

**MINUTES OF JULY 14, 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 **July 14, 2025** 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 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:

<b>Lance Wilson</b>	Present
<b>Steve Falkner</b>	Present
<b>Gary Morrison</b>	Present
<b>Anna Vollenweider</b>	Present
<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, and other members of the Department and community

**TO RECEIVE PUBLIC COMMENT.**

The Board opened the floor to public comment. First to speak was Mr. Terry Lynch who advised the Board of a real estate matter involving property adjacent to property currently owned by the District. Mr. Lynch's client had expressed interest in purchasing the District's property, or sharing the cost of installing utility lines through the tracts. The Board thanked Mr. Lynch for presenting his client's interests, and advised they would be in touch after discussing the matter further.

**TO PROPOSE THE DISTRICT 2026 BUDGET.**

Mr. Coveler advised the Board that the final draft of the 2026 budget was not complete, and recommended proposing the adoption of the current 2025 budget to carry forward into 2026. The final 2026 budget could be reviewed and adopted at the District's adoption meeting later in August. After discussion, Mr. **Gillman** made a Motion, seconded by Mr. **Morrison**, to propose the 2025 budget for 2026 as discussed. Thereafter, the Motion passed by a vote of 5 to 0.

**TO PROPOSE THE DISTRICT 2025 TAX RATE.**

Mr. Coveler next discussed the District's 2025 tax rate setting process, and advised proposing a rate of \$0.05. The Board could then review calculations and scenario information related to various tax rates at the proposed rate, or below, in August, and adopt such a rate after holding a Public Hearing and adoption meeting. He reminded the Board that any rate at or below

the proposed rate could be adopted, but nothing could be adopted above the proposed rate. Proposing at this rate would also help to avoid scheduling conflicts in August. After discussion, Mr. **Morrison** made a Motion, seconded by Mr. **Gillman**, to propose a tax rate of \$0.05 per \$100 property valuation for the 2025 tax year. Thereafter, the Motion passed by a vote of 5 to 0.

**TO SCHEDULE A PUBLIC HEARING REGARDING THE DISTRICT'S 2025 TAX RATE AND THE DATE OF THE MEETING TO ADOPT.**

Mr. Coveler advised the Board that the deadline to adopt a tax rate which exceeded the Voter Approval Rate ("VAR") was August 25, 2025. The District's Public Hearing and adoption meetings could occur on the same day, and should be scheduled for August 25<sup>th</sup>, unless otherwise determined once calculations were received from Harris County. After discussion, Mr. **Gillman** made a Motion, seconded by Mr. **Morrison**, to hold a special Public Hearing and adoption meeting on Monday August 25, 2025 at 4:00 p.m., which would be held at the District Administration Building. Thereafter, the Motion passed by a vote of 5 to 0.

**TO AUTHORIZE DISTRICT COUNSEL TO PUBLISH THE NECESSARY 2025 TAX RATE SETTING NOTICES.**

The Board next discussed required publications for the 2025 tax rate setting process. After review, Mr. **Morrison** made a Motion, seconded by Mr. **Gillman**, to authorize District Counsel to manage any necessary publications related to the tax rate setting process. Thereafter, the Motion passed by a vote of 5 to 0.

**TO REVIEW AND TAKE ACTION ON MATTERS RELATING TO AN ELECTION TO BE HELD ON NOVEMBER 4, 2025**

Mr. Coveler next advised that an election could be necessary to adopt the District's tax rate based on calculations provided by Harris County. Due to scheduling considerations, Mr. Coveler requested the Board call for an election in November, but advised that if the election was unnecessary, it would be formally cancelled at a later date with no risk to the District. After review, Mr. **Morrison** made a Motion, seconded by Mr. **Gillman**, to call for the tax rate election to be held with Harris County on November 4, 2025. Thereafter, the Motion passed by a vote of 5 to 0.

