



Montgomery County ESD No. 10 Magnolia Fire Department

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DATE: July 16th, 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, July 16th, 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
Kelly Violette	Secretary / Treasurer	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; Captain of Emergency Preparedness Bryan Perry; Administrative Assistant Joanna Padilla; Battalion Chief Jeff Jackson; District Legal counsel Krystine Ramon of Coveler & Peeler, PC; Randall Parr, CPA; Ryan Fortner from Revenue Management Services; 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 minutes of prior meeting(s).

The board was presented with the minutes from the previous meetings held on June 11, June 25, and June 30 of 2025.

After further review, Commissioner Stephens motioned to approve the minutes from the previous meetings held on June 11, June 25, and June 30 of 2025. Commissioner Cunningham seconded the motion, and it was approved 4-0.

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

Ryen Fortner from Revenue Management Services presented his sales tax findings for the District for July 2025. For July, the District collected \$909,975.77, representing a 1.06% increase over the previous year. The recently opened Lowe's store has yet to begin remitting its earnings, but it is expected to see its portion in the following month. The District has successfully collected 81% of its budget with two months remaining, indicating a positive outlook for the forthcoming year.

6. 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 Bookkeeper Randall Parr presented his financial report for June. Both Operations and Administrative expenses are down, with all departments trying to stay within or below their budgets. I&S property taxes will be separated and placed in the debt service interest-earning accounts. A request was made to pay the District bills and approve the financial report.

After further discussion, Commissioner Violette motioned to approve both paying the District bills and the financial report. Commissioner Cunningham seconded the motion, which was approved 4-0.

7. To review, discuss and take action on a DBA for the District.

District Legal Counsel Krystine Ramon presented DBA documents for board review and approval. This document will enable the District to be officially recognized and operate under both Montgomery County Emergency Services District No. 10 and the Magnolia Fire Department.

After further review, Commissioner Violette motioned to approve the DBA name of Magnolia Fire Department with the submission of the DBA documents, and Commissioner Stephens seconded the motion. The motion was approved 4-0.

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

Fire Chief Terry Colburn presented his report for June:

- There have been no major trend changes regarding the types or number of incidents/calls received.
- The Department responded to three different structure fires during the 4th of July weekend. One was a mutual aid call.
- Task Force dispatched four members to assist in the Hill Country floods. Twelve department members volunteered of their own accord.
- Regarding Station 182 construction updates, Commissioner Violette requests that the Department add a memorial honoring the family who helped with the land purchase.
- The budget is coming along with hopes to have it presented at the next board meeting.
- The Mid-Mount apparatus is expected to be delivered by the end of July.
- A list of surplus items will be provided at the next board meeting, with the goal of donating them to the Plantersville Volunteer Fire Department.
- The Department is transferring from FirePrograms to Image Trend. The estimated go-live date for Image Trend is September 1st.

No further action was taken.

9. 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.

Fire Chief Terry Colburn provided an update on the department's handbook, which is undergoing its final revisions. The goal is to have it finished before the next round of full-time hiring so it can be included as study material.

Assistant Fire Chief of Administration Jason Herrman provided an update on the department's ongoing IRS filing issues. Currently, there are approximately 160 corrections that require processing, with 60 of these originating from former department members who are no longer affiliated with the department.

No further action was taken.

The Board agreed to enter into Closed Session at 4:29 p.m. on the following agenda items:

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

matters.

12. 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 reconvened the Open Session at 5:56 p.m.

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

10. 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.
13. 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 # 14

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

August 6, 2025, at 3:30 pm

August 20, 2025, at 3:30 pm

15. Adjournment.

With no further business to discuss, the Board unanimously agreed to adjourn the meeting at 5:57 p.m.