

**MINUTES OF APRIL 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 **April 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 9:00 a.m., by **Lance Wilson**, Board President and Chairman of the meeting.

President **Wilson** announced that a quorum was present. Those Commissioners present 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>	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, Patrick Allis of ZacTax (attending remotely), and other members of the Department and community.

**TO RECEIVE PUBLIC COMMENT.**

No public comment was received.

**REVIEW AND TAKE ACTION ON MATTERS RELATING TO THE TAX RATE CAP ELECTION ON MAY 2, 2026 INCLUDING BUT NOT LIMITED TO AUTHORIZING THE BOARD PRESIDENT TO APPOINT MEMBERS OF THE EARLY VOTING BALLOT BOARD AND PRESIDING JUDGES FOR EARLY VOTING AND ELECTION DAY.**

Mr. Coveler next addressed the upcoming tax rate cap election. Early voting would take place Monday, April 20<sup>th</sup>, Wednesday April 22<sup>nd</sup> through Friday, April 24<sup>th</sup>, and Monday April 27<sup>th</sup> through Tuesday, April 28, 2026 from 9:00 a.m. to 6:00 p.m. Election Day would be Saturday, May 2, 2026 from 7:00 a.m. to 7:00 p.m. Voting would be held at Station 36 and Station 38 for both early voting and election day. He then presented the names of workers who were scheduled to work the election, including the early voting ballot board and presiding judges, and requested authority for President **Wilson** to appoint alternate judges if needed. After review, Mr. **Gillman** made a Motion, seconded by Ms. **Vollenweider**, to approve the workers and information as presented, and to authorize President **Wilson** to name alternate judges if necessary. Thereafter, the Motion passed by a vote of 5 to 0.

Mr. Holak and Ms. Ja'Milla Lomas also addressed the Board regarding recent Open House events, and community outreach related to the ballot proposition and election process.

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

The Board next reviewed the March 10, 2026 meeting minutes. After review, Mr. **Gillman** 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 next provided the monthly report, stating four hundred fifty-six (456) calls were made during the month of March, including forty-one (41) fire events, and nine (9) mutual aid calls. Thirteen (13) PR events took place in March, serving approximately 2,600 citizens. Eight hundred thirty (830) individual training classes took place in March, totaling around 2,700 hours of training during the month. He then advised that, regarding TECC construction, cost estimates for new building construction were anticipated by the end of the year and would be split between five (5) Districts. Those costs had already been built into the District's forecasting plan based on previous estimates. He advised the District would likely obtain a loan to keep financials steady and manage expenses over time.

Mr. Ryan Holak then addressed administrative and division work, first commending District personnel on their feedback from TIFMAS events, and recognizing Adriane Hutchison for her work getting deployments and reimbursements managed. He also recognized Ms. Hutchison for becoming a Certified Government Finance Officer. Regarding technology, Mr. Holak advised that the USDD alerting system at Stations 32 and 34 had been installed and were currently functional. District radios had also been updated with Harris County, though a software update was needed to address an issue with the mayday buttons before those radios would be operational. Newly purchased radios had also arrived and were being programmed and assigned to District apparatus in anticipation of hurricane season. Regarding fleet and facilities matters, Mr. Holak stated repairs were being made to the administration building HVAC system and gym area, and preventative maintenance and minor repairs were being completed on District apparatus.

**TO RECEIVE A PRESENTATION AND DEMONSTRATION FROM ZAC TAX REGARDING THEIR SALES TAX SOFTWARE.**

The Board then received a presentation by Mr. Patric Allis of ZacTax addressed new sales tax and property tax software. Mr. Allis demonstrated the program's dashboard and forecasting capabilities for sales tax figures, including past trends, present data, and future expectations. The program would also include a free sales tax audit service. He then noted comparable abilities by the property tax dashboard. The annual cost of both dashboard services totaled \$15,000. The Board thanked Mr. Allis for his presentation. No further action was taken by the Board.

