

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

The Board of Commissioners (the "Board" or "Commissioners") of Orange County Emergency Services District No. 3 met in regular session on the 12<sup>th</sup> day of November 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  
   Cathryn Drake, Secretary  
   Cammie Vincent, Treasurer  
   Jeffrey Braus, Member

Five board members were present, thus constituting a quorum. Matt Manshack (Fire Chief), Joey Earnest (Assistant Fire Chief), Rusty McDonald (Safety Officer), Connor Aultman (Lieutenant), Scott McDonald (Commissioner-Elect), Ryan Burns (Firefighter), and Terri Brzezinski (Recording Secretary) attended in person.

**1. CALL TO ORDER**

Commissioner LaCombe called the meeting to order at 6:37 p.m.

**2. PUBLIC COMMENTS**

No public comments.

**3. PREVIOUS MEETING MINUTES**

The October 7, 2024, Regular 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 October 7, 2024, Regular District Meeting Minutes as presented.

**4. FINANCIAL REPORT, INCLUDING Maturing Certificate of Deposits' Renewal and Withdrawal to Fund Operating Account**

Commissioner Vincent opened the discussion regarding the two certificates of deposits (CDs) that will be maturing and are up for renewal this month and the additional funds required to operate. The Board further discussed renewing both CDs except for the funds that must be deposited into the operating account to accommodate our upcoming annual loan payments.

The renewal of the contract with Cottonwood was also discussed. Chief Manshack mentioned that he will meet with Cottonwood soon to finalize a new contract. Within this contract, the services include providing a standby crew at their request, four training courses a year, and CPR training. No further action was taken.

Upon a motion by Commissioner Vincent, seconded by Commissioner Braus, after a complete discussion, and with all Commissioners present voting aye, the Board accepted the financial reports as presented and to withhold \$140,000.00 from one of the maturing CDs to fund the operating account and reinvest the balance.

**5. PAYMENT OF BILLS**

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

OCESD 3

DEC 10 2024

Board Approved

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

Upon a motion by Commissioner Smith, seconded by Commissioner Vincent, after a complete discussion, and with all Commissioners present voting aye, the Board approved the payment of the District's bills, totaling approximately \$101,956.48.

**6. COMMITTEE REPORTS**

- Assistant Chief Earnest stated that the updated completion date for the Sutphen engine on order is June 6, 2025. Once the engine is complete, The manufacturer wants to take the truck to the Texas A&M Engineering Extension Service (TEEX) Texas Annual School Vendor Show in College Station. They will deliver the engine after the show, either at the end of June or the beginning of July 2025.

**7. NOVEMBER 2024 ELECTION**

Commissioner LaCombe congratulated Scott McDonald on his election to the Board and Commissioner Cathryn Drake on her reelection.

**8. CERTIFICATION OF THE 2024 CURRENT TAX ROLL AND 2024 DELINQUENT TAX ROLL**

Commissioner LaCombe opened the discussion with the Board regarding certifying the 2024 Current Tax Roll and 2024 Delinquent Tax Roll.

Upon a motion by Commissioner LaCombe, seconded by Commissioner Smith, after a complete discussion, and with all Commissioners present voting aye, the Board approved and signed the 2024 Current Tax Roll certifications and the 2024 Delinquent Tax Roll.

**9. LADDER TRUCK SALES COMMISSION**

Commissioner LaCombe informed the Board that he received a phone call from Brindlee Mountain Fire Apparatus, requesting their Brokerage fee of \$9,100.00 for the recent sale of the ladder truck as per our agreement.

Upon a motion by Commissioner Smith, seconded by Commissioner Braus, after a complete discussion, and with all Commissioners present voting aye, the Board approved paying Brindlee Mountain Fire Apparatus their commission for the sale of the ladder truck.

**10. PARKING LOT SAFETY STRIPES REPAINTING**

Chief Manshack presented a quote from Texas Parking Lot Striping to remove and repaint the existing safety stripes and restripe the parking stops.

