



Montgomery County ESD No. 10 Magnolia Fire Department

18215 Buddy Riley ♦ Magnolia, Texas 77354
Office (281) 356-3288 ♦ Facsimile (281) 356-1572
magnoliafire.org ♦ magnoliaesd.org ♦ mfd@magnoliafire.org



DATE: March 19th, 2025

THE BOARD OF COMMISSIONERS OF MONTGOMERY COUNTY EMERGENCY SERVICES DISTRICT NO. 10 (the "District") met in a regular session, open to the public, at the Magnolia Fire Department, Station 181, 18215 Buddy Riley Blvd, Magnolia, Texas 77354 on Wednesday, March 19th, 2025, at 3:30 p.m. inside the boundaries of the District.

AGENDA ITEM:

1. Call meeting to order.

At 3:30 p.m., Commissioner Smith called to order the Regular Meeting of the Montgomery County Emergency Services District #10 (the "District"), and the roll was called of the duly appointed officer's to-wit:

2. Roll Call, Pledge of Allegiance, Pledge of Texas and Invocation.

Larry Smith	President	Present
Charles McDonald	Vice President	Present
Kelly Violette	Secretary / Treasurer	Present
Dr. Todd Stephens	Board Member	Present

4 Commissioners were present, thus constituting a quorum.

Also present were Fire Chief Terry Colburn; Assistant Chief Jason Herrman; Assistant Chief Cliff Langton; Battalion Chief of Training Chris Thornton; Assistant Office Manager Joanna Padilla; District Legal counsel Krystine Ramon of Coveler & Peeler, PC; Randall Parr, CPA; District human resources consultant Angela Zacharias from Organizology LLC; Ryan Fortner from Revenue Management Services; Joseph Chaudhary and Albert Bunick from SHAPE Integrations; Joe Mark from R Group Realtors; Montgomery County Constable Deputy Eric Gray; and other Department Officers and Staff.

3. To receive Public Comment. Texas law and District policy establish that members of the public may offer comments on any subject of concern to the public. District policy establishes time limits to address the Board: 3 minutes for items on the agenda, 2 minutes for items not on the agenda, or 1 minute if the person has spoken on the same topic at any of the two preceding meetings. Anyone who interrupts the meeting intending to prevent or disrupt the Board from conducting the meeting by interjecting comments after the Public Comment item has concluded are subject to removal from the meeting and premises under Texas law after receiving reasonable warning from the presiding officer.

No public comments were received.

4. Presentation of Certificates for Promotions, Recognitions, and Appointments of District firefighters, fire officers, and administrative staff.

Fire Chief Terry Colburn notified the board regarding the promotion of Chris Thornton from the position of Battalion Chief of Training to that of Division Chief of Logistics.

No further action was taken.

5. To approve the Minutes of prior meeting(s).

The approval of the minutes from the previous board meeting has been postponed until the next meeting. No action was taken.

6. To review and act on improvements, repairs, maintenance, and construction of facilities, including but not limited to permits, utilities, architectural/engineering services, selection of contractors, approval of costs/budgets, and payment of construction-related bills.

Assistant Chief Jason Herrman provided updates to current construction projects:

- Station 182
 - The Fire Marshal has completed their final inspection and has provided the certificate of compliance, which will allow the crews to start moving in.
 - AT&T has installed the fiber line and is awaiting the final connection.

No further action was taken.

7. To review and act on matters related to lawsuits, claims by or against the District, or Public Information Act requests.

No action was taken at this time.

8. To review and act on real estate matters, including but not limited to purchase, sale, lease, utilities, encumbrances, easements, resolutions, and other matters related to real property transactions, including engagement of realtor(s)/broker(s) and acquisition financing.

No action was taken at this time.

9. To address financial matters, including depositories, audits, Investment Policy and investments, financial reports, tax reports, and to pay District bills.

