

**MINUTES OF JUNE 9, 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 **June 9, 2025** which was held at **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 4:03 p.m., by **Lance Wilson**, Board President and Chairman of the meeting.

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

<b>Lance Wilson</b>	Present
<b>Steve Falkner</b>	Present
<b>Gary Morrison</b>	Present
<b>Anna Vollenweider</b>	Absent
<b>Brian Gillman</b>	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, Ira Coveler and Melissa Wiggins of Coveler & Peeler, P.C., District Counsel, Ms. Cadance Dwyer of Municipal Information Services, and other members of the Department and community

**TO RECEIVE PUBLIC COMMENT.**

The Board first opened the floor to public comment. Mr. Ryan Horton addressed the Board regarding comments made in previous meetings that Amanda Coveler of RIT-HR had never counted votes for District elections. Mr. Horton claimed to have proof that RIT had been engaged in 2022 to count votes for the Commissioner election that year, and stated it was deceptive to lie to the public. He then stated he had been made aware of comments about and against himself and his family, and angrily advised against continuing any such commentary. Due to the nature of Mr. Horton's ongoing language and statements, President **Wilson** requested Mr. Horton leave the meeting, or be escorted out. Mr. Horton exited the meeting, and no further public comment was received.

The Board then moved to address Agenda Item No. 8 regarding the Station 1 project.

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

Tony Spitzenberger next informed the Board that the Station 1 roof leak had been resolved without additional cost to the District. Due to constant rainstorms, progress on the project had been slow aside from masonry work. Siding on the project would be finished by the end of the week, weather permitting, along with additional work by the awning vendor. HVAC duct installation had begun the prior week and would continue, with inspections on mechanical

systems later in June. Sheet rock installation would also begin within the next two (2) weeks. Mr. Spitzenberger hoped to have information regarding substantial completion by the July meeting. When thanked for his efforts by Mr. Holak, Mr. Spitzenberger noted that all of the contractors on the project valued their relationships with the District, and understood the need for quality work on the project.

Mr. Holak then presented Pay Application No. 9 for approval in the amount of \$554,085.13. After review, Mr. **Morrison** made a Motion, seconded by Mr. **Gillman**, to approve the pay application as presented. Thereafter, the Motion passed by a vote of 4 to 0.

At this time, President **Wilson** called a brief recess at 4:12 p.m. The meeting was reconvened at 4:14 p.m.

Mr. Coveler requested a status update and clarification regarding the Station 3 cul-de-sac due to permitting issues and was told that, to address the issue at hand, representatives from multiple vendors and contractors would need to locate and agree on the deficiencies. Though break issues with core samples had not been noted after the original pour, those samples could not be traced to specific testing areas in the cul-de-sac, making remediation of the issue difficult. Further discussion should be held in Closed Session. No action was taken at this time.

The Board then returned to Agenda Item No. 3 regarding a report from Municipal Information Services.

#### **TO RECEIVE THE DISTRICT'S ECONOMIC REPORT FROM DR. WELCH OF MUNICIPAL INFORMATION SERVICES**

Ms. Candace Dwyer of Municipal Information Services presented the District's 2024 economic report to the Board, noting the reduced page count and new layout designed to be more accessible to the Board and interested community members. After reviewing the full report, Mr. Coveler requested Ms. Dwyer make a summary for the Board, comparing the District's population and anticipated revenues, with similar statistics from neighboring Districts.

#### **APPROVE THE MINUTES OF PRIOR DISTRICT MEETINGS.**

Mr. Coveler first addressed the May minutes, advising that due to way requisitions and training were discussed, the minutes appeared to reflect Mr. **Morrison** voting in opposition to both training and the requisitions, and reflected President **Wilson** as abstaining from both training and requisitions. President **Wilson** then clarified that he intended to abstain from action regarding training requests, but did not abstain from action on requisition matters. Mr. **Morrison** then clarified that his intention had been to oppose action regarding requisitions, but not to oppose training action. There being no further discussion, Mr. **Morrison** made a Motion, seconded by Mr. **Gillman**, to approve the minutes with corrections as discussed. Thereafter, the Motion passed by a vote of 4 to 0.

#### **TO RECEIVE REPORTS FROM THE DEPARTMENT**

The Board next received the monthly Department report from Chief Catrambone who stated five hundred fourteen (514) calls were received in May 2025. He noted three (3) instances of response time increases, most of which were due to school zones. Average response times for

the month totaled five minutes fifty-two seconds (5:52). Regarding community outreach, Chief Catrambone advised eighteen (18) events were held in May, serving approximately fifty-seven hundred (5,700) residents. Three thousand five hundred sixty-nine (3,569) hours of training were completed in the month.

Mr. Ryan Holak spoke next, stating the Department had recently participated in training events along with other Districts at local schools. He then advised, regarding administrative matters, that Chief Catrambone had been working with Adriane Hutchison to develop the draft 2026 budget for consideration. Regarding Human Resources, Mr. Holak stated new full-time employees had been onboarded, and began shifts as of June 2<sup>nd</sup>, though another post for a mechanic position was still open until June 13<sup>th</sup>. He next noted that migration of the Department's email system was ongoing.

Mr. Holak then advised that repairs to Station 36 had been completed, and that the District's new landscape company had begun servicing Stations. Alerting equipment had also been received for Stations 31 and 33, and Sarvicus had walked Station 33 to inspect the Station prior to installation. He next stated that annual preventative maintenance was completed on District engines, and tires had been replaced on light duty vehicles. He lastly noted the new District 31 camper had been installed, though upfitting would not be complete for at least three (3) months.

