MINUTES OF JULY 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 **July 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 9:05 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	Present

Also present at the meeting were Fire Chief Jason Catrambone, Deputy Chief of Administration Ryan Holak, Finance Director Adriane Hutchison, Ira Coveler and Melissa Wiggins of Coveler & Peeler, P.C., District Counsel, Merrill Willgrubs of BD Realty, and other members of the Department and community.

TO RECEIVE PUBLIC COMMENT.

No public comments were forthcoming.

TO RECEIVE REPORTS FROM THE DEPARTMENT.

Chief Catrambone then presented the Department report stating four hundred sixty-three (463) incidents occurred during the month of June. Twenty-four (24) incidents were fire response calls, and one hundred eighty-six (186) calls were EMS related. Mutual aid was given five (5) times to Little York, Spring, and Ponderosa Fire Departments. Response times for the District averaged around or below six minutes (6:00). Sixteen (16) public relations events took place during the month, serving approximately forty-three hundred (4,300) citizens. Regarding training, Chief Catrambone stated that approximately twenty-three hundred (2,355) hours of training were completed, including nine hundred thirty-seven (937) individual class sessions.

Mr. Holak next addressed the Board regarding administrative and division reports. He advised that the District had participated in a recent ALERRT AAIR training event with the Harris County First Responder Training Task Force, which now boasted one hundred eighty (180) trained first responders. He next advised that testing for the open firefighter and driver operator positions had taken place, and the District's new Volunteer GIS specialist had been onboarded. Regarding

IT and logistics, Mr. Holak advised that inventory efforts were ongoing regarding radios, workstations, and mobile data terminals, and that the Gregson Radio Tower was now live and operating for the District. Repairs related to the administration HVAC system and Station 36 generator were completed, and the Department had fully transitioned to using the new FirstDue software to for records management, asset tracking and inventory, and fleet maintenance. The District's quartermaster was currently completing annual fire extinguisher inspections and had recently addressed repairs to protective equipment and was prepping for upcoming FIFA world cup events. Mr. Holak lastly noted that the new District Chief vehicles were being outfitted at Parkway Chevrolet and would be in service within a few months.

TO REVIEW, DISCUSS AND PROPOSE THE DISTRICT'S 2027 BUDGET.

Chief Catrambone then presented the draft 2027 budget for Board review, based off of the prior 2025 budget but updated to include additional items and increased prices especially for insurance coverage. The budget was based on an estimated tax rate which would not require a tax rate election and would keep the District in good financial standing. Mr. **Falkner** questioned expenses related to staffing multiple crews at the same station and was told that the additional crews at Station 36 were necessary to maintain current response times, and the District's ISO rating. When asked about areas of concern, Chief Catrambone advised that the largest necessary budget expenses related to payroll and personnel benefits, and that other items were in line with comparable entity budgets and needs. After discussion, Mr. **Morrison** made a Motion, seconded by Mr. **Gillman,** to propose the draft budget for 2027 as presented by Chief Catrambone. Thereafter, President **Wilson** called for a vote and the Motion passed by a vote of 4 to 0.

TO REVIEW, DISCUSS AND PROPOSE THE DISTRICT'S 2026 TAX RATE.

Mr. Coveler next addressed the 2026 tax setting process, advising that the 2026 tax rate should be proposed and a date for the public hearing and adoption meeting set. If the Board chose to adopt a rate above the voter approval rate, that adoption could trigger a tax rate election, and would need to take place on or prior to August 24, 2026. Tax calculations from Harris County were not available at this time related to the proposal. Chief Catrambone noted that possible rates due to the District's debt obligations would be likely be over six cents ($0.06) but would not rise above eight cents ($0.08). Mr. Coveler reminded the Board that a rate above the rate proposed by the Board could not be adopted, but anything equal to or lower than the proposed rate could be adopted. After discussion, President **Wilson** made a Motion, seconded by Mr. **Morrison,** to propose a tax rate of $0.08 per $100 of property value for 2026. Thereafter, President **Wilson** called for a vote and the Motion passed by a vote of 4 to 0.

TO SCHEDULE A PUBLIC HEARING REGARDING THE DISTRICT'S 2026 TAX RATE AND THE DATE OF THE MEETING TO ADOPT.

Ms. Wiggins advised the Board on requirements for publications related to the Notice of Public Hearing in the newspaper which would run for five (5) days prior to the public hearing and adoption meeting. After discussion, Mr. **Morrison** made a Motion, seconded by Mr. **Gillman,** to schedule the Public Hearing and adoption meeting for Friday August 14, 2026 at 9:00 a.m. Thereafter, President **Wilson** called for a vote and the Motion passed by a vote of 4 to 0.

