MINUTES OF THE JUNE 11, 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 **June 11, 2026**, at District Fire Station No. 1, located at **4105 Lauder Road Houston, Texas 77039**.

The Board proceeded to address the following:

1. Call Meeting to Order, Roll Call and Establish a Quorum

The meeting was called to order at 7:10 p.m. by **Royce Sunday,** President of the Board, who announced that a quorum was present. Those Commissioners present were **Royce Sunday, Vester Melancon, Catherine Plasencia,** and **David Lindeen**. Also in attendance were Deputy Chief Fernando Garcia and Assistant Chief Michael Branch of Westfield Fire Department, James Towey, District Bookkeeper, Joseph Ellis of McCall Gibson Swedlund Barfoot Ellis, PLLC, District Auditors, David Manley of Coveler & Peeler, P.C., legal counsel, and other members of the public.

2. To administer Oaths of Office to elected Commissioners.

Mr. Manley administered Oaths of Office to re-elected Commissioner **Lindeen** and newly elected Commissioner **Plasencia.**

3. To elect Board officers.

The Board then discussed officer positions. Commissioner **Melancon** made a Motion, seconded by Commissioner **Lindeen,** to elect Board officers to the following positions:

President:	**Royce Sunday**
Vice President:	**Vester Melancon**
Treasurer:	**David Lindeen**
Secretary:	**Catherine Plasencia**
Asst. Treas./Sec:	**Carol King McGee**

The Motion passed by a vote of 4 to 0.

4. **To receive public comment.**

No public comments were received.

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

Commissioner **Melancon** made a Motion, seconded by Commissioner **Lindeen,** to approve the Minutes of the May 7, 2026 regular and May 13, 2026 Canvass meetings. The Motion passed by a vote of 4 to 0.

6. **To receive the District's financial report.**

Mr. Towey presented the District's financial report and summarized the financial condition of the District. Commissioner **Lindeen** made a Motion, seconded by Commissioner **Plasencia,** to approve the report 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.

7. **To review, discuss and take action regarding the District's 2025 Audit.**

Mr. Joseph Ellis of McCall Gibson Swedlund Barfoot Ellis, PLLC presented the District's 2025 financial audit, granting an unmodified opinion, and noting no material issues or deficiencies with the District's financial records or processes. Commissioner **Lindeen** made a Motion, seconded by Commissioner **Plasencia,** to approve the audit as presented. The Motion passed by a vote of 4 to 0.

8. **To review, discuss and take action regarding authorized signers for District financial institutions, including any necessary documents required to modify signers on the District's banking and investment account(s).**

The Board discussed banking matters, including a resolution to appoint **Royce Sunday, David Lindeen,** and **Carol King McGee** as authorized signers on the District's Chase Bank account. Mr. Manley provided a resolution authorizing those signers, and removing former Commissioner Cody's signing authority from the District's accounts. Commissioner **Lindeen** made a Motion, seconded by Commissioner **Plasencia,** to approve the resolution and authorization of three (3) signers as discussed. The Motion passed by a vote of 4 to 0.

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

The Board reviewed monthly bills for payment, including those related to the annual audit, and election equipment lease with HCESD 17. Commissioner **Melancon** made a Motion, seconded by Commissioner **Plasencia,** to pay the bills as presented. The Motion passed by a vote of 4 to 0.

10. **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.**

Deputy Chief Garcia and Assistant Chief Branch provided a brief summary of the Department's activities stating one hundred fifty-four (154) calls were made during the month of May, including seventeen (17) fire calls, and one hundred two (102) EMS calls. Eight (8) calls involved hazardous situations, thirteen (13) calls were false alarms, and fourteen (14) calls were disregarded en route. The Board was also advised that a meeting had been held with Ricardo Martinez of Martinez Architects related to the future station construction and cost estimate related to that project. The Board thanked the Chiefs for their report. No further action was taken.

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

Deputy Chief Garcia provided a written report regarding the Department's financial state. He stated the Department had spent approximately thirty-six percent (36%) of its annual budget as of May 31, 2026. For a complete summary of the Department's finances, see the report on file with the District. Commissioner **Lindeen** made a Motion, seconded by Commissioner **Melancon,** to accept the Department's financial report. The Motion passed by a vote of 4 to 0.

12. **To review, discuss and take action regarding service with Westfield Volunteer Fire Department and changing to a direct provider model.**

No action was taken by the Board.

13. **To review, discuss and take action regarding matters related to the District's website and contact information.**

The Board discussed the District's designated methods for receiving PIA requests, including designating the email address Information@hcesd25.org as the official PIA email address. The Board also discussed the design of the District's website with Clicktunity and discussed setting up new email accounts for Commissioners. Commissioner **Lindeen** made a Motion, seconded by Commissioner **Melancon,** to approve the designated email address, mailing, and physical address as appropriate Public Information Act request receipt methods. The Motion passed by a vote of 4 to 0.

14. **To review discuss, and act on matters related to the repair, acquisition, 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 July 2026 meeting and discuss items needed on upcoming agendas.**

The next regular meeting was scheduled for Thursday, July 2, 2026.

18. Adjournment.

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

Catherine Plasencia
SECRETARY OF THE BOARD