District CPA Randall Parr presented bills for approval and payment. He also presented the monthly financial report, which includes the consolidation progress of the district's investment accounts. **After further review, Commissioner Violette motioned to approve the payment of the district bills. Commissioner McDonald seconded the motion, which was approved 4 to 0.**

10. To receive a report and act as appropriate to revise District budgets.

District CPA Randall Parr presented the board with an amended budget for the fiscal year from October 2024 to September 2025. **Upon further discussion, Commissioner Violette motioned to approve the amended budget, which Commissioner McDonald seconded and was approved 4 to 0.**

11. To address sales tax matters, including reviewing monthly sales tax information.

Ryan Fortner presented his monthly sales tax report. A total of \$808,102.84 was received in March allocations, which is a 19% increase as compared to the previous year.

No further action was taken.

12. To review and act to approve the purchase, funding, financing, and payment for capital assets, including construction, vehicles, fire-fighting apparatus, and equipment, and for non-capital items and expenses.

No further action was taken.

13. To review and act on information technology ("IT") matters, including engagement of consultants.

The board discussed continuing their IT contract with SHAPE Integrations on a month-to-month basis. **After further discussions, Commissioner McDonald motioned to continue the contract with SHAPE Integrations on a month-to-month basis, with a 60-day notice to cancel, and to approve Assistant Chief Jason Herrman as the signatory. Commissioner Violette seconded the motion, which was approved 4 to 0.**

14. To receive a report from Fire Chief and staff regarding Fire Department activities and

operations.

Fire Chief Terry Colburn presented his report on current operations:

- Incident breakdowns were presented, with the majority (59%) being EMS related.
- The organization chart has been updated.
- The department's short-term vision emphasized fiscal responsibility, streamlining, and unity. A strategic plan spanning three to five years will be developed.
- Additional sources of revenue are being researched so as to be proactive, not reactive.
- The department will begin working on the budget for fiscal year 2025-2026.
- Retiring Assistant Chief Gary Pangarakis's last day is Friday, March 21, 2025.
- A longtime active member has passed away, and their family has requested that notification of services be kept internal.

No further action was taken.

15. To review and act on payroll procedures and policies, including implementation of services for same.

No action was taken at this time.

16. To review, discuss, and act on the disposition of surplus and/or salvage property.

Division Chief of Logistics Chris Thornton has met with a representative from the auction site for the salvaged engines. The auction will run for 30 days, during which he is looking to receive between \$75,000 and \$100,000 per unit.

No further action was taken.

17. To review and act on employment/personnel issues, including policies, handbooks, procedures, hiring, firing, retention, compensation, benefits, scheduling, complaints, and discipline of District employees, including administrative staff, fire suppression staff, executive staff, and Fire Chief.

No action was taken.

18. To review and act on administrative policies and procedures.

No action was taken.

The Board agreed to enter into Closed Session at 4:42 p.m. on the following agenda items:

20. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.

21. To meet in Closed Session pursuant to Government Code §551.074 to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or a charge against an officer or employee, including the District administrative staff, executive staff, and Fire Chief. Any employee the subject of review will be given the opportunity to request Open Session discussion of the matters if they are present at the meeting.

The Board chose not to enter Closed session on the following agenda items:

19. To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel regarding pending or contemplated litigation, settlement offers or on matters which require confidentiality under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas and Tax Code §323.3022 to discuss sales tax matters.

22. To meet in Closed Session pursuant to Government Code §551.089 to deliberate regarding security

assessments or deployments relating to information resources technology, network security information, or the deployment, or specific occasions for implementation, of security personnel, critical infrastructure, or security devices.

The Board reconvened the Open Session at 6:22 p.m.

The board moved to reopen item # 8

- 8. To review and act on real estate matters, including but not limited to purchase, sale, lease, utilities, encumbrances, easements, resolutions, and other matters related to real property transactions, including engagement of realtor(s)/broker(s) and acquisition financing.**

After a closed discussion, Commissioner Violette motioned the approval of listing the Patricia Ln property for the agreed amount and to authorize Commissioner Larry Smith as the signer. Commissioner McDonald seconded the motion, which was approved 4 to 0.

- 24. To review and act on scheduling District meetings and items to be added to meeting agendas.**

April 9, 2025, at 3:30 pm.

April 23, 2025, at 3:30 pm.

27. Adjournment.

With no further business to discuss, the Board unanimously agreed to adjourn the meeting at 6:24 p.m.