

Orange County Emergency Services District No. 3
Minutes of the Board of Commissioners Regular Meeting
August 12, 2025

The Board of Commissioners (the "Board" or "Commissioners") of Orange County Emergency Services District No. 3 met in regular session on the 12th day of August 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), Connor Aultman (Captain), Ryan Burns (Firefighter), Larry Aaron (Visitor), Sherrie Scheffer (Auditor), 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 July 8, 2025, Regular District Meeting and the July 25, 2025, Special District Meeting Minutes were presented to the Board.

Upon a motion by Commissioner McDonald, seconded by Commissioner Vincent, after a complete discussion, and with all Commissioners present voting aye, the Board approved the July 8, 2025, Regular District Meeting and the July 25, 2025, Special District Meeting Minutes as presented.

4. FINANCIAL REPORT

Commissioner Vincent opened the discussion regarding the financial reports. She highlighted that the renewal term for CD 1011 should have been a 4-month term, but was inadvertently renewed for a 12-month term; this issue has now been resolved.

Upon a motion by Commissioner McDonald, seconded by Commissioner LaCombe, 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.

Upon a motion by Commissioner Drake, 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 \$17,450.43.

OCESD 3

SEP 09 2025

Board Approved

Page 1 of 4

Orange County Emergency Services District No. 3
Minutes of the Board of Commissioners Regular Meeting
August 12, 2025

6. COMMITTEE REPORTS

No committee reports.

7. FISCAL YEAR 2024 AUDIT PRESENTATION BY SHERRI SCHEFFER, CPA PLLC

Commissioner LaCombe welcomed Sherri Scheffer, and she presented the Fiscal Year 2024 Audited Financial Reports to the Board.

Upon a motion by Commissioner McDonald, seconded by Commissioner Drake, following a comprehensive discussion and with all Commissioners present voting aye, the Board approved the Fiscal Year 2024 Audit as presented by Sherri Scheffer, CPA, PLLC.

8. ORANGE COUNTY TAX OFFICE 2025 CERTIFIED TAX ROLL

The Board discussed the Orange County 2025 Certified Tax Roll received from the Orange County Tax Office.

Upon a motion by Commissioner McDonald, seconded by Commissioner Drake, following a complete discussion and with all Commissioners present voting aye, the Board accepted the Orange County Tax Office's 2025 Certified Tax Roll.

9. ORANGE COUNTY TAX OFFICE 2025 TAX ADOPTION RATE

The Board discussed the Orange County 2025 Tax Adoption Rate received from the Orange County Tax Office.

Upon a motion by Commissioner McDonald, seconded by Commissioner Vincent, after a complete discussion, and with all Commissioners present voting aye, the Board approved and adopted the rates of \$.073507 for the No New Revenue Maintenance and Operation (M&O) and \$.026493 for the Interest and Sinking (I&S) Rate, for a total No New Revenue Rate of \$.10 per \$100 valuation for the district's 2025 Rate.

10. ORANGE COUNTY TAX OFFICE 2025 TRUTH AND TAXATION

The Board discussed the Orange County 2025 Truth and Taxation received from the Orange County Tax Office.

Upon a motion by Commissioner LaCombe, seconded by Commissioner Drake, after a complete discussion, and with all Commissioners present voting aye, the Board agreed to submit paperwork as presented and completed.

11. TEXAS HOUSE BILL 1522, OPEN MEETINGS ACT AMENDMENTS

Commissioner LaCombe opened the discussion regarding the changes to the Open Meetings Act's amendments for posting agendas, budgets, and financial records, as outlined in Texas House Bill 1522. It was determined that all meeting agendas will be posted a full three business days prior to each meeting.

12. CLARIFICATION ON APPLICATIONS AND HIRING PROCESS

Chief Manshacker responded to a question from Commissioner Drake and explained the department's process for applications received. As the Records Manager, Commissioner Drake requested a copy of all applications received by the department.

OCESD 3

SEP 09 2025

Board Approved

Page 2 of 4

Orange County Emergency Services District No. 3
Minutes of the Board of Commissioners Regular Meeting
August 12, 2025

13. SCHEDULE COMMITTEE MEETING TO UPDATE THE STANDARD OPERATING PROCEDURES (SOPS)

Chief Manshack updated the Board, stating that he will contact the Standard Operating Procedures (SOP) Committee Members to schedule a meeting date to finalize the SOPs.

14. DISCUSSION AND ADOPTION OF THE STRATEGIC PLAN

Commissioner McDonald updated the Board on the recently released proposal of the Strategic Plan. He explained that the Strategic Plan is designed to help and grow the ESD. Commissioner LaCombe recommended scheduling a meeting to discuss the matter further.

Upon a motion by Commissioner Drake, seconded by Commissioner Vincent, after a complete discussion and with all Commissioners present voting aye, the Board approved a Special Meeting to discuss the Strategic Plan and the budget on September 2, 2025, at 9 a.m. at Seven-O-Industrial.

15. ELECTRICAL FOR APPARATUS CHARGING POWER (KICKOUT PLUGS)

Chief Manshack discussed with the Board the power required to charge the apparatuses and presented two quotes for their review.

Upon a motion by Commissioner LaCombe, seconded by Commissioner Smith, after a complete discussion, and with all Commissioners present voting aye, the Board approved \$4,000 to run power for the kickout plugs.

16. FLOWER BED AROUND FLAG POLE AT STATION 1

This item was tabled.

17. NEW CHAIRS FOR STATION 1 MEETING/DAY ROOM

This item was tabled.

18. REPORT FROM FIRE DEPARTMENT PERSONNEL

Chief Manshack reported and discussed with the Board:

1. There were 52 calls for July 2025. (Verbal, no report available).
2. Cottonwood requested 2 days of CPR training.
3. Automatic Mutual Aid was discussed and was reported to be working well.
4. ISO forms were discussed, and it was mentioned that items inside the structure need to be recorded.

19. APPLICATIONS RECEIVED

Chief Manshack presented to the Board the applications he received for Volunteer and Career Firefighter positions.

OCESD 3
SEP 09 2025
Board Approved

Orange County Emergency Services District No. 3
Minutes of the Board of Commissioners Regular Meeting
August 12, 2025

20. EXECUTIVE SESSION

The Board recessed into a closed session at 8:10 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 8:12 p.m. and had no further business to discuss.

ADJOURN MEETING

There being no further business, Commissioner LaCombe moved to adjourn the meeting at 8:13 p.m.

Respectfully Submitted By:

Terri Brzezinski *9/9/25*
Terri Brzezinski, Recording Secretary Date

Approved By:

Cathryn Drake *9/9/25*
Cathryn Drake, Secretary Date

OCESD 3

SEP 09 2025

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