



## 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 5th, 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 5th, 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
Jeffrey Cunningham	Assistant 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 of Operations Gary Pangarakis; Assistant Chief Jason Herrman; 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; Montgomery County Constable Deputy Phil Epperson; 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.**

Lesha Roberts commented on the recent positive changes Fire Chief Colburn has made during his short time with the Department. She also took a moment to frown once again on the current board members about how they handle certain circumstances.

**No further action was taken.**

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

**No action was taken.**

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

No minutes were presented for approval.

#### **6. To review and act to grant property tax exemptions for 2025.**

District Legal Counsel Krystine Ramon summarized how the board voted on last year's tax exemptions: a homestead at 0% and both Disability and over 65 at \$50,000. **After further discussion, Commissioner McDonald motioned to adopt the same rates as 2024, and Commissioner Cunningham seconded. The motion was approved 4 to 0.**

**7. 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 temporary Station 182 building has had both its sprinkler and fire alarm systems installed.
  - AT&T has installed the fiber connections but is still pending the final connection as there was construction obstructing the final connection.
  - The Fire Marshal's final inspection is also pending.
- Station 186
  - Projects on Station 186 are on hold pending the updated budget.

***No further action was taken.***

**8. 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.***

**9. 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.***

**10. 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 to be approved for payment. The department's total cash on hand was also presented. **After further review, Commissioner McDonald motioned to approve the payment of the district bills. Commissioner Stephens seconded the motion, which was approved 4 to 0.**

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

***No action was taken.***

**12. To address sales tax matters, including reviewing monthly sales tax information.**

***No action was taken.***

**13. 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.***

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

Fire Chief Terry Colburn and Assistant Chief Jason Herrman met with the department's current IT consultant, SHAPE Integrations. The consultants were informed of pausing any major system and program updates for the time being. They also agreed to a month-to-month service contract. **After further discussions, Commissioner Cunningham**

motioned to approve SHAPE Integrations to communicate with Fire Chief Colburn and Assistant Chief Herrman. Commissioner McDonald seconded the motion, which was approved 4 to 0.

**15. 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.
- March 3<sup>rd</sup> will be the end of the Fire Chief's first 90 days with the Department.
- Transparency and communication within the Department and with the firefighters are a priority.
- Objectives being focused on include fiscal responsibility, unity, and redundancies.
- The Department is continuing to assist the local schools with fire drills.
- Before and after pictures of Station 182 were taken.
- A longtime volunteer, Captain Eric Hoffman, passed away, and services will be the following day.

**No further action was taken.**

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

**No action was taken at this time.**

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

Battalion Chief of Training Chris Thornton requested the board approve the listing of four tankers as salvage. **After further discussion, Commissioner McDonald motioned to have the four tankers marked as salvage and put up for auction, and Commissioner Cunningham seconded the motion. The motion was approved 4 to 0.**

**18. 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.**

**19. To review and act on administrative policies and procedures.**

**No action was taken.**

**The board moved to address item # 24**

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

March 19, 2025, at 3:30 pm.

**The Board agreed to enter into Closed Session at 4:08 p.m. on the following agenda items:**

- 20. 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 §551.074 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 re-convened Open Session at 5:55 p.m.*

**The board moved to re-open items # 10 and 18**

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

Per Assistant Chief Jason Herrman, District CPA Randall Parr has recommended the consolidation of the department's investment accounts. **After further discussion, Commissioner Stephens motioned to have the department's investment accounts consolidated, which was seconded by Commissioner McDonald. The motion was approved 4 to 0.**

**18. 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.**

**After a closed discussion, Commissioner Stephens motioned to approve the confidential settlement agreement and release to the terms as discussed in closed session for Rhonda Reinholz and Eloise Roberson. Commissioner Cunningham seconded the motion, which was approved 4 to 0.**

**27. Adjournment.**

With no further business to discuss, the Board unanimously agreed to adjourn the meeting at 6:02 p.m.