



Montgomery County ESD No. 10 Magnolia Fire Department

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DATE: May 7th, 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, May 7th, 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; Division Chief of Logistics Chris Thornton; Administrative Assistant Joanna Padilla; District Legal Counsel Krystine Ramon of Coveler & Peeler, PC; Randall Parr, CPA; 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. To approve the Minutes of prior meeting(s).

The board reviewed minutes for board meetings that took place on April 9, 2025, and April 23, 2025. After further review, Commissioner Violette motioned to approve the minutes, which was seconded by Commissioner Stephens.
The motion was approved 4 to 0.

- 5. 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 is now operational, and crews have moved in. The connection to the sewer tap is all that is left; currently, it is connected to the septic system. Also completed is the building expansion for housing the new ladder truck.

No further action was taken.

6. 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.

The board moved to re-open item # 6 after coming out of closed session.

Commissioner Violette motioned to remove the Patricia Ln. listing, as discussed in closed session. Commissioner McDonald seconded the motion, which was **approved 4 to 0**.

7. 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 and reviewed his monthly financial report ending April 30th.

- 'Stale' activity, checks not cashed for over 2 years, will be voided and assessed for further action.
- The balance sheet has items entered that are incorrect and in need of correction.
- The department is currently at 57% of the amended budget, which was expected to be at 58.3%.

District CPA Randall Parr presented bills for approval and payment.

After further review, Commissioner McDonald motioned to approve the payment of the district bills and to approve the presented financial report. Commissioner Violette seconded the motion, which was approved 4 to 0.

A request was made to approve Assistant Chief Jason Herrman to be added to the Wells Fargo Account #2301, and to remove Robert Buschardt from said account.

After further discussion, Commissioner McDonald motioned to approve Assistant Chief Jason Herrman to be added to the Wells Fargo Account #2301, and to remove Robert Buschardt from the account. Commissioner Violette seconded the motion, which was approved 4 to 0.

A request was made to approve the transfer of funds from the Wells Fargo Account #2301 to the ESD's First Financial Operations account, and to close the Wells Fargo Account subsequently.

Commissioner Violette motioned to approve the transfer of funds and to close the Wells Fargo account. Commissioner McDonald seconded the motion, which was approved 4 to 0.

A request was made to authorize board president Larry Smith as signee to the MVFD account, pending MVFD approval.

After further discussion, Commissioner Violette motioned to approve the board president as signee pending MVFD approval. Commissioner McDonald seconded the motion, which was approved 4 to 0.

A request was made for board president Larry Smith to authorize District CPA Randall Parr as power of attorney to speak with the IRS in resolving tax issues with the District.

After further discussion, Commissioner McDonald motioned to approve District CPA Randall Parr as power of attorney to speak with the IRS in resolving tax issues with the District. . Commissioner Violette seconded the motion, which was approved 4 to 0.

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

No action was taken.

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

No action was taken.

10. 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 currently at Station 187 waiting for Metro Fire to complete their make-ready list. It is expected to be delivered and ready to go into service in the following month. District Legal Counsel Krystine Ramon has sent out the requests for bids on the apparatus loan and should have them ready to present by the next board meeting.

No further action was taken.

11. 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:

- There were 11 structure fires in the past month. No substantial increase in call volume.
- Station 186 is operational, and crews have moved in; they are just waiting on the final sewer tap.
- Annual hose testing has been completed.
- The department's audit is in progress.
- Currently preparing for the next fiscal year's budget.
- Crews responded to a 2-alarm structure fire. The location was difficult to reach, but the crews managed to save the majority of the home.
- Magnolia Fire Department Family Day is scheduled and asking for members to RSVP.

No further action was taken.

12. To review, discuss and take any necessary action regarding a SAFER Grant.

Fire Chief Colburn presented a list of major department deficits, with a significant focus on staffing. The Fire Chief is currently seeking a grant for funding. One such grant is the SAFER Grant, which focuses on increasing the department's number of firefighters to better serve their communities. Additional information was provided to the board members for further review and consideration.

No further action was taken.

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

No 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 agreed to enter into Closed Session at 4:41 p.m. on the following agenda items:

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

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

- 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 5:53 p.m.

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

May 21, 2025, at 3:30 pm.

20. Adjournment.

With no further business to discuss, the Board unanimously agreed to adjourn the meeting at 5:55 p.m.