

MINUTES OF FEBRUARY 13, 2026 MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 16

A public meeting was duly called by the Board of Commissioners of **Harris County Emergency Services District No. 16** on **February 13, 2026** which was held at the **District Administrative Building** located at **18606 Stuebner Airline Rd., Klein, Texas 77379**.

CALL MEETING TO ORDER, ROLL CALL AND ESTABLISH A QUORUM.

The meeting was called to order at 9:04 a.m., by **Gary Morrison**, Board Secretary and Chairman of the meeting.

Commissioner **Morrison** announced that a quorum was present. Those Commissioners present were:

Lance Wilson	Absent
Steve Falkner	Present
Gary Morrison	Present
Anna Vollenweider	Present
Brian Gillman	Present

Also present at the meeting were Fire Chief Jason Catrambone, Ryan Holak, Deputy Chief of Administration, Adriane Hutchison, District Finance Manager, Merrill Willgrubs of BD Realty, Ira Coveler and Melissa Wiggins of Coveler & Peeler, P.C., District Counsel, and other members of the Department and community.

TO RECEIVE PUBLIC COMMENT.

Community member Ryan Horton requested information regarding Commissioner application submissions. No further comment was received.

REVIEW AND TAKE ACTION ON MATTERS RELATING TO THE DISTRICT'S COMMISSIONER, AND TAX RATE CAP ELECTION ON MAY 2, 2026.

No action was taken by the Board.

APPROVE THE MINUTES OF PRIOR DISTRICT MEETINGS.

The Board then reviewed the January 12, 2026 minutes. After review, Mr. **Gillman** made a Motion, seconded by Ms. **Vollenweider**, to approve the minutes as presented. Thereafter, the Motion passed by a vote of 4 to 0.

TO RECEIVE REPORTS FROM THE DEPARTMENT.

Chief Catrambone next provided the monthly report, stating five hundred thirty-seven (537) calls were made during the month of January, including several mutual aid fire responses.

Overall response times averaged under six minutes (6:00) though some higher times were noted due to running concurrent calls. Seven (7) public relations events took place during the month, serving approximately 2,400 citizens. Regarding training, Chief Catrambone stated approximately 4,300 hours of training were completed during the month, and that the new Volunteer Academy 2026-01 class was beginning. He lastly stated that survey work and preparation for the District's ISO review was ongoing.

Next, Mr. Ryan Holak advised that personnel were working to adjust to the new incident report standards and processes through First Due, and briefly spoke on new systems to replace current PS Trax and When-To-Work programs. He stated EOC had been activated for January during Winter Storm Fern, and advised that new programs were being considered to track historic information for incidents and call types in neighboring areas as well. Spring Fire Department recently moved out of Station 35, allowing District crews to reinhabit the building. During the month of January, TIFMAS performed inspections on District boosters, and Booster 38 had been immediately deployed to Mt. Pleasant as part of the winter storm task force. Regarding finance, Mr. Holak stated the District's credit card platform had been changed to allow for web and phone access by members. Lastly regarding fleet and facility maintenance, he informed the Board that three (3) new modems had been ordered for certain apparatus, and that a forecasting model was being built to address future fleet modem replacements.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING A DISASTER DECLARATION RELATED TO WINTER STORM FERN.

Mr. Coveler advised that in order to claim fund reimbursements from the recent winter storms, the Board would need to adopt a formal finding of disaster in the area. After discussion, Mr. **Morrison** made a Motion, seconded by Mr. **Gillman**, declaring Winter Storm Fern a disaster to the ESD 16 area, and approving the initiation of protocols related to fund reimbursements related to the same. Thereafter, the Motion passed by a vote of 4 to 0.

REVIEW, DISCUSS, AND TAKE ACTION ON THE DISTRICT TREASURER'S REPORT AND TAKE ANY NECESSARY ACTION REGARDING THE DISTRICT'S INVESTMENTS, AND PAYMENT OF THE DISTRICT'S BILLS.

Mr. **Gillman** advised that no issues were noted with the current budget, and that sales tax had exceeded expectations for the month of February. There being no further questions, Mr. **Gillman** made a Motion, seconded by Ms. **Vollenweider**, to approve the report and payment of District bills. Thereafter, the Motion passed by a vote of 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS RECEIVED FROM THE DISTRICT COMMISSIONERS SEEKING COMPENSATION AS PERMITTED BY TEXAS HEALTH & SAFETY CODE §775.038 (A-1).

The Board then reviewed Commissioner submittals. After review, Mr. **Morrison** made a Motion, seconded by Mr. **Falkner**, to approve the submittals as presented. Thereafter, the Motion passed by a vote of 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING AMENDMENTS TO THE DISTRICT'S 2026 BUDGET.

No action was taken by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING DEPARTMENT PURCHASE REQUESTS RELATED TO THE PROVISION OF EMERGENCY SERVICES, INCLUDING MAINTENANCE, REPLACEMENTS AND IMPROVEMENTS OF THE DISTRICT'S EQUIPMENT AND FACILITIES.

Mr. Holak then presented purchase requisitions in the following amounts:

1. K&M Tire – \$25,870.82
2. JBAC Electric – \$12,625 – electrical work with generator 34
3. Parkway Chevrolet – \$199,706.76 – replacement of two (2) existing fleet vehicles

After review, Mr. **Morrison** made a Motion, seconded by Ms. **Vollenweider**, to approve the purchases as presented. Thereafter, the Motion passed by a vote of 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING DISTRICT CONTRACTS FOR TAX REPORTING AND FORECASTING SERVICES.

