

**Orange County Emergency Services District No. 3**  
**Minutes of the Board of Commissioners Regular Meeting**  
*May 14, 2024*

The Board of Commissioners (the "Board" or "Commissioners") of Orange County Emergency Services District No. 3 met in regular session on the 14<sup>th</sup> day of May 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
Cammie Vincent	Treasurer
Cathryn Drake	Secretary
Jeff Braus	Member

Members Absent:                 Robert Smith                 Vice President

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

**1. CALL TO ORDER**

Commissioner LaCombe called the meeting to order at 6:30 p.m.

**2. PUBLIC COMMENTS**

No public comments.

**3. PREVIOUS MEETING MINUTES**

The April 9, 2024, District Meeting Minutes were presented to the Board.

Upon a motion by Commissioner Vincent, seconded by Commissioner Braus, after a complete discussion, and with all Commissioners present voting aye, the Board approved the April 9, 2024, District Meeting Minutes as presented.

**4. FINANCIAL REPORT**

The Board reviewed the District's Financial Report. Commissioner Vincent informed the Board that First Financial Bank renewed Certificate of Deposit (CD) No. 0873 at 4.16% for a 4-month term. She will send the renewal paperwork to the recording secretary to update the financials.

Commissioner Vincent also informed the Board that she still needs the ESD's legal formation documentation to open an account at another financial institution for additional investment opportunities.

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

**OCESD 3**

**JUN 11 2024**

**Board Approved**

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**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 \$20,034.73.

**6. COMMITTEE REPORTS**

1. Chief Manshack reported that the Jeep Gladiator should have the stripes and decals installed by the end of the month.

**7. LETTERING/SIGN FOR STATION 1**

Commissioner Drake presented a quote from Southside Machine Works (Exhibit 1) for labor and materials for the Station 1 building signage letters. The Board discussed adding additional letters to the signage and powder coating, which will increase the cost.

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 Southside Machine Works to cut out the signage letters and powder coating not to exceed \$1,800.00.

**8. HIRE A LAW FIRM FOR LEGAL REPRESENTATION**

Commissioner Vincent discussed hiring a law firm to represent the ESD.

Tabled to allow additional time for research.

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

Chief Manshack presented a quote (Exhibit 2) from Claybar for labor and material to install a hardtop pad at Station 1. He believes this quote is on the high side due to the current cost of materials.

The Board decided to table this item and revisit it later.

**10. NRG COTTONWOOD CONTRACT**

Chief Manshack informed the Board that he is still waiting for NRG to complete and send the contract.

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**11. REPORT FROM FIRE DEPARTMENT PERSONNEL**

Chief Manshack reported and discussed with the Board:

1. In April of 2024, 44 calls were reported. (Exhibit 3)
2. Several members attended the Emergency Vehicle Operations Class (EVOC).
3. The live burn was canceled due to high winds and will be rescheduled soon.
4. Station 1's Roof is no longer leaking.
5. The Jaws were serviced. The batteries are about one year old and will be rotated.
6. The TCFP Compliance Inspection is complete, with no violations.

**12. APPLICATIONS RECEIVED**

Applications were received from:

Bryan Zumo submitted an application for a career firefighter position. Chief Manshack will add him to the approved-to-hire list.

**13. EXECUTIVE SESSION**

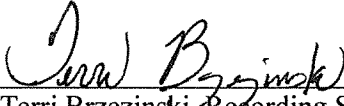
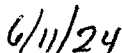
The Board recessed into a closed session at 7:30 p.m. to discuss personnel matters and legal issues pursuant to Chapter 551.071 of the Texas Government Code.

Upon returning to the open session at 7:35 p.m., the Board had no items to vote on from the matters addressed in the closed session.

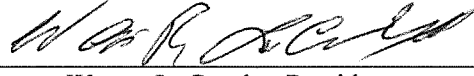
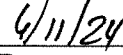
**ADJOURN MEETING**

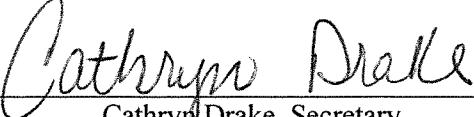

There being no further business, the meeting was adjourned by Commissioner LaCombe at 7:37 p.m.

Respectfully Submitted By:

 _____ Terri Brzezinski, Recording Secretary	 _____ Date
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Approved By:

 _____ Wayne LaCombe, President	 _____ Date
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 _____ Cathryn Drake, Secretary	 _____ Date
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Board Approved

**Southside Machine Works Inc.**

500 LEGER ROAD  
LAKE CHARLES, LA 70607  
Phone: 337/478-1096  
Fax: 337/474-0501

**Quotation**

Quote SOUTHSIDE MACHINE WORKS

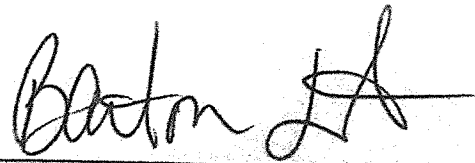
To: *Orange County Fire Dept.*

Quote Number: 35356	Contact:
Quote Date: 05/13/2024	Inquiry:
Expires: 05/18/2024	Terms: Net 30 Days
Customer: SMW	Phone:
Salesman: HOUSE	FAX:
Ship Via:	Delivery: OUR TRUCK

Thank you for the opportunity to submit this quote.  
All prices and terms are valid for 5 days from the date of quote.