TO REVIEW AND TAKE ACTION ON MATTERS RELATING TO AN ELECTION TO BE HELD ON NOVEMBER 3, 2026.

Mr. Coveler advised the Board that certain rates could trigger a mandatory tax rate election, and requested confirmation that the Board did not intend to call for an election. After discussion, President **Wilson** made a Motion, seconded by Mr. **Gillman,** to decline holding a tax rate election on November 3, 2026. Thereafter, President **Wilson** called for a vote and the Motion passed by a vote of 4 to 0.

APPROVE THE MINUTES OF PRIOR DISTRICT MEETINGS.

At this time, the Board reviewed minutes from the May 11th regular meeting, May 22nd special meeting, and June 8, 2026 regular meeting. Mr. **Morrison** made a Motion, seconded by Mr. **Gillman,** to approve all three (3) minutes as presented. Thereafter, President **Wilson** called for a vote and the Motion passed by a vote of 4 to 0.

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.

Commissioner **Gillman** next presented the monthly Treasurer's report advising that sales tax revenues were doing well, and noting reimbursements received as a result of deployments with TDEM. No issues with the budget or current finances were noted. After review, Mr. **Morrison** made a Motion, seconded by Mr. **Gillman,** to approve the report as presented and pay the District's bills. Thereafter, President **Wilson** called for a vote and the Motion passed by a vote of 4 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 DISTRICT INSURANCE POLICIES INCLUDING BUT NOT LIMITED TO INCREASING POLICY DEDUCTIBLES WITH VFIS.

Chief Catrambone and Ms. Hutchison next presented insurance options to increase the District's deductibles to $50,000 which would save the District approximately $56,000 annually. After discussion, Mr. **Gillman** made a Motion, seconded by Mr. **Morrison,** to approve the deductible increases as presented. Thereafter, President **Wilson** called for a vote and the Motion passed by a vote of 4 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 SHARED CONSTRUCTION COSTS AND PAYMENTS MADE TO TEXAS EMERGENCY COMMUNICATIONS CENTER RELATED TO THE CONSTRUCTION OF A NEW DISPATCH CENTER.

Chief Catrambone advised the Board that Texas Emergency Communications Center (TECC) was building a new dispatch center and splitting those construction costs across the five (5) participating ESD clients. Mr. Coveler explained that each participating District was asked to approve $150,000 up front to cover professional services and design fees which would be tracked and paid out directly by TECC. The entity had applied for a BRIC grant to offset the costs of construction, but would not know if the funds were awarded until the end of the year. After discussion, Mr. **Gillman** made a Motion, seconded by Mr. **Morrison,** to approve up front expenses of $150,000 to TECC for professional services costs. Thereafter, President **Wilson** called for a vote and the Motion passed by a vote of 4 to 0.

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

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 provided updates regarding lawn maintenance and repairs to the bay doors at Station 1. He advised that crews would not move into the station until the project was fully completed which was anticipated to occur in August or September.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING AN INTERLOCAL HOUSING AGREEMENT WITH HCESD 11.

Mr. Coveler presented an ILA with Harris County ESD No. 11 which would allow ESD 11 to park ambulances at the District's stations. This renewal would continue the prior agreement for housing with ESD 11 at no cost to the District. After review, President **Wilson** made a Motion, seconded by Mr. **Gillman,** to approve the agreement as presented. Thereafter, President **Wilson** called for a vote and the Motion passed by a vote of 4 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 AUGUST 10, 2026, AND DISCUSS ANY AGENDA ITEMS NEEDED FOR THOSE MEETINGS.

The Board then agreed to reschedule the next regular meeting for Friday, August 7, 2026 at 4:00 p.m., and to schedule the public hearing and adoption meeting related to the 2026 tax rate and 2027 budget for Friday, August 14, 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.

No action was taken by the Board.

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

Mr. Willgrubs next advised the Board regarding updates on the sale of the Dowdell property, including the need to transfer the property deed to the District from Klein Volunteer Fire Association. Mr. Coveler advised that he would work with the title company to identify the necessary documents and releases necessary to record the transfers and deeds to the District when they were available.

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 regarding 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 10:32 a.m. to consult with legal counsel.

The Board reconvened in Open Session at 10:36 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 regarding personnel matters.

<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 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 tax 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, Mr. **Gillman** made a Motion, seconded by Mr. **Morrison,** to adjourn at 10:37 a.m. Thereafter, President **Wilson** called for a vote and the Motion passed by a vote of 4 to 0.

The foregoing minutes were reviewed and approved by the Board of Commissioners on August 7, 2026.

By: Gary Morrison

Gary Morrison
Board Secretary