

Orange County Emergency Services District No. 3
Minutes of the Board of Commissioners Regular Meeting
March 10, 2026

The Board of Commissioners (the “Board” or “Commissioners”) of Orange County Emergency Services District No. 3 met in regular session on the 10th day of March 2026, 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
- Cammie Vincent, Treasurer
- Cathryn Drake, Secretary
- Robert Smith, Member

MEMBERS ABSENT:

- Scott McDonald, Vice President

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

Also present were Matthew Manshack (Fire Chief), Joey Earnest (Assistant Fire Chief), Rusty McDonald (Safety Officer), Ryan Burns (Lieutenant), Dylan Manshack (Firefighter), and Terri Brzezinski (Recording Secretary).

Meeting packets with copies of the previous Minutes of the Board of Commissioners’ Meeting, the Financial Report, and the Bill Pay/Other Payments Reports were provided for each Commissioner, the Fire Chief, and the Assistant Fire Chief.

1. CALL TO ORDER

Commissioner LaCombe called the meeting to order at 6:34 p.m.

2. PUBLIC COMMENTS

No public comments were offered.

3. PREVIOUS MEETING MINUTES

The minutes from the February 10, 2026, regular meeting were presented to the Board.

On a motion by Commissioner Vincent, seconded by Commissioner Smith, and with all Commissioners present voting aye after thorough discussion, the Board unanimously approved the minutes of the February 10, 2026, Regular Meeting as presented.

4. FINANCIAL REPORT

The financial report was presented to the Board. Commissioner Vincent discussed the status of the February 2026 financial report.

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

- a. Bank Accounts and Investment Options – The Board discussed options for investing reserve funds currently held in the operating account, as well as potential banking options, including DuGood Credit Union, to possibly open a bank account, which may include a checking account, savings account, or a Certificate of Deposit. Any bank or investment accounts are to be established with online banking access, and all five Commissioners—Wayne LaCombe, Scott McDonald, Cammie Vincent, Cathryn Drake, and Robert Smith—as authorized signatories, consistent with the District’s existing accounts.

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On a motion by Commissioner LaCombe, seconded by Commissioner Smith, and with all Commissioners present voting aye following a thorough discussion, the Board unanimously approved investing \$400,000 from the operating account into two new certificates of deposit, where and how to be determined at the discretion of Commissioner Vincent, Board Treasurer, in the best interest of the Department.

5. PAYMENT OF BILLS

The Board reviewed the District bills totaling approximately \$35,449.89.

On a motion by Commissioner Smith, seconded by Commissioner Drake, and with all Commissioners present voting aye after a thorough discussion, the Board unanimously approved payment of the District's bills in the amount of approximately \$35,449.89.

6. COMMITTEE REPORTS

No Committee Reports.

7. SUPPORTIVE AND PROACTIVE ACTIONS TAKEN BY FIRE DEPARTMENT PERSONNEL WHILE ON A CALL

Commissioner LaCombe opened the discussion regarding the multiple calls and the many hours that the Department worked on a single day in February.

The Board recessed into a closed session at 6:54 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 7:07 p.m.

On a motion by Commissioner Smith, seconded by Commissioner Drake, and with all Commissioners present voting aye after a thorough discussion, the Board unanimously approved a \$200 extended service award for each Department member who participated and performed exceptional service on multiple calls on 2/28/26.

8. SAFE-D SOUTHEAST REGIONAL MEETING UPDATE AND 3RD QUARTER HOST COMMITMENT

This item was tabled with the notation that the date, time, and location for the 3rd Quarter Safe-D Southeast Regional Meeting will be announced once finalized.

9. EQUIPMENT FOR ENGINE 32: BATTERY CHARGER

Chief Manshack informed the Board that Engine 32 continues to have a battery issue and requires a battery charger. The estimated cost for a battery charger with installation is approximately \$3,400.00.

On a motion by Commissioner Smith, seconded by Commissioner Drake, and with all Commissioners present voting aye after thorough discussion, the Board unanimously approved the purchase and installation of a battery charger for Engine 32, not to exceed \$3,400.00.

10. NEW REPORTING SOFTWARE

Chief Manshack informed the Board that the current reporting software (ESO) does not meet the District's needs, has compatibility issues, and is difficult to navigate. After conducting research, he presented the Tyler Technologies Fire Suite as a more suitable option, with an estimated total cost of \$5,545, including a one-time setup fee of \$2,250 and \$3,295 annually.

On a motion by Commissioner Smith, seconded by Commissioner Vincent, and with all Commissioners present voting aye after thorough discussion, the Board unanimously approved switching the District's reporting software from ESO to the Tyler Technologies Fire Suite at a total cost of \$5,545.

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11. STATION 1 IMPROVEMENTS:

a. Driveway Repairs

Chief Manshack reported that the driveway culverts at Station 1 are crushed and must be replaced. He presented quotes for the estimated cost and stated that the project is expected to take approximately 7 to 10 days. The Board discussed the process, specifications, required materials, and requested updated quotes reflecting the requested changes. This item was tabled pending new quotes.

b. Table and Chairs for the Meeting Room

This item was tabled.

c. Painting and New Hardware for Cabinets

This item was tabled.

d. Replacement of Stove and Refrigerator

Commissioner Drake mentioned that the stove and refrigerator need to be replaced and presented a quote.

On a motion by Commissioner Smith, seconded by Commissioner Drake, and with all Commissioners present voting aye after thorough discussion, the Board unanimously approved the replacement of the stove and refrigerator at Station 1, not to exceed \$2,000.00.

12. STANDARD OPERATING GUIDELINES (SOG) - STATUS

Chief Manshack stated that the Standard Operating Guidelines are complete and have been sent via email to the Board for review.

13. FORESTRY SERVICE EQUIPMENT GRANT - STATUS

The equipment has been ordered, and once received, the equipment Grant will be submitted.

14. REPORT FROM FIRE DEPARTMENT PERSONNEL

Chief Manshack and Assistant Chief Earnest reported and discussed the following:

- 71 calls in February 2026
- Volunteers and training
- The department is cross-training with Bridge City Fire at their station this month

15. APPLICATIONS RECEIVED

One volunteer application received from Kaleb Myers

On a motion by Commissioner Vincent, seconded by Commissioner Drake, and with all Commissioners present voting aye after thorough discussion, the Board unanimously approved the acceptance of Kaleb Myer's volunteer application.

16. EXECUTIVE SESSION

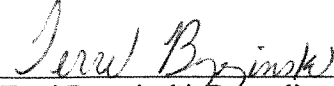
The Board declined to go into a second closed session pursuant to Chapter 551.071 of the Texas Government Code.

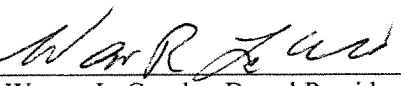
ADJOURNMENT

There being no further business, Commissioner LaCombe moved to adjourn the meeting at 7.45 p.m.

Respectfully Submitted By:

Approved By:


Terri Brzezinski, Recording Secretary Date

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Wayne LaCombe, Board President Date

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