

**MINUTES OF THE JULY 10, 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 **July 10, 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 7:10 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 **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 propose the District 2025 Budget.

After discussion, Commissioner **Melancon** made a Motion, seconded by Commissioner **McGee**, to propose maintaining the 2025 budget for the new year until updated information was provided by the County. Thereafter, the Motion passed by a vote of 5 to 0.

5. To propose the District 2025 Tax Rate.

Commissioner **Lindeen** made a Motion, seconded by Commissioner **Melancon**, to propose a 2025 tax rate of \$0.10/\$100. After discussion, the Motion passed by a vote of 5 to 0.

6. To schedule a public hearing regarding the District's 2025 Tax Rate and the date of the meeting to adopt.

Commissioner **Lindeen** made a Motion, seconded by Commissioner **McGee**, to schedule the District's Public Hearing and adoption meeting for August 25, 2025 at 7:00 p.m. Thereafter, the Motion passed by a vote of 5 to 0.

7. To review and take action on matters relating to an election to be held on November 4, 2025.

Mr. Manley explained that an election could be necessary depending on the 2025 tax calculations, and advised that if no election was necessary, it could be cancelled at a later date once information from the County was available. After discussion, Commissioner **McGee** made a Motion, seconded by Commissioner **Melancon**, to call for the election as needed, and to authorize Counsel to publish any necessary notices related to the tax setting process. Thereafter the Motion passed by a vote of 5 to 0.

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

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

9. To receive the District's financial report.

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

10. 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	\$185,265.16
b) Jim Towey (accounting)	\$1,125.00
c) Coveler & Peeler, P.C.	\$1,603.35

Commissioner **McGee** made a Motion to pay the bills as presented, seconded by Commissioner **Melancon**. The Motion passed by a vote of 5 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 fifty-two (152) calls for the month of June. 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.

District Chief Rodgers provided a written report, stating that as of the end of June, the Department spent forty-six percent (46%) 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 passed by a vote of 5 to 0.

13. 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..

14. 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.

15. 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.

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

The next regular meeting was scheduled for August 7, 2025.

17. Adjournment.

There being no further business brought before the Board, and upon a Motion made by Commissioner Cody 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 7, 2025.

SECRETARY OF THE BOARD