

Orange County Emergency Services District No. 3
Minutes of the Board of Commissioners Regular Meeting
April 8, 2025

The Board of Commissioners (the "Board" or "Commissioners") of Orange County Emergency Services District No. 3 met in regular session on the 8th day of April 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:

Scott McDonald, Vice President
Cathryn Drake, Secretary
Robert Smith, Member

Members Absent:

Wayne LaCombe, President
Cammie Vincent, Treasurer

Three board members were present, thus constituting a quorum. Matthew Manshack (Fire Chief), Joey Earnest (Assistant Chief), Rusty McDonald (Safety Officer), Connor Aultman (Captain), Avery Aultman (Captain), Darren Bland (Firefighter), and Terri Brzezinski (Recording Secretary) attended in person.

1. CALL TO ORDER

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

2. PUBLIC COMMENTS

No public comments.

3. PREVIOUS MEETING MINUTES

The March 11, 2025, Regular District Meeting Minutes were presented to the Board.

Upon a motion by Commissioner Smith, seconded by Commissioner Drake, after a complete discussion, and with all Commissioners present voting aye, the Board approved the March 11, 2025, Regular District Meeting Minutes as presented.

4. FINANCIAL REPORT

Commissioner McDonald opened the discussion of the Financial Reports with the Board.

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

5. PAYMENT OF BILLS

The Board reviewed and discussed the various bills the District received since the last meeting. The Harbor Freight debit card purchase for \$368.02, the chart of account code was changed to 67000—Repairs/Maintenance Truck.

Upon a motion by Commissioner Smith, 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, including the bills from Eagle Engraving and Working Fire Furniture, totaling approximately \$13,527.94.

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6. COMMITTEE REPORTS

a. *Strategic Plan (5-Year Focus)*

Commissioner McDonald informed the Board that there are no updates at this time.

b. *Standard Operating Procedures (SOPs)*

Chief Manshack informed the Board that there are no updates at this time.

c. *New Sutphen Engine*

Assistant Fire Chief Earnest reported that construction on the truck is expected to begin on May 21, 2025, and be completed in July 2025. Travel expenses for four personnel members to fly to Ohio to inspect the truck upon completion are included in the cost of the truck.

d. *NRG Cottonwood*

Chief Manshack will contact Commissioner LaCombe to discuss the Contract/Agreement received from Cottonwood.

7. 2024 FISCAL YEAR AUDIT

Commissioner McDonald presented the engagement letter from Sherri Scheffer, CPA, PLLC, for the 2024 Fiscal Year Audit.

Upon a motion by Commissioner Smith, seconded by Commissioner Drake, after a complete discussion, and with all Commissioners present voting aye, the Board approved the engagement letter from Sherri Scheffer, CPA, PLLC, to provide services for the 2024 Fiscal Year Audit as outlined.

8. MEDICAL CERTIFICATIONS FOR VOLUNTEERS THAT RESPOND TO MEDICAL CALLS

Chief Manshack informed the Board that he and Commissioner Drake spoke to the Department of State Health Services and the Acadian Clinical Quality Assurance Coordinator regarding medical services and required certifications for volunteers and personnel responding to medical calls. He also stated that he and Commissioner Drake would speak with the Orange County Medical Director for further clarification.

9. INSURANCE SERVICES OFFICE (ISO) AUDIT RESULTS

Chief Manshack updated the Board on the recent ISO Audit results. Our final ISO rates affect the community's property insurance rates.

Upon a motion by Commissioner Smith, seconded by Commissioner McDonald, after a complete discussion, and with all Commissioners present voting aye, the Board approved and accepted the ISO audit results to be submitted.

10. MSA MASKS AND FIT TESTS FOR CERTIFIED INTERIOR FIREFIGHTER MEMBERS

Commissioner McDonald opened the discussion regarding the OSHA regulations and requirements for MSA Masks and fit tests. He further stated that the City of Orange will allow Captain Gilbert and Firefighter Roberts to use their machine for the mask fit testing, and OCESD 3 will provide the supply kits. The Board discussed the regulations, safety, benefits, and cost.

Upon a motion by Commissioner Smith, seconded by Commissioner McDonald, after a complete discussion and with all Commissioners present voting, the Board approved purchasing the fit test kits to allow everyone to be tested, not to exceed \$400.00.

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11. -REPORT FROM FIRE DEPARTMENT PERSONNEL

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

1. There were 47 calls for March 2025.
2. The new furniture should arrive this week.

12. APPLICATIONS RECEIVED

Applications were received from Tyler Wooten (Career Firefighter) and Darren Bland (Volunteer Firefighter).

13. EXECUTIVE SESSION

The Board recessed into a closed session at 7:20 p.m. to discuss personnel matters and legal issues pursuant to Chapter 551.071 of the Texas Government Code.

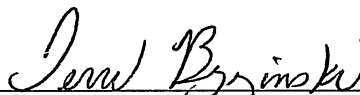
The Board returned to open session at 7:31 p.m. and voted on the following matter addressed in the closed session:

Upon a motion by Commissioner Smith, seconded by Commissioner Drake, after a complete discussion, and with all Commissioners present voting aye, the Board approved to accept the applications received from Tyler Wooten (Career Firefighter) and Darren Bland (Volunteer Firefighter).

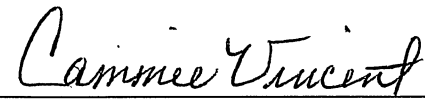
ADJOURN MEETING


There being no further business, Commissioner Smith moved to adjourn at 7:33 p.m., seconded by Commissioner McDonald. Meeting adjourned.

Respectfully Submitted By:

 5.13.25
Terri Brzezinski, Recording Secretary Date

Approved By:

 5.13.25
Cammie Vincent, Treasurer Date

 5.13.25
Wayne LaCombe, Board President Date

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