

Orange County Emergency Services District No. 3
Minutes of the Board of Commissioners Regular Meeting
March 11, 2025

The Board of Commissioners (the "Board" or "Commissioners") of Orange County Emergency Services District No. 3 met in regular session on the 11th day of March 2025, 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
 Scott McDonald, Vice President
 Cammie Vincent, Treasurer
 Cathryn Drake, Secretary

Members Absent: Robert Smith, Member

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

1. CALL TO ORDER

Commissioner LaCombe called the meeting to order at 6:47 p.m.

2. PUBLIC COMMENTS

No public comments.

3. PREVIOUS MEETING MINUTES

The February 18, 2025, Regular District Meeting Minutes were presented to the Board.

Upon a motion by Commissioner McDonald, seconded by Commissioner Smith, after a complete discussion, and with all Commissioners present voting aye, the Board approved the February 18, 2025, Regular District Meeting Minutes as presented.

4. FINANCIAL REPORT

- a. Monthly Bank Statements and Reconciliation Reports to Treasurer
 - i. Begin Providing Copies as of February 2025
 - ii. Provide Archived Copies January 2021 – January 2025

Commissioner Vincent opened the discussion with the Board, stating that while at the Safe-D Conference, she discovered that the Board Treasurer should review the monthly bank reconciliations and file the reviewed reports with the Board Secretary. Terri Brzezinski, Recording Secretary, provided a digital drive with the requested reports.

Commissioner Vincent further reported to the Board that two Certificates of Deposits (CDs) are maturing and presented the possibility of combining them into one CD upon renewal. Commissioner LaCombe mentioned that keeping the CDs separate may better serve OCESD 3's future financial needs.

Upon a motion by Commissioner McDonald, seconded by Commissioner Drake, after a complete discussion, and with all Commissioners present voting aye, the Board approved the financial reports as presented and to renew the CDs.

OCESD 3

APR 08 2025

Board Approved

Orange County Emergency Services District No. 3
Minutes of the Board of Commissioners Regular Meeting
March 11, 2025

5. PAYMENT OF BILLS

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

Upon a motion by Commissioner McDonald seconded by Commissioner Drake, after a complete discussion, and with all Commissioners present voting aye, the Board approved the payment of the District's bills, totaling approximately \$47,031.28.

6. COMMITTEE REPORTS

a. Strategic Plan (5-Year Focus)

Commissioner McDonald updated the Board on the Committee's first meeting, stating that they are working on the Strategic Plan draft and should have it ready to present to the Board soon.

7. FINANCING FOR THE SECOND LUCAS DEVICE AND STATION 1 FURNITURE

Commissioner LaCombe opened the discussion on financing the previously purchased Lucas Device and furniture. After a complete discussion, the Board agreed not to obtain financing at this time.

8. OCESD 3 FORMATION DOCUMENTATION REQUIRED TO OPEN ADDITIONAL BANK ACCOUNTS

Commissioner Vincent and Chief Manshack informed the Board that they contacted the County Clerk's office and obtained copies of the official original formation documentation from when Rural Fire Prevention Districts were formed in 1973 and subsequently changed to Emergency Services Districts (ESDs) in 2006. According to the information received at the Safe-D Conference, the original formation documentation, the Statute, and OCESD 3's Bi-Laws should be adequate information to open new bank accounts.

The Board further discussed the "Rules and Regulations" section of OCESD 3's Standard Operating Procedures (SOPs), which contains the information necessary to satisfy the Bi-Laws requirements.

9. INSTALLATION OF SAFETY FLASHING LIGHTS ON HWY 87

Chief Manshack opened the discussion with the Board by stating that Station 1 needs a sign with flashing lights installed on the highway in front of the station for safety purposes. While at the Safe-D Conference, he visited a vendor's booth that sells safety flashing light signs. These signs could be installed and activated when the trucks are about to leave the station to go out on an emergency call. Commissioner LaCombe requested that quotes be obtained and presented to the Board.

10. ORANGE COUNTY FIRE ACADEMY

Chief Manshack's goal is for everyone to have their State Firefighters' and Marshals' Association of Texas (SFFMA) and/or Texas Commission on Fire Protection (TCFP) certifications. He contacted a few schools and found a hybrid Fire Academy offering a 6-month SFFMA and/or TCFP certifications course. He presented quotes for the cost of attendance, which must be paid at the time of registration. The Forestry Service will reimburse a portion of the tuition for attendees who complete the SFFMA and/or TCFP course. While the courses are all online, the testing is in Orange County, so there are no travel expenses. However, there may be miscellaneous incidental costs, which should be less than \$1,000.00.

Commissioner McDonald asked Chief Manshack to confirm that all classes except for the skills tests are online and will have a set time limit for completion. He further stated that OCESD 3 should invest in these certification courses since the Board requires training and holds our members to a standard to serve our community better.

The Board expressed concern about attendees not completing the course and/or not earning their certifications. A waiver for attendees was also discussed.

APR 08 2025

OCESD 3
Board Approved

Orange County Emergency Services District No. 3
Minutes of the Board of Commissioners Regular Meeting
March 11, 2025

Upon a motion by Commissioner McDonald, seconded by Commissioner Vincent, after a complete discussion, and with all Commissioners present voting aye, the Board approved funding the certification courses not to exceed \$13,000.00.

11. STANDARD OPERATING PROCEDURES (SOPs)

Chief Manshack stated that the Standard Operating Procedures (SOPs) are still in progress, and a committee consisting of Chief Manshack, Commissioner Vincent, Commissioner McDonald, Assistant Chief Earnest, Connor Aultman, Avery Aultman, and Terry Veitch has been formed.

12. NRG COTTONWOOD CONTRACT AND SERVICES

Chief Manshack reminded the Board that the current service contract with NRG expires on May 31, 2025. He further stated that the Master Service Agreement (MSA) recently received from NRG is a blanket standard agreement that needs to be reviewed and amended before it can be submitted to NRG for consideration. Commissioner McDonald suggested that he and Commissioner LaCombe meet to review and amend the MSA.

13. REPORT FROM FIRE DEPARTMENT PERSONNEL

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

1. There were 44 calls for February 2025.
2. The new Lucas device was purchased, is in service, and has already been put to work.
3. Acadian did not send a second unit in several calls, causing a possible need to issue them a bill.

14. APPLICATIONS RECEIVED

No applications were received.

15. EXECUTIVE SESSION

The Board recessed into a closed session at 7:46 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 8:01 p.m. and had no further business.

ADJOURN MEETING

There being no further business, the meeting was adjourned by Commissioner LaCombe at 8:02 p.m.

OCESD 3

APR 08 2025

Board Approved

Respectfully Submitted By:



Terri Brzezinski, Recording Secretary 4/8/25
Date

Approved By:



Cathryn Drake, Board Secretary 4/8/25
Date