



## Montgomery County ESD No. 10 Magnolia Fire Department

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**DATE:** April 9th, 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 9th, 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
Dr. Todd Stephens	Board Member	Present

***5 Commissioners were present, thus constituting a quorum. Commissioner Violette arrived at 3:52 pm.***

Also present were Fire Chief Terry Colburn; Assistant Chief Jason Herrman; Assistant Chief Cliff Langton; Assistant Office Manager Joanna Padilla; District Legal Counsel Krystine Ramon of Coveler & Peeler, PC; Randall Parr, CPA; 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. To approve the Minutes of prior meeting(s).**

The board reviewed the minutes for the board meetings that took place on March 5, 2025, and March 29, 2025. After further review, Commissioner McDonald motioned to approve the minutes, which was seconded by Commissioner Stephens. **The motion was approved 4 to 0.**

#### **5. 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, the board decided to postpone the approval of the policy until the discussed changes are made.

***No further 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 on current construction projects:

- Station 182
  - Crews have finally moved into the temporary station. Minor items and furnishings are still being organized and purchased.
  - AT&T has installed the fiber line and is awaiting the final connection.
- Station 186
  - The building's air quality is low; further testing is to be scheduled.
  - Plans to relocate the mobile home are being expedited.
  - Aqua water service will be working on-site to connect services.

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

- 7. 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.***

- 8. To receive and approve the financial report from District Bookkeeper, address financial matters including depositories, audits, Investment Policy, tax reports and investments including approval of District expenses and bills.**

District CPA Randall Parr presented bills for approval and payment. He also presented and reviewed his monthly financial report.

- The consolidation of investment accounts has been completed.
- Adjustments to the 2023 audit are being reviewed. The audit is to be completed and submitted by June 1<sup>st</sup>, unless an extension is filed.
- Sales tax was lower than last month year.

***After further review, Commissioner Violette motioned to approve the payment of the district bills. Commissioner McDonald seconded the motion, which was approved 5 to 0.***

The board also discussed allowing for monthly utility bills to be set to auto-pay. ***No further action was taken pending board approval.***

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

***No action was taken.***

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

***No action was taken.***

- 11. 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.**

Fire Chief Terry Colburn provided an update on the Mid-Mount, which is set to be delivered by the end of June. Final purchase pricing will be provided to District Legal Counsel, Krystine Ramon, in order to go out for bids. ***After further discussion, Commissioner Violette motioned to authorize legal counsel to go out for loan financing options for 7 and 10 years with a pledged debt. Commissioner McDonald seconded the motion, which was approved 5 to 0.***

**12. 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 employee of the quarter was presented to Firefighter Dyson LeVasseur.
- An incident breakdown was presented:
  - 277 EMS calls, 104 Good Intent Calls, and 41 false alarms were among those that the department reported within the month.
- Station 182 is operational, crews have moved in, and the department will now move its focus to Station 186.
- Preventive maintenance across all stations and apparatus.
- A benefit audit is being conducted with the assistance of HR.
- The department now has 18 members who are Hazmat technicians.
- The TIFMAS program will be implemented in the near future.
- PAT testing was conducted and completed.
- Department training officers are keeping up with processes and communication.
- Logistics evaluation is taking place, and processes are being streamlined.
- New sources of revenue are being developed.
- Magnolia Fire Department Family Day is in the works, sometime in May.
- A promotional video showcasing the department's operations will be released to the public.

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

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

Assistant Chief Jason Herrman informed the board that there are 10 days remaining on the apparatus bidding. Additional apparatus for salvage will be presented at the next board meeting.

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

**14. 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 moved to address item # 19***

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

April 23, 2025, at 3:30 pm.

***The Board agreed to enter into Closed Session at 4:46 p.m. on the following agenda item:***

**15. 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.**

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

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

matters.

17. 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.
18. 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 6:06 p.m.***

## **20. Adjournment.**

With no further business to discuss, the Board unanimously agreed to adjourn the meeting at 6:08 p.m.