Mr. Holak then informed the Board that decommissioning the District's Paycor system was complete, along with the initial purchase of Starlink equipment for Station 33. Regarding Station repairs, Mr. Holak lastly stated that door issues were being addressed at Stations 4, 6, and 8, and that a new gate for Station 8 would be installed once it was received.

**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.**

Mr. **Gillman** next presented the District's financial report advising that payments from ESD 11 had been received, along with reimbursement from FEMA from Hurricane Beryl. Some costs including vehicle and apparatus maintenance, and protective gear were running higher than anticipated, but overall, the budget was within expectations. After review, Mr. **Gillman** made a Motion, seconded by Mr. **Morrison**, to approve the report as presented. 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 took no action regarding Commissioner compensation.

At this time, the Board moved to Agenda Item No. 9 to address Department Requests.

**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. Working Fire Furniture & Mattress– \$8,839.19 – New table for St. 31
2. Delta - \$6,750 - Replacing hoods for damaged and expiring inventory
3. Webbs – \$3,120 – White polos for pre-printing
4. Webbs - \$7,708 – Apex duty pants in various sizes
5. Webbs - \$10,140 – Navy polos
6. Siddons Martin - \$12,887.06 – Booster equipment for TIFMAS Deployments

Regarding the Station 31 table purchase, President **Wilson**, along with Mr. **Falkner**, questioned the high expense of the table, but were advised by Chief Catrambone that the cost included shipping, and was customized for the Department. After discussion, Mr. **Gillman** made a Motion, seconded by President **Wilson** to approve purchase of the table. Thereafter, the Motion failed by a vote of 2 to 2, with Mr. **Morrison** and Mr. **Falkner** opposed. Chief Catrambone stated alternative sources and quotes would be obtained from local vendors and brought to the Board at a future meeting.

Regarding items 3 through 5, Mr. Holak advised the uniform expenditures were included in a previous large requisition, but were broken out for discussion for transparency and clarity with the Board. Regarding the Booster equipment, President **Wilson** noted that payments for deployments would ultimately cover the expense of these purchases. After review, Mr. **Gillman** made a Motion, seconded by Mr. **Morrison**, to approve requisition items No. 2 through 6 as discussed. Thereafter, the Motion passed by a vote of 4 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE SELECTION OF DISTRICT PERSONNEL MEDICAL INSURANCE BENEFITS FOR 2025-2026**

Mr. Holak next advised the Board that information related to possible insurance benefits had only been received earlier in the afternoon and was not ready for presentation to the Board. He requested a special meeting be scheduled to address the insurance plan, and advised that a rate increase was anticipated due to past claims. He further advised that plans through VFIS were not yet available and advised addressing existing options for the time being. After discussion, the Board agreed to call a special meeting on Friday, June 20<sup>th</sup> at 8:00 a.m. to address insurance and requisition matters. No further action was taken.

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

No action was taken regarding upcoming training classes.

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

No action was taken regarding the Station 34 project, though Mr. Holak stated that the project would move forward once a final timeline was received from the general contractor.

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

Regarding the Station 6 tower project, Mr. Holak advised that the shelter to house tower equipment would be held by contractor until it was installed on-site. Work was ongoing to

address the base and paths to the tower, and also with utilities to address electrical concerns. Once permitting from the county was approved and electrical concerns were addressed, demolition on the project would begin. No action was taken.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S IRC 179D TAX CREDIT ALLOCATION.**

Mr. Coveler advised the Board that the 179D tax credit allocation could be given to a contractor on District projects, but could not be used by the District directly. One contractor that no longer worked with the District was interested in receiving the benefit, though it was the Board's right to award the credit or not. President **Wilson** asked if the credit could be allocated towards a contractor on the Station 6 tower project, and was told it could be possible, but would require further discussions and negotiations. The Board declined to award the tax credit allocation to contractors outside of the Station 6 project, though no additional action was taken at this time.

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

Chief Catrambone next updated the Board regarding the 2025 legislative session, advising that bills including initiatives for health and cancer screenings for first responders, along with changes to NFPA compliance requirements, housing authority exemptions, and annexation powers by municipalities had passed. Other bills of note raised the ceiling for competitive bidding requirements from \$50,000 to \$100,000, and allowed entities to adopt policies allowing approved expenses by authorized persons of up to \$50,000 from the current \$2,000 limit. Mr. Coveler commended Chief Catrambone and other area Fire Chiefs for their dedication and time spent related to the legislative session and efforts on behalf of Emergency Services Districts.

**TO REVIEW, DISCUSS AND TAKE ACTION TO CONFIRM THE DATE FOR ANY FUTURE MEETINGS INCLUDING THE NEXT REGULAR DISTRICT MEETING SCHEDULED FOR JULY 14, 2025 AND DISCUSS ANY AGENDA ITEMS NEEDED FOR THOSE MEETINGS.**

The Board then confirmed the next regular meeting for Monday, July 14, 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.**

Mr. Merrill Willgrubs advised the Board that real estate matters should be discussed 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 5:58 p.m. to consult with legal counsel.

The Board reconvened in Open Session at 6:06 p.m.

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

The Board convened in Closed Session at 5:50 p.m. to discuss real estate matters.

**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.**

At this time, Mr. **Gillman** made a Motion, seconded by Mr. **Morrison**, to modify the Fire Chief's contract as discussed in Closed Session. Thereafter, the Motion passed by a vote of 4 to 0.

**ADJOURNMENT.**

There being no further business brought before the Board, Mr. **Gillman** made a Motion, seconded by Mr. **Morrison**, to adjourn the meeting at 6:07 p.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 July 14, 2025.

By:

  
**Gary Morrison**  
Board Secretary