

MINUTES OF AUGUST 8, 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 **August 8, 2025** which was held at 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 2:24 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	Absent
Anna Vollenweider	Present
Brian Gillman	Present

Also present at the meeting were Fire Chief Jason Catrambone, Ryan Holak, General Manager for the District, 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 first opened the floor to public comment, though none was forthcoming.

The Board then took the agenda out of order to address item 4 regarding prior meeting minutes.

APPROVE THE MINUTES OF PRIOR DISTRICT MEETINGS.

The Board next reviewed the minutes of the July 14, 2025 meeting. 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 presented the monthly Operations report, stating five hundred four (504) calls were received during the month of July, approximately three hundred sixty (360) less than the same period in 2024 due to Hurricane Beryl. He also noted that due to recent changes with Harris County ESD No. 11, EMS call volumes had also decreased slightly. Twenty-eight (28) fire calls were made during the month, with three (3) mutual aid calls being made with Tomball Fire Rescue and Cypress Creek Fire Departments. Average response times in the District for the month totaled five minutes forty-one seconds (5:41).

During the month of July, nineteen (19) public relations events took place, serving 7,600 citizens. Approximately three thousand (3,000) training hours were completed during the month. Mr. Holak next stated that Cadet Academy interviews had been completed after receiving around eighty-five (85) initial applications. Thirteen (13) new members were now in the academy class. He next advised the Board that Starlink internet had been installed at Station 33, and that repairs on Engine 31, 33, and Cascade 30 were being addressed. Repairs to Rescue Boat 33 and 32 had also been completed. Mr. Holak lastly stated that new handheld radios had been received and were being programmed for active use.

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** then presented the monthly Treasurer's report advising sales tax revenue continued to exceed expectations, and noting the overall budget was in line with expectations. After review, Mr. **Gillman** made a Motion, seconded by Ms. **Vollenweider**, to accept the report and pay District bills 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 submittals.

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

Mr. Holak next presented Pay Application No. 11 in the amount of \$363,442.92, and advised the project was on track and doing well. He commended the project team on their work and keeping the project under budget so far. 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 4 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. NRS.com – Water Rescue Gear - \$6,377.40
2. First Due – Software to replace PS Trax/ESO/EMDEC/When to Work - \$29,600
3. Parkway Chevy – Emergency Equipment and installation for District 31 - \$20,808
4. LMC Marine Center – (2) Yamaha 2026 Outboard Motors/installations - \$12,276
5. Triad Rescue – (2) Wing P4.2 Rescue Inflatable Boats - \$46,000
6. Eaton LCT Solutions – Eaton UPS battery backup system for Radio Tower - \$14,090
7. Lone Star Tree Service - Remove (30) trees from Tomball ISD property - \$19,000
8. Consolidated Traffic Controls- Traffic warning signs for Stuebner Fire Station - \$22,909
9. Fire Station Furniture - Station 31 furniture - \$43,790.31

Mr. Coveler advised that a map and list of trees for removal on the Tomball ISD property should be created and approved by the school District prior to the removal, to avoid any issues or contestation later on. After review, Ms. **Vollenweider** made a Motion, seconded by Mr. **Gillman**, to approve the requisition requests as presented. Thereafter, the Motion passed by a vote of 4 to 0.

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. Holak next presented the District's updated purchasing policy for Board review. Due to recent legislation, limits for approved budget expenditures by authorized personnel had been increased, along with ceilings for competitive bidding items. Based on the Board's review, expenditure authorizations would now be approved in the following amounts:

1. General Manager – \$5,000
2. Fire Chief – \$25,000
3. Emergency Expense/Repairs – \$50,000
4. Competitive Bid – \$100,000

After review, Ms. **Vollenweider** made a Motion, seconded by Mr. **Gillman**, to approve the updated purchasing policy as presented. 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 next presented a training request for Captain Edwards to attend a rope training course through TEEEX in August for a total cost of \$1,398. After review, Mr. **Gillman** made a Motion, seconded by Ms. **Vollenweider**, to approve the expense as presented. Thereafter the Motion passed by a vote of 4 to 0.

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

Regarding the Station 34 project, Chief Catrambone stated the project was on track with the first two (2) bays nearing completion, and the final bay to be completed in September. A change order would also be forthcoming to address the need for additional concrete at the site. No action was taken by the Board.

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

Mr. Holak next advised the Board that due to an unexpected water table discovery, a different foundation style with piers would be required for the tower project. This change represented an approximate \$40,000 addition to the project to add three (3) piers to the foundation. After discussion, Mr. **Gillman** made a Motion, seconded by Ms. **Vollenweider**, to approve the change and pier costs, pending evaluation from an independent engineer. Thereafter, the Motion passed by a vote of 4 to 0.

TO RECEIVE A REPORT FROM CHIEF CATRAMBONE REGARDING THE 2025 LEGISLATIVE SESSION.

Chief Catrambone advised that no updates were available from the special session, as there was currently no quorum at the capital.

The Board then returned to Agenda Item No. 3 regarding the 2025 tax setting process.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING MATTERS RELATED TO THE DISTRICT'S 2025 TAX SETTING PROCESS.

Mr. Coveler next reviewed tax rate scenarios with the Board, including potential levies and election risks. Mr. **Falkner** stated opposition to adopting a five cent (\$0.05) rate, citing community opinion against raising rates, though President **Wilson** pointed out the need for funds based on five (5) year projections for the District. Mr. Coveler reminded the Board that the Public Hearing and adoption meeting had been scheduled for August 25th at 4:00 p.m. Ms. Wiggins then advised the Board regarding publication options for the Notice of Public Hearing. After review, President **Wilson** made a Motion, seconded by Mr. **Gillman**, to publish the District's Notice of Public Hearing in the Houston Chronicle. Thereafter, the Motion passed by a vote of 4 to 0.

The Board next addressed Agenda Item No. 15.

TO REVIEW, DISCUSS AND TAKE ACTION TO CONFIRM THE DATE FOR ANY FUTURE MEETINGS INCLUDING THE NEXT REGULAR DISTRICT MEETING SCHEDULED FOR SEPTEMBER 8, 2025 AND DISCUSS ANY AGENDA ITEMS NEEDED FOR THOSE MEETINGS.

b. HB 1522 RELATED TO AGENDA AND BUDGET POSTINGS

The Board confirmed the next regular meeting date of Monday, September 8, 2025, and the special Public Hearing meeting for Monday, August 25, 2025. Ms. Wiggins reminded the Board, due to new legislation, that agendas would now be provided earlier for review, and would be filed and posted three (3) business days prior to the meeting date, instead of the previous seventy-two (72) hours.

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.

No action was taken regarding the sale or disposal of District property.

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

Mr. Willgrubs next advised the Board that interior and exterior photographs of the Dowdell station had been taken to develop marketing materials. He then confirmed the fire suppression system was not currently functional at the site. No action was taken by the Board.

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 did not meet in Closed Session 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, 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 regarding personnel matters.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Gillman** made a Motion, seconded by Ms. **Vollenweider**, to adjourn the meeting at 3:37 p.m. Thereafter, the Motion passed by a vote of 4 to 0.

By: 
Gary Morrison
Secretary