Chief Catrambone advised the Board that pricing through ZacTax was better than that offered by HdL Companies for similar services. Sales and property tax services would be provided through ZacTax, including the annual sales tax audit and identification of delinquent allocations. Ms. Hutchison further stated District personnel would have direct access to the platform to run projections as well. Mr. Holak then advised that the cost including both sales and property tax platform services through ZacTax totaled \$15,000, or \$7,500 per platform. After discussion, Mr. **Gillman** made a Motion, seconded by Ms. **Vollenweider**, to approve the cancellation of the District's HdL contract, engagement of ZacTax, and to provide ZacTax with authorization to receive sales tax information and reports from the state Comptroller. Thereafter, the Motion passed by a vote of 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S REPUBLIC WASTE SERVICES CONTRACT.

Mr. Holak advised that a new two (2) year contract would be presented in March for Board approval, pending legal review. No action was taken by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING MATTERS RELATED TO TRAFFIC PREEMPTION WITH MIOVISION.

Mr. Coveler advised the Board that the current contract formerly held by Global Traffic Technologies was being continued for an additional ten (10) years with Miovision. That contract was currently being reviewed and could be approved subject to legal review. Chief Catrambone informed the Board the new contract would include upgraded technology and would represent a

large cost savings to the District. After discussion, Mr. **Gillman** made a Motion, seconded by Mr. **Morrison**, to approve the contract as discussed pending legal review. Thereafter, the Motion passed by a vote of 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON APPROVAL OF EXPENSES RELATED TO UPCOMING TRAINING CLASSES.

Mr. Holak presented a request for FSCEO training through TEEEX in the amount of \$3,709.19. After review, Mr. **Morrison** made a Motion, seconded by Ms. **Vollenweider**, to approve the training request as presented. Thereafter, the Motion passed by a vote of 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING MATTERS RELATED TO THE STATION 1 CONSTRUCTION PROJECT INCLUDING THE REVIEW AND APPROVAL OF PAY APPLICATIONS.

Chief Shane Dawson advised that a tentative punch walk was scheduled for the upcoming week, with deep cleaning already ongoing. The only remaining issue involved the patio awning, though masonry work and brackets had already been installed and completed. He also advised that HVAC conditioning was ongoing, though the project was expected to be fully complete by the end of March. Ms. **Vollenweider** then presented Pay Application No. 17 in the amount of \$111,437.42. After discussion, Ms. **Vollenweider** made a Motion, seconded by Mr. **Gillman**, to approve the report and payment of Pay Application No. 17 as presented. Thereafter, the Motion passed by a vote of 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE STATION 6 TOWER PROJECT.

Mr. Holak informed the Board that permanent power had been established by Centerpoint Energy, and installation of the tower's antennas and coax systems would be complete by February 21st. Remaining tasks for the site included installation of the generator gas line and meter, internet set up, and installation of the UPS, communications rack, and shelter with keri access. No action was taken by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ADOPTION, AMENDMENT AND EXPLANATION OF DISTRICT POLICIES, PROCEDURES AND STANDARD OPERATING GUIDELINES.

Mr. Holak advised the policy for third-party usage of District property was not ready for Board approval but was being addressed with legal counsel. No action was taken by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION TO CONFIRM THE DATE FOR ANY FUTURE MEETINGS INCLUDING THE NEXT REGULAR DISTRICT MEETING SCHEDULED FOR MARCH 9, 2026 AND DISCUSS ANY AGENDA ITEMS NEEDED FOR THOSE MEETINGS.

The Board then discussed upcoming meetings and rescheduled the March regular meeting for Tuesday, March 10, 2026 at 4:00 p.m.

TO REVIEW, DISCUSS AND TAKE ACTION FOR THE SALE OR DISPOSAL OF SURPLUS AND/OR SALVAGE PROPERTY PURSUANT TO TEXAS HEALTH AND SAFETY CODE §775.251.

Mr. Holak advised that with Board approval, expired bunker gear would be donated to Helping Hands as salvage property. After discussion, Mr. **Morrison** made a Motion, seconded by Ms. **Vollenweider**, to approve the donation of salvage gear as presented. Thereafter, the Motion passed by a vote of 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S SERVICE CONTRACT WITH BD REALTY.

Mr. Willgrubs then presented his firm's services agreement for renewal, advising it had not been changed from past agreements. After discussion, Ms. **Vollenweider** made a Motion, seconded by Mr. **Gillman**, to approve the agreement pending legal review. Thereafter, the Motion passed by a vote of 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING DISTRICT REAL ESTATE MATTERS.

Mr. Willgrubs stated real estate updates would be provided in Closed Session.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL ON MATTERS WHICH REQUIRE CONFIDENTIALITY UNDER THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR OF TEXAS.

The Board did not meet in Closed Session to consult with legal counsel.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.072 TO DELIBERATE REGARDING REAL ESTATE MATTERS.

The Board convened in Closed Session at 9:52 a.m. to discuss real estate matters.

The Board reconvened in Open Session at 10:07 a.m.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.074 TO DISCUSS PERSONNEL MATTERS.

The Board did not meet in Closed Session to discuss personnel matters.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE USE OF DISTRICT FACILITIES BY THIRD PARTIES FOR PUBLIC EVENTS.

No action was taken by the Board.

TO REVIEW, DISCUSS AND ACT ON ANY EMPLOYMENT OR PERSONNEL MATTERS, INCLUDING DISTRICT POLICIES, EVALUATIONS, BENEFITS, COMPENSATION, HIRING, RETENTION AND EVALUATION OF DISTRICT EMPLOYEES.

No action was taken by the Board.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Morrison** made a Motion, seconded by Ms. **Vollenweider**, to adjourn the meeting at 10:08 a.m. Thereafter, the Motion passed by a vote of 4 to 0.

The foregoing minutes were reviewed and approved by the Board of Commissioners on March 10, 2026.

By:


Gary Morrison
Board Secretary