Orange County Emergency Services District No. 3

Minutes of the Board of Commissioners Regular Meeting

September 9, 2025

The Board of Commissioners (the "Board" or "Commissioners") of Orange County Emergency Services District No. 3 met in regular session on the 9th day of September 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:

Cammie Vincent, Treasurer
Cathryn Drake, Secretary
Robert Smith, Member

Members Absent:

Wayne LaCombe, President
Scott McDonald, Vice President

Three Board members were present, thus constituting a quorum. Matthew Manshack (Fire Chief), Joey Earnest (Assistant Chief), Ryan Burns (Firefighter), and Terri Brzezinski (Recording Secretary) attended in person.

1. **CALL TO ORDER**

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

2. **PUBLIC COMMENTS**

   No public comments were received.

3. **PREVIOUS MEETING MINUTES**

   The minutes from the August 12, 2025, Regular Meeting and the September 2, 2025, Special Meeting were presented to the Board.

   Upon a motion by Commissioner Vincent, seconded by Commissioner Drake, after a complete discussion, and with all Commissioners present voting aye, the Board approved the August 12, 2025, Regular District Meeting and the September 2, 2025, Special District Meeting Minutes as presented.

4. **FINANCIAL REPORT**

   Commissioner Vincent opened the discussion regarding the financial report.

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

   a. Commissioner Vincent informed the Board that one of the Certificates of Deposits is due for renewal and recommended investing additional operating funds into a new Certificate of Deposit.

   Upon a motion by Commissioner Smith, seconded by Commissioner Vincent, after a thorough discussion, and with all Commissioners present voting aye, the Board approved purchasing a new $250,000 Certificate of Deposit.

5. **PAYMENT OF BILLS**

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

   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 totaling approximately $20,664.60, as well as adding payment to LCM CISD for the Autism Awareness Fundraiser of $1,165.00.

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6. COMMITTEE REPORTS

No committee reports.

7. FISCAL YEAR 2025 AMENDED BUDGET ADOPTION

The Board reviewed and discussed the Fiscal Year 2025 Amended Budget.

Upon a motion by Commissioner Vincent, seconded by Commissioner Drake, following a complete discussion and with all Commissioners present voting aye, the Board approved and adopted the Fiscal Year 2025 Amended Budget.

8. FISCAL YEAR 2026 BUDGET ADOPTION

The Board reviewed and discussed the Fiscal Year 2026 Budget.

Upon a motion by Commissioner Vincent, seconded by Commissioner Smith, following a complete discussion and with all Commissioners present voting aye, the Board approved and adopted the Fiscal Year 2026 Budget.

9. RAISE FOR PAID PERSONNEL

Commissioner Drake opened the discussion with the Board regarding raises for paid personnel.

Upon a motion by Commissioner Drake, seconded by Commissioner Vincent, following a complete discussion and with all Commissioners present voting aye, the Board approved a wage increase of $1.00 per hour for all paid personnel.

10. NEW CHAIRS FOR STATION 1 MEETING/DAY ROOM

This item was tabled.

11. THE STRATEGIC PLAN

This item was tabled.

12. SUTPHEN ENGINE 31 INCIDENT

Assistant Chief Earnest opened the discussion regarding the incident in which Sutphen Engine 31 became stuck in the mud during a call. He also presented a plan to help prevent similar occurrences and reported that the Engine had undergone a thorough safety and damage inspection.

13. SUTPHEN ENGINE 31 REPAIRS

The Board discussed the necessary repairs and towing costs related to the Engine 31 incident. Assistant Chief Earnest reported that Engine 31 had been cleaned and all minor repairs completed, except for the damaged steps, which are currently on order.

The Board agreed to charge all related expenses to Account 67000 – Truck Repair/Maintenance.

14. AIRBAGS AND ACCESSORIES

Chief Manshack opened the discussion regarding the need for airbags and presented two bids to the Board.

Upon a motion by Commissioner Smith, seconded by Commissioner Vincent, following a complete discussion and with all Commissioners present voting aye, the Board approved the $6,750.00 Casco proposal to purchase the airbags.

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15. REPORT FROM FIRE DEPARTMENT PERSONNEL

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

1. The department responded to 54 calls in August 2025.
2. Strategies to improve the ISO rating were discussed, including automatic mutual aid agreements.
3. Chief Manshack was tasked with developing a Volunteer Reward Program to recognize volunteer participation.

16. APPLICATIONS RECEIVED

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

17. EXECUTIVE SESSION

The Board recessed into a closed session at 7:22 p.m. to discuss personnel matters and legal issues pursuant to Chapter 551.071 of the Texas Government Code.

The Board reconvened in open session at 7.31 p.m. and had no further business to discuss.

ADJOURN MEETING

There being no further business, Commissioner Smith moved to adjourn, seconded by Commissioner Vincent, and with all Commissioners present voting aye, the Board adjourned at 7:32 p.m.

Respectfully Submitted By: Terri Brzezinski

Terri Brzezinski, Recording Secretary   Date

Approved By: Cathryn Drake

Cathryn Drake, Board Secretary   Date

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