

**MINUTES OF THE OCTOBER 2, 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 **October 2, 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 **David Lindeen**, Assistant Secretary of the Board, who announced that a quorum was present. Those Commissioners present were **David Lindeen, Shirley Cody, Vester Melancon, 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 approve the Minutes of prior meeting(s).**

Commissioner **Melancon** made a Motion, seconded by Commissioner **McGee**, to approve the Minutes of the September 4, 2025 regular meeting. The Motion passed by a vote of 4 to 0.

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

Mr. Towey presented his report and summarized the financial condition of the District. Commissioner **Melancon** made a Motion to accept the financial report as presented, seconded by Commissioner **McGee**. The Motion passed by a vote of 4 to 0. For additional and more detailed information, see the report on file created and submitted by Mr. Towey.

**6. 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	\$163,314.00
b) Jim Towey (accounting)	\$1,010.00
c) Coveler & Peeler, P.C.	\$1,458.49
d) McCall Gibson - Auditor	\$9,500.00

Commissioner **Melancon** made a Motion to pay the bills as presented, seconded by Commissioner **McGee**. The Motion passed by a vote of 4 to 0.

- 7. 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 ten (110) calls for the month of September. He further advised that the Department had begun training members of the Explorer Program. The Board thanked Chief Dillehay for his report. No further action was taken.

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

Chief Dillehay provided a written report, stating that as of the end of September, the Department spent approximately sixty-seven percent (67.03%) of its budget. For a complete summary of the Department's finances, see the report on file with the District. Commissioner **Melancon** made a Motion to accept the Department's financial report, seconded by Commissioner **McGee**. The Motion passed by a vote of 4 to 0.

- 9. 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** provided the Board with updates regarding electrical upgrades at Station 1. Chief Dillehay also provided a quoted cost estimate for the Department's new fire truck which would be discussed further at the November meeting.

- 10. 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.

- 11. 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.

- 12. To set a date for the November 2025 meeting and discuss items needed on upcoming agendas.**

The next regular meeting was scheduled for November 6, 2025.

- 13. Adjournment.**

There being no further business brought before the Board, and upon a Motion made by Commissioner **Cody** and seconded by Commissioner **Melancon**, the meeting was adjourned at 7:40 p.m.

---

SECRETARY OF THE BOARD