

MINUTES OF OCTOBER 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 **October 14, 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 4:00 p.m. by **Lance Wilson**, Board President and Chairman of the meeting.

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

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

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, though none was forthcoming.

APPROVE THE MINUTES OF PRIOR DISTRICT MEETINGS.

The Board then reviewed meeting minutes from the September meeting. After review, Mr. **Morrison** made a Motion, seconded by Mr. **Falkner**, to approve the minutes as presented. Thereafter, the Motion passed by a vote of 3 to 0.

TO RECEIVE REPORTS FROM THE DEPARTMENT.

Chief Catrambone next provided the monthly operations report stating four hundred fifty-five (455) calls were made during the month of September. Response times across the District averaged around six minutes (6:00). Twenty-one (21) public relations events took place during the month, serving approximately 7,000 citizens. Regarding training, Chief Catrambone stated approximately 5,000 training hours were completed during the month, including approximately 1,400 class sessions. He lastly advised that the District's ISO audit recently took place, and that the Department was working on plans to address apparatus needs which were already behind compared to the District's replacement schedule.

Mr. Holak next addressed the Board regarding administrative projects stating several community and school events had been attended for fire prevention month. The Department was also working on the annual TCFP renewal process, and NFPA physicals were currently underway. Regarding District property, Mr. Holak stated repairs to District apparatus had recently been completed, along with multiple repairs to the alerting and backup systems at Station 36. Annual SCBA flow testing was completed in September with some additional costs applying due to expired warranties on the equipment. Altering systems were being installed in Station 33, with installation at Stations 32 and 34 anticipated by the end of the year. He lastly advised that Klein, Cypress-Creek, and Champions Fire Departments had recently completed a programming class for radio systems with Harris County.

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.

Chief Catrambone presented the Treasurer's report noting healthy sales tax revenues, and though some items were slightly over budget in the year-to-date analysis, capital expenditures were running below budget. Total year-to-date expenses totaled approximately sixty-four percent (64%). After review, Mr. **Morrison** made a Motion, seconded by Mr. **Falkner**, to approve the report as presented. Thereafter, the Motion passed by a vote of 3 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).

No action was taken by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION ON ENGAGEMENT OF AN AUDITOR TO PERFORM THE DISTRICT'S 2025 AUDIT.

The Board agreed to table discussion of the 2025 audit until the November meeting. No further action was taken.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING A DISTRICT TAX RATE CAP ELECTION FOR MAY 2026.

The Board next discussed holding a tax rate cap election in May 2026. After the previous election failed narrowly, Mr. **Wilson** stated his preference to manage public relations and education in-house rather than paying a third-party firm which had not been successful in the past. The meeting was briefly interrupted by a member of the public, though quickly returned to order. Mr. **Morrison** advised that if the election was going to be held in the spring, efforts to educate the community and to distribute material should begin soon.

Chief Catrambone advised additional help would be needed to oversee the election education campaign along with Ms. Lomas. Mr. Holak also advised being clearer with the purpose for the election, and getting materials and information to a larger audience, especially through social media networks, could help the election to succeed. After the prior election, several comments were received showing a lack of understanding from the community on the District's operations and financial needs which contributed to the negative outcome. "We had

some good people involved internally, and I think we can be successful next time." No action was taken by the Board at this time.

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 the following requisition for Board approval:

1. A&M Telecom Shelters - \$37,725 – 10' x 12' Shelter for Station 6 tower

Mr. Holak noted that the downpayment for the shelter in the amount of \$32,225 had been approved previously, and this represented the remaining payment and cost of freight for delivery. After discussion, Mr. **Morrison** made a Motion, seconded by Mr. **Falkner**, to approve payment for the Station 6 tower shelter as presented. Thereafter, the Motion passed by a vote of 3 to 0.

Ms. Hutchison next advised the Board that the quote for the tower generator, which was previously approved, had recently increased by \$2,400 due to the cost of a monitoring system which had not been included in the original price. Mr. Pate stated the prior quote had been presented not realizing the absence of that monitoring system, and requested approval for a downpayment for the generator in the amount of \$14,000, with a purchase order to follow in November. Mr. Coveler requested a new itemized quote be created and presented to the Board for review and approval in November. After discussion, Mr. **Morrison** made a Motion, seconded by Mr. **Falkner**, to approve the \$2,400 price increase, and generator deposit not to exceed \$14,000 as presented. Thereafter, the Motion passed by a vote of 3 to 0.

