



Montgomery County ESD No. 10 Magnolia Fire Department

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DATE: April 23rd, 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, April 23rd, 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
Jeffrey Cunningham	Assistant Secretary / Treasurer	Present

4 Commissioners were present, thus constituting a quorum.

Also present were Fire Chief Terry Colburn; Assistant Chief Jason Herrman; Assistant Chief Cliff Langton; Division Chief of Logistics 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; 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.**

No action was taken.

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

No minutes presented for board approval.

- 6. To review, discuss, and approve the purchasing policy for the District.**

District legal counsel Krystine Ramon presented an updated purchasing policy for board review and approval. After further discussion, Commissioner Cunningham motioned to approve the updated purchasing policy, which Commissioner McDonald 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 on current construction projects:

- Station 186
 - An air quality report was received, which indicated mold present in the building. Because of this, the department is expediting the relocation of crew members to other stations while the mobile home is being prepared.
 - The mobile home has been moved on site, trim has been completed, and the electrical and AC are almost completed. Once the unit has water and sewer, it will be ready to be moved into.

No further action was taken.

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 and reviewed the department's cash flow report from April 6th to the present.

- An easier way to keep track of the budget and budget expenses is being developed and will soon be implemented.

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.

The Board reopened agenda item number 9 after agenda item number 17.

After further review, Commissioner Cunningham motioned to approve Randall Parr to be the point of contact for the IRS to act on behalf of the District. Commissioner McDonald seconded the motion, which was approved 4 to 0.

10. To review and, discuss and take action to approve the amended proposal from bookkeepers Randall F. Parr.

After further review of the amended proposal from bookkeepers Randall F. Parr, Commissioner McDonald motioned to approve the amended proposal. Commissioner Cunningham seconded the motion, and it 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.

Ryan Fortner from Revenue Management Services presented his sales tax findings for April. The district received a total of \$764,164.84, which was a -10.03% difference from the prior year. Overall, sales tax earnings in Texas for the year have decreased by 9%. Large retailer, Lowe's, will soon open within the district and be a new source of revenue.

No further 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.

Division Chief of Logistics, Chris Thornton, provided an update on the mid-mount apparatus. He presented an invoice so that the district's legal counsel could go out for bids, totaling \$2,174,401. Several members will be travelling on April

27-29 to Omaha, Nebraska, for the final apparatus inspection. The apparatus is expected to be delivered to the department in May 2025 and to be fully operational and in service in June 2025.

No further action was taken.

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:

- The department has had a similar and consistent number of runs as the previous month.
- Station 186
 - Received a 56-page mold inspection report. Crew members have since been split between Stations 182 and 185.
 - The relocation and preparation of the mobile home unit at Station 186 was expedited, and it is expected to be habitable and serviceable within the next two to three weeks.
 - The water/sewer and sprinkler system in the mobile home is pending installation.
- The department is having its first annual picnic at the park event.
- Attended the Texas Fire Chiefs Association annual conference.

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.

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

Division Chief of Logistics, Chris Thornton, informed the board that several auction items had ended. The total amount was \$484,500 for several apparatus. Two units are going to fire departments, and the other two to a brokerage. A request was made to mark three more apparatuses as salvage to be placed for auction: Engines 188, 189, and a 2016 Tahoe. **After further discussion, Commissioner Violette motioned to mark Engines 188, 189, and the 2016 Tahoe as salvage, which Commissioner McDonald seconded. The motion was approved 4 to 0.**

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.

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

18. 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.

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

20. 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.

21. 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.

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

May 7, 2025, at 3:30 pm.

May 21, 2025, at 3:30 pm.

20. Adjournment.

With no further business to discuss, the Board unanimously agreed to adjourn the meeting at 4:39 p.m.