

MINUTES OF DECEMBER 15, 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 **December 15, 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 9:05 a.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	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 minutes from the November 10, 2025 regular 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 presented the monthly Department report for November, stating five hundred sixteen (516) calls were made during the month, including thirty-eight (38) fire calls. Four (4) mutual aid calls were made during the month with Champions, Ponderosa, and Tomball Fire Departments. Response times remained consistent with previous months, though travel times had decreased in November. Regarding public relations, he stated that fourteen (14) events had taken place, serving approximately 2,400 citizens. Over 3,000 hours of training were completed by personnel during the month of November. He also noted that ten (10) members of the Fire Academy 2025-01 class had graduated on November 20, 2025.

Mr. Ryan Holak then addressed other administrative matters. He first stated that Chief Ray recently completed active shooter training to continue working with both Klein, and other agencies regarding safety concerns in the District. Department SOGs would also be updated accordingly. He then noted two (2) recent safety incidents involving personnel. Regarding Human Resources, Mr. Holak advised that open enrollment efforts were concluding in preparation for the January 1st insurance coverage start date. He also advised that job postings for Driver/Operators and firefighters had closed on December 5th, and that interviews for those positions had taken place last week. Regarding facilities matters, Mr. Holak noted repairs were underway at the administration building fuel depot, and the maintenance building after being damaged in recent weather events. The Station 32 tankless water heater had also been replaced.

Regarding Quartermaster activities, Mr. Holak advised that the annual advanced inspection and cleaning for two hundred seventy-three (273) sets of gear had been completed, and that checklists for similar items were being developed with First Due which would go live in January 2026, replacing current District software. Old data from the previous software would be migrated into First Due to avoid loss or records issues. Regarding fleet and IT divisions, Mr. Holak informed the Board that basic preventative maintenance had been completed on all District apparatus, and that the IT division was working with Harris County on channel programing matters. Mr. Holak lastly stated that the new District 31 vehicle had arrived and would be in service by the end of the month after communication equipment was fully installed.

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.

Ms. Hutchison next informed the Board that \$700,000 in excess of the budgeted expectation had been received by the District in sales tax revenues., and that 2025 property tax revenues were now being received as well. Regarding budget figures, Ms. Hutchison stated payroll expenses totaled approximately seventy-four percent (74%) for the year, while both the capital item budget and overall expenses currently totaled eighty percent (80%) of budgeted expectations. She advised the District would likely complete the year around ten percent (10%) below budget for the 2025 fiscal year. After review, Mr. **Morrison** made a Motion, seconded by Mr. **Falkner**, to accept the report and approve payment of the District's bills. 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).

The Board then reviewed submittals from Commissioners **Wilson**, **Morrison**, and **Gillman**. After review, Mr. **Falkner** made a Motion, seconded by Mr. **Morrison**, to approve the submittals as presented. Thereafter, the Motion passed by a vote of 3 to 0.

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

Mr. Coveler informed the Board that the District could host two (2) voting locations for the May 2, 2026 tax rate cap election, but advised that additional staffing costs between \$2,000 and \$4,000 would apply as multiple workers would be needed at both sites. Chief Catrambone next reviewed a draft of information for the District would use to educate local communities about the

Department and their needs. He advised that the materials would clarify what the tax rate cap election was about – increasing the limit, but not the actual tax rate itself, and how the Department could use revenues if the rate were to be raised in another election.

Mr. **Falkner** stated the message was still unclear, and suggested further revisions be made to address the *cap* increase, rather than the rate itself. President **Wilson** also asked that District personnel receive training and education about community education and what could and could not be presented, to avoid concerns of advocacy rather than education to the public. Mr. Coveler advised that his office could help to address any concerns of education, communication, and advocacy related to the tax rate cap election. No action was taken by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING AMENDMENTS TO THE DISTRICT'S 2026 BUDGET.

Chief Catrambone then presented amendments to the 2026 budget related to insurance coverage. Ms. Hutchison stated the budget for 2025 had already been exceeded, with next year's premium increasing an additional ten percent (10%). She also explained that previously, dental and vision coverage had been coded as part of the supplemental insurance budget line, though it had since been moved to the regular medical line. For the 2026 fiscal year, the District would move to a calendar year system for insurance renewal, which also resulted in a price increase at this time. After review, Mr. **Morrison** made a Motion, seconded by Mr. **Falkner**, to approve the budget amendments related to insurance coverage for the District as presented. Thereafter, the Motion passed by a vote of 3 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.

