

Orange County Emergency Services District No. 3
Minutes of the Board of Commissioners Regular Meeting
October 7, 2025

The Board of Commissioners (the "Board" or "Commissioners") of Orange County Emergency Services District No. 3 met in regular session on the 7th day of October 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), Rusty McDonald (Safety Officer), Dylan Manshack (Firefighter), and Terri Brzezinski (Recording Secretary) attended in person.

1. CALL TO ORDER

Commissioner McDonald called the meeting to order at 6:50 p.m.

2. PUBLIC COMMENTS

No public comments were received.

3. PREVIOUS MEETING MINUTES

The minutes from the September 9, 2025, Regular 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 September 9, 2025, Regular District Meeting Minutes as presented.

4. FINANCIAL REPORT

Commissioner Vincent presented the financial report, highlighting the 2025 Fiscal Year Amended Budget and the department's income as the new fiscal year begins.

Upon a motion by Commissioner McDonald, 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.

Upon a motion by Commissioner Drake, seconded by Commissioner McDonald, after a complete discussion and with all Commissioners present voting aye, the Board approved the payment of the District's bills totaling approximately \$150,808.47.

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6. COMMITTEE REPORTS

No committee reports.

7. DEBIT/CREDIT CARD ACTIONS AND PROCEDURES

Chief Manshack opened the discussion, noting that a recent payment issue with an order has been resolved. Commissioner LaCombe suggested that an additional department debit card could help prevent future problems. Commissioner Vincent explained that her department debit card had been canceled previously due to fraud and that she would arrange for a replacement.

8. SCHOOL SAFETY DAY SUPPLIES

This item was tabled.

9. EMERGENCY CARE ATTENDANT (ECA) CLASS FOR VOLUNTEERS

Commissioner Vincent began the discussion with the Board regarding the need for volunteers to have their Emergency Care Attendant (ECA) certification. She also mentioned that she is available to teach the class and that the only expenses should be for books, supplies, and testing fees, which she suggests reimbursing participants after they complete the course and obtain their ECA Certification.

Upon a motion by Commissioner LaCombe, seconded by Commissioner McDonald, after a complete discussion and with all Commissioners present voting aye, the Board approved \$600 for Emergency Care Attendant (ECA) certification books and supplies.

10. NEW SUTPHEN ENGINE 31 PUSH-IN CEREMONY

Chief Manshack began the discussion with the Board to reschedule the Sutphen Engine 31 Push-In Ceremony to Sunday, October 19, at 3:30 p.m. Advertising and serving refreshments were also discussed.

Upon a motion by Commissioner Vincent, seconded by Commissioner Drake, after a complete discussion and with all Commissioners present voting aye, the Board approved \$200 to purchase refreshments for the Sutphen Engine 31 Push-In Ceremony.

11. STATION 2 ASSESSMENT AND BUILDING REFRESH

Commissioner McDonald opened the discussion with the Board regarding Station 2, stating that it requires repairs and could benefit from improvements. It was also discussed that a committee be formed to assess the necessary maintenance and repairs at Station 2 and suggest solutions.

12. STRATEGIC PLAN REVIEW AND ADOPTION

Commissioner McDonald opened the discussion with the Board regarding the Strategic Plan. Explaining that the Strategic Plan serves as a roadmap for the department's planning and guidance. It was suggested that a special meeting be scheduled to discuss further.

The Board scheduled a special meeting to further discuss the Strategic Plan on Tuesday, October 21st, at 6:30 p.m. at Station 1.

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13. REPORT FROM FIRE DEPARTMENT PERSONNEL

Chief Manshack reported and discussed with the Board:

1. The department responded to 37 calls in September 2025.
2. Congratulations to Ryan Burns, Volunteer Firefighter, for obtaining his Emergency Medical Technician (EMT) Certification. Chief Manshack also discussed reimbursing his expenses.
3. Volunteer and Board Member participation on calls was also discussed.

14. APPLICATIONS RECEIVED

There were no applications received.

The Board reviewed volunteer eligibility based on response time requirements relative to applicants' residence within the district.

15. EXECUTIVE SESSION

The Board recessed into a closed session at 7:52 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 8:02 p.m. and had no further business to discuss.

ADJOURN MEETING

There being no further business, Commissioner LaCombe moved to adjourn the meeting at 8:03 p.m.

Respectfully Submitted By:



Terri Brzezinski, Recording Secretary

11/11/25

Date

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