



Montgomery County ESD No. 10 Magnolia Fire Department

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DATE: June 11th, 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, June 11th, 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 Jason Herrman; 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.

Jim Lord from Texas First Insurance addressed the board regarding being the district's current agent of record for UnitedHealthcare and Principal Insurance Plans, and it has been a pleasure working together. He also presented to the board a new insurance plan for review. No further comments were made.

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

The board reviewed the minutes from board meetings held on May 7, 2025, and May 21, 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 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.

Fire Chief Terry Colburn provided updates on current construction projects:

Meetings with LAW Construction and Martinez Architects regarding Station 182 were recently held. The department has currently spent approximately \$443,118 on construction and architectural costs. Several proposed changes were presented with the aim of reducing both construction and architectural costs. The current estimated build cost is \$8.5 million, which the Fire Chief hopes to reduce by half. A potential construction start date of early 2026 was given.

Assistant Chief Jason Herrman informed the board that Station 186 is still experiencing delays in having its sewer tap installed. **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.

No action was taken at this time.

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 for the period ending May 31st.

- The department has collected 66% of the budgeted sales tax, with a total of \$961,821.56 collected in June.
- Current spending is being analyzed to gather reliable data for the 2026 budget.
- Bills for approval and payment were also presented.

After further review, Commissioner McDonald motioned to approve the payment of the district bills and to approve the presented financial report. Commissioner Stephens seconded the motion, which was approved 4 to 0. For more detailed information concerning the District's financial condition, see the financial reports on file with the District

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

No action was taken.

9. To review and discuss 2025 Tax Setting.

District legal counsel Krystine Ramon informed the board about the upcoming tax setting meeting. The tax rate must be proposed in July or at the beginning part of August to be adopted no later than August 25th if the District adopts above the VAR. A preliminary budget for 2026 will also need to be presented for review.

No further action was taken.

10. To review and act on records management issues, including records management policies, personnel, procedures, schedules and disposition of documents in accordance with applicable statutes and Texas State Library and Archives Commission guidelines.

District legal counsel Krystine Ramon reviewed the documents for updating the records manager. She recommended that the board appoint the Treasurer/Secretary, Kelly Violette, as the records manager and the Administrative Assistant, Joanna Padilla, as the records liaison.

After further discussion, Commissioner Cunningham motioned to appoint Treasurer/Secretary Kelly Violette as the records manager and the Administrative Assistant, Joanna Padilla, as the records liaison. Commissioner McDonald seconded the motion, which was approved 4 to 0.

11. To review, discuss and take action to approve loan documents from Trustmark Bank.

District legal counsel Krystine Ramon presented the loan documents from Trustmark Bank for the Ladder Truck to the board for review.

After further discussion, Commissioner McDonald motioned to approve the loan documents from Trustmark Bank, which was seconded by Commissioner Stephens. The motion was approved 4 to 0.

- 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 action was taken.

- 13. 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:

- An increase in call volume this past month, including a rise in critical incidents.
- Looking to hire five Part-Time Firefighters, applications already being received and reviewed.
- The audit is coming to a close and should be ready to present for approval at the end of the month.
- Two engines and two Tahoe trucks were recently sold at auction.
- Ladder 186 is estimated to arrive in early July.
- Emergency preparedness, with a primary focus on hurricanes.
- A 3-5 year strategic plan will be worked on once the budget is approved.
- The SAFER Grant submission is in review and will be submitted sometime next week.
- The Discovering Magnolia department video has been published and has received a positive response.

No further action was taken.

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

No action was taken.

- 15. 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.

- 16. To review, discuss and take action on changing the District's agent of record for United Health Care and Principal Insurance Plans.**

Assistant Fire Chief Jason Herrman addressed the board with a request to update the district's agent of record for the UnitedHealthcare and Principal Insurance plans. The change will remove the current agent of record, Jim Lord, Texas First Insurance, to Tom Newby, with VFIS.

After Further discussion, Commissioner Stephens motioned to approve the change in the district's agent of record from Jim Lord to Tom Newby. The motion was seconded by Commissioner Cunningham and was approved 4 to 0.

The Board agreed to enter into Closed Session at 4:41 p.m. on the following agenda items:

- 17. 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 §551.074 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:

18. 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 §551.089 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.

The board moved to re-open item # 6

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

June 25, 2025, at 3:30 pm

July 16, 2025, at 3:30 pm

July 30, 2025, at 3:30 pm

22. **Adjournment.**

With no further business to discuss, the Board unanimously agreed to adjourn the meeting at 4:59 p.m.