

Orange County Emergency Services District No. 3
Minutes of the Board of Commissioners Regular Meeting
November 11, 2025

The Board of Commissioners (the “Board” or “Commissioners”) of Orange County Emergency Services District No. 3 met in regular session on the 11th day of November 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
Robert Smith, Member

Members Absent:

Cathryn Drake, Secretary

Four Board members were present, thus constituting a quorum. Matthew Manshack (Fire Chief), Joey Earnest (Assistant Fire Chief), Rusty McDonald (Safety Officer), Connor Aultman (Captain), Ryan Burns (Lieutenant), Samuel McDonald (Firefighter), and Terri Brzezinski (Recording Secretary) attended in person.

1. CALL TO ORDER

Commissioner LaCombe called the meeting to order at 6:30 p.m., acknowledging Veterans’ Day and the 250th anniversary of the U.S. military. All attendees then recited the Pledge of Allegiance.

Commissioner McDonald expressed his sincere appreciation to the staff and volunteers for their dedication and sacrifices. He commended Chief Manshack and acknowledged three volunteers for their contributions during a recent fire prevention event, presenting awards to Captain Aultman, Lieutenant Ryan Burns, and Firefighter Samuel McDonald.

2. PUBLIC COMMENTS

No Public Comments.

3. PREVIOUS MEETING MINUTES

The minutes from the October 7, 2025, Regular Meeting and the October 21, 2025, Special Meeting were presented to 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 October 7, 2025, Regular Meeting and October 21, 2025, Special Meeting Minutes as presented.

4. FINANCIAL REPORT

Commissioner Vincent presented the financial report, highlighting the month’s revenue.

a. Transfer Proceeds from Maturing Certificates of Deposit to District Checking Account

Commissioner Vincent outlined the need to replenish the district’s checking account, noting that two certificates of deposit maturing in November will be redeemed. The Board then discussed additional investment options.

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

OCESD 3

DEC 09 2025

Board Approved

Orange County Emergency Services District No. 3
Minutes of the Board of Commissioners Regular Meeting
November 11, 2025

5. PAYMENT OF BILLS

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

The Board extended appreciation and congratulations to Lieutenant Ryan Burns for achieving his EMT certification and authorized reimbursement for his course expenses.

Upon a motion by Commissioner McDonald, seconded by Commissioner Smith, after a complete discussion and with all Commissioners present voting aye, the Board approved the payment of the District's bills totaling approximately \$17,760.03.

6. COMMITTEE REPORTS

No committee reports.

7. HDL AUTHORIZATION TO PROVIDE ADMINISTRATIVE ASSISTANCE FOR SALES AND USE TAX COLLECTIONS

Chief Manshack opened the discussion, explaining that the Authorization to Receive Information letter to the Texas Comptroller of Public Accounts was required for HDL to continue providing administrative services.

8. LETTER OF INTENT FOR POSSIBLE PURCHASE OF A NEW DEMO 2025 ALEXIS 2000 GALLON TANKER

Chief Manshack presented the Board with an opportunity to accept a grant and its terms, which would cover a portion of the cost for a new tanker. Commissioner McDonald then provided a quote for purchasing a 2025 Demo Alexis Tanker from Texas Fire Apparatus.

Upon a motion by Commissioner McDonald, seconded by Commissioner Smith, after a thorough discussion and with all Commissioners present voting aye, the Board approved the purchase of the Alexis 2025 Demo for \$555,515.97.

9. DEPARTMENT CHRISTMAS PARTY

Assistant Chief Earnest presented a proposed budget for this year's Christmas party and recommended holding the event on Sunday, December 7, at 6:00 p.m. After discussing venue options, it was decided to host the party at the Station with a budget of \$1,000. Event details and the program were also discussed.

Assistant Chief Earnest further announced that the department's Thanksgiving gathering will be held at the Station on Thursday, November 20, 2025, at 6:30 p.m.

10. STATION 2 RECOMMENDATIONS

Chief Manshack reported that he obtained quotes for Station 2 repairs estimated at \$40,000 and noted that additional bids are still being received.

Item tabled.

OCESD 3

DEC 09 2025

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11. STATION 1 PLUMBING ISSUES RELATED TO THE WASHING MACHINE DRAIN

Chief Manshack explained that the washing machine was initially designed to drain outside, which has resulted in plumbing issues at Station 1. He and Assistant Chief Earnest have developed a plan to make the necessary repairs, which are expected to be minimal.

12. STRATEGIC PLAN UPDATE

Commissioner McDonald presented the Strategic Plan for review, prompting an in-depth discussion. The Board agreed on and adopted several minor revisions.

Commissioner Vincent reported that the American Heart Association's (AHA) 2025 recommended guidelines advise against the routine use of mechanical CPR devices for adult cardiac arrest and further stated that high-quality manual CPR remains the standard of care. After careful consideration, the Board agreed that the Lucas Device should continue to be used for mechanical CPR when appropriate. Chief Manshack confirmed he will update the Standard Operating Procedures/Guidelines (SOP/SOG) to reflect these changes.

Upon a motion by Commissioner McDonald, seconded by Commissioner Smith, and following a thorough discussion, the Board unanimously voted to continue using the Lucas Device for CPR.

13. REPORT FROM FIRE DEPARTMENT PERSONNEL

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

1. The department responded to 45 calls in October 2025.
2. The department will participate in a retirement recognition ceremony for EMS Instructor Ricky Land at Lamar State College Orange on December 15, 2025, at 10:00 a.m., alongside several other departments.
3. Standardized uniforms for the department were discussed.
4. The new Sutphen Engine 31's repairs are not quite complete, still waiting on a couple of parts that should be received by 11/14/25.

14. APPLICATIONS RECEIVED

There were no applications received.

The Board reviewed volunteer eligibility requirements, focusing on response times in relation to applicants' residence within the district. This evaluation ensures that volunteers can respond promptly to emergency calls, maintaining the district's operational readiness and meeting safety standards.

15. EXECUTIVE SESSION

The Board recessed into a closed session at 7:30 p.m. to discuss personnel matters and legal issues pursuant to Chapter 551.071 of the Texas Government Code.

OCESD 3

The Board reconvened in open session at 7:44 p.m. and had no further business to discuss.

DEC 09 2025

ADJOURN MEETING

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There being no further business, Commissioner LaCombe moved to adjourn the meeting at 7:48 p.m.

Respectfully Submitted By:


Terri Brzezinski, Recording Secretary

12/9/25
Date