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

The Board next reviewed two (2) sets of minutes from the June 9<sup>th</sup> regular meeting, and June 23<sup>rd</sup> special 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**

Chief Catrambone then provided the monthly Department report, stating four hundred sixty-seven (467) calls were received in June, compared to four hundred seven (407) calls in the same period in 2024. Average response times totaled five minutes thirty-nine seconds (5:39). He then stated seventeen (17) Public Relations event had been hosted during the month, and noted

that approximately three thousand (3,000) hours of training had been completed. He lastly informed the Board that ISO representatives would be visiting the District on July 27<sup>th</sup>.

Mr. Holak spoke next, recognizing Captain McHenry and Chief Ray for their work with the ALERRT AAIR summer training session with Spring and Klein ISDs and Klein, Spring, and Tomball Fire Departments. He then advised that a new reciprocity program with SFFMA would go live on July 21<sup>st</sup>, allowing firefighters that completed SFFMA certifications to avoid retesting for TCFP certifications. Those graduates would automatically receive TCFP certification, though they would not be IFSAC approved. Regarding administrative updates, Mr. Holak advised that the 2026 budget was almost complete, and commended members of the administration team for recent training events. Regarding Human Resources and Information Technology, Mr. Holak stated one (1) new mechanic had been onboarded, and that the Department's Microsoft email exchange conversion to a single platform had been completed.

Mr. Holak advised that several station repairs had been completed during June, including the installation of a new gate at Station 8. The Quartermaster was addressing new Class A dress uniforms, and Phase 4 of annual gear advanced cleaning was in progress with one hundred thirty-eight (138) sets of gear completed so far. Regarding apparatus and fleet updates, Mr. Holak stated repairs had been completed to Engine 31 and HUT 33. An extension ladder had been ordered for Engine 302, and Cascade 30 was now back in service after the replacement of a low-pressure regulator. A new camper had been installed on District 31, and delivered to EVS for final striping. He next advised that initial work by Millennium landscapers had begun, and informed the Board that quarterly reports would be provided to help keep up with maintenance schedules and necessary updates.

Mr. Holak lastly advised the Board on general matters, stating that several local groups had requested participation from the Department for Fourth of July celebrations and parades, and that interviews for the second class of the 2025 Cadet Academy would take place on July 17<sup>th</sup>, July 18<sup>th</sup>, and July 24<sup>th</sup>. He also advised that open enrollment for Department benefits would close on Friday, July 18<sup>th</sup>. Initial Starlink equipment had been purchased and was being installed at Station 33, along with USDD station alerting installation.

**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 monthly financial report, advising that revenues had exceeded expectations for the month, and that expenses were currently running approximately thirty percent (30%) under budget. There being no further questions, Ms. **Vollenweider** made a Motion, seconded by Mr. **Gillman**, 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 then reviewed Commissioner compensation submittals. After review, Mr. **Gillman** made a Motion, seconded by Mr. **Morrison**, to approve the submittals as presented. Thereafter, the Motion passed by a vote of 5 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.**

Mr. Mike Pate provided updates regarding the Station 1 construction project, informing the Board that brickwork had mostly been completed, and that interior duct work for the HVAC system was underway. Sheetrock and windows for the Station were being installed, and electrical conduits were being addressed. He further noted that prior questions regarding the Station roof had been settled with a TPO roof being installed at no additional cost to the District. Mr. Pate then presented Pay Application No. 10 in the amount of \$694,839.02 for approval. After review, Ms. **Vollenweider** made a Motion, seconded by Mr. **Gillman**, to approve the pay application 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. Millenium Outdoors – \$5,214 – Admin. Building landscaping updates
2. A-1 Installations – \$13,636 – New St. 31 Data cable installation
3. B&H Construction – \$6,500 – New ridge cap on TECC/HQ building
4. FNS – \$44,835 – New St. 31 Installation of Keri Access Systems
5. Grasten Power Tech – \$25,590 – 24 kW Gregson Radio Tower natural gas generator
6. Captain Kirk Marine (or equal) - Replacement boat motor for Rescue Boat 32 – not to exceed \$10,000.
7. Cowbell - Winstar Insurance – \$14,291.71 – Cybersecurity insurance August - February
8. A-1 Installations – \$11,214 – Admin. Operations Center multi-media systems installation

