



# Montgomery County ESD No. 10 Magnolia Fire Department

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**DATE:** January 8th, 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 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	Assistant Secretary / Treasurer	Present

### ***4 Commissioners were present, thus constituting a quorum.***

Also present were Fire Chief Terry Colburn; Business Manager Eloise Roberson; 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; Shannon Stryk from VFIS; Ron Welch from Municipal Information Services; 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. To receive a report from Municipal Information Services.**

Dr. Ron Welch from Municipal Information Services presented his yearly findings on growth and development in Magnolia. No further action was taken.

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

No promotions were presented at this time.

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

After further review, Commissioner McDonald motioned to approve the Minutes for December 4<sup>th</sup> and December 18<sup>th</sup>. Commissioner Cunningham seconded the motion, **and it was approved with a 4 to 0.**

**7. To review and discuss annual conflicts of interest requirements under Local Government Code §176.003 (Conflicts Disclosure Statement Required) and §171.004 (Affidavit And Abstention From Voting Required).**

District legal counsel Krystine Ramon reviewed the requirements for Local Government Code §176.003 (Conflicts Disclosure Statement Required) and §171.004 (Affidavit And Abstention From Voting Required), which both need to be reviewed by the board yearly. **No further action was taken.**

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

Legal counsel Krystine Ramon informed the board members to review and submit their access to their personal information under the Public Information Act, including a review of sections 552.024, 552.117, and 552.1175. **No further action was taken.**

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

District legal counsel Krystine Ramon has not received the approval requested from the SHBB board to move forward with the project. **No further action was taken.**

**10. 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 183 and Logistics Center**

- A meeting with Martinez Architects for a review of the final payments for the Logistics Building and Station 183 is scheduled for Friday.
- Door access, bay doors, and temperature control are in the process of completion.

**Station 182**

- The flow test on the water well has passed, and plans have been submitted for County review and approval.
- An estimate of \$35,000 was received to install the sprinkler system.
- Internet connection is being set up with Consolidated Communications.

**Station 186**

- Quotes for sewer work are being acquired.
- Additional work may need to be done to fit the new ladder truck in the station bay.

**No further action was taken.**

**11. 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.

**12. 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.

**13. 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 January 1-8, 2025, 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 4 to 0.**

District CPA Randall Parr presented his financial report. He will be in communication with the District's sales tax consultant to narrow down how much revenue to anticipate this fiscal year. A recommendation was made to create an investment account for sales and property tax. A review of the District's current debt schedule is also being conducted. **No further action was taken.**

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

No action was taken at this time.

**15. To address sales tax matters, including reviewing monthly sales tax information.**

No action was taken at this time.

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

No action was taken at this time.

**17. 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 updates to the apparatus loan taken out in 2024 and the change to the collateral for the property loan taken out in 2023. **No further action was taken.**

The board reviewed an invoice for apparatus equipment from Siddons-Martin Emergency Group for \$139,132.59. After further review, Commissioner McDonald motioned to approve the payment of \$139,132.59, which Commissioner Violette seconded. **The motion was approved 4 to 0.**

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

District Legal Counsel Krystine Ramon informed the board of the contract renewal with SHAPE Integrations, which is due in January 2025. **After further discussions, Commissioner Violette motioned to cancel the contract with SHAPE Integrations and have them renew a bid with an updated scope of work. Commissioner McDonald seconded the motion, which was approved 4 to 0.**

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

Fire Chief Terry Colburn had the following to report:

- An incident report breakdown for the year 2024 was presented to the board.
- The allocation of resources is currently being reviewed and revised.
- The budget and costs are currently being reviewed for potential adjustments.
- The organizational structure of the department is currently being assessed for efficiency.

No further action was taken.

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

No action was taken at this time.

**21. 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 and ladders have ended. A total of \$6,800 was received from the auction. **No further action was taken.**

**22. 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.

**23. To review and act on administrative policies and procedures.**

No action was taken at this time.

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

January 22, 2025, at 3:30 pm

***The Board choose not to enter closed session under agenda items No. 24 through 27.***

**24. 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.**

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

**26. 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.**

**27. 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.**

**29. Adjournment.**

With no further business to discuss, the Board unanimously agreed to adjourn the meeting at 5:06 p.m.