

Orange County Emergency Services District No. 3
Minutes of the Board of Commissioners Regular Meeting
June 10, 2025

The Board of Commissioners (the "Board" or "Commissioners") of Orange County Emergency Services District No. 3 met in regular session on the 10th day of June 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
 Cathryn Drake, Secretary
 Cammie Vincent, Treasurer
 Robert Smith, Member

Members Absent: Scott McDonald, Vice President

Four Board members were present, thus constituting a quorum. Matthew Manshack (Fire Chief) 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 May 13, 2025, Regular District Meeting Minutes were presented to the Board.

Upon a motion by Commissioner Vincent, seconded by Commissioner Smith after a complete discussion, and with all Commissioners present voting aye, the Board approved the May 13, 2025, Regular District Meeting Minutes as presented.

4. FINANCIAL REPORT

Commissioner Vincent opened the discussion regarding the Financial Reports with the Board, stating that the Bank Statement is reconciled and balanced. Commissioner Vincent further informed the Board that there are four Certificates of Deposits (CDs) maturing in July. She will renew three of the CDs and redeem one to fund the purchase of the new engine, which is expected to be completed and ready for pickup in July. Payment options for the new engine were also discussed.

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

5. PAYMENT OF BILLS

The Board reviewed and discussed the various bills the District received since the last meeting. Commissioner LaCombe inquired as to which chart of account (COA) should be charged for the debit card payment made to Southeast Texas AAA for the septic cleanout. After further discussion, the Board requested to charge the expense to account number 89550-CapOutlay Sewer Repair.

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 \$24,382.41.

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6. COMMITTEE REPORTS

- a. **Strategic Plan (5-Year Focus)**
No Updates
- b. **NRG:** Chief Manshack stated that he spoke to his contact at Cottonwood Pelican Power and requested that we send the invoice for services from June 1 to December 2025.
- c. **New Sutphen Engine**
The engine remains on track for a mid-to-late July completion date.

7. STANDARD OPERATING PROCEDURES (SOPs)

Chief Manshack informed the Board that he is still in the process of updating the SOPs, and he hopes to have a couple of changes ready for approval by the next meeting. He will continue to attempt to schedule a meeting to update the SOPs.

8. PURCHASE OF MARINE SUPPLIES

Chief Manshack informed the Board that they have been assessing the boat's equipment and supplies and need new life jackets. He presented a quote to the Board for the replacement of the life jackets. The Board discussed types and costs of life jackets and the need for fire extinguishers for the boats.

Upon a motion by Commissioner LaCombe, seconded by Commissioner Smith, after a complete discussion, and with all Commissioners present voting aye, the Board approved \$750.00 to purchase miscellaneous marine supplies.

9. REPORT FROM FIRE DEPARTMENT PERSONNEL

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

- 1. There were 45 calls for May 2025.
- 2. Mutual Aid Agreements were signed with the City of West Orange Fire Department and the City of Pinehurst Fire Department.
- 3. Chief Manshack attended a Mass Casualty Event training provided by Texas State University and hosted by the Orange Fire Department.
- 4. The Texas A&M Engineering Extension Service (TEEX) will offer training opportunities in mid-September.

10. APPLICATIONS RECEIVED

One Junior Fire Fighter application was received from Addison Wuske. The Board welcomed Addison as the newest member of the OCESD 3's Junior Firefighter program.

11. 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 7:23 p.m. and had no further business to discuss.

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ADJOURN MEETING

There being no further business, Commissioner LaCombe moved to adjourn the meeting at 7:24 p.m.

Respectfully Submitted By:

Terri Brzezinski 7/8/25
Terri Brzezinski, Recording Secretary Date

Approved By:

Cathryn Drake 7/8/25
Cathryn Drake, Secretary Date

Wayne R. LaCombe 7/8/25
Wayne LaCombe, Board President Date

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