



Montgomery County ESD No. 10 Magnolia Fire Department

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DATE: December 18th, 2024

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 18th, 2024, 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	Assistant Secretary / Treasurer	Present
Laurie Clifton	Board Member	Present

5 Commissioners were present, thus constituting a quorum.

Also present were Fire Chief Terry Colburn; Business Manager Eloise Roberson; Assistant Chief of Operations Gary Pangarakis; Division Chief of Logistics & Planning August Naumann; Division Chief of Training Jason Herrman; Battalion Chief of Training Chris Thornton; Captain of Community Risk Reduction Bryan Perry; Battalion Chief Jeff Jackson; Office Manager Rhonda Reinholz; Assistant Office Manager Joanna Padilla; District Legal counsel Krystine Ramon of Coveler & Peeler, PC; Ross Winkler of Winkler Public Relations; District human resources consultant Angela Zacharias from Organizology LLC; Shannon Stryk from VFIS; Montgomery County Constable Deputy Eric Gray; 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 presented.

4. Presentation of Certificates for Promotions, Recognitions, and Appointments of District firefighters, fire officers, and administrative staff.

Fire Chief Terry Colburn informed the board that the recent oaths of office have been completed. No further action was taken.

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

There were no minutes presented for approval at this time.

6. To review, discuss, and take action on the Safe Haven Baby Boxes (SHBB) contract.

District legal counsel Krystine Ramon has received the requested amended contract for the Safe Haven Baby Boxes. Further revisions have been made and sent back for further approval. **No further action was taken.**

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

Ryan Fortner presented his findings on the district sales tax.

- To year, the district has collected \$10,716,653.18, which is not the final amount collected as the district will continue to collect 2024 sales tax until February 2025.
- Sales tax collected in December 2024 was \$898,839.83, which is a 1.2% increase compared to December 2023.

No further action was taken.

7. 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 payment of construction-related bills.

Fire Chief Terry Colburn presented to the board the final invoices from LaW Construction for the Logistics center and Station 183 remodel. The first invoice totaled \$9,665.83, and the second for \$360,086.76. Chief Colburn recommended that the invoices be paid from the Texpool reserve account and that the amount be replenished once the budget has been reworked. **After further discussion, Commissioner Violette motioned to approve the payment of invoices totaling \$369,752.59 from the reserve Texpool account, with the intention of replenishing the account once the budget has been reworked. Commissioner Clifton seconded the motion, which was approved 5 to 0.**

Division Chief of Training Jason Herrman has the following updates to current construction projects:

Station 183 and Logistics Center

- There is a remaining balance of \$157,705.48 yet to be paid for architectural expenses to Martinez Architects for the Logistics Building and Station 183. The projected amount may be halved based on closeout costs, subtracting burn building expenses and any designs not created by their team.
- A punch list for the completion of the logistics building has not been completed by the ESD.

Station 182

- Plans and drawings for the Station 182 rebuild have been submitted to the Fire Marshal's office pending approval. A total of \$409,275 has been paid for Station 182's design.
- Sprinkler design team met on Monday. The plans for the sprinkler and alarm system have yet to be submitted for approved by the county office.

Station 186

- The schematics and feasibility study for Station 186 have been completed, but further review is required regarding the location of the future station.
- Chief Herrman has included those stationed at 186 in his updates regarding the mobile home move.
- Quotes for sewer and electric work are being acquired. It is estimated to cost around \$43-65,000.
- The new ladder truck will not fit in the station bay. Additional work may need to be done, and it is estimated at \$14,000.
- A recommendation was made for the board to prioritize the work for Station 186 over 182's new construction.

Chef Herrman has been auditing current subscriptions in an effort to curb spending. A meeting has also been scheduled with Consolidated Communications in an effort to revise the current contract.

No further action was taken.

8. To review and act on matters related to lawsuits, claims by or against the District, or Public Information Act requests.

No action was taken at this time.

