

MINUTES OF JANUARY 12, 2026 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 **January 12, 2026** 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 4:00 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 (Remotely)

Also present at the meeting were Fire Chief Jason Catrambone, Ryan Holak, Deputy Chief of Administration, 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.

No action was taken by the Board.

REVIEW AND TAKE ACTION ON MATTERS RELATING TO CALLING AN ELECTION TO BE HELD ON MAY 2, 2026:

- a. **TO CONSIDER AND TAKE ACTION ON SUCH OTHER ORDERS, RESOLUTIONS AND RELATED MATTERS AS REQUIRED OR APPROPRIATE TO CALL FOR THE DISTRICT ELECTION.**

Mr. Coveler advised the Board that two (2) Board seats were up for election in May, and noted that applications were available online. This election would run in tandem with the District's tax rate cap election, with two (2) voting locations at Stations 36 and 38. He then presented Election Orders for Board review and approval related to calling those elections. The application period for Commissioner positions would end on Friday, February 13th at 5:00 p.m. with a write-in period extending until February 17th. If no additional applications were received, the election would be canceled at the Board's March meeting. After discussion, Ms. **Vollenweider** made a Motion, seconded by Mr. **Morrison**, to call for the District's Commissioner, and Tax Rate Cap elections for May 2, 2026. Thereafter, the Motion passed by a vote of 5 to 0.

APPROVE THE MINUTES OF PRIOR DISTRICT MEETINGS.

The Board then reviewed the minutes of the December 15, 2025 meeting. After review, Ms. **Vollenweider** made a Motion, seconded by Mr. **Morrison**, to approve the minutes as presented. Thereafter, the Motion passed by a vote of 5 to 0.

TO RECEIVE REPORTS FROM THE DEPARTMENT.

Chief Catrambone presented the Department reports, advising that 6,070 calls were made during the 2025 year, an approximate nine percent (9%) increase over 2024. Five hundred nine (509) calls were made during the month of December, including twenty-nine (29) fire calls. Average times continued to hold, though some increases noted were due to running multiple calls at the same time. Thirteen (13) PR events during the month served over 3,000 community members. Regarding training, Chief stated that over two thousand (2,200) hours were completed during the month.

Mr. Holak next presented administrative reports, advising that final audits with the Department of State Health Services had been completed, and that the finance division had closed out year-end budget reviews and issued new credit cards, with receipt tracking software forthcoming. One (1) full-time firefighter had left the Department, though seven (7) new firefighters and one (1) full-time Captain were onboarded, and two (2) D/Os were promoted to Captains. He informed the Board that SOGs were being updated for active attack responses, and return to work matters, and that monthly inspection forms were being created to address light duty vehicle matters. Regarding facilities and IT matters, Mr. Holak stated that repairs to HVAC systems, doors, and drain lines had been completed at various stations, and work was ongoing regarding channel and radio communication matters with Harris County. Regarding Quartermaster and apparatus matters, he then stated that gear for new members was being ordered, and that minor PM work was being addressed for District apparatus along with maintenance on Tower 36. He lastly advised that Boosters 36 and 38 had been equipped for TIFMAS deployments, and that the new First Due system for response records management was now live after a smooth transition from ESO.

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 everything was within budget due to careful planning, unexpected sales tax revenues, and timing adjustments on capital items. After review, Mr. Morrison 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).

No action was taken by the Board.

TO CONDUCT ANNUAL REVIEW OF THE DISTRICT'S INVESTMENT POLICY AND TAKE ANY NECESSARY ACTION.

Mr. Coveler next presented the District's Investment Policy for annual review as required by law, advising that no substantive changes were necessary at this time. After review, Ms. Vollenweider made a Motion, seconded by Mr. Morrison, to approve the policy as discussed, and to reappoint Mr. Gillman as the District's Investment Officer. Thereafter, the Motion passed by a vote of 5 to 0.

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

Mr. Coveler presented a draft of the ballot language for the District's tax rate cap election, explaining new requirements to add certain language, and offering the Board the option to raise the cap in increments, or to pursue the cap of \$0.10. He reiterated that raising the maximum tax rate cap would not raise the tax rate itself, but would allow the District to raise its rate in future setting processes if needed, due to economic and other necessities. The Board discussed economic impacts of the election, and process to raise the cap again later if it was not raised fully at this time. This election would run in tandem with the May 2, 2026 Commissioner election, and present no additional cost to the District beyond what was already required. After discussion, President **Wilson** made a Motion, seconded by Mr. **Morrison**, to approve ballot language to raise the tax rate cap to \$0.10 per \$100 valuation. Thereafter, the Motion passed by a vote of 4 to 1, with Mr. **Falkner** opposed.

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

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 presented a request for annual pre-plan services with Tyler Leach, not to exceed a cost of \$25,000. Individual invoices would be submitted as work was completed, and Mr. Holak advised the cost was in line with prior year's services. After discussion, Ms. **Vollenweider** made a Motion, seconded by Mr. **Morrison**, to approve the request as presented. Thereafter, the Motion passed by a vote of 5 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 MATTERS RELATED TO THE STATION 1 CONSTRUCTION PROJECT INCLUDING THE REVIEW AND APPROVAL OF PAY APPLICATIONS.

After a brief video stream interruption, the Board then addressed the Station 1 project. Mr. Tony Spitzenberger advised that the MEP punchwalk would occur on Friday January 16th, though the architect's walk had been delayed by two (2) weeks. He informed the Board that the UPS which was delivered would not fit in its intended space and was replaced with a different system though the batteries for that system would not be available until February. He also stated the subcontractor responsible for Station awnings had not been present since the end of December, with no known cause for his absence. HVAC systems were all installed and running, allowing for floor installation to begin shortly. He then commended Kyle Foster for his work after taking over the project. President **Wilson** then presented Pay Application No. 16 in the amount of \$217,347.47. After review, Ms. **Vollenweider** made a Motion, seconded by Mr. **Morrison**, to approve the report, and payment of the pay application as presented. Thereafter, the Motion passed by a vote of 5 to 0.

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

Mr. Pate advised the Board that issues had been identified by Centerpoint and were being overseen by Chief Dawson, who explained that a power drop was needed as the transformer for the tower was located across the street. The existing weather head was too short and needed to be addressed by an electrician, after which point permanent power should be established. Mr. Pate also stated the tower generator had been installed, with the gas line forthcoming, and that antennas and coax systems were underway. New equipment would likely be moved to the tower in late February. He lastly advised that remaining trees around the site did not appear concerning to the tower, though he would defer to Chief Catrambone regarding their removal.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING A MEMORANDUM OF UNDERSTANDING WITH THE TEXAS DIVISION OF EMERGENCY MANAGEMENT.

Chief Catrambone presented an MOU related to service with the Texas Department of Emergency Management, which he explained would combine multiple existing agreements, and which presented no cost to the District. After review, Mr. **Morrison** made a Motion, seconded by Ms. **Vollenweider**, to approve the MOU as presented. Thereafter, the Motion passed by a vote of 5 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 FEBRUARY 9, 2026 AND DISCUSS ANY AGENDA ITEMS NEEDED FOR THOSE MEETINGS.

The Board discussed upcoming meeting dates and rescheduled the news regular meeting for Friday, February 13th 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 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 4:48 p.m. to discuss real estate matters.

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 5:06 p.m. to consult with legal counsel.

The Board reconvened in Open Session at 5:53 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, Ms. **Vollenweider** made a Motion, seconded by Mr. **Morrison**, to adjourn the meeting at 5:53 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 February 13, 2026.

By:


Gary Morrison
Board Secretary