

MINUTES OF MAY 12, 2025 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 **May 12, 2025** which was held at the **District Administrative Building** located at **18606 Stuebner Airline Rd., Klein, Texas 77379**.

ROLL CALL AND ESTABLISH A QUORUM

The meeting was called to order at 4:00 p.m., by **Lance Wilson**, Board President and Chairman of the meeting.

President **Wilson** announced that a quorum was present. Those Commissioners present were:

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

Also present at the meeting were Fire Chief Jason Catrambone, Ryan Holak, General Manager for the District, Adriane Hutchison, District Finance Manager, Merrill Willgrubs of BD Realty, Jill Henze of Breedlove & Co., Ira Coveler and Melissa Wiggins of Coveler & Peeler, P.C., District Counsel, Tony Spitzenberger, Mike Pate, and other members of the Department and community.

TO RECEIVE PUBLIC COMMENT.

The Board then opened the floor to public comment. First to speak was Fire Chief Dave Parker of Aldine Fire & Rescue, Harris County ESD No. 24 and Commissioner of Harris County ESD No. 29. Mr. Parker addressed the Board, acknowledging their work and efforts on behalf of the District and the Klein community, and offering his assistance and support in any way possible.

Next to speak was Mr. Jay Lucas who complimented the District's election process, and continued growth and improvement over time. He further complimented the Department's social media presence and interaction with community members on Facebook. He also suggested that the District make certain that the District website was kept current with all minutes, agendas and other legal requirements. Mr. Lucas concluded his remarks by stating that the District should consider celebrating and publicizing its asset acquisitions.

At this time, the Board moved to Agenda Item No. 5 to address the District's 2024 Audit.

TO REVIEW AND DISCUSS MATTERS RELATED TO THE DISTRICT'S 2024 FINANCIAL AUDIT

Next, the Board received the District's 2024 Audit Report from Ms. Jill Henze of Breedlove & Co. Ms. Henze reviewed the District's financial standing and commitments for

2024, issuing an unmodified opinion with no problems noted. Mr. **Falkner** inquired as to the firm's checks and balances, and procedures or regulations, and was told that multiple people participated in reviewing the District's records to complete the audit, and that District procedures were audited as part of the process as well. Fraud investigations or inquiries did not fall under Breedlove's scope of service, though third parties were available if the need for such services arose. After review, Mr. **Morrison** made a Motion, seconded by Ms. **Vollenweider**, to accept the audit report as presented. Thereafter, the Motion passed by a vote of 5 to 0.

APPROVE THE MINUTES OF PRIOR DISTRICT MEETINGS.

The Board then reviewed minutes from the April 14, 2025 meeting. After review, Mr. **Morrison** made a Motion, seconded by Mr. **Gillman**, to approve the minutes as presented. Thereafter, the Motion passed by a vote of 5 to 0.

TO RECEIVE REPORTS FROM THE DEPARTMENT

Next, Chief Catrambone provided the monthly Department report, stating four hundred eighty (480) calls were made in April 2025 compared to three hundred eighty-one (381) calls in April 2024. Thirty-three (33) fire calls were made during the month, including nine (9) structure fires. Two hundred twenty-nine (229) calls were EMS related. Mutual aid calls were made five (5) times with Champions, Little York, and Ponderosa Fire Departments. Average response times across the District had also decreased to total five minutes forty-four seconds (5:44) from the prior month.

Regarding Public Relations, he noted seventeen (17) events were held during the month, serving over 1,200 citizens, including smoke alarm and car seat installations. Regarding training, he stated approximately seven hundred fifty-one (751) classes had been completed, with approximately 2,800 training hours completed overall.

Mr. Holak then addressed the Board advising on Administrative and Division matters. Recently, District personnel met with the Klein ISD Career and Technical Education Advisory Committee to discuss job shadowing opportunities for tech mechanics and other positions. Regarding Human Resources, Mr. Holak noted that some personnel had been offboarded, but that interviews, and PAT testing had been completed for new members of Station 31 who would begin service on May 27th. A badge pinning ceremony for the new members was scheduled for May 29th at 6:30 p.m., to be held at the Administration building. The Firefighter Cadet Academy would also host a graduation and pinning ceremony on June 6th, where six (6) of the original eighteen (18) participants would graduate.

