at Southside Machine Works who may be able to provide a quote as well.

After a complete discussion, the Board determined that these repairs should be performed and charged to our budget account, "Repairs and Maintenance."

12. ADDITIONAL STRUCTURAL SUPPORT (PURLIN) UNDER THE ROOF ON THE OFFICE SIDE OF STATION 1

Assistant Chief Earnest informed the Board that the existing purlins are out of specs on the office side at Station 1 and require additional structural roof support.

Upon a motion made by Commissioner Drake, seconded by Commissioner Vincent, after a complete discussion, and with all Commissioners present voting aye, the Board approved the additional structural roof support to exceed the original budget by \$350.00.

13. IMPLEMENT A FEEDBACK PROGRAM FROM THE COMMUNITY AND FIREFIGHTERS

Commissioner Vincent opened a discussion with the Board about forming a committee to build a Feedback Program to receive comments about our services from the community. Assistant Chief Earnest mentioned providing bystanders with a card or a list of resources to help regarding the incident they may have witnessed or been involved in. The Board discussed options for connecting with and better serving our community.

This item was tabled to allow additional time for research.

14. ADVERTISEMENT FOR A VOLUNTEER RECRUITMENT (BC AND ESD4)

Commissioner Vincent suggested to the Board that volunteers be recruited by circulating fliers on social media platforms such as the fire department's website, Facebook page, etc. She suggested having A La Carte Solutions create the flier. Assistant Chief Earnest said he has a contact who could design the fliers.

This item was tabled to allow additional time for research.

15. STANDARD OPERATING PROCEDURES/GUIDELINES (SOP/SOG) UPDATES

Chief Manshack informed the Board that this is still in progress. Once a draft is complete, it will be presented to the Board.

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16. REPORT FROM FIRE DEPARTMENT PERSONNEL

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

1. In January of 2024, 45 calls were reported. (Exhibit 1)
2. The annual invoice sent to NRG Cottonwood is outstanding and aging. Chief Manshack has attempted to reach them on the phone to request payment status without success. He will go to Cottonwood this week to request the payment status update in person.
3. Commissioner Vincent presented a letter to the Board that she received from an anonymous individual stating that they have issues with the Junior Firefighter Program and other concerns with the fire department. The Board took the letter seriously and discussed what could be done to improve the Junior Fire Fighter Program and addressed the other concerns mentioned about the department.
4. Assistant Chief Earnest stated that the material for the Sutphen engine was on order, and he expects the delivery date to be pushed back past September 2024.

17. APPLICATIONS RECEIVED

Applications were received from:

1. Vallene Folks, Junior Firefighter Program
2. Kaylee Hennigan, Volunteer Firefighter

Applications are tabled to allow time to obtain additional information.


18. EXECUTIVE SESSION

The Board declined to go into closed session pursuant to Chapter 551.071 of the Texas Government Code.

ADJOURN MEETING

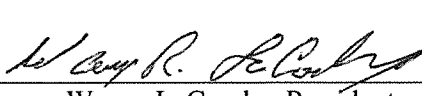
Upon a motion made by Commissioner Vincent, seconded by Commissioner Drake, after a complete discussion, with there being no further business and with all Commissioners present voting aye, the Board approved to adjourn at 8:20 p.m.

Respectfully Submitted By:



Terri Brzezinski, Recording Secretary 3/12/24
Date

Approved By:



Wayne LaCombe, President 3/12/24
Date



Cathryn Drake, Secretary 3/12/24
Date

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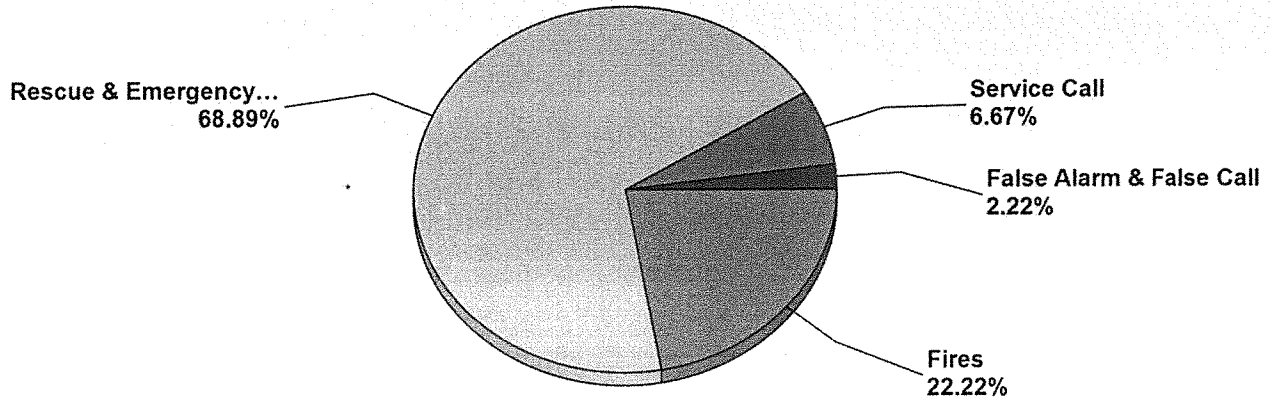


Orange, TX

This report was generated on 2/13/2024 4:30:02 PM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2024 | End Date: 01/31/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	10	22.22%
Rescue & Emergency Medical Service	31	68.89%
Service Call	3	6.67%
False Alarm & False Call	1	2.22%
TOTAL	45	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

EXHIBIT 1 (page 1 of 2)



Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	3	6.67%
111 - Building fire	1	2.22%
141 - Forest, woods or wildland fire	1	2.22%
142 - Brush or brush-and-grass mixture fire	1	2.22%
143 - Grass fire	4	8.89%
311 - Medical assist, assist EMS crew	31	68.89%
551 - Assist police or other governmental agency	1	2.22%
554 - Assist invalid	2	4.44%
700 - False alarm or false call, other	1	2.22%
TOTAL INCIDENTS:	45	100%

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