

**MINUTES OF THE JUNE 5, 2025 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 **June 5, 2025**, 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. The meeting was called to order at 7:15 p.m. by **Royce Sunday, President of the Board**, who announced that a quorum was present. Those Commissioners present were: **Royce Sunday, David Lindeen, Vester Melancon, Shirley Cody, and Carol McGee**. Also in attendance were S. Rogers and F. Garcia, District Chiefs 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 comment was received.

4. To receive the District's 2024 Audit from McCall Gibson and take any necessary related action.

Mr. Joseph Ellis of McCall Gibson Swedlund Barfoot Ellis PLLC presented the District's 2024 audit report. After review, Commissioner **Lindeen** made a Motion, seconded by Commissioner **Melancon**, to approve the audit as presented. Thereafter, the Motion passed by a vote of 5 to 0.

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

Commissioner **Melancon** made a Motion to approve the Minutes of the May 1, 2025 meeting, seconded by Commissioner **McGee**. The Motion carried by a vote of 5 to 0.

6. To receive the District's financial report.

Mr. Towey presented his report and summarized the financial condition of the District. Commissioner **Melancon** made a Motion to accept the financial report as presented, seconded by Commissioner **McGee**. The Motion carried by a vote of 5 to 0. For additional and more detailed information, see the report on file created and submitted by Mr. Towey.

7. To designate the Harris County Tax Assessor-Collector's Office to prepare the District's No New Revenue Tax Rate and related tax rate calculations for 2025, and to authorize District counsel to publish the necessary 2025 tax rate setting notices.

Mr. Manley provided a resolution allowing the Tax Office to calculate the District's 2025 tax rates, and asked for authorization for Coveler & Peeler P.C. to publish related notices for the tax setting process. Commissioner **Lindeen** made a Motion, seconded by Commissioner **Melancon**, to approve the designation of the Tax Office as discussed, and to authorize counsel to publish related notices. The Motion passed by a vote of 5 to 0.

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

Commissioner **Cody** presented the following bills to the board for approval.

a) Westfield Fire Department	\$201,746.65
b) Jim Towey (accounting)	\$3,095.75.00
c) HCAD Assessment	\$5,971.00
d) Coveler & Peeler, P.C.	\$3,582.51

Commissioner **McGee** made a Motion to pay the bills as presented, seconded by Commissioner **Melancon**. The Motion carried by a vote of 5 to 0.

- 9. 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.**

District Chief Rodgers provided a summary of the Department's activities and reported that the Department ran one hundred seventy-three (173) calls for the month of May. He also noted that the District had received a grant from East Aldine totaling \$109,000 for new radios and equipment. The Board thanked District Chief Rodgers for his report. No further action was taken.

- 10. To receive a report from Westfield VFD regarding the Department's financial condition.**

District Chief Rodgers provided a written report, stating that as of the end of May, the Department spent thirty-eight percent (38.6%) of its budget. For a complete summary of the Department's finances, see the report on file with the District. Commissioner **Lindeen** made a Motion to accept the Department's financial report, seconded by Commissioner **McGee**. The Motion carried by a vote of 5 to 0.

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

The Board next received reports from Commissioners **Sunday** and **Lindeen** regarding bids for the lighting upgrade at Station 1. Commissioner **Melancon** then made a Motion, seconded by Commissioner **Cody**, to authorize Commissioners **Sunday** and **Lindeen** to get an electrical contractor and proceed with the upgrades as presented at a cost not to exceed \$30,000. The Motion passed by a vote of 5 to 0.

- 12. 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.

- 13. 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.

14. To set a date for the July 2025 meeting and discuss items needed on upcoming agendas.

The next regular meeting was scheduled for July 10, 2025.

15. Adjournment.

There being no further business brought before the Board, and upon a Motion made by Commissioner **Melancon** and seconded by Commissioner **Cody**, the meeting was adjourned at 8:15 p.m.

The foregoing minutes were reviewed and approved by the Board of Commissioners on July 10, 2025.

SECRETARY OF THE BOARD