



Montgomery County ESD No. 10 Magnolia Fire Department

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DATE: November 19, 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, November 19th, 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 officers 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	Vice Secretary/Treasurer	Present
Dr. Todd Stephens	Board Member	Present

5 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; District Legal counsel Krystine Ramon of Coveler & Peeler, PC; Randall Parr, CPA; District human resources consultant Angela Zacharias from Organizology LLC; Ryan Fortner from Revenue Management Services; Ron Welch, Kathryn Foss, and Cadence Dwyer from Municipal Information Services (MIS); 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 receive a report from Municipal Information Services (MIS) and take any necessary action.**

An updated report from Municipal Information Services was presented to the Board. Cadence Dwyer reported significant growth in both developments and population. Ron Welch reviewed updates on recent and upcoming developments.

No further action was taken.

- 5. To approve the Minutes of prior meeting(s).**

Commissioner McDonald made a motion to approve the minutes from the board meetings held on October 8th and October 22nd. The motion was seconded by Commissioner Cunningham and was approved 5 to 0.

6. To receive a report from the District Bookkeeper.

District CPA Randall Parr presented his financial report for October 2025. Property tax being received by the district is now being transferred into its own separate account. No further action was taken.

7. To receive and approve financial matters including depositories, audits, Investment Policy, tax reports and investments including approval of District expenses and bills and financial transfers.

District CPA Randall Parr presented district bills for review and approval.

Commissioner Violette motioned to approve the payment of district bills, and Commissioner McDonald seconded the motion. The motion was approved 5 to 0.

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

Ryan Fortner from Revenue Management Services presented his monthly sales tax report. The district received \$1,019,962.99 in sales tax allocations for November. The district is now receiving sales tax from the Lowe's store, an estimated \$33,000 was received in November.

No further action was taken.

The Board moved to address agenda item #18

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

December 4, 2025, at 10:00 am

December 17, 2025, at 3:30 pm

9. 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.

Assistant Chief Jason Herrman provided updates on the Station 182 remodel. An agreement with the landlord of Temporary Station 182 was reached; quarterly rent payments will now be made instead of monthly. Chief Herrman also presented an amendment to the professional services agreement with Martinez Architects for the board's review and approval.

After further discussion, Commissioner Stephens motioned to approve the amended agreement. Commissioner Violette seconded the motion, and it was approved 5 to 0.

10. 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:

- Hiring updates: Over 250 applicants have submitted for the probationary firefighter position. The PAT test is currently underway, with an estimated 60 applicants to be selected for interviews.
- The Facility Technician position has had over 60 applicants, which will be narrowed down to 8-10.
- The Chief of Professional Standards & Development has received over 40 applicants. The applicants will be narrowed down to 5 for interviews.
- Three current Department firefighters have been promoted to Engineer Operators. A small ceremony will be held on November 25th.
- The Department recently conducted its first training building test burn. Necessary modifications and equipment will be purchased at a later date.
- Several members have gone out for external training.
- The Department recently underwent a TCFP audit and successfully passed.
- The two BC apparatus build-ups have been ordered.
- After discussions with teams from Stations 184 and 185, plans have been established to enhance the livability

of the stations.

- The Department is aiming to go out for bids on Station 182 sometime in the middle of December.
- The Department will be participating in the Christmas parade being held by the Southwest Montgomery County Chamber of Commerce.

No further action was taken.

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

No action was taken at this time.

12. 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 at this time.

The Board agreed to enter into Closed Session at 5:08 p.m. on the following agenda item(s):

13. 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.

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

15. 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 into Closed Session on the following agenda item(s):

16. 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 Open Session at 5:43 p.m.

17. To review, discuss and take action on real estate matters.

No action was taken.

The Board moved to re-open agenda item #9

9. 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.

After further discussions in closed session, Commissioner McDonald motioned to approve the amended contract for the maintenance facility. Commissioner Violette seconded, and it was approved 5 to 0.

19. Adjournment.

With no further business to discuss, the Board unanimously agreed to adjourn the meeting at 5:46 p.m.