\*Applicable taxes not included in quote\*

<u>Item</u>	<u>Part Number</u> <u>Description</u>	<u>Revision</u>	<u>Quantity</u>	<u>Price</u>
1	LETTERS FOR BUILDING PROVIDE LABOR AND MAT'LS TO CUT OUT INDIVIDUAL LETTERS FOR BUILDING SIGNAGE. 16" TALL X 1/8" THK. CARBON STEEL. (ORANGE COUNTY ESD 3)		1	\$498.00 /LOT
<b>Total:</b>				<b>\$498.00</b>



By  
Southside Machine Works Inc.



6305 Bentwater Drive  
 Orange, TX 77632  
 claybarconstruction.com  
 409.886.3833 f: 409.886.3999

# Estimate

Date	Estimate #
5/14/2024	409

Name / Address
Little Cypress Fire Department Orange County ESD3 8465 Hwy 87 N Orange, TX 77632

Project
New Driveway

Description	Rate	Qty	Total
Equipment & Operator: Land Clearing as specific by Mr. Manshack	3,000.00		3,000.00
8" Base installed in 200' x 30' area Hauled, Spread, & Compacted Per Ton	60.00	360	21,600.00
Medium 60/40 hauled per load	135.00	25	3,375.00
Equipment & Operator: Removal of Substandard Grass & Soil; Hauled Off-site	1,500.00		1,500.00
Equipment & Operator: Spreading & Compacting Select Fill	1,500.00		1,500.00
**Customer assumed tax-exempt; Upon acceptance of estimate, please send Sales Tax Exemption Certificate for our records**			
Signature Accepting Terms _____			
Printed Name/Title _____			
	<b>Total</b>		<b>\$30,975.00</b>

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alterations or deviations from the above specifications will result in additional costs. Claybar Construction, LLC carries \$2,000,000 general liability insurance.

# Orange County Emergency Services District #3

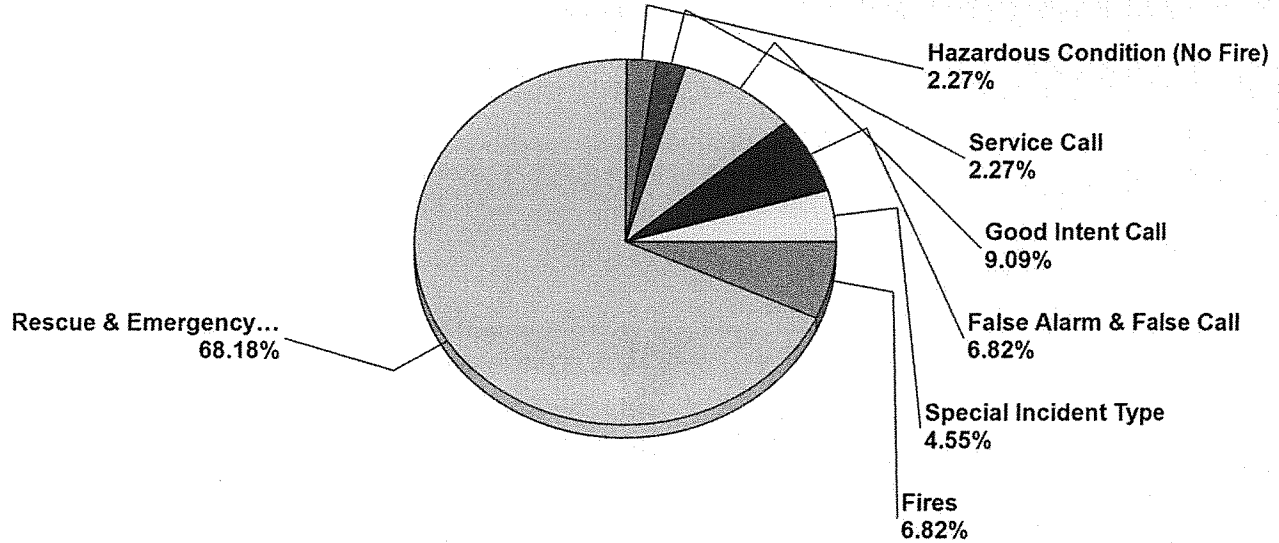


Orange, TX

This report was generated on 5/14/2024 5:27:27 PM

## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 04/01/2024 | End Date: 04/30/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	3	6.82%
Rescue & Emergency Medical Service	30	68.18%
Hazardous Condition (No Fire)	1	2.27%
Service Call	1	2.27%
Good Intent Call	4	9.09%
False Alarm & False Call	3	6.82%
Special Incident Type	2	4.55%
<b>TOTAL</b>	<b>44</b>	<b>100%</b>

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 3** (page 1 of 2)



**Detailed Breakdown by Incident Type**

<b>INCIDENT TYPE</b>	<b># INCIDENTS</b>	<b>% of TOTAL</b>
100 - Fire, other	1	2.27%
143 - Grass fire	2	4.55%
311 - Medical assist, assist EMS crew	28	63.64%
321 - EMS call, excluding vehicle accident with injury	1	2.27%
322 - Motor vehicle accident with injuries	1	2.27%
400 - Hazardous condition, other	1	2.27%
551 - Assist police or other governmental agency	1	2.27%
611 - Dispatched & cancelled en route	3	6.82%
631 - Authorized controlled burning	1	2.27%
700 - False alarm or false call, other	2	4.55%
744 - Detector activation, no fire - unintentional	1	2.27%
900 - Special type of incident, other	2	4.55%
<b>TOTAL INCIDENTS:</b>	<b>44</b>	<b>100%</b>

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**EXHIBIT 3** (page 2 of 2)