16. To review and act on information technology ("IT") matters, including engagement of consultants.

Shannon Stryk from VFIS discussed the Cyber Security Insurance presented at the last meeting. Office Manager Ronda Reinholz stated that several carriers were not provided with updated information and, thus, were not able to provide accurate quotes. Updated quotes will be provided at the next meeting. **No further action was taken.**

Chief Herrman requested the contract with Wassel Industries be terminated as the department is working on consolidating the ESD and Magnolia Fire Department websites. After further discussion, Commissioner Cunningham motioned to terminate the District's website hosting contract with Wassel Industries, which Commissioner Clifton seconded the motion. **The motion was approved 5 to 0.**

District Legal Counsel Krystine Ramon informed the board of the contract renewal with SHAPE Integrations, which is due in January 2025. **After further discussions, the board decided to have the scope of work reworked and sent out bids before renewing.**

9. To review and act on real estate matters, including but not limited to purchase, sale, lease, utilities, encumbrances, easements, resolutions, and other matters related to real property transactions, including engagement of realtor(s)/broker(s) and acquisition financing.

Joe Mark discussed the replating of the Patricia Ln. property. Fire Chief Terry Colburn requested a visit to the property before the replating to determine how the Department can best utilize it. **By general consent, the board approved moving forward with the replating of Patricia Ln. property with the Fire Chief's approval.**

After further discussion, Commissioner Cunningham approved a resolution to authorize the board president to sign the closing documents for the Coe Loop property. The motion was seconded by Commissioner McDonald and passed unanimously with a vote of 5 to 0.

Business Manager Eloise Roberson informed the board that MIS will be in attendance for the next board meeting to report on their yearly findings. **No further action was taken.**

10. To address financial matters, including depositories, audits, Investment Policy and investments, financial reports, tax reports, and to pay District bills.

Eloise Roberson presented the District general ledger for December 1-18, 2024, for review and approval. **After reviewing the general ledger and invoices to be paid, Commissioner McDonald motioned to pay the District bills, and Commissioner Violette seconded the motion. The motion was approved 5 to 0.**

Several premium payments due January 1, 2025, were also presented for board review and approval. **After further review, Commissioner Clifton motioned to pay the premiums due January 1, 2025, which was seconded by Commissioner Violette. The motion was approved 5 to 0.**

11. To receive a report and act as appropriate to revise District budgets.

No action was taken at this time.

12. To receive a report from Mark Frank and take any necessary actions.

No action was taken at this time.

14. To review and act on public outreach and communications, including reports from consultants and District Committees on same.

Ross Winkler presented an updated scope and ad hoc services for review to the board. No further action was taken.

15. 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.

Legal Counsel Krystine Ramon submitted an invoice for the closing costs associated with the loan for the three new engine trucks and equipment and radios, totaling \$2,830. Once the loan funds are received, they are to be set aside in the specified apparatus Texpool account. After further review, Commissioner McDonald motioned to approve the signing of the loan documents and to pay the closing cost invoice, and Commissioner Cunningham seconded the motion. **The motion was approved 5 to 0.**

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

Fire Chief Terry Colburn had the following to report:

- Engines 182 and 186 assisted with an incident involving Montgomery County Sheriffs.
- Efficiency in the Operations department and Command structure are being focused on.
- The mechanics have moved over to the Logistics center.
- SCBAs completed their preventative maintenance in October.
- Existing radios are slowly being upgraded.
- All modems have been updated to T-Mobile.
- Tablets for Engines 181 and 186 have been purchased. Plans to add tablets to all other apparatus pending results from current testing.
- The apparatus committee met with Metro Fire on the new engines.
- The annual banquet is set for January 10th.

No further action was taken.

18. To review and act on payroll procedures and policies, including implementation of services for same.

No further action was taken.

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

August Naumann, the Division Chief of Logistics and Planning, reported that the bidding for the old generator will soon end. The current bid stands at \$14,000. No further action was taken.

20. 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 further action was taken.

21. To review and act on administrative policies and procedures.

No further action was taken.

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

January 8, 2025, at 3:30 pm

January 22, 2025, at 3:30 pm

The Board agreed to enter into Closed Session at 5:00 p.m. on the following agenda items:

22. 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.

23. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.
24. 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.

No action was taken.

25. 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.

No action was taken.

The Board re-convened Open Session at 5:16 p.m.

27. Adjournment.

With no further business to come before the Board, the Board unanimously agreed to adjourn the meeting at 5:17 pm.