

MINUTES OF THE AUGUST 7, 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 **August 7, 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. 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, 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 review and discuss matters related to the 2025 tax setting process.

Mr. Manley reviewed tax rate scenarios related to potential rates for adoption with the Board, and advised them about publication options for the Notice of Public Hearing. The Board requested the publication be run in the NorthEast News publication.

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

Commissioner **Lindeen** made a Motion to approve the Minutes of the July 10, 2025 meeting, seconded by Commissioner **Melancon**. The Motion passed 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 **Lindeen** made a Motion to accept the financial report as presented, seconded by Commissioner **McGee**. 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.

7. 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	\$239,949.27
b) Jim Towey (accounting)	\$1,115.00
c) Coveler & Peeler, P.C.	\$2,920.99
d) Commissioner Sunday 2 nd Q. Check	\$1,760.00

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

8. 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 eighteen (118) calls for the month of July. He further advised that he would request \$113,000 from the East Aldine Board at their August 26th meeting, regarding PPE Equipment, and uniforms for the Explorer Program. The Board thanked Chief Dillehay for his report. No further action was taken.

9. 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 July, the Department spent approximately fifty-five percent (55.3%) 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 **Melancon**. The Motion passed by a vote of 5 to 0.

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

Commissioner **Lindeen** advised the Board that an electrical contractor would soon be selected to begin work on the District's Fire Station project. No action was taken by the Board.

11. 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.

12. 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.

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

The next regular meeting was scheduled for September 4, 2025.

14. 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 7:56 p.m.

The foregoing minutes were reviewed and approved by the Board of Commissioners on September 4, 2025.



SECRETARY OF THE BOARD