



# Montgomery County ESD No. 10 Magnolia Fire Department

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**DATE:** October 8, 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, October 8th, 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
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; 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; Joe Mark from R Group Realtors; 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 laws after receiving reasonable warning from the presiding officer.

**No public comments were received.**

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

**Commissioner Violette motioned to approve the minutes from the September 10<sup>th</sup> and September 24<sup>th</sup> board meetings. Commissioner McDonald seconded the motion, and was approved 5 to 0.**

### 5. To receive a report from the District Bookkeeper.

District Bookkeeper Randy Parr presented the September 2025 financial report. Notably, the District received \$879,166.12 in sales tax for October.

**No further action was taken.**

### 6. To receive and approve financial matters including depositories, audits, Investment Policy, tax

**reports and investments including approval of the District expenses and bills and financial transfers.**

*After further discussion, Commissioner McDonald moved to pay the District bills, and Commissioner Stephens seconded the motion. The motion was approved 5 to 0.*

**7. 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 presented the proposals for the 2 Battalion Chief truck purchases, totaling \$100,686.

**After further review, Commissioner Cunningham motioned to accept the apparatus proposals for \$100,686. Commissioner Violette seconded, and the motion was approved 5 to 0.**

**8. To review, discuss and take action on resolution and interlocal agreement with TIPS.**

District Legal Counsel Krystine Ramon presented a resolution and agreement with TIPS for board review and approval.

*After further discussion, Commissioner Violette motioned to approve the resolution and agreement with TIPS. Commissioner Stephens seconded the motion, which was approved 5 to 0.*

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

Fire Chief Terry Colburn had the following to report:

- The District will be posting openings for three positions: Probationary Firefighter/EMT, Chief of Professional Standards & Development, and a Facilities Technician. A hiring committee will be formed with members of all ranks for better insight.
- A meeting was recently held with the volunteer members.
- Department members will complete their NFPA physical examinations.
- Strategic Planning- Met with Rachel Steele from the Magnolia Economic Development department. A meeting with Ron Welch from Municipal Information Services will also be taking place.
- Station 182 construction timeline updates: estimated start in March 2026.
- TCFP will be completing its compliance inspection on October 23<sup>rd</sup>.
- A new fleet maintenance software system (RTA) is set to be implemented.
- The Department will be auctioning off a few apparatuses.
- Three new boats are on order with an estimated delivery date in March 2026.
- Station 181s roof replacement (RFPs) to be discussed.

No further action was taken.

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

Division Chief of Logistics Chris Thornton presented a list of salvageable/surplus materials and is requesting approval to have them auctioned off.

*After further discussion, Commissioner McDonald moved to designate the materials as surplus/salvage for auction. Commissioner Stephens seconded the motion, which was approved 5 to 0.*

**11. 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 4:42 p.m. on the following agenda items:**

12. 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 §551.072 to deliberate regarding real estate matters.
14. 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:**

15. 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 5:52 p.m.**

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

*Commissioner Violette motioned to approve Joe Mark from R Group Realtors to proceed with the lease agreement for the maintenance facility as discussed in the Closed Session. Commissioner Cunningham seconded the motion, which was approved 5 to 0.*

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

October 22, 2025, at 3:30 pm

November 19, 2025, at 3:30 pm

18. **Adjournment.**

With no further business to discuss, the Board unanimously agreed to adjourn the meeting at 5:54 p.m.