MINUTES OF JULY 2, 2026 MEETING
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** on **July 2, 2026** which was held 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 7:09 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, Carol King McGee,** and **David Lindeen**. Also in attendance were Chief Adrian Dillehay of Westfield Fire Department, James Towey, District Bookkeeper, David Manley of Coveler & Peeler, P.C., legal counsel, and other members of the public.

2. **To receive public comment**

   No public comments were forthcoming.

3. **To approve the Minutes of prior meeting(s).**

   Commissioner **Lindeen** made Motion, seconded by Commissioner **Melancon,** to approve the June 11, 2026 meeting minutes. Thereafter, the Motion passed by a vote of 5 to 0.

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

   Mr. Towey presented the District's financial report and summarized the financial condition of the District including the current budget and expense projections through October 2026. Commissioner **Lindeen** made a Motion, seconded by Commissioner **Melancon,** to approve the report as presented. The Motion passed by a vote of 5 to 0. For additional information, see the report on file as submitted by Mr. Towey.

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

6. **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 brief summary of the Department's activities stating one hundred fifty-two (152) calls were made during the month of June, including thirty-six (36) fire calls, and one hundred sixteen (116) EMS calls. Chief Dillehay also advised the Board regarding training activities and other operational and community events. The Board thanked the Chief for his report. No further action was taken.

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

Chief Dillehay provided a written report regarding the Department's financial state. He stated the Department had spent approximately forty-two percent (42%) of its annual budget as of June 30, 2026. He noted available funds in the budget for unforeseen expenses if needed, and advised on the need to purchase new mattresses for the Station. Chief Dillehay lastly updated the Board regarding a recent meeting with East Aldine Improvement District related to future station construction. 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 5 to 0.

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

Commissioner **Lindeen** discussed the potential purchase of a computer and printer at a cost not to exceed $5,000, for use by the District's Board. Upon a Motion made by Commissioner **Plasencia** and seconded by Commissioner **Melancon**, the Motion passed by a vote of 5 to 0.

9. **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.

10. **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.

11. **To set date for the August 2026 meeting and discuss items needed on upcoming agendas.**

The Board confirmed the next meeting date as Thursday, August 6, 2026, at which time the Board would propose the 2026 tax rate and 2027 FY budget. Mr. Manley also advised that special meetings might be needed depending on the availability of tax setting information later in July.

12. **Adjournment.**

There being no further business brought before the Board, and upon Motion made by Commissioner **Melancon** and seconded by Commissioner **McGee,** the meeting was adjourned at 7:55 p.m.

The foregoing minutes were reviewed and approved by the Board of Commissioners on August 6, 2026.

By: Catherine Plasencia

Catherine Plasencia
Board Secretary