



Montgomery County ESD No. 10 Magnolia Fire Department

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DATE: January 29th, 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, January 29th, 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	Assistant Secretary / Treasurer	Present

4 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; Randall Parr, CPA; District human resources consultant Angela Zacharias from Organizology LLC; Joseph Chaudhary from SHAPE Integrations; Montgomery County Constable Deputy Phil Epperson; 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.

No promotions were presented at this time.

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

There were no minutes presented for approval at this time.

6. To review and discuss access to personal information under the Public Information Act, including review of sections 552.024, 552.117 and 552.1175.

District legal counsel Krystine Ramon provided further clarification on the Public Information Act, including sections 552.024, 552.117, and 552.1175. Updated documents were provided for the board to sign.

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

District legal counsel Krystine Ramon has received the contract for the Safe Haven Baby Boxes, which includes the updates and changes previously requested. Signatures still need to be collected, which Captain Perry will assist in.

No further action was taken.

The board moved to address item # 15

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

Joseph Chaudhary from SHAPE Integrations informed the board that updates to their emails will be taking place.

No further action was taken.

8. 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.

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

Station 182

- Temporary Station 182 is having the sprinkler system installed, with the fire alarm soon to follow.
- A temporary solution for internet and phone service will soon be installed, as the final installation will take place by the end of March.

Station 186

- A new quote for relocating the mobile home is \$45,705, approximately \$2,000 less than the previous estimate. However, this quote excludes site work and other connections, such as sewer and electrical.
- Quotes are being requested for modifications to the station bay to accommodate the new ladder truck. Alternative solutions are also being considered.

No further action was taken.

9. 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.

10. 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.

No action was taken at this time.

11. 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 review and approval. ***After reviewing the general ledger and invoices to be paid, Commissioner Violette motioned to pay the District bills, and Commissioner McDonald seconded the motion. The motion was approved 4 to 0.***

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

District CPA Randall Parr informed the board of the ongoing budget adjustments, such as expenditures, which staff is reviewing. Mr. Parr expects the updated budget to be presented at the next board meeting.

No further action was taken.

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

Eloise informed the board that the Department recently earned \$908,996.14 in sales tax.

No further action was taken.

The board moved to address item # 26

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

February 19, 2025, at 3:30 pm.

14. 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.

Battalion Chief of Training Chris Thornton informed the board that two of the four recently purchased engines will arrive on Friday, and the remaining are to arrive by February 10th. The final invoice from Metro Fire Apparatus will be presented at the next board meeting. The engines are to be stationed at Stations 181, 184, 186, and 187.

No further action was taken.

The board moved to re-address item # 15

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

Division Chief of Training Jason Herrman provided updates on the transition and merging of the ESD and fire department websites.

No further action was taken.

16. To review, discuss, and take action on Cyber Security Insurance Policy.

Fire Chief Terry Colburn has postponed the acquisition of a Cyber Security Insurance Policy until further research has been conducted. No further action was taken.

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:

- A report on the types of emergency response calls made was given.
- A report was presented on the proactive measures taken to ensure quick and efficient response times for winter storm Enzo.
- The board received budget updates. Reductions and auditing are currently underway, prioritizing departmental needs less than before. CPA Randall Parr is facilitating the process and receiving the necessary resources and information.
- The department assisted with performing fire drills at a local autism-focused charter school.

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.

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.

The Board agreed to enter into Closed Session at 4:14 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.

The Board re-convened Open Session at 6:04 p.m.

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

No action was taken.

The Board agreed to enter into Closed Session at 6:05 p.m. on the following agenda items:

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.
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.

The Board re-convened Open Session at 6:33 p.m.

The Board re-opened item #9

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

After a closed discussion, Commissioner Violette motioned to approve the services of Cokinis & Young as discussed in closed session. Commissioner Cunningham seconded the motion, which **was approved 4 to 0.**

27. Adjournment.

With no further business to discuss, the Board unanimously agreed to adjourn the meeting at 6:34 p.m.