

**Orange County Emergency Services District No. 3**  
**Minutes of the Board of Commissioners Regular Meeting**  
*April 14, 2026*

The Board of Commissioners (the "Board" or "Commissioners") of Orange County Emergency Services District No. 3 met in regular session on the 14<sup>th</sup> day of April 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
- Scott McDonald, Vice President
- Cathryn Drake, Secretary

**MEMBERS ABSENT:**

- Cammie Vincent, Treasurer
- Robert Smith, Member

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

Also present were Matthew Manshack (Fire Chief), Joey Earnest (Assistant Fire Chief), and Terri Brzezinski (Recording Secretary).

Meeting packets with copies of the previous Minutes of the Board of Commissioners' Meeting, the Financial Report, the Bill Pay/Other Payments Reports, and possible other pertinent reports and information 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 6:30 p.m.

**2. PUBLIC COMMENTS**

No public comments were offered.

**3. PREVIOUS MEETING MINUTES**

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

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

**4. FINANCIAL REPORT**

On a motion by Commissioner LaCombe, 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.

**5. DISCUSS AND APPROVE OPENING AN ACCOUNT AT DUGOOD CREDIT UNION BY CAMMIE VINCENT, TREASURER**

Chief Manshack relayed a message from Commissioner Vincent (not in attendance) requesting approval to open a \$300,000 certificate of deposit (CD) account. Commissioner Smith noted that the Board previously approved a

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motion authorizing \$400,000 for this purpose. Commissioner LaCombe stated that the new motion would supersede the prior motion.

On a motion by Commissioner LaCombe, seconded by Commissioner McDonald, following thorough discussion, and with all Commissioners present voting aye, the Board unanimously approved authorizing Cammie Vincent to open the requested accounts at DuGood Credit Union and to transfer \$300,000 into the account.

**6. PAYMENT OF BILLS**

The Board reviewed the District bills.

On a motion by Commissioner Drake seconded by Commissioner McDonald, 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 \$24,442.93.

**7. COMMITTEE REPORTS**

No Committee Reports were presented.

**8. OCESD 3 EMPLOYER IDENTIFICATION NUMBER (EIN)**

Chief Manshack relayed an additional message from Commissioner Vincent (not in attendance) stating that she had received OCESD 3's official EIN paperwork and that the District's name requires updating. He further noted that the department currently has two EINs, which require additional review. The Board discussed available options.

**9. FISCAL YEAR 2025 AUDIT**

The Board discussed the status of the Fiscal Year 2025 audit and confirmed that Sherri Scheffer, CPA, PLLC, is scheduled to arrive at Seven-O-Industrial at 10:30 a.m. on Monday, May 4, 2026, to conduct the audit. Ms. Scheffer is expected to present the audit findings at the June 9<sup>th</sup> District Meeting.

**10. FINANCIAL ACCOUNTING SOFTWARE**

The Board discussed financial accounting software options and which QuickBooks license will best serve OCESD 3.

On a motion by Commissioner McDonald, seconded by Commissioner Drake, following a thorough discussion and with all Commissioners present voting aye, the Board unanimously approved the expenditure of up to \$2,000 to purchase and enroll OCESD 3 in QuickBooks Enterprise.

**11. DRIVEWAY REPAIRS AT STATION 1: REVIEW UPDATED CONCRETE QUOTE FOR FRONT PAD REPAIR – STATUS**

Chief Manshack presented updated quotes for the driveway concrete repairs.

On a motion by Commissioner McDonald, seconded by Commissioner Drake, following a thorough discussion and with all Commissioners present voting aye, the Board unanimously approved the \$25,000 quote from Tony's Concrete for the concrete apron replacement.

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**12. STANDARD OPERATING GUIDELINES (SOG) - STATUS**

This Item was tabled.

**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:

- The current Verizon internet service is not performing adequately; T-Mobile and Starlink were mentioned as potential alternatives.
- The department responded to 52 calls in March 2026.
- The new reporting software has been completed and is expected to go live next month.
- The gear extractor has failed and requires replacement; costs were discussed, and quotes are being obtained for presentation at a future meeting.
- The Academy is going well.

**15. APPLICATIONS RECEIVED**

The following applications were presented to the Board:

- Blake Breaux, Volunteer Firefighter
- Kolbi Payne, Career Firefighter

**16. EXECUTIVE SESSION**

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

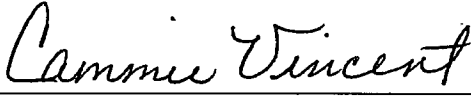
**ADJOURNMENT**

There being no further business, Commissioner McDonald moved to adjourn the meeting at 7.18 p.m.

**Respectfully Submitted By:**

**Approved By:**

 5/19/26  
\_\_\_\_\_  
Terri Brzezinski, Recording Secretary Date

 5/19/26  
\_\_\_\_\_  
Commissioner ~~Cathryn Drake~~, Board Secretary Date  
Cammie Vincent Treasurer