

**AMENDED MINUTES OF THE SEPTEMBER 5, 2024 MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 25**

A Meeting was duly called of the Board of Commissioners of **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 25**, which was held, **September 5, 2024**, at District Fire Station No. 1, located at 4105 Lauder Road Houston, Texas 77039.

The District considered and acted upon the following matters:

The meeting was called to order at 7:00 p.m. by **Royce Sunday**, Board President, who announced that a quorum was present. Those Commissioners present were: **Royce Sunday, Vester Melancon, Shirley Cody, Carol McGee**, and **David Lindeen**. Also in attendance was Adrian Dillehay, Fire Chief of Westfield Fire Department and members of his staff, Jim Towey, District bookkeeper, and David Manley, the District's General Counsel.

The Board proceeded to address the following:

3. **To receive public comment and conduct public hearing/open forum to allow interested parties to address the Board of Commissioners and be heard regarding the proposed property tax rate setting.**

There was no public comment.

4. **To conclude the public hearing**

The public hearing was concluded at 7:10 p.m.

5. **To adopt the District 2025 Budget.**

Commissioner **McGee** made a motion to adopt the proposed 2025 budget as presented, seconded by Commissioner **Melancon**. The motion carried by a vote of 5 to 0.

6. **To adopt the District 2024 Tax Rate.**

Commissioner **Lindeen** made a motion that the tax rate be increased by the adoption of a tax rate of .10/\$100, which is effectively a 4.15 percent increase in the tax rate, seconded by Commissioner **Melancon**. The motion carried by a vote of 5 to 0.

7. **To approve payment of the Houston Chronicle invoice for publication of Notice of Public Hearing on Tax Increase.**

This item was tabled.

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

Commissioner **Melancon** made a motion to approve the Minutes of the August 8, 2024 meeting, seconded by Commissioner **McGee**. The motion carried 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 carried 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) Coveler & Peeler (legal)	\$4,116.22
b) Westfield Fire Department	\$140,269.93
c) Jim Towey (accounting)	\$995.00
d) TML	\$6,234.21
e) HCAD	\$6,609.00
f) Chase Credit Card	\$183.30

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 reported that the Department ran 109 calls for the month of August. 90 EMS calls and 19 Fire calls. The Board thanked the Chief for his report.

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

Chief Dillehay addressed the Board and provided a written report. He reported that as of the end of July, the Department has spent 64.4% of its budget. For a complete summary of the Department's finances, see the report on file with the District.

13. To review and approve expenditures for the repair and upkeep of capital assets, including facilities, apparatus, equipment and vehicles.

No action 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 taken.

15. To receive an update from Commissioner Sunday and the Department related to findings and recommendations during walk through of stations for necessary maintenance and repairs to same and appoint a station committee.

Commissioner **Sunday** updated the Board. No action taken.

- 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.**


No action taken.

- 17. To set date for the September 2024 meeting and discuss items needed on upcoming agendas.**

The next regular meeting was scheduled for October 3, 2024 at 7:00 p.m.

- 18. Adjournment.**

There being no further business brought before the Board, upon on motion made by Commissioner **McGee** and seconded by Commissioner **MELANCON**, the meeting was adjourned at 7:58p.m.


Secretary