

## **MINUTES OF THE DECEMBER 4, 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 **December 4, 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 7:05 p.m. by **David Lindeen, Assistant Secretary of the Board**, who announced that a quorum was present. Those Commissioners present were **Carol McGee, Shirley Cody, Vester Melancon**, and **David Lindeen**. Commissioner **Royce Sunday** was unable to attend. 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 **McGee** made a Motion, seconded by Commissioner **Melancon**, to approve the Minutes of the November 6, 2025 regular meeting. The Motion passed by a vote of 4 to 0.

#### **5. To review, discuss and take action on District insurance matters.**

No action was taken by the Board.

#### **6. To receive the District's financial report.**

Mr. Towey presented the District's financial report for November and December 2025, and summarized the financial condition of the District. Commissioner **McGee** made a Motion, seconded by Commissioner **Melancon**, to accept the reports as presented. The Motion passed by a vote of 4 to 0. For additional information, see the report on file as 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	\$224,976.66
b)	Coveler & Peeler, P.C.	\$2,172.24
c)	Jim Towey	\$1,652.50
d)	HCAD	\$6,203.00
e)	SAFE-D Registration	\$2,659.19

f) Graphics Press	\$1,665.00
g) VFIS annual Bond	\$400.00

Commissioner **McGee** made a Motion, seconded by Commissioner **Melancon**, to pay the bills as presented. The Motion passed by a vote of 4 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 sixty-two (162) calls for the month of November, including sixteen (16) fire calls, ninety-nine (99) EMS calls, nine (9) Hazmat calls, thirteen (13) false alarm calls, three (3) service calls, and twenty-two (22) good intent calls. 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.**

Chief Dillehay provided a written report, stating that as of the end of November, the Department spent approximately eighty-one percent (81.6%) 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, seconded by Commissioner **McGee**, to accept the Department's financial report. The Motion passed by a vote of 4 to 0.

- 10. To review, discuss and take action to adopt a new service agreement with Westfield VFD.**

No action was taken by the Board.

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

No action was taken by the Board.

- 12. 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.

- 13. 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.

**14. To set a date for the January 2026 meeting and discuss items needed on upcoming agendas.**

The next regular meeting was scheduled for January 8, 2025.

**15. 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 8:02 p.m.

Carol McGee  
SECRETARY OF THE BOARD