

**MINUTES OF NOVEMBER 10, 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 **November 10, 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 4:01 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:

<b>Lance Wilson</b>	Present
<b>Steve Falkner</b>	Present
<b>Gary Morrison</b>	Present
<b>Anna Vollenweider</b>	Present
<b>Brian Gillman</b>	Absent

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 opened the floor to public comment, though none was forthcoming.

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

The Board next reviewed the minutes of the October 14, 2025 meeting. After review, Ms. **Vollenweider** made a Motion, seconded by Mr. **Falkner**, 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 provided the monthly operations report stating five hundred ninety-nine (599) calls were made during the month of October. Response times across the District averaged under six minutes (6:00). Five (5) mutual aid calls were made with Spring, Cypress Creek, and Little York Fire Departments. Sixty-five (65) public relations events took place during the month, serving approximately 19,000 citizens. He lastly advised that regarding training, the District's TCFP Certification Renewal process was recently completed including one hundred twenty-four (124) audits, and fifty-three (52) renewals.

Mr. Holak next addressed the Board regarding administrative projects stating the District hosted a TDEM Disaster Accounting course at the end of October which received compliments from multiple attendees. Sixty-one (61) members also participated in the annual NFPA physicals covered by the District. Work on the District's TIFMAS policy, along with credit cards and travel

matters related to the same, was ongoing. Regarding IT, Mr. Holak advised that the Station 33 altering system installation was complete, and work on the Station 38 system was ongoing. Equipment for Stations 32 and 34 had arrived and would be installed by January 1, 2026. Regarding repairs and maintenance matters, Mr. Holak stated HVAC repairs had been completed at the administration building, along with Stations 3 and 6, though the Station 8 system was currently being reviewed. Two hundred seventy-three (273) sets of bunker gear had also been cleaned and inspected. Multiple repairs were made to District apparatus, and equipment for TIFMAS deployments had been installed on the appropriate apparatus.

Regarding HR matters, Mr. Holak advised that the Department was conducting year end ACA compliance audits, and reviewing insurance matters related to new coverages beginning January 1, 2026. He then stated efforts were ongoing regarding the move to a new records management system, and regarding mobile data terminal testing for future apparatus computer systems. Mr. Holak noted that job postings were live for full-time Driver/Operator and Firefighter positions. He lastly informed the Board that graduation for the Class 1 2025 Volunteer Cadet Academy would take place on Thursday, November 20, 2025, at 7:00 p.m. The new cadet academy would begin in February of 2026.

At this time, the Board addressed Agenda Item 6 related to Commissioner submittals.

**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 for the month. After review, Mr. **Morrison** made a Motion, seconded by Mr. **Falkner**, to approve the submission by Ms. **Vollenweider** as presented. Thereafter, the Motion passed by a vote of 4 to 0.

At this time, the Board addressed Agenda Item 4 related to the Treasurer's Report.

**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 reported that ninety-eight percent (98%) of the anticipated sales tax revenue for the year had been collected, though 2025 property tax revenues had not been received yet. Total budget expenditures totaled around seventy percent (70%), including payroll. He advised a budget amendment would be needed to address the insurance costs for the new year, which could be addressed in December. After review, Ms. **Vollenweider** made a Motion, seconded by Mr. **Falkner**, to approve the report as presented. Thereafter, the Motion passed by a vote of 4 to 0.

At this time, the Board addressed Agenda Item 7 related to District auditors.

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

President **Wilson** advised that the fee for the District's annual audit would total between \$19,000 and \$20,000, plus any additional costs estimated by Breedlove for the 2025 audit. The scope and description of auditing services was in line with previous years. After review,

Mr. **Morrison** made a Motion, seconded by Ms. **Vollenweider**, to engage Breedlove to perform the District's 2025 audit. Thereafter, the Motion passed by a vote of 4 to 0.

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

Chief Catrambone stated the first Election Committee meeting had recently taken place, though President **Wilson** requested a plan for the upcoming election process including public outreach and social media management be developed for presentation at the December meeting. Mr. Coveler advised that elections were expensive, and recommended allowing the Department to suggest a budget for the election process, and then discussing and addressing those needs. President **Wilson** suggested hosting the election at Station 38 to make it more accessible, and requested cost figures to use two (2) voting locations. He also requested training for District personnel related to public education and advocacy. No action was taken by the Board.

