

MINUTES OF MARCH 10, 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 **March 10, 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 4:04 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	Absent
Brian Gillman	Present

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.

The Board opened the floor to public comment, at which time Fire Chief Scott Seifert of the Spring Fire Department presented a commemorative statue to ESD 16 in thanks for the use of Station 35 during their own District's station construction project. He thanked the Board, Chief Catrambone, and Mr. Holak for their hospitality and cooperation with Spring's crews to best serve both Districts' territories.

REVIEW AND TAKE ACTION ON MATTERS RELATING TO THE DISTRICT'S COMMISSIONER, AND TAX RATE CAP ELECTION ON MAY 2, 2026.

Mr. Coveler informed the Board that all deadlines for filing applications related to the May 2, 2026 Commissioner election had passed, with no additional applications having been accepted. As such, Commissioners **Wilson** and **Vollenweider** would be re-elected as uncontested candidates and begin a new four (4) year term on June 1, 2026. He then advised that the Board could cancel the previously called Commissioner election, as the measure was now moot. After review, Mr. **Gillman** made a Motion, seconded by Mr. **Morrison**, to cancel the previously called May 2, 2026 Commissioner election, and reaffirm Commissioners **Wilson** and **Vollenweider** as discussed. Thereafter, the Motion passed by a vote of 4 to 0.

Regarding the May 2, 2026 tax "cap" election related to raising the District's current maximum tax rate limitation, the Board then discussed which of the two (2) voting locations would serve as the primary voting location. Due to parking and space considerations, Station 36 was

named the primary voting location for this election. Mr. Coveler next presented a Notice of Election for Board review and approval related to the tax election. After discussion, Mr. **Morrison** made a Motion, seconded by Mr. **Gillman**, to approve the Notice of Election as presented, and name Station 36 as the “main” voting location for the May 2, 2026 election. Thereafter, the Motion passed by a vote of 4 to 0.

APPROVE THE MINUTES OF PRIOR DISTRICT MEETINGS.

The Board next reviewed the February 13, 2026 meeting minutes. After review, Mr. **Morrison** made a Motion, seconded by Mr. **Gillman**, 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 report, stating four hundred eighteen (418) calls were made during the month of February. Overall response times averaged under six minutes (6:00). Ten (10) public relations events took place during the month, serving approximately 2,100 citizens. Regarding training, Chief Catrambone stated approximately 3,400 hours of training were completed during the month. He also stated that based on current projections, the District’s ISO rating would remain at a level 2 due to apparatus coverage and staffing figures. Next, Chief Catrambone advised that the District’s inspection for TIFMAS was completed, and that three (3) teams, including the Chief, had been deployed for wildland and strike team assignments. Those deployments would result in roughly \$53,000 in repayments through TIFMAS.

Next, Mr. Ryan Holak addressed administrative and division matters, first stating District leadership teams were working with the North Harris County tactical group to create educational material for law enforcement and emergency services members. Several area lock down drills at local schools were also attended by District personnel. He also noted that after multiple member training incidents, procedures were being reviewed to reduce on-duty injuries. Mr. Holak also informed the Board that law enforcement had recently been called to remove a trespassing individual from Station 32’s property. Regarding financial matters, Mr. Holak advised that Ms. Hutchison had completed the first reimbursement process for TIFMAS deployments and was working on the others. He also noted that meetings had been held with representatives of ZacTax to review available analytic platforms and reports related to District sales and property taxes, and the 30-day trial period was underway.

Regarding information technology, he stated that new radios which were set for deployment had been delayed due to programming issues with Harris County. Regarding maintenance and logistics, Mr. Holak reviewed maintenance and repairs completed at several District stations, and additional maintenance work which was completed on District apparatus and SCBA systems. He advised the Board that the build-out of the District’s First Due software was ongoing with assets and scheduling modules remaining for completion. He also noted that two (2) new District Chief trucks had been ordered through Parkway Chevrolet. Mr. Holak lastly informed the Board that a series of Open House events was being hosted at each District station to connect and communicate with the surrounding community throughout the month of April.

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. **Falkner** briefly stepped out of the meeting at this time. Mr. **Gillman** then presented the financial report, noting property and sales tax revenues were in line with expectations. Approximately eighty percent (80%) of property taxes for 2025 had been collected at this time. He also noted payments received from TML after their annual audit, and from TIFMAS related to recent deployments. After review, Mr. **Morrison** made a Motion, seconded by Mr. **Gillman**, to approve the report as presented. Thereafter, the Motion passed by a vote of 3 to 0, with Commissioner **Falkner** abstaining.

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 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 a request for new Kenwood BM8000 triband mobile radios for all District apparatus. Chief Catrambone advised the new radios would allow the District to communicate with other agencies while traveling to incidents in and out of District, though President **Wilson** questioned their usefulness during active responses as opposed to merely travel. Chief Catrambone further stated the order required a twelve (12) week lead time, and noted it was best to order and receive the units prior to hurricane season to avoid communication issues with surrounding agencies during emergency response events. After discussion, Mr. **Gillman** made a Motion, seconded by Mr. **Morrison**, to approve the purchase of new radios through Northwest Communications in the amount of \$144,507.92. Thereafter, the Motion passed by a vote of 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE ADOPTION OF DISTRICT TAX EXEMPTIONS FOR 2026.