Upon a motion by Commissioner Drake, seconded by Commissioner Smith, after a complete discussion, and with all Commissioners present voting aye, the Board approved to accept the Texas Parking Lot Striping quote to remove and repaint the existing safety stripes and restripe the parking stops.

**11. LEGAL ADVICE TO RESOLVE ISSUES WITH OCESD 3'S FEDERAL TAX ID/ORIGINATION DOCUMENTATION REQUIRED TO OPEN ADDITIONAL FINANCIAL ACCOUNTS**

Commissioner Vincent opened the discussion with the Board by stating that we currently do not have the proper paperwork to open new accounts at other banks for investment purposes. She would like to request legal assistance from our new attorney, Chris Leavins. Commissioner Drake stated that she obtained paperwork identifying OCESD 3 as an Emergency Service District, which may be sufficient documentation to open a new account.

Commissioner LaCombe mentioned that we also need to research the legal documents for the building and property to ensure they have the correct name.

**OCESD 3**  
DEC 10 2024  
Board Approved *Page 2 of 5*

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

Upon a motion by Commissioner Smith, seconded by Commissioner Braus, after a complete discussion, and with all Commissioners present voting aye, the Board approved obtaining legal advice to resolve the issues with the Federal Tax ID, obtain the proper legal documentation for the origination of OCESD 3, the legal documentation for the building, and the land, and obtain the title for the Highwater Truck.

**12. STANDARD OPERATING PROCEDURES/GUIDELINES (SOP/SOG), INCLUDING The Texas Commission on Fire Protection (TCFP) 11/21/24 Commissioner's Meeting in Austin, Texas to Address the Anticipated Changes to the National Fire Protection Association (NFPA) Compliance Standards**

Chief Manshack explained to the Board that the Texas Commission on Fire Protection (TCFP) has many changes that will affect our procedures, which they will discuss at their upcoming Commissioner's meeting. He requested permission from the Board for himself and one other employee to attend. Since the meeting will be held in Austin, it will involve an overnight stay, incurring lodging costs.

Upon a motion by Commissioner LaCombe, seconded by Commissioner Smith, after a complete discussion, and with all Commissioners present voting aye, the Board approved Chief Manshack and one other employee to attend the Texas Commission on Fire Protection (TCFP) Commissioner's Meeting in Austin Texas on November 21, 2024.

**13. SAFE-D 2025 ANNUAL CONVENTION FEBRUARY 6 – 8, 2025, AT THE KALAHARI RESORT CONVENTION CENTER IN ROUND ROCK, TEXAS**

Commissioner LaCombe opened the discussion by announcing that the Kalahari Resort no longer has rooms available, but there are other hotels nearby. The Board further discussed the cost of attending 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 five attendees: Commissioners Wayne LaCombe, Cathryn Drake, Cammie Vincent, Commissioner Elect Scott McDonald, and Chief Matt Manshack to attend the conference and to reimburse the attendees for lodging, mileage, and meals.

**14. FIRE DEPARTMENT THANKSGIVING AND CHRISTMAS APPRECIATION**

This item was tabled.

**15. CHRISTMAS PARTY OPTIONS**

Commissioner LaCombe opened the discussion by requesting that a member of the Board make a motion to fund this year's Christmas party.

Commissioner Drake furthered the discussion by questioning how the "Walking Quorum" rules apply to the Board's attendance at Christmas parties, events, conferences, and other gatherings that include three or more Board members.

Assistant Chief Earnest stated that the Orange Christmas parade will be on Saturday, December 7<sup>th</sup>, and the Department's Christmas party will be at Station 1 on Sunday, December 8<sup>th</sup>, at 5:30 p.m.

Upon a motion by Commissioner Vincent, seconded by Commissioner Braus, after a complete discussion, and with Commissioners LaCombe, Smith, Vincent, and Braus voting aye and Commissioner Drake abstaining, the Board approved a budget of \$800 for this year's Christmas party; everyone in OCESD 3, including Board members, staff, employees, volunteers, family members, and children, are invited to attend the Christmas party being held at Station 1 on Sunday, December 8, 2024, at 5:30 p.m.