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

No action was taken by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE REPLACEMENT AND PURCHASE OF NEW POLL PADS FOR DISTRICT ELECTIONS.

Mr. Coveler informed the Board that current election poll pads used to check-in registered voters during District elections were no longer supported or able to be updated as required. New poll pads would therefore be purchased for a one-time estimated cost of around \$405 per unit. After discussion, Mr. **Morrison** made a Motion, seconded by Mr. **Falkner**, to approve the purchase as presented. Thereafter, the Motion passed by a vote of 3 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.

At this time, the Board took a brief recess.

Mr. Tony Spitzenberger next updated the Board regarding the Station 1 project, stating that windows were being installed, with landscaping to following the coming weeks. Electrical fixtures were also being installed, and plumbing work would continue once tile and grout arrived on site. Delivery of station cabinets had been delayed but was expected by the end of the month.

Duct work for the HVAC system was also being completed, and once power and gas was established, the station would be conditioned, and all systems tested. Mr. Spitzenberger advised the project would be near completion by the end of the month with a punch walk expected by Thanksgiving.

Mr. Pate then presented Pay Application No. 13 from LDF Construction in the amount of \$414,599. After review, Mr. **Morrison** made a Motion, seconded by Mr. **Falkner**, to approve payment of Pay Application No. 13 as presented. Thereafter, the Motion passed by a vote of 3 to 0.

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

Chief Dawson advised the Board the Station 34 project was complete, though some cleanup work was being finished at the site. No action was taken by the Board.

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

Mr. Pate next informed the Board that permits for the Station 6 tower project were approved without the need for a detention pond, and that the tower company was currently cutting steel for the project. Confirmation regarding trees to be cut down with Tomball ISD had not been received, but the project was anticipated to be complete in the first quarter of 2026.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING APPROVAL FOR NEW DEPARTMENT CREDIT CARDS THROUGH FROST BANK.

Ms. Hutchison informed the Board that current District credit cards required manual entry of information into QuickBooks, but new cards through Frost Bank would allow for more efficient digital data management. Having reviewed fees associated with multiple providers, Frost Bank was recommended due to their lack of monthly fees and one percent (1%) cashback benefit which would automatically be applied to monthly statement credits. Switching to Frost Bank would require a one-time implementation fee of \$1,500. The transition could take up to ten (10) weeks to complete and set up, and would hopefully be in place by the end of the year with Board approval. After discussion, Mr. **Morrison** made a Motion, seconded by Mr. **Falkner**, to approve the new credit cards through Frost Bank as presented. Thereafter, the Motion passed by a vote of 3 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S CONTRACT WITH THE HARTFORD RELATED TO EMPLOYEE BENEFIT MATTERS.

Ms. Hutchison advised the Board that adding the full tax service available through The Hartford would add to Department efficiency related to benefit information which otherwise required manual updating. There were no charges associated with the addition of that service through The Hartford. After discussion, Mr. **Morrison** made a Motion, seconded by Mr. **Falkner**, to approve the addition of full tax services as presented. Thereafter the Motion passed by a vote of 3 to 0.

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.

TO REVIEW, DISCUSS AND TAKE ACTION TO CONFIRM THE DATE FOR ANY FUTURE MEETINGS INCLUDING THE NEXT REGULAR DISTRICT MEETING SCHEDULED FOR NOVEMBER 10, 2025 AND DISCUSS ANY AGENDA ITEMS NEEDED FOR THOSE MEETINGS.

The Board then confirmed the next meeting date for Monday, November 10, 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 advised real estate updates would be given 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 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 met in Closed Session at 5:05 p.m. to discuss real estate matters.

The Board returned to Open Session at 5:13 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 TAKE ACTION REGARDING THE USE OF DISTRICT FACILITIES BY THIRD PARTIES FOR PUBLIC EVENTS.

No action was taken by the Board.

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, Mr. **Morrison** made a Motion, seconded by Mr. **Falkner**, to adjourn the meeting at 5:13 p.m. Thereafter, the Motion passed by a vote of 3 to 0.

The foregoing minutes were reviewed and approved by the Board of Commissioners on November 10, 2025.

By: 
Gary Morrison
Board Secretary