

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

The Board of Commissioners (the "Board" or "Commissioners") of Orange County Emergency Services District No. 3 met in regular session on the 14th day of July 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), Chase Bergstrom (Firefighter), 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.

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 Board reviewed the minutes of the June 9, 2026, regular meeting.

On a motion by Commissioner Drake, seconded by Commissioner Vincent, and with all Commissioners present voting aye after thorough discussion, the Board unanimously approved the minutes of the June 9, 2026, regular meeting as presented.

4. FINANCIAL REPORT

Commissioner Vincent presented the financial report and reviewed the District's certificates of deposit with the Board.

Commissioner Vincent also discussed the Truth-in-Taxation 2026 Tax Rate Calculation Data Form received from Octavia Guzman, Orange County Tax Assessor-Collector. She advised the Board that she would contact Ms. Guzman with questions regarding the form, which is due on July 21, 2026.

Chief Manshack reported that he recently received a sales tax report from HDL. The report confirmed that the District is receiving the appropriate sales tax collections; however, it also indicated that the District's two largest

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taxpayers were generating collections below projected levels and appeared to be in arrears. Commissioner Vincent noted that, despite these variances, the District remains on track to realize an increase in overall sales tax revenue.

On a motion by Commissioner Smith, seconded by Commissioner Drake, following 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's 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 \$10,035.50.

6. COMMITTEE REPORTS

No Committee Reports were presented.

7. FISCAL YEAR 2025 AUDIT PRESENTATION BY SHERRI SCHEFFER, CPA, PLLC

Sherri Scheffer was unable to attend the meeting, and the audit presentation was postponed until the next regular District meeting on August 11, 2026.

Commissioner Vincent explained to the Board that although the purchase of the Sutphen engine was approved in Fiscal Year 2022, it must also be reflected in the Fiscal Year 2025 budget because the District took possession of and paid for the truck in 2025.

On a motion by Commissioner Smith, seconded by Commissioner Drake, and with all Commissioners present voting aye after thorough discussion, the Board unanimously approved amending the Fiscal Year 2025 budget to include the purchase of the Sutphen engine.

8. NOVEMBER 2026 GENERAL ELECTION

Commissioner LaCombe opened discussion regarding the upcoming November General Election and recommended that Terri Brzezinski oversee and coordinate the various responsibilities and tasks associated with the election process on behalf of the District.

It was further noted that the filing period for Applications for a Place on the Ballot begins July 18, 2026, and ends August 17, 2026. Notices were posted on the District's website, OCESD3.net, at the Orange County Courthouse, and at Station 1.

On a motion by Commissioner Smith, seconded by Commissioner Vincent, and with all Commissioners present voting aye after thorough discussion, the Board unanimously approved compensating Terri Brzezinski in the amount of \$1,500 for election services.

9. MED UNIT VEHICLE REPLACEMENT AND DESIGNATION OF TAHOE AS CHIEF VEHICLE

The Board discussed the potential purchase of a new Med Unit and the designation of the current Med Unit, a Tahoe, as the Chief's vehicle. Following discussion, the Board decided to make any necessary repairs to the existing vehicles rather than purchase an additional vehicle at this time.

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10. 3RD QUARTER SAFE-D MEETING: CONSIDERATION AND APPROVAL OF DATE, VENUE AND BUDGET

Commissioner LaCombe opened the discussion regarding hosting the 3rd Quarter Safe-D Meeting. The Board determined that the meeting date and venue would be established at a later time; however, the anticipated costs associated with hosting the event were discussed.

Upon a motion by Commissioner Smith, seconded by Commissioner LaCombe, and after a thorough discussion, the Board unanimously approved a \$1,500 budget for expenses related to the 3rd Quarter Safe-D Meeting and authorized Commissioner McDonald to finalize and secure the meeting venue and date once suitable arrangements are in place.

11. APPOINTMENT OF RECORDS MANAGEMENT OFFICER

This item was tabled.

12. REPORT FROM FIRE DEPARTMENT PERSONNEL

Chief Manshacker reported and discussed the following:

- The department responded to 44 calls for service during June 2026. A call report was not available at the time of the meeting.
- July has already been an exceptionally busy month, with the department responding to multiple calls, including several back-to-back incidents.
- Cottonwood facility training has been completed for the current fiscal year. A walkthrough of the plant with the senior operator is planned.
- The department's boats require upgraded lighting, as the current lighting system does not adequately meet operational needs.
- The Honeysuckle residential structure fire was discussed.
- The Board discussed ambulance service response times and related concerns.

13. APPLICATIONS RECEIVED

No applications were received.

14. EXECUTIVE SESSION

The Board declined to go into a closed session to discuss personnel matters and possible legal issues pursuant to Chapter 551.071 of the Texas Government Code.

ADJOURNMENT

There being no further business, Commissioner LaCombe moved to adjourn the meeting at 7:37 p.m.

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Respectfully Submitted By:

Board Approved

Approved By:


Terri Brzezinski, Recording Secretary Date


Commissioner Wayne LaCombe, President Date