



# Montgomery County ESD No. 10 Magnolia Fire Department

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**DATE:** December 17, 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, December 17th, 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; 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; Ryan Fortner from Revenue Management Services; Joe Mark Robinson from R Group Realtors; Landon Newton from Government Capital; 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 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 \$987,924.69 in sales tax allocations for December. According to Mr. Fortner’s findings, the State of Texas is still auditing Lowe’s stores on their sales tax remittance. The District will likely begin receiving the missing sales tax sometime in January or February next year.

**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 November 19<sup>th</sup> and December 4<sup>th</sup>. The motion was seconded by Commissioner Violette and was approved 5 to 0.**

**6. To receive a report from the District Bookkeeper.**

District CPA Randall Parr presented his financial report for November 2025.

*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 totaling \$254,113.96 for review and approval. The check run included a large payment of \$100,686.00 for the two Battalion Chief tucks.

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

**8. 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.**

District Legal Counsel Krystine Ramon provided a summary of previous discussions regarding the construction and financing of Station 182. Landon Newton, representing Government Capital Corporation, introduced himself and explained his services to the board.

*No further action was taken at this time.*

**9. 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:

- The new Battalion Chief trucks have arrived, but will take an additional 6 to 8 weeks to be fully outfitted and ready for service.
- Updates on minor construction for Stations 184 & 185.
- Construction documents for Station 182 have been completed. Requests for bids will go out on Friday, December 19<sup>th</sup>.
- 17 Full-Time firefighters have been hired and will begin orientation on December 29<sup>th</sup>.
- 7 candidates for the Facilities Technician position will be interviewed at the beginning of the year.
- 5 candidates for the Chief of Professional Standards & Development were interviewed, and the person selected for the position is a current Battalion Chief, Jay Smith.
- The Department has also hired a Battalion Chief of Training, Dustin Woolbright.
- Mark Akers, previously a Part-Time Battalion Chief, has been promoted to the Full-Time Battalion Chief position following the retirement of Chief Jeff Jackson.
- The department conducted Stop the Bleed training for the cadets of the Magnolia Navy JROTC.
- The end of year report will be presented to the board at the next board meeting.

*No further action was taken.*

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

*No action was taken at this time.*

**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 at this time.*

***The Board agreed to enter into Closed Session at 4:21 p.m. on the following agenda item(s):***

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

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 6:34 p.m.***

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

*No action was taken.*

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

January 07, 2026, at 3:30 p.m.

18. Adjournment.

With no further business to discuss, the Board unanimously agreed to adjourn the meeting at 6:35 p.m.