

**MINUTES OF THE JANUARY 8, 2026 MEETING OF
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 25**

A public meeting was duly called by the Board of Commissioners of Harris County Emergency Services District No. 25, which was held on January 8, 2026, at District Fire Station No. 1, located at 4105 Lauder Road Houston, Texas 77039.

The Board proceeded to address the following:

Agenda Item 1 & 2. Call Meeting to Order, Roll Call and Establish a Quorum

The meeting was called to order at 7:17 p.m. by David Lindeen, Assistant Secretary of the Board, who announced that a quorum was present. Those Commissioners present were Carol McGee, Shirley Cody, Vester Melancon, and David Lindeen. Commissioner Royce Sunday was unable to attend. Also in attendance were Adrian Dillehay, Chief of Westfield Fire Department, Jim Towey, District Bookkeeper, and David Manley of Coveler & Peeler, P.C., legal counsel.

3. To receive public comment.

No public comments were received.

4. To approve the Minutes of prior meeting(s).

Commissioner McGee made a Motion, seconded by Commissioner Melancon, to approve the Minutes of the December 4, 2025 regular meeting. The Motion passed by a vote of 4 to 0.

5. To receive the District's financial report.

Mr. Towey presented the District's financial report for January 2026, and summarized the financial condition of the District. Commissioner Melancon made a Motion, seconded by Commissioner McGee, to accept the reports as presented. The Motion passed by a vote of 4 to 0. For additional information, see the report on file as submitted by Mr. Towey.

6. To review, discuss and take action regarding District legal rates/fees.

The Board reviewed updated rates submitted by legal counsel. No action was taken by the Board.

7. To review, discuss and take action regarding the District's Investment Policy.

The Board conducted the annual review of the District's Investment Policy. After review, Commissioner Melancon made a Motion, seconded by Commissioner McGee, to approve the policy as discussed. The Motion passed by a vote of 4 to 0.

8. To review, discuss and take action regarding the engagement of the District Auditor for 2025 FY Audit.

The Board reviewed an engagement letter provided by McCall Gibson Swedlund Barfoot Ellis, PLLC ("McCall Gibson") related to the District's 2025 audit. After review, Commissioner Melancon made a Motion, seconded by Commissioner McGee, to engage McCall Gibson to complete the District's 2025 audit. The Motion passed by a vote of 4 to 0.

9. Review and take action on matters relating to calling an election to be held in May 2026.

Mr. Manley advised that two (2) Commissioner seats were up for election in May, and presented an Order Calling an Election to the Board for approval. After discussion, Commissioner Melancon made a Motion, seconded by Commissioner McGee, to approve the election order as presented, and to call for the 2026 Commissioner election. The Motion passed by a vote of 4 to 0.

10. To pay the District's bills, including reimbursements to Westfield VFD for emergency services and expenses incurred during the preceding month.

Mr. Towey next presented the monthly financial report and presented bills to the Board for approval. Commissioner McGee made a Motion, seconded by Commissioner Cody, to pay the bills as presented. The Motion passed by a vote of 4 to 0.

11. To receive the Chief's report, including fire suppression, rescue and related activities, run reports as well as training received by the District's personnel during the previous month.

Chief Dillehay provided a summary of the Department's activities and reported that the Department ran one hundred sixty-six (166) calls for the month of December, including thirty-two (32) fire calls and one hundred thirty-four (134) EMS calls. The Board thanked Chief Dillehay for his report. No further action was taken.

12. To receive a report from Westfield VFD regarding the Department's financial condition.

Chief Dillehay provided a written report, stating that as of the end of December, the Department spent approximately eighty-nine percent (89.8%) of its budget. For a complete summary of the Department's finances, see the report on file with the District. Commissioner McGee made a Motion, seconded by Commissioner Melancon, to accept the Department's financial report. The Motion passed by a vote of 4 to 0.

13. To review, discuss and take action to adopt a new service agreement with Westfield VFD.

No action was taken by the Board.

14. To review, discuss and act on matters related to the repair, maintenance, and upkeep of capital assets, including facilities, apparatus, equipment, and vehicles.

No action was taken by the Board.

15. To review and discuss and approve 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.

16. To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel regarding pending or contemplated litigation, settlement offers or 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.

17. To set a date for the February 2026 meeting and discuss items needed on upcoming agendas.

The next regular meeting was scheduled for February 5, 2026.

18. Adjournment.

There being no further business brought before the Board, and upon a Motion made by Commissioner Cody and seconded by Commissioner Melancon, the meeting was adjourned at 8:00 p.m.

SECRETARY OF THE BOARD