

**MINUTES OF THE NOVEMBER 6, 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 November 6, 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, Carol McGee, Shirley Cody, Vester Melancon, and David Lindeen**. Also in attendance were **Adrian Dillehay, Chief of Westfield Fire Department, 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 **Cody** made a Motion, seconded by Commissioner **Melancon**, to approve the Minutes of the October 2, 2025 regular meeting. The Motion passed by a vote of 5 to 0.

5. To receive the District's financial report.

This item was tabled for presentation in December.

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	\$130,806.83
b) Coveler & Peeler, P.C.	\$1,480.99
c) Community Leasing	\$100,799.33

Commissioner **Melancon** made a Motion, seconded by Commissioner **McGee**, to pay the bills as presented. The Motion passed by a vote of 5 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 fifty-three (153) calls for the month of October, including twenty-six (26) fire calls, eighty-four (84) EMS calls, six (6) Hazcom calls, eight (8) false

alarm calls, and twenty-nine (29) community assists. 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 October, the Department spent approximately seventy-two percent (72.5%) 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, seconded by Commissioner **McGee**, to accept the Department's financial report. The Motion passed by a vote of 5 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. Commissioner **Sunday** advised further advised the Board regarding paint work at Station 1.

10. To review and take action on the ratification of a continuing Contract with Linebarger Goggan Blair & Sampson, LLP pursuant to §6.30 of the Tax Code for the collection of delinquent District ad valorem property taxes and providing for the payment of up to 20% of the delinquent taxes, penalties, and interest which are collected by the attorney under said Contract.

Mr. Manley presented the District's annual contract with Linebarger Goggan Blair & Sampson, LLP regarding the collection of delinquent property taxes. After discussion, Commissioner **Lindeen** made a Motion, seconded by Commissioner **Melancon**, to accept the ratification of the contract as presented. The Motion passed by a vote of 5 to 0.

11. To discuss and take action on the imposition of additional penalty on delinquent taxes pursuant to §33.07 of the Tax Code and adoption of a Resolution regarding same for taxes.

After review, Commissioner **Lindeen** made a Motion, seconded by Commissioner **Melancon**, to approve the imposition of an additional 20% penalty on taxes becoming delinquent before June 1, 2026, pursuant to §33.07 of the Tax Code. The Motion passed by a vote of 5 to 0.

12. To discuss and take action on the imposition of additional penalty on delinquent taxes to defray costs of collection by the District's delinquent tax attorney, pursuant to §33.08 of the Tax Code and adoption of a Resolution regarding same.

After review, Commissioner **McGee** made a Motion, seconded by Commissioner **Melancon**, to approve the imposition of an additional 20% penalty on taxes which become delinquent on or after June 1, 2026, to defray attorney fees related to the collection of delinquent taxes pursuant §33.08. The Motion passed by a vote of 5 to 0.

13. To discuss and take action on the imposition of early additional penalty for collection costs for taxes imposed on personal property on delinquent taxes pursuant to §33.11 of the Tax Code and adoption of a Resolution regarding same

After review, Commissioner **McGee** made a Motion, seconded by Commissioner **Lindeen**, to approve the imposition of an additional 20% penalty related to taxes on personal property which become delinquent on or after February 1, 2026, pursuant to §33.11 of the Tax Code. The Motino passed by a vote of 5 to 0.

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 December 2025 meeting and discuss items needed on upcoming agendas.

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

17. 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 7:30 p.m.

SECRETARY OF THE BOARD