Mr. Coveler then addressed the District's annual adoption of property tax exemptions. He presented impact comparisons related to the District's exemption categories at various increased rates, and advised that homestead exemptions were percentage based, while other exemptions were based on a dollar amount. He noted that if the May 2nd election passed, and the District's tax rate was eventually raised, higher exemptions might also be considered and granted by the Board. After further discussion, and review of current District financial projections, President **Wilson** made a Motion, seconded by Mr. **Morrison**, to maintain the current exemption rates. Thereafter, the Motion to adopt the following exemptions for 2026 passed by a vote of 4 to 0.

Homestead:	10%
Over 65:	\$120,000
Disability:	\$120,000

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S REPUBLIC WASTE SERVICES CONTRACT.

Mr. Holak next presented a two (2) year term contract including a \$400 price reduction, with Republic Waste Services related to District waste management. He noted that the contract included an increase-cap in the second year of service, and stated that customer service with this provider had been excellent. The new contract would provide services for all District stations and the administration facility. After review, Mr. **Gillman** made a Motion, seconded by Mr. **Morrison**, to approve the contract as presented. Thereafter, the Motion passed by a vote of 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE PROVISION OF DISTRICT ELECTRICAL UTILITIES INCLUDING BUT NOT LIMITED TO PROVIDER CONTRACTS AND TERMINATIONS.

Mr. Holak next advised that the District's electrical service contract would be renewed as of May 1, 2026, and presented multiple term and pricing options with the current provider, TXU, as well as an alternative provider, Power Energy. Power Energy was used by several area ESDs, though the fourteen (14) to fifteen (15) month service contract presented several unknown factors as rates would be based on market fluctuations. He noted that the new contract terms offered through TXU would also present a lower overall cost to the District, and suggested an eighteen (18) to twenty-four (24) month contract with TXU if the Board did not want to change providers. After discussion, President **Wilson** made a Motion, seconded by Mr. **Gillman**, to approve the two (2) year term contract with TXU as presented. 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.

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. Tony Spitzenberger informed the Board that after the recent punch walk, several small items were being addressed by subcontractors, and roofing issues related to slope and drainage were being discussed with the project's architect. He advised that, regarding the roof, the project's engineers would review the issue and work with the LDF, the contractor, to rectify the issue, including recertification and water testing of the area to protect its warranty. He also advised that the building's occupancy inspection by Harris County was currently being scheduled. When asked about current funds and cost projections, Mr. Spitzenberger noted that a substantial completion status would release some funds, though others were still being held back for retainage. He lastly presented Pay Application No. 18 in the amount of \$47,456.59. After review, Mr. **Gillman** made a Motion, seconded by Mr. **Morrison**, to approve payment of Pay Application No. 18 as presented. Thereafter, the Motion passed by a vote of 4 to 0.

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

Mr. Mike Pate next informed the Board that the new Station 6 tower had been inspected and approved by an independent third-party. He then advised that a new gas line and meter would be brought to the property at a cost of approximately \$4,000 after the previous line was abandoned. Other systems were being installed and established to be completed by the end of April. Mr. Pate

stated the District's last equipment had been removed from the Crown Castle tower and was being reviewed by NW Radio, after which it would be installed on the new tower. Once the new tower was online communication channels would be altered accordingly.

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 THE DISTRICT'S DEFERRED COMPENSATION RETIREMENT BENEFITS.

Mr. Holak then advised the Board that the District's prior retirement benefit provider, One America, had been purchased by a new company with disappointing results. He proposed engaging a new benefit provider, Empower, which would offer a lower fee and overall savings to the District compared to the prior provider. Moving to the new provider would cost approximately \$4,485. After discussion, the Board requested more information be provided for consideration in April. 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 APRIL 13, 2026 AND DISCUSS ANY AGENDA ITEMS NEEDED FOR THOSE MEETINGS.

The Board next discussed upcoming meeting dates, and agreed to reschedule the regular April meeting for Friday, April 10, 2026 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.

Mr. Holak next presented a list of surplus and salvage property for sale or disposal including a 2010 zodiac boat, an old Suzuki boat motor, over eight hundred feet (875') of old hose, and three (3) ten (10) year old chainsaws. After review, Mr. **Morrison** made a Motion, seconded by Mr. **Gillman**, to approve the sale and disposal of surplus and salvage property as discussed. Thereafter, the Motion passed by a vote of 4 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S SERVICE CONTRACT WITH BD REALTY.

The Board next discussed a new service contract with BD Realty, which had already been reviewed by legal counsel. After discussion, Mr. **Gillman** made a Motion, seconded by Mr. **Morrison**, to approve the contract as presented. Thereafter, the Motion passed by a vote of 4 to 0.

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

No action was taken by the Board.

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

The Board did not meet in Closed Session to deliberate 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 3:58 p.m. to consult with legal counsel.

The Board reconvened in Open Session at 6:12 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. **Gillman** made a Motion, seconded by Mr. **Morrison**, to adjourn the meeting at 6:13 p.m.

The foregoing minutes were reviewed and approved by the Board of Commissioners on April 10, 2026.

By: 
Gary Morrison
District Secretary