

Orange County Emergency Services District No. 3
Minutes of the Board of Commissioners Regular Meeting
March 12, 2024

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 March 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
Cammie Vincent	Treasurer
Cathryn Drake	Secretary
Jeff Braus	Member

All board members were present, thus constituting a quorum. Matt Manshack (Fire Chief), Joey Earnest (Assistant Fire Chief), Connor Aultman (Lieutenant), Terri Brzezinski (Recording Secretary), and Tara Manshack attended in person.

1. CALL TO ORDER

Commissioner LaCombe called the meeting to order at 6:36 p.m.

2. PUBLIC COMMENTS

No public comments.

3. PREVIOUS MEETING MINUTES

The February 13, 2024, District Meeting Minutes were presented to the Board.

Upon a motion by Commissioner Braus, seconded by Commissioner Vincent, after a complete discussion, and with all Commissioners present voting aye, the Board approved the February 13, 2024, District 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 Braus, 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 \$17,510.68.

6. COMMITTEE REPORTS

1. One Test cancer screening was well attended, and everyone should have their results.
2. The t-shirts for the department should be ready in a few weeks.

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7. CERTIFICATE OF DEPOSIT RENEWALS:

Commissioner Vincent informed the Board that two of our CDs were renewed for a 4-month term. Commissioner LaCombe mentioned that one of the CDs invested is funded from the loan previously received for purchasing the new Sutphen engine, which is earning a small profit above the interest rate we are currently paying for the loan.

The Board then discussed investing the residual funds in the checking account in another certificate of deposit. Commissioner Smith made a motion, seconded by Commissioner Braus, to obtain a \$500,000.00 certificate of deposit. After a complete discussion, and with all Commissioners present voting aye, the Board approved obtaining a \$500,000.00 certificate of deposit.

Commissioner LaCombe then made a motion, seconded by Commissioner Smith, to allow Commissioner Vincent to choose the financial institution to obtain the \$500,000.00 certificate of deposit at her discretion. After a complete discussion, and with all Commissioners present voting aye, the Board approved allowing Commissioner Vincent to choose the financial institution to obtain the \$500,000.00 certificate of deposit at her discretion.

8. SALES TAX COLLECTIONS FOR ONLINE SALES (AMAZON, EBAY, ETSY, ETC...)

Commissioner Vincent opened a discussion with the Board concerning receiving sales tax for online sales. She stated that she would contact the State Comptroller's Office to confirm that our ESD receives the sales tax for all online sales in our district.

9. APPROVAL TO OBTAIN AN AUDITOR FOR THE 2022/2023 FISCAL YEAR AUDIT

Upon a motion by Commissioner LaCombe, seconded by Commissioner Smith, after a complete discussion, and with all Commissioners present voting aye, the Board approved to accept the engagement letter as presented from Sherri Scheffer, CPA, PLLC to perform the 2022/2023 fiscal year audit.

10. REIMBURSEMENTS FOR SAFE-D CONFERENCE EXPENDITURES

The Board discussed the personal expenditures incurred by the attendees to attend the conference.

Upon a motion by Commissioner Smith, seconded by Commissioner Vincent, after a complete discussion, and with all Commissioners present voting aye, the Board approved reimbursing each attendee (not in an OCESD 3 vehicle) \$418.08 for their mileage for transportation to attend the Safe D Conference at \$0.67 per mile for 624 miles.

11. REIMBURSEMENT REQUEST FROM PAID STAFF MEMBER

Chief Manshack informed the Board that he believes that years ago, there was an unwritten verbal policy to reimburse each member the cost of two pairs of pants and half the cost of a pair of boots each year. The Board decided that OCESD 3 could not pay for personal pants and boots. All items should be requested for reimbursement and approved in advance.

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12. SALE OF LADDER TRUCK 33

Commissioner LaCombe updated the Board that the South Dakota Deadwood Volunteer Fire Department is pleased with the ladder truck. The VFD was provided with the registration paperwork, the bill of sale, and the title to allow an efficient transfer of ownership.

13. FORESTRY GEAR

Chief Manshack presented a \$12,540.00 quote from Casco to purchase twenty-two sets of new Forestry Gear for the department. The department currently uses its bunker gear, which is heavier and costly to repair. He informed the Board that he has requested a grant to replace the forestry gear but hasn't received a response about whether it will be awarded.

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 purchase of twenty-two sets of forestry gear (jackets, pants, and helmets/hard hats), allowing the chief to obtain the best cost, not to exceed \$14,000.00.

