

**Orange County Emergency Services District No. 3**  
**Minutes of the Board of Commissioners Regular Meeting**  
*October 7, 2024*

The Board of Commissioners (the "Board" or "Commissioners") of Orange County Emergency Services District No. 3 met in regular session on the 7<sup>th</sup> day of October 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  
   Cathryn Drake, Secretary  
   Jeffrey Braus, Member

Members Absent:                    Cammie Vincent, Treasurer  
   Robert Smith, Vice President

Three board members were present, thus constituting a quorum. Matt Manshack (Fire Chief), Joey Earnest (Assistant Fire Chief), Rusty McDonald (Safety Officer), Connor Aultman (Lieutenant), Charles Powell (Firefighter), and Terri Brzezinski (Recording Secretary) attended in person.

**1. CALL TO ORDER**

Commissioner LaCombe called the meeting to order at 6:35 p.m.

**2. PUBLIC COMMENTS**

No public comments.

**3. PREVIOUS MEETING MINUTES**

The September 10, 2024, Regular District Meeting Minutes and September 13, 2024, Special Meeting Minutes were presented to the Board.

Upon a motion by Commissioner Braus, seconded by Commissioner Drake, after a complete discussion, and with all Commissioners present voting aye, the Board approved the September 10, 2024, Regular District Meeting Minutes and September 13, 2024, Special Meeting Minutes as presented.

**4. FINANCIAL REPORT**

Upon a motion by Commissioner LaCombe, seconded by Commissioner Braus, after a complete discussion, and with all Commissioners present voting aye, the Financial Reports were approved as presented.

**5. PAYMENT OF BILLS**

The Board reviewed and discussed the various bills the District received since the last meeting.

The Board further discussed the two Certificates of Deposits (CDs) that will be maturing in November and agreed that one of the CDs should not be reinvested in its entirety, as part of the funds are required to fund upcoming bills due in November.

Upon a motion by Commissioner Drake, seconded by Commissioner Braus, after a complete discussion, and with all Commissioners present voting aye, the Board approved the payment of the District's bills, totaling approximately \$37,570.10.

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**Board Approved**

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**6. COMMITTEE REPORTS**

1. Assistant Chief Earnest reported that the estimated delivery date for the new engine is still July 2025. The manufacturer hopes it will be ready for the annual Texas A&M Engineering Extension Service (TEEX) Texas Annual School Vendor Show in College Station.

**7. 2025 FISCAL YEAR BUDGET**

The Board reviewed the 2025 Fiscal Year (FY) Budget.

A question about the fire department being allowed to have a Christmas party this year was presented. After a discussion, it was determined that the Department is allowed to have a Christmas party this year, but the Board did not include funding for one in the 2025 FY Budget.

Commissioner LaCombe requested that the budget's chart of accounts be sorted alphabetically rather than by account code or type.

The Board also discussed a trip a few of the Department members previously took to the facility where the new engine is being built.

Upon a motion by Commissioner Drake, seconded by Commissioner Braus, after a complete discussion, and with all Commissioners present voting aye, the Board approved the 2025 Fiscal Year Budget.

**8. SEPTIC TANK REPAIR/REPLACEMENT AT STATION 1**

Commissioner LaCombe met with Tammie Marcantel, Orange County Inspector, to discuss any compliance issues that may affect repairing the damages to the Station's septic tank caused by a contractor's crew while working on the neighboring property. It was determined that the necessary repairs can be made to the existing septic tank, but when a new septic system is installed, it will need to be at the current compliance standards.

The contractor whose crew damaged the existing septic tank has agreed to making the necessary repairs.

**9. PARKING LOT SAFETY STRIPES REPAINTING**

Chief Manshack presented a quote for the pavement markings from Pure Stripe, LLC. The quote includes removing the lines inside, re-striping new lines inside and outside, and adding a handicap symbol. The Board discussed obtaining other quotes and methods for the necessary pavement markings.

Safety Officer McDonald mentioned that the floors at Station 1 were installed in the 1970s and could benefit from being replaced, possibly with epoxy. Commissioner LaCombe mentioned that Station 1 may be remodeled, and additional additions may be made in the future.

Item tabled.

**10. COST OF LIVING PAY INCREASE FOR PAID STAFF**

Commissioner Drake opened the discussion with the Board on increasing the paid staff's cost-of-living hourly pay rate.

Upon a motion by Commissioner Drake, seconded by Commissioner Braus, after a complete discussion, and with all Commissioners present voting aye, the Board approved giving the paid staff a cost-of-living increase of \$0.50 cents per hour.

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**11. PAY PER CALL FOR VOLUNTEERS**

Commissioner Drake would like to see the volunteers receive compensation.

The item is tabled to allow time for additional research.

**12. REPORT FROM FIRE DEPARTMENT PERSONNEL**

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

1. There were 57 calls this month, including three mutual aid structure fires. Commissioner Drake complimented the crew for their performance.
2. Paid Crew radio response time.

**13. APPLICATIONS RECEIVED**

No applications were received.

**14. EXECUTIVE SESSION**

The Board recessed into a closed session at 7:24 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 7:28 p.m., the board had no items to vote on.

Just before the meeting was adjourned, upon receiving permission, a fire department employee inquired as to why this year's Christmas party was not included in this year's budget. The response to the question was that the Board decided not to include funding in the 2025 budget for this year's Christmas party, but a request could be presented to the Board to add the Christmas party funding to the 2025 FY budget.

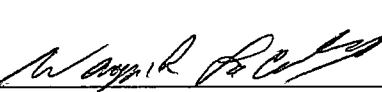
**ADJOURN MEETING**


There being no further business, the meeting was adjourned by Commissioner LaCombe at 7:31 p.m.

Respectfully Submitted By:

 _____ Terri Brzezinski, Recording Secretary	<i>11/12/24</i> _____ Date
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Approved By:

 _____ Wayne LaCombe, President	<i>11/12/24</i> _____ Date
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 _____ Cathryn Drake, Secretary	<i>11/12/24</i> _____ Date
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