**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 Treasurer's report, noting sales tax revenue income, and stating that budget figures met current expectations. He also advised that income from recent TIFMAS deployments would help to offset other District expenses. After review, Ms. **Vollenweider** made a Motion, seconded by Mr. **Gillman**, to approve the report as presented, and pay the District's bills. 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 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.**

Mr. Holak next presented a request for training related to the upcoming Gulf Coast HR Symposium, for a total cost of \$1,283.60. After discussion, Mr. **Gillman** made a Motion, seconded by Mr. **Morrison**, to approve the training expense as presented. Thereafter, the Motion passed by a vote of 5 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.**

Regarding the Station 1 project, Chief Catrambone informed the Board the punchlist was being addressed, though electrical and HVAC items had been completed. Responses from engineers regarding the roof repairs and warranty certification had not yet been received. Substantial completion could not be complete until two (2) outstanding matters were resolved. Move-in to the station was expected in June, after remaining items were completed. Mr. Holak also noted that technology systems had been, or were being installed, with no delays by the District. No action was taken by the Board.

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

Mr. Mike Pate then provided a status update regarding the Gregson Tower project, advising that the gas line would be installed next week, and that security and Keri systems would be installed soon thereafter. Starlink and network equipment was currently being installed and would be configured after the installation of the UPS system. Project completion was expected by the end of the month. He also informed the Board that Crown Castle had accepted the District's termination notice in March. No action was taken by the Board.

**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. Dustin Creager next addressed the Board regarding the District's deferred compensation and retirement benefits. He advised that One America, the current provider, had

been bought out by Voya, though personnel and customer service would remain the same. Similar plans were available though he recommended staying with Voya, at no additional cost, or engaging with Empower. When asked, Ms. Adriane Hutchison, District Finance Manager, advised staying with Voya represented a lower cost, but suggested moving to Empower based on quality and customer service improvements.

President **Wilson** noted the \$4,500 transition cost to move to Empower and suggested requesting a lower transition price. He also suggested absorbing participant costs to remove the financial burden from District employees. Mr. Creager advised that costs were split between the organization and participants, and covering that cost would require the District to absorb the 1.1% cost in addition to the plan value. Mr. Holak agreed that covering costs and offering a match rate would encourage more employees to participate in the plan. After discussion, President **Wilson** made a Motion, seconded by Ms. **Vollenweider**, to move the District's plan to Empower, and to absorb the 1.1% participant cost from employees. After discussion, the Motion passed by a vote of 4 to 1, with Mr. **Morrison** opposed.

**TO REVIEW, DISCUSS, AND TAKE ACTION REGARDING A MEMORANDUM OF UNDERSTANDING FOR A REGIONAL PARTNERSHIP TO PURCHASE PORTABLE RADIOS THROUGH THE ASSISTANCE TO FIREFIGHTER GRANT (AFG) PROGRAM.**

Mr. Holak then presented a Memorandum of Understanding for Board approval related to the purchase and use of portable radios through the Assistance to Firefighter Grant program. The MOU included six (6) Departments, partnering to apply for funding to purchase one hundred and four (104) radios. After discussion, Mr. **Morrison** made a Motion, seconded by Mr. **Gillman**, to approve the MOU, pending legal review. Thereafter, the Motion passed by a vote of 5 to 0.

**TO REVIEW, DISCUSS AND TAKE ACTION TO CONFIRM THE DATE FOR ANY FUTURE MEETINGS INCLUDING THE NEXT REGULAR DISTRICT MEETING SCHEDULED FOR MAY 11, 2026 AND DISCUSS ANY AGENDA ITEMS NEEDED FOR THOSE MEETINGS.**

The Board then confirmed the next meeting date of Monday, May 11, 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 items to be sold or disposed of, pending Board approval, including toolboxes, intake valves, and a cascade system. After review, Mr. **Morrison** made a Motion, seconded by Mr. **Gillman**, to approve the sale and disposal of goods as presented. Thereafter, the Motion passed by vote of 5 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 convened in Closed Session at 10:19 a.m. to discuss real estate matters.

The Board reconvened in Open Session at 10:28 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 did not meet in Closed Session to consult with legal counsel.

**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 MEET IN CLOSED SESSION PURSUANT TO TAX CODE §323.3022 TO DISCUSS SALES TAX MATTERS.**

The Board did not meet in Closed Session to discuss sales tax matters.

**TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.076 TO DISCUSS THE DEPLOYMENT OR IMPLEMENTATION OF SECURITY PERSONNEL OR DEVICES, OR RELATED SECURITY AUDITS.**

The Board did not meet in Closed Session to discuss security matters.

**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 10:29 a.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 May 11, 2026.

By:

  
**Gary Morrison**  
Board Secretary