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

Chief Manshack, Commissioner Braus, and Assistant Chief Earnest attended OCESD 2's Board Meeting to discuss the cost of their dispatching service. It was reported that OCESD 2 would not reduce its \$25 per call price but will discuss renewing the contract with a discount for the upcoming year since our call volume has increased substantially. The Board further discussed dispatch service options with other companies.

Tabled to allow time to receive further information.

15. PAINT THE BUILDING AT STATION 1

Tabled to allow time for further research.

16. INSULATE THE ROOF AT STATION 1

The Board decided to table this item to allow the roof time to settle before having it insulated.

17. INSTALL TWO RV PLUGS ON THE BACKSIDE OF THE WATER PUMP HOUSE AT STATION 1

Commissioner LaCombe stated that in the event of storms, adding two RV plugs will provide our crew(s) a place to put an RV to assist our community in emergencies.

Upon a motion by Commissioner Smith seconded by Commissioner Braus, after a complete discussion, and with all Commissioners present voting aye, the Board approved for Chief Manshack to obtain pricing to install two RV Plugs at Station 1.

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18. WORK WITH ORANGE COUNTY TO INSTALL A HARDTOP PAD SOUTH OF THE BOAT SHED AT STATION 1

Chief Manshack met with Johnnie Trahan, Orange County Commissioner, to discuss expanding the pad by the boat shed next to the pump house. Chief Manshack asked Commissioner Trahan if the next time Orange County was in the area working on a road they could expand the driveway and resurface the existing driveway. OCESD 3 will provide the material, culvert, and the cost of leveling (a quote has been requested). Commissioner Trahan said he would present this to the other County Commissioners. He asked if it would be possible to refill their water trucks.

Tabled. Waiting on additional information.

19. EXPLORE GRANT OPPORTUNITIES

Chief Manshack has applied for several grants and is waiting on the results. Other grant options were discussed.

20. IMPLEMENT A FEEDBACK PROGRAM FROM THE COMMUNITY AND FIREFIGHTERS

Commissioner Vincent opened the discussion on how to obtain feedback from the community. She provided a survey template that could be put on our website and social media and printed on cards with a QR code for distribution. This feedback could help OCESD 3 better serve the community. Assistant Chief Earnest mentioned that he has a contact who could assist.

21. ADVERTISEMENT FOR 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 OCESD 3's website, Facebook page, etc. She suggested having A La Carte Solutions create the fliers. Assistant Chief Earnest said he has a contact who could design them.

22. AUTISM AWARENESS FUNDRAISER

Assistant Chief Earnest mentioned holding a fundraiser for autism awareness. He provided a draft for t-shirts to sell to raise funds. He offered a verbal quote from The Pink Rooster for 200 shirts for an estimated \$2,236.00, and we could sell them each for \$22.00 – \$26.00, depending on shirt size. He requested that OCESD 3 fund the shirt purchase and reimburse it with the proceeds, and the balance be donated from OCESD 3 to Team Elevate, LCMHS, or the Autism Awareness Society of Texas.

Upon a motion by Commissioner Smith, seconded by Commissioner Drake, after a complete discussion, and with all Commissioners present voting aye, the Board approved funding the \$2500.00 cost of the shirts with the stipulation that once they are sold, OCESD 3 will be reimbursed, and the balance be donated.

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

Tabled.

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24. REPORT FROM FIRE DEPARTMENT PERSONNEL

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

1. In February of 2024, 45 calls were reported. (Exhibit 1)
2. The outstanding balance due from NRG Cottonwood was received. NRG Cottonwood requested that the training dates be added to the contract. They are editing the contract (3 years) and should have it complete for the Board's signature at the next district meeting.
3. The Gladiator needs the emergency lights relocated to a higher position, and they are obtaining quotes for the decals/stripes.

25. 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.

26. EXECUTIVE SESSION

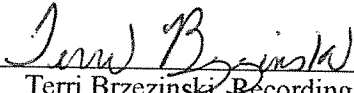
The Board recessed into a closed session at 8:28 p.m. to discuss personnel matters and legal issues pursuant to Chapter 551.071 of the Texas Government Code.

Upon returning to the open session at 9:12 p.m., the Board had no items to vote on from the matters addressed in the closed session.


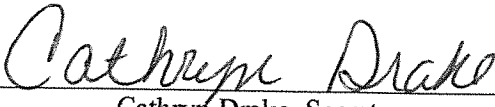
ADJOURN MEETING

There being no further business, the meeting was adjourned by Commissioner LaCombe at 9:20 p.m.

Respectfully Submitted By:

 _____ Terri Brzezinski, Recording Secretary	4/9/24 _____ Date
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Approved By:

 _____ Robert Smith, Vice President	4/9/24 _____ Date
 _____ Cathryn Drake, Secretary	4/9/24 _____ Date

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