MINUTES OF SEPTEMBER 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 **September 8, 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 4:09 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, 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. Ms. Rhonda Foster addressed the Board regarding the use of District facilities for private events. Ms. Foster began by thanking the Board for the opportunity to speak, and recognizing the Department for its dedication to the Klein community. She informed the Board she was requesting the use of the building to host a discussion panel for the 2025 Klein ISD School Board candidates, providing a safe and open forum for the community to meet the candidates, and discuss current issues and the candidates' intentions for the area. "This facility has proven to be a safe space for events I've hosted. This event by no means is asking ESD Board to sponsor, support, give feedback, or donations – this is a safe space I'd like to use to invite all candidates. I'm not affiliated with any political organization. I am here to support the community as a whole, and invite all candidates to use this facility to have the opportunity to share their vision and plans if they're awarded this position with Klein ISD."

Mr. Mark Counts next addressed the Board, introducing himself as a potential buyer for the Dowdell Road Station 5 property. Mr. Counts stated after twenty-five (25) years as a trial attorney, he moved into the business realm and was looking for property to house a brake shop. "I'm a legitimate businessperson and want to move in with a business that will add jobs and have space in Tomball."

APPROVE THE MINUTES OF PRIOR DISTRICT MEETINGS.

The Board next reviewed minutes of the August 8th regular meeting, and August 25th special tax adoption meeting. After review, Mr. **Morrison** made a Motion, seconded by Ms. **Vollenweider,** to approve both sets of minutes as presented. Thereafter, the Motion passed by a vote of 5 to 0.

TO RECEIVE REPORTS FROM THE DEPARTMENT.

Chief Catrambone next presented the monthly Operations report, stating five hundred sixteen (516) calls were received during the month of August. Seventeen (17) structure fire calls were made during the month, with four (4) mutual aid calls being made with Champions, Aldine Fire & Rescue, Spring, and Little York Fire Departments. Average response times in the District for the month totaled five minutes fifty-three seconds (5:53). Chief Catrambone noted that travel times across the District were high, mostly due to school zone traffic, though a plan to address that issue was being developed.

During the month of August, nineteen (19) public relations events took place, serving 3,500 citizens. Approximately four thousand (4,000) training hours were completed during the month. Mr. Holak next stated that annual NFPA physicals were scheduled to occur October 28th through November 15th, and stated the District's ISO audit would also take place in October. Three (3) new volunteer members were also recently added to administrative and operations positions. Eleven (11) cadets were currently active in Class 1 of the 2025 Cadet Academy, with another thirteen (13) members in Class 2. Mr. Holak next informed the Board that lightning strikes from recent storms had damaged several systems, leading to an insurance claim for repairs. He next reviewed small repairs to District stations, and advised that a new motor for Highwater 33 had been purchased. Mr. Holak lastly stated that radio programming was ongoing with the new Viking radios, and that the Department was working on a grant to obtain additional radios.

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** next presented the monthly Treasurer's report, advising that sales tax revenues were higher than anticipated, and noting other budget items were in line with expectations. After review, Mr. **Gillman** made a Motion, seconded by Ms. **Vollenweider**, 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. After review, Mr. **Morrison** made a Motion, seconded by Mr. **Gillman,** to approve the submittals as received. Thereafter, the Motion passed by a vote of 5 to 0.

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

Mr. Tony Spitzenberger then updated the Board regarding the Station 1 construction project. He noted that sprinkler heads were being installed after being delayed, after which the ceilings could be sealed. Interior electrical and plumbing work was ongoing, though cabinets had yet to be delivered for installation. Window frames for the station had been delivered and would be installed this week. He also noted that pre-wiring for the station's alerting and security systems was complete, and no major delays were anticipated at this point. Permanent power would be requested for the facility by the end of the month, with substantial completion expected by November 1st.

Mr. Spitzenberger advised that once the building was painted and complete, formal walkthroughs would be scheduled to identify and address any remaining issues before the subcontractors were released. The final concrete pours would take place next week. President **Wilson** stated that a full Open House and ribbon cutting event should be held when the building was completed. Mr. Spitzenberger then presented Pay Application No. 12 in the amount of $324,708.34. After review, Ms. **Vollenweider** made a Motion, seconded by Mr. **Morrison,** to approve the payment application and report as presented. Thereafter, the Motion passed by a vote of 5 to 0.

The Board next addressed Agenda Item 20 regarding third-party use of District stations.

<u>TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE USE OF DISTRICT FACILITIES BY THIRD PARTIES FOR PUBLIC EVENTS</u>

Mr. **Morrison** advised that he had requested this item's inclusion on the agenda to allow the Board to discuss the use of District property for third-party events. President **Wilson** noted he was not sure that opening the District property to third parties would be for the best, but that there was no impediment to them doing so. Chief Catrambone agreed that there was no issue with current requests to use the facilities for non-District business. Mr. Coveler verified that a proper request to use the facility had been submitted by Ms. Foster, who also provided the Board with a copy of her letter to potential speakers for her event, and requested that her submission be processed promptly.

