MINUTES OF JUNE 8, 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 **June 8, 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 4:02 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

Also present at the meeting were Fire Chief Jason Catrambone, 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

ADMINISTER OATHS OF OFFICE TO ELECTED COMMISSIONERS.

Mr. Coveler administered Oaths of Office to **Lance Wilson** and **Anna Vollenweider** who were re-elected for a new four (4) year term.

TO RECEIVE PUBLIC COMMENT.

No public comment was forthcoming.

TO ELECT BOARD OFFICERS.

The Board next addressed officer elections. After review, Mr. **Morrison** made a Motion, seconded by Mr. **Gillman,** to maintain the current positions as follows:

Lance Wilson	President
Steve Falkner	Asst. Secretary/Treasurer
Gary Morrison	Secretary
Anna Vollenweider	Vice President
Brian Gillman	Treasurer

Thereafter, the Motion passed by a vote of 5 to 0.

TO RECEIVE, DISCUSS AND TAKE ACTION RELATED TO THE DISTRICT'S 2025 FINANCIAL AUDIT.

Ms. Jill Henze of Breedlove, Co. presented the District's 2025 financial audit, stating the District's financial standing and records were in line with expectations according to accounting standards, and noting no material problems with the District's finances. After review, Ms. **Vollenweider** made a Motion, seconded by Mr. **Gillman,** to approve the audit report, including clarifications regarding the District's tax rate election, as presented. Thereafter, the Motion passed by a vote of 5 to 0.

APPROVE THE MINUTES OF PRIOR DISTRICT MEETINGS.

Mr. Coveler advised that two (2) sets of minutes were being prepared for the month of May, which would be presented for Board approval at the July meeting. No further action was taken.

TO RECEIVE REPORTS FROM THE DEPARTMENT.

Chief Catrambone next presented the monthly operations report, stating call volumes were down slightly in May at four hundred ninety-six (496) calls compared to five hundred fourteen (514) during the same month in 2025. Twenty-six (26) calls were fire related, with two hundred twenty (220) EMS-related calls. Mutual aid calls were made with Ponderosa, Cypress Creek, Spring, and Tomball Fire Departments. Average response times totaled five minutes fifty-four seconds (5:54). Twenty-three (23) Public Relations events took place during the month, serving approximately six thousand (6,000) citizens. Regarding training, Chief Catrambone stated nearly twenty-seven hundred (2,696) hours of training were completed during the month. He informed the Board that three (3) health and safety incidents occurred during the month. He also advised that there were now five (5) members remaining in the current academy class.

Regarding Administrative matters, Chief advised that an Active Shooter Incident Management (ASIM) course was hosted by the District with forty (40) participants attending including representatives from over twenty-five (25) entities. Session two of the VCOS Critical Thinking Academy would also be hosted on June 13th and 14th. Regarding Finance and HR, Chief Catrambone stated the transition of 457 accounts with VOYA was underway, and Ms. Hutchison was working on the draft budget for 2027.

Three (3) members were offboarded from the District, a new posting for full-time firefighter position was open, and seven (7) driver/operator position openings would close in July. Regarding IT and maintenance matters, Chief advised that network equipment had been installed at Station 37, and noted gate and air conditioning repairs made at the Administration building. He lastly reviewed maintenance and repairs to District apparatus, advising that the new VM8000 radios were being installed on apparatus with scheduled preventative maintenance.

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 the budget was in line with expectations. No sales tax report was available at this time. After review, Mr. **Morrison** made a Motion, seconded by Ms. **Vollenweider,** to approve the report and pay District bills 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).

The Board reviewed submittals for compensation by Commissioners. After review, Mr. **Gillman** made a Motion, seconded by Mr. **Morrison,** to approve the submittals as presented. Thereafter, the Motion passed by a vote of 5 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 REGARDING MODIFYING THE DISTRICT'S LOAN AGREEMENTS TO ALLOW PROPERTY TAX REVENUES TO SERVE AS THE COLLATERAL FOR THE DISTRICT'S EXISTING LOANS.

Mr. Coveler advised the Board that of the District's five (5) current loans, one (1) would be paid off in August, and two (2) others through Southside Bank related to the Maintenance and Administration facility could be adjusted to reallocate their collateral from sales tax revenues to property tax revenues, which would increase the District's available tax rate calculations for 2026. He presented documents for Board approval to execute the collateral reassignment, and advised that it was possible the two (2) other loans through Chase Bank could be similarly changed, but no documentation was available to do so at this time.

