

MINUTES OF AUGUST 6, 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 **August 6, 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 7:05 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 Fire Chief Adrian Dillehay (via phone) and Assistant Chief Michael Branch of Westfield Fire Department, James Towey, District Bookkeeper, and David Manley of Coveler & Peeler, P.C., legal counsel.

2. To receive public comment

No public comments were forthcoming.

3. To review, discuss and propose the District's 2027 Budget.

Mr. Towey reviewed a draft budget for 2027 with the Board, including increased expenditures and estimated revenues based on a \$0.10 tax rate, and collections at a . After review, Commissioner **Lindeen** made a Motion, seconded by Commissioner **Melancon**, to propose the draft 2027 budget as presented. Thereafter, the Motion passed by a vote of 5 to 0.

4. To review, discuss and propose the District's 2026 Tax Rate.

Mr. Manley addressed tax rate scenarios with the Board and advised that a rate of up to \$0.10 per \$100 property valuation could be proposed and later adopted by the Board for 2026. The District had previously adopted the current tax rate of \$0.10 per \$100 valuation for 2025. After discussion, Commissioner **Melancon** made a Motion, seconded by Commissioner **Plasencia**, to propose a rate of \$0.10 per \$100 property valuation for 2026. Thereafter, the Motion passed by a vote of 5 to 0.

5. To schedule a public hearing regarding the District's 2026 tax rate and the date of the meeting to adopt.

The Board discussed the District's annual tax setting process and agreed to hold the public hearing and adoption meeting along with the regularly scheduled Board meeting on Thursday, September 3, 2026, at 7:00 p.m. at the regular meeting location.

6. **To review and take action on matters relating to an election to be held on November 3, 2026.**

No action was taken by the Board, and no election was called.

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

Commissioner **Lindeen** made Motion, seconded by Commissioner **Melancon**, to approve the July 2, 2026 meeting minutes. Thereafter, the Motion passed by a vote of 5 to 0.

8. **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 **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.

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. 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.

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.**

Chief Branch provided a brief summary of the Department's activities stating one hundred seventy-two (172) calls were made during the month of July, including twenty-nine (29) fire calls, and seventy-seven (77) EMS calls. Chief Branch also advised the Board regarding training activities and other operational events. The Board thanked Chief Branch for his report. No further action was taken.

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

Assistant Chief Branch reviewed the Department's financial condition, advising that the budget through the month of July accounted for 50.4% of the annual budget, in line with overall expectations. 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 **McGee**, to accept the Department's financial report. The Motion passed by a vote of 5 to 0.

12. **To review, discuss and take action regarding the District's service agreement with Westfield VFD.**

Mr. Manley advised that the District's current service agreement with the Department had expired and would need to be renewed if the entities did not transition to a direct-provider model. No action was taken by the Board.

13. **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.

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 by the Board.

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 date for the September 2026 meeting and discuss items needed on upcoming agendas.**

The Board confirmed the next meeting date as Thursday, September 3, 2026 at 7:00 p.m., at which time the Board would adopt the 2026 tax rate and 2027 FY budget.

17. **Adjournment.**

There being no further business brought before the Board, and upon Motion made by Commissioner **McGee** and seconded by Commissioner **Melancon**, the meeting was adjourned at 8:12 p.m.

The foregoing minutes were reviewed and approved by the Board of Commissioners on September 3, 2026.

By:


Catherine Plasencia
Board Secretary