

Orange County Emergency Services District No. 3
Minutes of the Board of Commissioners Regular Meeting
May 19, 2026

The Board of Commissioners (the "Board" or "Commissioners") of Orange County Emergency Services District No. 3 met in regular session on the 19th day of May 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:

- Scott McDonald, Vice President
- Cammie Vincent, Treasurer
- Cathryn Drake, Secretary
- Robert Smith, Member

MEMBERS ABSENT:

- Wayne LaCombe, President

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

Also present were Matthew Manshack (Fire Chief), Joey Earnest (Assistant Fire Chief), Samuel McDonald (Fire Fighter), 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 McDonald called the meeting to order at 6:32 p.m.

2. PUBLIC COMMENTS

No public comments were offered.

3. PREVIOUS MEETING MINUTES

The Board reviewed the minutes of the April 14, 2026, regular meeting and the April 28, 2026, special meeting.

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 April 14, 2026, regular meeting as presented.

On a motion by Commissioner Smith, seconded by Commissioner Vincent, and with all Commissioners present voting aye after thorough discussion, the Board unanimously approved the minutes of the April 28, 2026, special meeting as presented.

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4. FINANCIAL REPORT

Commissioner Vincent presented the financial report, highlighting the newly opened accounts at DuGood Federal Credit Union and the insurance coverage provided. She will continue researching investment rates. She also requested that we schedule a budget meeting.

On 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.

5. PAYMENT OF BILLS

The Board reviewed and discussed the District bills.

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 \$57,818.42.

6. COMMITTEE REPORTS

No Committee Reports were presented.

7. OCESD 3 EMPLOYER IDENTIFICATION NUMBER (EIN)

Commissioner Vincent, after obtaining documentation for our EIN, discovered that the name on the document needs to be changed. She further explained the necessary steps to notify the IRS in writing on letterhead, including the correct EIN, name, and contact information; that the letter must be signed by an authorized person; and the need to request the CP 575 EIN Confirmation Letter/Notice.

On a motion by Commissioner Smith, seconded by Commissioner McDonald, and with all Commissioners present voting aye after a thorough discussion, the Board unanimously approved Commissioner Vincent to take the necessary action to resolve and update any issues, including correcting the name and contact information for the EIN with the IRS.

8. ORANGE COUNTY TAX OFFICE 2026 EXEMPTION APPROVAL FORM

The Board discussed the 2026 Exemption Approval form received from Octavia Guzman, Orange County Tax Assessor-Collector.

Upon a motion by Commissioner Smith, seconded by Commissioner Drake, after a full discussion and with all Commissioners present voting aye, the Board accepted, completed, and signed the 2026 Tax Year Homestead Exemption form, using the same numbers as last year.

9. ORANGE COUNTY TAX OFFICE 2026 PRELIMINARY VALUES

The Board discussed the 2026 Appraisal Review Board's 2026 Preliminary Property Values report received from Octavia Guzman, Orange County Tax Assessor-Collector.

Upon a motion by Commissioner Smith, seconded by Commissioner Vincent, after a thorough discussion and with all Commissioners present voting aye, the Board approved the acceptance of the 2026 Preliminary Values as presented.

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

Commissioner McDonald, Assistant Chief Earnest, and Chief Manshack updated the Board on the status of the repairs to the concrete and culverts. The repairs are in the initial phase and are currently delayed due to the weather. The repairs will continue once the weather improves.

11. PRE-SKETCH DRAWING FOR FUTURE ADDITIONS TO STATION 1

Commissioner McDonald presented a concept sketch of future additions to Station 1 for the Board's review and requested that feedback be provided at a later date. Commissioner Smith asked whether it would be possible to obtain preliminary cost estimates before the next district meeting.

12. PROCEDURES FOR OBTAINING FIRE DEPARTMENT RECORDS FROM PERSONAL PHONES AND DEVICES

Commissioner Drake informed the Board that, after a conversation with an attorney, a warrant is not required to obtain fire department records from personal phones or devices. She further stated that all fire department records, including those on personal phones and devices, are public records.

The Board also discussed items requiring Board approval.

13. UNIFORM PROGRAM AND APPEARANCE STANDARDS

To improve the department's appearance at meetings and events, Chief Manshack requested a \$6,500 uniform budget to purchase dress (polo) shirts, patches, nameplates, and badges. He also stated that he would establish a uniform policy for current and future staff.

Upon a motion by Commissioner Smith, seconded by Commissioner Drake, and after a thorough discussion, with all Commissioners present voting aye, the Board approved a \$6,500 uniform budget.

14. STRATEGIC PLAN ITEMS, BUDGET PREDICTIONS/PLANNING, AND TIMELINE UPDATES

Commissioner McDonald updated the Board on infrastructure and facility maintenance in line with the Strategic Plan. He reviewed the goals and timeline, noting that progress is underway, on track, and moving forward.

15. STANDARD OPERATING GUIDELINES (SOG) – STATUS

Chief Manshack previously emailed the Board a draft of the Standard Operating Guidelines (SOG), which is pending approval. Commissioner Vincent suggested including calls, internet use, device use, and social media policy.

Upon a motion by Commissioner Vincent, seconded by Commissioner Smith, after a thorough discussion and with all Commissioners present voting aye, the Board approved the acceptance of the Standard Operating Guidelines (SOG) as previously emailed.

16. REPORT FROM FIRE DEPARTMENT PERSONNEL

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

- The department responded to 46 calls in April 2026.
- Commended the crew for their performance during a recent house fire call.
- The new reporting software is up and running well, with just a few quirks to work out.
- Commissioner Drake resigned from the Records Management Officer position.

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17. APPLICATIONS RECEIVED

No applications were presented to the Board.

18. EXECUTIVE SESSION

The Board recessed into a closed session at 7:40 p.m. to discuss personnel matters and possible legal issues pursuant to Chapter 551.071 of the Texas Government Code.

The Board reconvened in open session at 7:41 p.m. and had no further business to discuss.

ADJOURNMENT

There being no further business, Commissioner Smith moved to adjourn the meeting at 7:42 p.m.

Respectfully Submitted By:

Approved By:

Terri Brzezinski 6/9/26
Terri Brzezinski, Recording Secretary Date

Wayne LaCombe 6/9/26
Commissioner Wayne LaCombe, President Date

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