After review, Mr. **Morrison** made a Motion seconded by Mr. **Gillman,** to authorize the loan modifications to reallocate collateral as property tax revenue rather than sales tax revenue, and to pledge property tax revenues sufficient to pay the four (4) loans as discussed, including those obligations owed to Chase Bank. Thereafter, the Motion passed by a vote of 5 to 0.

TO REVIEW DISCUSS AND TAKE ACTION ON EXECUTING ANY NEEDED DEBT INSTRUMENTS WITH THE DISTRICT'S LENDERS.

No additional action was taken by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S LEASE RENEWAL WITH TEXAS EMERGENCY COMMUNICATIONS CENTER.

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.

Chief Catrambone advised that a plan had been developed to address bay door issues at Station 1, including the removal of brick around the doors to address alignment issues with the plates and doors. The issues would be addressed, including weld work behind the brick, and would be covered by LDF and BRW. He estimated crews could move into the Station in 2027.

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

Chief Catrambone advised the project was essentially complete, with very few items to be addressed. No action was taken by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE BOXX MODULAR LEASE RENEWAL FOR STATION 35 TRAILER.

Ms. Hutchison then presented a renewal agreement with Boxx Modular related to the Station 35 trailer, requesting a year extension for a cost of $1,373 per month. After discussion, Ms. **Vollenweider** made a Motion, seconded by Mr. **Gillman,** to approve the renewal as presented. Thereafter, the Motion passed by a vote of 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING DISTRICT LANDSCAPING CONTRACTS.

Chief Catrambone then presented a contract to renew landscaping services with Millenium Outdoor Services, including a price adjustment. The twelve (12) month contract cost for services totaled $99,095. After discussion, Ms. **Vollenweider** made a Motion, seconded by Mr. **Morrison,** to approve the contract renewal as presented. Thereafter, the Motion passed by a vote of 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION TO APPROVE THE INTERLOCAL AGREEMENT FOR MUTUAL AID WITH THE CITY OF HOUSTON RELATED TO EMERGENCY SERVICES FOR THE FIFA WORLD CUP.

Chief Catrambone presented the Interlocal Agreement ("ILA") related to mutual aid services with the City of Houston during the World Cup events hosted over the next few months. He advised that the District would be reimbursed for their participation per the terms of the agreement. After review, Mr. **Gillman** made a Motion, seconded by Ms. **Vollenweider,** to approve the ILA with the City of Houston 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 July 13, 2026 and discuss any agenda items needed for those meetings.

The Board then rescheduled the next regular meeting for Friday, July 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.

Chief Catrambone presented an old transfer switch from the Station 34 generator which would be sold on public auction, with Board approval. After discussion, Ms. **Vollenweider** made a Motion, seconded by Mr. **Gillman,** to approve the sale of District property as presented. Thereafter, the Motion passed by a vote of 5 to 0.

To review, discuss and take action regarding District real estate matters.

Mr. Coveler advised the Board that Klein Volunteer Fire Association had been reinstated, and he and Mr. Willgrubs would work to obtain a clean title for the property in question before transferring that title to the District. Once the property was transferred, it could be sold. He then requested the Board approve costs related to the property survey and closing costs between the District and Association. After discussion, Mr. **Gillman** made a Motion, seconded by Mr. **Morrison,** to approve any necessary costs related to surveying the property, and closing costs for the sale of the property from KVFA to ESD 16. Thereafter, the Motion passed by a vote of 5 to 0.

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 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 entered into Closed Session at 4:57 p.m. to consult with legal counsel.

<u>To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.</u>

The Board entered into Closed Session at 4:57 p.m. to discuss personnel matters.

The Board reconvened in Open Session at 5:34 p.m.

<u>To meet in Closed Session pursuant to Tax Code §323.3022 to discuss sales tax matters.</u>

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

<u>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.</u>

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

<u>To review, discuss and act on any employment or personnel matters, including District policies, evaluations, benefits, compensation, hiring, retention and evaluation of District employees.</u>

No action was taken by the Board.

<u>Adjournment.</u>

There being no further business brought before the Board, Ms. **Vollenweider** made a Motion, seconded by Mr. **Gillman,** to adjourn the meeting at 5:35 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 July 10, 2026.

By: Gary Morrison

Gary Morrison
Board Secretary