No action was taken by the Board.

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 MATTERS RELATED TO THE STATION 1 CONSTRUCTION PROJECT INCLUDING THE REVIEW AND APPROVAL OF PAY APPLICATIONS.

Mr. Pate stated it could be possible to move into Station 1 in February 2026. The Station HVAC system had recently been activated to acclimate the site, and flooring would be installed soon. When asked, Mr. Pate confirmed that the loan funds for the project will have been spent, and that the account would be closed by the end of the first quarter of 2026. He then presented Pay Application No. 15 in the amount of \$311,135.09 for Board approval. After review, Mr. **Morrison** made a Motion, seconded by Mr. **Falkner**, to approve the pay application 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 Catrambone informed the Board that the Staton 34 bay project was complete, and the District retained copies of the project plans for reference in case of questions later on.

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

Mr. Pate informed the Board that the Station 6 tower and shelter building had been erected the previous week, and electrical work would be complete at the site by the end of this week. Once work was completed, the County would come to inspect the site to approve establishment of permanent power. The tower's antenna and coax system would not be completed before January, though the entire project was anticipated to be completed by the end of January at or around the original project budget point. The site's gas line would be installed this week. Trees around the site belonging to the ISD had been cleared, though additional trees were now being considered for removal with the neighboring MUD. No action was taken by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING CONTRIBUTIONS AND OTHER MATTERS RELATED TO THE DISTRICT'S TEXAS COUNTY & DISTRICT RETIREMENT SYSTEM (TCDRS) PLAN.

Ms. Hutchison next presented scenarios related to the District's TCDRS account, and discussed various figure impacts to the District's unfunded liability. She advised that to fully fund the account, it would cost \$600,000. The District currently contributed on a 2:1 basis, and the FY 2025 plan's unfunded liability stood at \$560,000. Chief Catrambone recommended using the District's sales tax revenues to fully fund the account to avoid higher costs in future years. After discussion, Mr. **Morrison** made a Motion, seconded by Mr. **Falkner**, to approve fully funding the District's TCDRS account at a cost of \$600,000. 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.

Chief Catrambone advised that two (2) items were being presented, including a new TIFMAS deployment policy and related SOP, and updates to the District's Travel policy and request form. He informed the Board the District was already receiving requests to join deployments, but would not do so until January 2026. Mr. **Morrison** suggested including a reporting process and requirement for deployments to address damaged or lost equipment and apparatus for tracking purposes. After review, Mr. **Morrison** made a Motion, seconded by Mr. **Falkner**, to approve the TIFMAS SOP, and Travel policy and SOP updates as presented. Thereafter the Motion passed by a vote of 3 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION TO CONFIRM THE DATE FOR ANY FUTURE MEETINGS INCLUDING THE NEXT REGULAR DISTRICT MEETING SCHEDULED FOR JANUARY 12, 2026 AND DISCUSS ANY AGENDA ITEMS NEEDED FOR THOSE MEETINGS.

The Board then confirmed the next meeting date for Monday, January 12, 2026, 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 that matters would be discussed in Closed Session.

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

The Board convened in Closed Session at 9:56 a.m. to discuss real estate matters.

The Board then entered into Closed Session to consult with legal counsel at 10:07 a.m.

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 met in Closed Session to consult with legal counsel at 10:07 a.m.

The Board reconvened in Open Session at 10:41 a.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 ON AN ENGAGEMENT TO RECEIVE GOVERNMENTAL AFFAIRS SERVICES FROM COVELER & PEELER, P.C., AND THEIR RELATED CONTRACTORS.

At this time, Mr. Morrison made a Motion, seconded by Mr. Falkner, to approve the engagement with Coveler & Peeler, P.C. to receive governmental affairs services. Thereafter, the Motion passed by a vote of 3 to 0.

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, President **Wilson** adjourned the meeting at 10:42 a.m.

The foregoing minutes were reviewed and approved by the Board of Commissioners on January 12, 2026.

By:



Gary Morrison
Board Secretary