Regarding Information Technology, Mr. Holak informed the Board that mobile radios had been ordered and confirmed, but not yet received. Mr. Jose Savaria had also recently attended an alerting system training related to the District's Station alerting systems. Mr. Holak then noted that repairs to the Station 3 detention pond facility had been completed, and work on the pump system had been completed to avoid ponding water in the area. Regarding Facilities maintenance, he then stated that bi-annual VFR HVAC system maintenance and cleaning processes had recently been completed at the Administration building, along with Station 6 and Station 8.

Related to Fleet maintenance and capital projects, Mr. Holak informed the Board that hydrotesting had been completed on over one hundred (100) cylinders, with thirteen (13) left to test. Preventative maintenance and inspections were also completed on Booster 38, UTV 38, Engine 34, Engine 38, and District 36. Chief Dawson was also trying to complete work on District 31 with vendors, in order to be in service within the next four (4) months. He lastly thanked everyone involved in the repair and replacement of concrete in the Administration building driveway, as the project was completed quickly without negatively impacting operations or business needs at the building, including the recent election.

At this time, the Board returned to Agenda Item No. 3, to Canvass the results of the May 3, 2025 election.

TO CANVASS THE RESULTS OF THE DISTRICT'S ELECTION HELD ON MAY 3, 2025 AND ENTER SUCH ORDERS AND TAKE SUCH OTHER ACTION AS MAY BE NECESSARY ON THE MATTER

Next, Mr. Coveler presented the District's Canvass Order including the following:

"To authorize in Harris County Emergency Services District No. 16 (also known as the Klein Fire Department) a maximum ad valorem tax rate not to exceed ten (10) cents on each \$100 of taxable value of property."

There were three hundred thirty-four (334) votes cast *in favor* of the proposition.

There were three hundred thirty-five (335) votes cast *against* the proposition.

President **Wilson** expressed his disappointment in the results, but thanked the Department for their continued efforts. "this doesn't represent the work you do. It doesn't mean we stop doing what we do." At this time, Mr. **Morrison** made a Motion, seconded by Mr. **Gillman**, to accept the Canvass Order as presented. Thereafter, the Motion passed by a vote of 5 to 0.

Please see the attached Canvass Order of the May 3, 2025 election for more information.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY OTHER ELECTION RELATED MATTERS

The Board then discussed financial matters related to the recent election. Mr. Coveler advised that a list of workers and their hours had been provided to Ms. Hutchison, and that payments to the election workers would be cut and distributed, with Board approval, according to the previously approved totals and expectations. After review, Mr. **Gillman** made a Motion, seconded by Mr. **Morrison**, to approve payments to the election workers as discussed. Thereafter, the Motion passed by a vote of 5 to 0.

The Board then returned to Agenda Item No. 8 to receive the District Treasurer's report.

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

Chief Catrambone then provided the District's financial report, advising approximately eighty-six percent (86%) of property taxes had been received. Sales tax income was also experiencing an upward trend, to the District's benefit. He advised several invoices related to scheduled vehicle maintenance and other testing which fell at the same time, leading to the appearance of high expenses. Payroll currently accounted for twenty-eight (28%) of the monthly expenses. He lastly informed the Board that an invoice for services to ESD 11 had been submitted, at which time President **Wilson** suggested reviewing and potentially revising the District's agreement to reflect current service and pricing expectations. There being no further questions, Mr. **Gillman** made a Motion, seconded by Mr. **Morrison**, to approve the report as presented. Thereafter, the Motion passed by a vote of 5 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 next reviewed Commissioner submittals, including one (1) claim by Ms. **Vollenweider**. After review, Mr. **Gillman** made a Motion, seconded by Mr. **Morrison**, to approve the compensation claim as presented. Thereafter, the Motion passed by a vote of 5 to 0.