President **Wilson** stated that as a Commissioner, he believed the public had a right to request the use of District facilities for non-District events. Mr. **Gillman** then inquired about a policy for such events, and was told that a policy for third-party facility usage was being updated with legal counsel. Mr. Coveler further advised that unless the event presented a dangerous situation, a request for facility usage should be processed normally.

President **Wilson** addressed the current request related to the Klein ISD Board elections, noting concern that candidates would not attend the meeting, though Ms. Foster repeated her goal to invite all candidates and provide an open and fair setting in which to present, discuss, and educate the public on their goals for the area. Ms. Foster would withdraw her request for the facility if candidates declined the opportunity to address the public. Mr. Coveler advised that the District could not be seen as endorsing any candidate or group, but was assured that the District would not be affiliated or associated with the specific event or speakers in any way.

The Board then returned to Agenda Item 8 regarding 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. DSC – $7,200 – Annual fire alarm inspection on all facilities
2. Siddons Martin – $23,003.64 – New hose and nozzles for single apparatus
3. Texas Diesel Maintenance – $99,989.60 –Blue Star Generator and ATS
   a. For Station 34 and Northcom
4. USDD Honeywell – $104,526.18 – Station alerting replacement St. 32 & 34
5. USDD Honeywell – $23,521.50 – Station 36 replacement station controller
   a. Current controller and system damaged by lightening strike during recent storms.
6. Cowbell Winstar – $34,207.80 - Cybersecurity insurance, 18-month quote 2025-2026

After review, Mr. **Morrison** made a Motion, seconded by Mr. **Gillman,** to approve the requisitions as presented. Thereafter, the Motion passed by a vote of 5 to 0. The Board next addressed Agenda Item 10 related to training classes and expenses.

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

Mr. Holak next presented a request for two (2) personnel to attend the upcoming TEEX Wildland course for a cost of $1,050. After review, Mr. **Gillman** made a Motion, seconded by Mr. **Morrison,** to approve the request as presented. Thereafter, the Motion passed by a vote of 5 to 0. The Board next addressed Agenda Item 9 regarding District policies and guidelines.

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

No action was taken by the Board. The Board next addressed Agenda Item 11 regarding Station 34.

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

Mr. Shane Dawson next advised the Board that the final bay construction was beginning today, and that regular concrete reports were being received throughout the project. The first two (2) bays had already been completed.

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

Mr. Mike Pate then addressed the Station 6 tower project, stating that the tower would require additional steel support if cell equipment was ever added to the structure. The engineers had been asked to verify that the design had been reviewed with a full load analysis. If added later on, charges associated with the additional support would be passed to the related entity. He advised that Pyramid was developing a report on the structure's needs which would be given to the project engineering group as well. Klein ISD had yet to provide written approval for tree removal along the site's boundary line, though there were no known issues at this time. Mr. Pate informed the Board that the hut vendor would install the tower's generator transfer switch while the hut was being installed. The project was expected to be completed by January 1, 2026.

When asked, Mr. Pate reiterated that the tower did not currently require additional support but would require additional steel support if cellular equipment, or additional equipment from the City of Houston was added later. Any related expenses would be passed on to the appropriate parties at the time of installation. Due to budgeting matters, the City of Houston could not move to the District's tower until late 2026 or early 2027.

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

Chief Catrambone next reviewed the recent special legislative session with the Board, noting legislation about emergency plans and flood alerting systems, fraudulent disaster fundraising, and other matters of public concern. He further advised that though SB 10 had not passed in this session, it would likely resurface in later sessions, and suggested focusing on public education to better inform the public on the effect of revenue loss to the District and community.

TO REVIEW, DISCUSS AND TAKE ACTION TO CONFIRM THE DATE FOR ANY FUTURE MEETINGS INCLUDING THE NEXT REGULAR DISTRICT MEETING SCHEDULED FOR OCTOBER 13, 2025 AND DISCUSS ANY AGENDA ITEMS NEEDED FOR THOSE MEETINGS.

The Board then discussed scheduling for upcoming meetings, and rescheduled the October regular meeting for Tuesday, October 14, 2025 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.

No action was taken by the Board.

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

Mr. Willgrubs stated discussion 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 UNDER THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR OF TEXAS.

The Board convened in Closed Session to consult with legal counsel at 5:15 p.m.

The Board returned to Closed Session to discuss real estate matters at 5:30 p.m. The Board reconvened in Open Session at 5:39 p.m.

After Closed Session, the Board reopened Agenda Item 16 regarding real estate matters. At this time, Mr. **Gillman** made a Motion, seconded by Mr. **Morrison,** to approve action regarding District property as discussed in Closed Session. Thereafter, the Motion passed by a vote of 5 to 0.

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

The Board convened in Closed Session to discuss real estate matters at 5:06 p.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 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, Ms. **Vollenweider** made a Motion, seconded by Mr. **Gillman,** to adjourn the meeting at 5:39 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 October 14, 2025.

By: ______________________

Gary Morrison
Secretary