**OCESD 3**

**16. 2025 FISCAL YEAR BUDGET**

It was determined that this item was previously completed, and no further action is required.

**DEC 10 2024**

**Board Approved**

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

**17. HDL COMPANIES AUTHORIZATION**

Commissioner Vincent stated that a signature is needed to continue receiving services from HDL Companies. She recommends adding additional authorized contacts. Currently, Commissioner Vincent and Chief Manshack are the only authorized contacts.

Chief Manshack mentioned that HDL Companies are in the process of obtaining outstanding sales tax.

Upon a motion by Commissioner Braus, seconded by Commissioner Drake, after a complete discussion, and with all Commissioners present voting aye, the Board approved accepting and signing HDL Companies' proposal to investigate obtaining the not yet acquired sales tax, including sales and use tax from online sales.

**18. VOLUNTEER FIREFIGHTER RECOGNITION PROGRAM**

This item was tabled.

**19. SERVICE TRUCK 30 BED COVER PURCHASE**

Chief Manshack and Assistant Chief Earnest presented quotes for purchasing a bed cover for Service Truck 30.

Upon a motion by Commissioner Braus, seconded by Commissioner Smith, after a complete discussion, and with Commissioners LaCombe, Smith, Vincent, and Braus voting aye, and Commissioner Drake voting nay, the Board approved to purchase a bed cover for Service Truck 30, not to exceed \$1,800.00,

**20. LIGHTSPEED CONSTRUCTION REQUEST TO PLACE CABLE BOX ON STATION 2'S PROPERTY**

Chief Manshack informed the Board that Lightspeed Construction withdrew the request. No further action was taken.

**21. REPORT FROM FIRE DEPARTMENT PERSONNEL**

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

1. There were 60 calls for October 2024.
2. ISO inspection results should be available around the first of the year. A new split grading system has been implemented. The inspector mentioned that it would be helpful if our employees received additional training, and removing (selling) the ladder truck and adding the tanker was also beneficial.
3. A hydrant flow test will be performed soon.
4. Planning to clean up the wooded side of the property.
5. The new store next door blocks Station 1's line of sight.
6. The streetlights aren't burning as bright as they should and need maintenance
7. The Verizon cell tower proposal is no longer an option as they are unresponsive.
8. The Salvation Army Food Drive went well and had a good turnout despite the inclement weather.

**22. APPLICATIONS RECEIVED**

Career Firefighter applications were received from Grant Freeman and Joshua Tilley.

**OCESD 3**  
**DEC 10 2024**  
**Board Approved**

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

**23. EXECUTIVE SESSION**

The Board recessed into a closed session at 8.02 p.m. to discuss personnel matters and legal issues pursuant to Chapter 551.071 of the Texas Government Code.

The Board returned to open session at 8:20 p.m. and voted on the following matter addressed in the closed session:

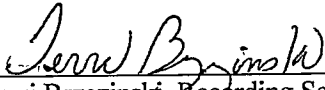
Upon a motion by Commissioner Smith, seconded by Commissioner Braus, after a complete discussion, and with all Commissioners present voting aye, the Board approved to accept the Career Firefighter applications from Grant Freeman and Joshua Tilley,

Commissioner LaCombe read a thank you note from the Manshack family for the funeral flowers.

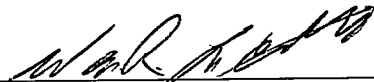
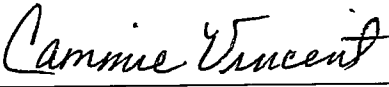
**ADJOURN MEETING**

There being no further business, the meeting was adjourned by Commissioner LaCombe at 8.25 p.m.

Respectfully Submitted By:

 Terri Brzezinski, Recording Secretary	<u>12/10/24</u> Date
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Approved By:

 Wayne LaCombe, President	<u>12/10/24</u> Date
 Cammie Vincent, Treasurer	<u>12/10/24</u> Date

**OCESD 3**  
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