TO DESIGNATE THE HARRIS COUNTY TAX ASSESSOR-COLLECTOR'S OFFICE TO PREPARE THE DISTRICT'S NO NEW REVENUE TAX RATE AND RELATED TAX RATE CALCULATIONS FOR 2025, AND TO AUTHORIZE DISTRICT COUNSEL TO PUBLISH THE NECESSARY 2025 TAX RATE SETTING NOTICES

Mr. Coveler next addressed the annual designation of the Harris County Tax Assessor-Collector's Office to prepare the District's tax rate calculations for 2025. He reminded the Board of the Tax Assessor's task to calculate the District's 2025 No New Revenue rate, which would in turn be used in tax rate scenarios provided by Coveler & Peeler during the tax setting process. He also requested approval for Coveler & Peeler to publish the any necessary 2025 Tax Rate setting notices. After review, Mr. **Morrison** made a Motion, seconded by Ms. **Vollenweider**, to approve the resolution for tax calculations and publication of notices as discussed. Thereafter, the Motion passed by a vote of 5 to 0.

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

The Board next received a report on the Station 1 project from Mr. Spitzenberger who advised that an issue had arisen between the architect and contractor regarding the Station roof design. At this time, it was uncertain if the roof was intended to be a flat or sloped structure. He advised that the matter would likely result in a change order request for the project, and further stated the need to address the issue before it delayed other necessary aspects of the overall project including sheetrock installation and HVAC system set up. The price difference in the designs was approximately \$32,000, which could be covered through contingency fees, though that cost should not fall to the District. Mr. Spitzenberger stated a meeting would be held if no

resolution was agreed to by Friday, May 16th. Despite that issue, other basic aspects of the project continued according to schedule.

Mr. Pate informed the Board that owner's cost items would be presented for approval beginning in June. At this time, he presented Pay Application No. 8 for approval in the amount of \$862,721.13. After review, Ms. **Vollenweider** made a Motion, seconded by Mr. **Gillman** to approve payment of pay application No. 8 as presented. Thereafter, the Motion passed by a vote of 5 to 0.

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 next presented requisitions for Board approval in the following amounts:

1. Pro Generator Services – Annual maintenance of District Generators - \$16,254
2. Luxury Air Commercial - Biannual HVAC Maintenance for Stations 31, 32, 34, 35, 37, old HQ, shop, and Training facility - \$7,647

When questioned about maintenance for other Stations, Mr. Holak noted that those stations operated on a different HVAC system, and were serviced by Carl's AC. After review, Mr. **Gillman** made a Motion, seconded by Ms. **Vollenweider**, to approve the requests as discussed. Thereafter, the Motion passed by a vote of 4 to 1, with Mr. **Morrison** opposed.

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

The Board then reviewed upcoming training classes. Mr. Holak presented two (2) requests for approval including Triad Rescue International in the amount of \$4,000, to send eight (8) Department members to complete Rescue Boat Operator training in June, and attendance at the upcoming SFFMA Conference for Chief Dexter in June. After review, Mr. **Gillman** made a Motion, seconded by Ms. **Vollenweider**, to approve the requests as discussed. Thereafter, the Motion passed by a vote of 4 to 0, with President **Wilson** abstaining.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING REPAIRS TO THE STATION 34 APPARATUS BAY FOUNDATION.

Regarding the Station 34 repair project, Ms. **Vollenweider** then advised the Board that the proposal from Concrete Pros had been adjusted according to the Board's request, and now totaled \$107,859 to cover the total cost of all bay repairs, not including contingency costs for soil remediation if necessary. The work would be completed in phases, and not pose a disruption to operations from that Station. After discussion, Ms. **Vollenweider** made a Motion, seconded by Mr. **Morrison**, to approve the proposal from Concrete Pros Houston as presented. Thereafter, the Motion passed by a vote of 5 to 0.

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

Mr. Pate next presented three (3) requisitions to the Board regarding the Station 6 tower project.

1. Arcosa Construction Svs. – Demolition of Old Tower - \$12,400
2. Brown Aerobic Service Co. – In-ground Septic System Removal – \$4,750
3. A&M Telecom Shelters – Downpayment on Hut/Shelter - \$32,225

When asked, Mr. Pate explained the septic system would be removed entirely as one of the tower legs would be placed where the system currently existed and could not be placed atop that system. Mr. Morrison expressed his preference to abandon the project, especially given the recent election. “I’m willing to save the money to put towards actual Operations before we delve into reserves, and reduce our dependency on reserves, so we pay a little more in future.” President **Wilson** disagreed, offering that the tower project costs which had already been allocated through the budget, would not be enough to fully staff an active Station. Halting the project could however have an operational impact if the current communications tower became unreliable, or the systems were disrupted.