**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. Vector Solutions – \$28,340.06 – Annual renewal for online training platform
2. Siddons Martin – \$24,652.29 - Tower 37 equipment
3. Siddons Martin - \$3,325,358 – Purchase of new Engine & Aerial Trucks

Chief Catrambone advised that several District apparatus were 2014 models, and advised ordering replacement units in line with the District's 10-year operational replacement plan. New apparatus orders included a fifty-three (52) month lead time, delaying delivery until 2030. He advised that unbudgeted sales tax revenue could be used toward the cost of new apparatus without negatively impacting the existing 10-year budget forecast. The Board discussed potential manufacturers, and concerns regarding the optics of high expenses for new apparatus.

Chief Catrambone advised that with the continued trend of annual ten percent (10%) call volume increase, wear and tear on the apparatus was also increasing. Payments for the new apparatus would be due upon delivery, and would be funded by selling worn apparatus, and through financing closer to the arrival date. After review, Mr. **Morrison** made a Motion, seconded by Ms. **Vollenweider**, to approve the requisitions as discussed. 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.**

Chief Catrambone stated that all five (5) Commissioners, along with himself, Mr. Holak, and three (3) other members of the Department had been registered for the upcoming SAFE-D conference in San Antonio.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE PURCHASE OF WARRANTIES FOR EQUIPMENT RELATED TO DISTRICT ELECTIONS.**

Mr. Coveler advised that warranties for the District's election equipment required renewing, with the District's portion of the overall consortium coverage costing approximately \$1,580. This warranty would be extended through May 2027. After discussion, Mr. **Morrison** made a Motion, seconded by Ms. **Vollenweider**, to approve purchase of election equipment warranties as discussed. Thereafter the Motion passed by a vote of 4 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. Tony Spitzenberger next addressed the Station 1 project, noting progress had been delayed due to personal complications with the project superintendent. A new superintendent had therefore been assigned to the job. He stated there were additional issues with establishing power to the site after miscommunications with LDF. Once the site was inspected and approved by the Fire Marshal, Centerpoint could address the site's electricity needs. Work by electrical and plumbing subs was almost complete, and windows had almost all been installed. Final grading work would occur this week, along with cabinet installation. Mr. Spitzenberger also noted that fencing for the project had been ordered, along with landscaping materials, and that painting and staining in the Station was anticipated before completing work with the HVAC system and ducting.

Mr. Pate advised that the project was anticipated to come in under budget by approximately \$100,000 to \$250,000, and presented Pay Application No. 14 in the amount of \$439,190.28. After review, Ms. **Vollenweider** made a Motion, seconded by Mr. **Falker**, to approve the report and payment of the pay application 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.**

Mr. Holak advised that the project was complete, though some clean-up work was being completed on seams between the bays.

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

Mr. Pate informed the Board that the project vendor had accelerated the timeline by one (1) month, with steel scheduled to arrive in the next few weeks. Pillars would be drilled next week as well, with most of the tower erected before the end of the year, and electrical work taking place in January. The project was expected to be complete by the end of February 2026.

Mr. Pate then stated that a revised requisition had been received related to the tower generator, as discussed and requested in October. He was still coordinating with Tomball ISD regarding trees to be removed around the property but would provide updates as available. A temporary fence would be installed around the property shortly. No action was taken by the Board.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING PROPOSED FLEET 2026 CAPITAL PURCHASES.**

No additional action was taken by the Board.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING 2026 DISTRICT BENEFITS INCLUDING MEDICAL, VISION, AND DENTAL COVERAGE.**

Mr. Holak next presented information related to insurance premiums for the new year, on a new calendar-year schedule. Three (3) providers were considered, with a recommendation to adopt coverage through United Healthcare. This coverage included medical, dental, and vision plans which were covered 100% for employees, and 80% for spouses. Currently, seventy-two (72) members participated in District insurance plans, though eighty-five (85) participants were anticipated in 2026 including new hires. Regarding coverage premiums, Mr. Holak noted increases in the following amounts:

Medical – 9.3% increase  
Dental – 10.6% increase  
Vision – 0% increase

The total cost to the District, including employee contributions amounted to \$1,977,135.28. Total costs to the District without those contributions totaled \$1,916,435.28. The difference between the current estimated cost of \$1,200,000 was due to increases in cost, and the addition of new participants. Mr. **Falkner** questioned the Department's recommendation, advising that United Healthcare was difficult to work with, though Mr. Holak advised that most issues could be worked out with District staff, and noted that premiums from Blue Cross Blue Shield were not competitive with the recommended plan. After discussion, Mr. **Morrison** made a Motion, seconded by Ms. **Vollenweider**, to approve the 2026 insurance plan through United Healthcare as discussed. Thereafter, the Motion passed by a vote of 4 to 0.

**TO REVIEW AND TAKE ACTION ON THE RATIFICATION OF A CONTINUING CONTRACT WITH A PRIVATE LAW FIRM PURSUANT TO §6.30 OF THE TAX CODE FOR THE COLLECTION OF DELINQUENT DISTRICT AD VALOREM PROPERTY TAXES AND PROVIDING FOR THE PAYMENT OF UP TO 20% OF THE DELINQUENT TAXES, PENALTIES, AND INTEREST WHICH ARE COLLECTED BY THE ATTORNEY UNDER SAID CONTRACT.**

**TO DISCUSS AND TAKE ACTION ON THE IMPOSITION OF ADDITIONAL PENALTY ON DELINQUENT TAXES PURSUANT TO §33.07 OF THE TAX CODE AND ADOPTION OF A RESOLUTION REGARDING SAME FOR TAXES.**

**TO DISCUSS AND TAKE ACTION ON THE IMPOSITION OF ADDITIONAL PENALTY ON DELINQUENT TAXES TO DEFRAY COSTS OF COLLECTION BY THE DISTRICT'S DELINQUENT TAX ATTORNEY, PURSUANT TO §33.08 OF THE TAX CODE AND ADOPTION OF A RESOLUTION REGARDING SAME.**

**TO DISCUSS AND TAKE ACTION ON THE IMPOSITION OF EARLY ADDITIONAL PENALTY FOR COLLECTION COSTS FOR TAXES IMPOSED ON PERSONAL PROPERTY ON DELINQUENT TAXES PURSUANT TO §33.11 OF THE TAX CODE AND ADOPTION OF A RESOLUTION REGARDING SAME**

Mr. Coveler advised that Agenda Items 17 through 20 would be addressed together. He presented a resolution for review, and advised the Board regarding the annual contract with Linebarger Goggan Blair and Sampson ("Linebarger") for the collection of delinquent property taxes on the District's behalf. Applying additional penalties as presented would furthermore defray the costs associated with attorney's fees for those collections, ensuring full revenue was received by the District. After discussion, President **Wilson** made a Motion, seconded by Mr. **Morrison**, to approve the resolution as presented, ratifying the continuing contract with Linebarger, and imposing additional penalties on delinquent taxes as discussed. 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.**

No action was taken by the Board.

**TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ADOPTION OF PROPOSED 2026 DISTRICT HOLIDAYS.**

Mr. Holak then presented the suggested District's holiday schedule for 2026, noting it reflected the county's holiday schedule, and had not changed for the last three (3) years. After review, Ms. Vollenweider made a Motion, seconded by Mr. Falkner, to approve the District's holiday calendar as presented. Thereafter, the Motion passed by a vote of 4 to 0.

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

The Board next discussed upcoming meetings, and rescheduled the next Board meeting for Monday, December 15, 2025, at 9:00 a.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 that real estate updates would be provided 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 at 5:47 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 convened in Closed Session at 5:38 p.m. to discuss real estate matters.

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

The Board convened in Closed Session to discuss personnel matters at 5:49 p.m.

The Board reconvened in Open Session at 5:52 p.m.

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, Ms. **Vollenweider** made a Motion, seconded by Mr. **Falkner**, to adjourn the meeting at 5:53 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 December 15, 2025.

By:

  
Gary Morrison  
Board Secretary