



Montgomery County ESD No. 10 Magnolia Fire Department

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DATE: August 6th, 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, August 6th, 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; Division Chief of Logistics Chris Thornton; Captain of Emergency Preparedness Bryan Perry; Administrative Assistant Joanna Padilla; District Legal counsel Krystine Ramon of Coveler & Peeler, PC; Randall Parr, CPA; District human resources consultant Angela Zacharias from Organizology LLC; 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 propose the District 2026 Budget.

Fire Chief Terry Colburn presented the 2026 Budget for Board review. A few highlights included:

- Staffing additions for Full-Time suppression, Chief for Training Division, Facility Maintenance and Repair technician, and possibly a part-time receptionist.
- COLA for Full-Time Employees.
- Lexipol policy and procedure implementation.
- Repair, remodel, and construction costs for several stations.
- Replacing command vehicles, rescue boats, and equipment.
- IT and hardware updates.

- Proposed Budget amount of \$27,753,469

No further action was taken. For more detailed information concerning the District budget, see on file with the District.

5. To propose the District 2025 Tax Rate.

District legal counsel Krystine Ramon presented several scenarios for the 2025 tax rates to the Board for review and consideration.

After further discussion and review, Commissioner McDonald motioned to propose the approval of the De Minimis rate of \$0.092200, which Commissioner Stephens seconded. The motion was approved 4 to 0.

Commissioner McDonald motioned to consider and accept excess collections for 2024 debt service and certification for debt service collection rate for 2025/2026. Commissioner Cunningham seconded the motion, which was approved 4 to 0.

6. To schedule a public hearing regarding the District's 2025 tax rate and the date of the meeting to adopt.

Commissioner McDonald motioned to schedule a public hearing meeting regarding adopting the District's 2025 tax rate on August 20, 2025, at 3:30 pm. Commissioner Cunningham seconded the motion, which was approved 4 to 0.

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

Commissioner McDonald made a motion to approve the minutes from the board meeting held on July 16th, which was seconded by Commissioner Stephens. The motion was approved 4 to 0.

8. 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 payments of construction-related bills.

No action was taken.

9. To receive a report from the District Bookkeeper.

District CPA Randall Parr presented his financial report for July 2025. He informed the board that the District received \$966,875.03 in sales tax for the month.

No further action was taken. For more detailed information concerning the District's financial condition, see the financial reports on file with the District.

10. To receive and approve 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. A large check run, which includes the \$2,175,550.26 payment for the Mid-Mount Apparatus, was included.

After further review, Commissioner McDonald motioned to approve paying the District bills. Commissioner Cunningham seconded the motion, and it was approved 4 to 0.

A request to approve the moving of funds from both the Operations account and Ad Valorem account to the payroll account was made.

After further discussion, Commissioner McDonald motioned to approve the reallocation of funds from the Operations and Ad Valorem accounts to the payroll account and was seconded by Commissioner Cunningham. The motion was approved 4 to 0.

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.

No action was taken.

12. To receive a report from Fire Chief and staff regarding Fire Department activities and operations.

Fire Chief Terry Colburn presented his report for July:

- There has been a 19% increase in incident reporting compared to this time last year, with EMS-related calls being the largest majority.
- Tanker 186 has gone into service as of August 7th.
- All members have returned from their service in Hill country; some may be called back if further needed.
- The Department currently has six members attending a burn manager class.
- The Magnolia Fire Department is now available for TIFMAS all-hazard response deployments.
- The Department is working on finalizing the budget for 2026.
- Floor plans for construction work on Station 182 are in the process of being finalized.
- The Department is expecting to receive an update on the SAFER Grant by August 17, 2025.
- Implementation of Lexipol policies and procedures is scheduled to begin September 1, 2025.
- The Department is moving from FirePrograms to ImageTrend for reporting.
- A tentative date has been set for September 3, 2025, for the dedication announcement of the Safe Haven Baby Box.

No further action was taken.

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

Division Chief of Logistics Chris Thornton presented a list of excess equipment the Department has and is requesting board approval to designate as salvage. The equipment will be donated to the Plantersville VFD through the Helping Hands Donation organization. He also presented a list of several apparatus units to be marked as salvage, which include Ladder 186, Four Dodge Durangos, and the Rehab Ambulance.

After further discussion, Commissioner Cunningham motioned to designate the excess equipment as salvage for the Plantersville Volunteer Fire Department through Helping Hands. Commissioner McDonald seconded, which was approved 4 to 0.

Commissioner McDonald motioned to designate the requested apparatus as salvage and to have them put up for bid on an auction site. Commissioner Stephens seconded the motion, which was approved 4 to 0.

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 4:52 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 reconvened the Open Session at 5:54 p.m.

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 moved to address Item # 19

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

August 20, 2025, at 3:30 pm

20. Adjournment.

With no further business to discuss, the Board unanimously agreed to adjourn the meeting at 6:00 p.m.