Mr. **Morrison** pointed out that costs for the project were expected to balance over time, with revenues from the City of Houston (“COH”) and Tomball ISD who planned to lease space on the District’s new tower. At this time, COH had delayed their intention to join the project, and no guarantee had been given by the ISD regarding their participation. Those offset revenues would be delayed until 2026-2027. Ms. **Vollenweider** also noted that with increasing costs of labor and supplies, delaying the project would inevitably represent a significant price increase to the project later on, which could be avoided by completing the project which was already budgeted for at this time. After discussion, Ms. **Vollenweider** made a Motion, seconded by Mr. **Gillman**, to approve payment of the requisitions as presented, and move forward with the project as presented. Thereafter, the Motion passed by a vote of 4 to 1, with Mr. **Morrison** opposed.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING A REQUEST FOR PROPOSALS RELATED TO DISTRICT LANDSCAPING SERVICES.

Mr. Holak next addressed the Board regarding the District’s request for proposal (“RFP”) related to landscaping services. The District’s current landscaper offered mowing, weeding and blowing services for an annual cost of \$88,681. Three (3) bids were received in response to this RFP ranging in price from \$95,000 to \$114,000.

1. Growth Services Inc – \$114,019
2. Brian Gardens - \$103,083
3. Millenium – \$95,640

After scoring the proposals based on qualifications, quality of service, cost-effectiveness, and references, Mr. Holak recommended awarding a contract to Millenium Services, effective June 1, 2025. The contract would cover mowing, fertilizing, irrigation inspection, and mulching services. After review, Ms. **Vollenweider** made a Motion, seconded by Mr. **Gillman**, to approve

Millenium Services as the District's new landscape services provider as discussed. Thereafter, the Motion passed by a vote of 4 to 1, with Mr. **Morrison** opposed.

TO RECEIVE A REPORT FROM THE GOVERNMENTAL RELATIONS COMMITTEE REGARDING THE 2025 LEGISLATIVE SESSION

Chief Catrambone then updated the Board regarding the 2025 legislative session, advising that bills of note included those impacting annexation rights, and financing by the Districts which might now be impacted by election processes. No action was taken.

TO REVIEW, DISCUSS AND TAKE ACTION TO CONFIRM THE DATE FOR ANY FUTURE MEETINGS INCLUDING THE NEXT REGULAR DISTRICT MEETING SCHEDULED FOR JUNE 9, 2025 AND DISCUSS ANY NEEDED AGENDA ITEMS.

The Board then confirmed the next District meeting for Monday, June 9, 2025.

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.

The Board took no action regarding the sale or disposal of District property.

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

At this time Mr. Willgrubs stated discussion of real estate matters would be held in Closed Session.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL ON MATTERS WHICH REQUIRE CONFIDENTIALITY.

The Board convened in Closed Session from 5:18 p.m. to 5:48 p.m. 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 5:48 p.m. to discuss real estate matters.

The Board reconvened in Open Session at 5:59 p.m. At this time, the Board reopened agenda item 20 regarding real estate matters. Mr. **Morrison** then made a Motion, seconded by Ms. **Vollenweider**, to approve closing on the Dowdell station property, including approval of closing costs incurred by the District, and authorizing President **Wilson** to execute any necessary documentation related to the same. Thereafter, the Motion passed by a vote of 5 to 0.

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

The Board took no action on personnel matters.

ADJOURNMENT.

There being no further business brought before the Board, Ms. **Vollenweider** made a Motion, seconded by Mr. **Morrison**, to adjourn the meeting at 6:00 p.m. Thereafter, the Motion passed by a vote of 5 to 0.

The foregoing minutes were reviewed and approved by the Board of Commissioners on June 9, 2025.

By: 
Gary Morrison
Board Secretary