Mr. Holak noted that costs for data cable installation, and the keri access system were included in the overall project cost as “owner provided” items. Mr. Coveler also noted that replacing ridge caps at the TECC/Old HQ building would be considered a capital repair and thus not represent a shared cost between the landlord and tenant. The Board discussed the merits of cybersecurity insurance through Winstar, and ultimately requested more information be provided before approving that requisition. After discussion, Ms. **Vollenweider** made a Motion, seconded by Mr. **Gillman**, to approve the requisitions as listed, with the exception of Item 7 related to cybersecurity insurance which would be presented again in August. Thereafter, the Motion passed by a vote of 5 to 0.

At this time, the Board took the agenda out of order to address Item No. 16 related to training requests.

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

Chief Catrambone informed the Board that he had been asked to participate in a training course with International Association of Fire Chiefs, and requested approval of related expenses

totaling \$6,350. After review, Mr. **Gillman** made a Motion, seconded by Ms. **Vollenweider**, to approve the training as requested. Thereafter, the Motion passed by a vote of 5 to 0.

The Board then returned to the regular agenda order.

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

**a. SB 2778 – TO APPROVE AN INCREASE IN EXPENDITURES BY AUTHORIZED EMPLOYEES UP TO \$50,000**

Mr. Coveler informed the Board that changes to prior purchasing guidelines and restrictions had been approved in the recent legislative session, allowing for authorized budgeted purchases of up to \$50,000 rather than the previous \$2,000. The Board could therefore authorize personnel to make budgeted purchases in any amount up to \$50,000 without additional Board approval. Chief Catrambone advised that a revised purchasing policy would be presented for Board approval in August. No action was taken at this time.

**TO REVIEW, DISCUSS AND TAKE ACTION TO AUTHORIZE DEPARTMENT CREDIT CARDS FOR AUTHORIZED MEMBERS TO CONDUCT DEPARTMENT BUSINESS**

Mr. Holak next requested approval for a Department credit card with a \$5,000 limit for the new AVT Mechanic, for use after his probationary period. He then requested authorization for increased card limits in the following amounts:

Chief Catrambone:	\$20,000
Ryan Holak:	\$10,000
Donny McCombe	\$8,500
Shane Dawson:	\$3,000

After review, Mr. **Morrison** made a Motion, seconded by Mr. **Gillman**, to approve the assignment of a Department card to the new AVT Mechanic, and to authorize increased spending limits as requested. Thereafter, the Motion passed by a vote of 5 to 0.

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

Chief Dawson advised the Board that the Station 34 foundation project would likely be done by the end of August, with no disruption in service during the ongoing work.

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

Mr. Mike Pate informed the Board that demolition of the old station was complete, and a soil sample and site review had been conducted. Water was found twenty (20) feet below the surface, requiring the tower designer to reconsider the project's plans. A new recommendation would be provided based on the current design, or a different pillared design in August. He then advised that the septic tank would be removed soon, and trees along the property line with Klein ISD would be marked for trimming, with ISD approval.

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

Chief Catrambone provided updates to the Board regarding the recent legislative session and upcoming special session. 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 AUGUST 11, 2025 AND DISCUSS ANY AGENDA ITEMS NEEDED FOR THOSE MEETINGS.**

The Board then discussed scheduling for upcoming meetings, and rescheduled the August regular meeting for Friday, August 8, 2025 at 2:00 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.**

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

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

Mr. Willgrubs advised that real estate matters would 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 met in Closed Session at 5:20 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 met in Closed Session 5:24 to discuss real estate matters.

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

The Board met in Closed Session at 5:50 to discuss personnel matters.

The Board reconvened in Open Session at 5:53 p.m.

**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 regarding personnel matters.

**ADJOURNMENT.**

There being no further business brought before the Board, Mr. **Gillman** made a Motion, seconded by Mr. **Morrison**, to adjourn the meeting at 5:53 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 August 8, 2025.

By:



**Gary Morrison**  
Board Secretary