

**Orange County Emergency Services District No. 3**  
Minutes of the Board of Commissioners Regular Meeting  
*December 9, 2025*

The Board of Commissioners (the “Board” or “Commissioners”) of Orange County Emergency Services District No. 3 met in regular session on the 9<sup>th</sup> day of December 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
- Robert Smith, Member

**MEMBERS ABSENT:**

- None

Five Board Members were present; therefore, a quorum was established.

Also present were Matthew Manshack (Fire Chief), Ryan Burns (Lieutenant), Tyler Wooten (Firefighter/Paramedic), Spencer Martin (Firefighter), and Terri Brzezinski (Recording Secretary).

**1. CALL TO ORDER**

Commissioner McDonald called the meeting to order at 6:31 p.m.

**2. PUBLIC COMMENTS**

No public comments were offered.

**3. PREVIOUS MEETING MINUTES**

The minutes from the November 11, 2025, Regular Meeting were presented to the Board.

On a motion by Commissioner Vincent, seconded by Commissioner Smith, after a complete discussion, and with all Commissioners present voting aye, the Board unanimously approved the minutes of the November 11, 2025, Regular Meeting as presented.

**4. FINANCIAL REPORT**

Commissioner Vincent presented the financial report and provided an update on the Certificates of Deposit and investment alternatives.

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

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**5. PAYMENT OF BILLS**

The Board reviewed the District bills totaling approximately \$53,257.75, including a payment to Affordable Auto for vehicle maintenance.

Upon a motion by Commissioner Smith, seconded by Commissioner McDonald, following a thorough discussion, and with all Commissioners present voting aye, the Board unanimously approved payment of the District's bills totaling approximately \$53,257.75.

**6. COMMITTEE REPORTS**

Commissioner Vincent requested updates on the Standard Operating Guidelines (SOG) Committee and the Station 2 Recommendations Committee. Chief Manshack confirmed both committees are active and updates will be provided soon.

**7. ORANGE COUNTY TAX OFFICE 2025 CURRENT AND 2025 DELINQUENT TAX ROLL**

Commissioner LaCombe presented the 2025 Orange County Current and 2025 Delinquent Tax Rolls received from Octavia Guzman, Orange County Tax Assessor-Collector.

Upon a motion by Commissioner McDonald, seconded by Commissioner Smith, after a thorough discussion, and with all Commissioners present voting aye, the Board unanimously approved and signed the Orange County Tax Office 2025 Current and 2025 Delinquent Tax Rolls.

**8. COTTONWOOD ANNUAL CONTRACT**

Chief Manshack presented the preliminary 2026 Service Contract from Cottonwood. The Board reviewed and recommended revisions. Chief Manshack will incorporate the changes and submit the revised contract and annual service invoice to Cottonwood.

Upon a motion by Commissioner Smith, seconded by Commissioner McDonald, after a thorough discussion, and with all Commissioners present voting aye, the Board authorized Chief Manshack to finalize and sign the contract.

**9. WORKERS' COMPENSATION AUDIT FROM TEXAS MUNICIPAL LEAGUE (TML)**

Chief Manshack reported on the Texas Municipal League (TML) Workers' Compensation Audit for the 2024/2025 funding year, noting the additional amount due was for extra payroll.

Upon a motion by Commissioner Smith, seconded by Commissioner Drake, after a thorough discussion, and with all Commissioners present voting aye, the Board accepted the TML Audit as presented.

**10. PURCHASE OF A NEW DEMO 2025 ALEXIS 2000-GALLON TANKER**

Chief Manshack presented the revised purchase agreement for the 2025 Demo Alexis 2000-gallon tanker. The truck will be ready for pickup in Palestine on December 17, 2025, with payment due at that time.

Upon a motion by Commissioner Smith, seconded by Commissioner McDonald, after a thorough discussion, and with all Commissioners present voting aye, the Board approved the revised ~~Order~~ <sup>Order</sup> Agreement to purchase the 2025 Demo Alexis tanker and the issuance of a cashier's check.

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**11. POSSIBLE SALE OF TANKER 34**

Chief Manshack reported options for selling Tanker 34, including an offer from a company to list it for a 10% sales commission.

Upon a motion by Commissioner McDonald, seconded by Commissioner Smith, after a thorough discussion, and with all Commissioners present voting aye, the Board approved listing Tanker 34 for sale.

**12. PROCESS FOR RECORDS REQUEST**

Commissioner Drake briefed the Board on a recent records request and discussed compliance procedures and options.

**13. EXECUTIVE SESSION**

The Board recessed into a closed session at 7:05 p.m. to discuss personnel matters and possible legal issues pursuant to Chapter 551.071 of the Texas Government Code. Commissioner Drake exited the meeting at 7:20 p.m., and the Board reconvened in open session at 7:25 p.m.

**14. BENEFITS**

Commissioner LaCombe initiated a discussion on providing a monetary benefit to volunteers who successfully complete the EMT course and obtain EMT certification.

Upon a motion by Commissioner Smith, seconded by Commissioner McDonald, after a thorough discussion, and with four Commissioners present voting aye, the Board approved a \$1,000.00 benefit for firefighters who earn their EMT Certification.

**15. RADIO COMMUNICATION ISSUES**

Commissioner LaCombe reported issues with radio functionality. Chief Manshack acknowledged the problem and will provide a temporary radio until repairs are completed.

**16. REPORT FROM FIRE DEPARTMENT PERSONNEL**

Chief Manshack reported and discussed the following:

- 48 calls in November 2025
- Mutual aid provided to El Bethel Missionary Baptist Church
- Two firefighters completed the TCFP Basic Firefighter Course; partial reimbursement approved by the Forestry Service
- Orange County Fire Academy's next session is scheduled for January 2026
- Two members completed the ECA Program and are preparing for testing

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**17. APPLICATIONS RECEIVED**

The Board reviewed and accepted Kooper Abernathy's volunteer application.

Upon a motion by Commissioner McDonald, seconded by Commissioner Vincent, after a thorough discussion, and with four Commissioners present voting aye, the Board accepted the Volunteer Firefighter application from Kooper Abernathy.

**18. EXECUTIVE SESSION**

The Board declined to go into a second closed session pursuant to Chapter 551.071 of the Texas Government Code.

**ADJOURNMENT**

There being no further business, Commissioner LaCombe moved to adjourn the meeting at 7:55 p.m.

Respectfully submitted,

  
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Terri Brzezinski, Recording Secretary  
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