**ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 1**

**ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 2**

**JOINT PUBLIC MEETING MINUTES**

**July 6, 2026, at 6:00 pm**

**VFW & Auxiliary Post 4372, 208 E. VFW Lane, Odessa, Texas 79762**

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| **Board Members Present** | Rick Mitchell; Cody Dennis; Danny Nordman; Zac Durham; Patti Kappauf |
| **Board Members Absent** | None |
| **Others Present** | Ira Coveler, District Counsel, Coveler & Peeler;<br>Jason Rodriguez, CTSI; vendor;<br>Ector County Judge Dustin Fawcett;<br>OFR Chief Jason Cotton<br>Goldsmith VFD Chief Shawn Oglesby<br>Members of the public |

**Executive Summary**

The Board conducted a joint public meeting of Ector County Emergency Services District No. 1 and Ector County Emergency Services District No. 2. All five Commissioners were present, establishing a quorum for both Districts.

- received public comment regarding county-owned property near Moss Avenue and Third Street that may be available for an ESD public purpose;
- received updates on priority objectives, including real estate due diligence, VFD contracts, budget and tax-rate planning, the District Administrator process, and the EMS RFQ/P process;
- approved the June 18, 2026 joint meeting minutes by a 5-0 vote;
- retained the first-Monday regular meeting schedule for the time being and discussed additional meetings needed during budget and tax-rate season;
- received a cybersecurity and managed-services presentation from CTSI and discussed District-owned work devices, Microsoft 365 security, network infrastructure, and support services;
- identified Rick Mitchell as the contact person for CTSI;
- approved payment of District bills, excluding Clicktunity and CTSI invoices, by a 5-0 vote;
- reviewed the Treasurer's bond, prior action items, committee structure, and planning resources;
- discussed committee assignments and identified:
    - Patti Kappauf and Zac Durham for ESD No. 2 planning and budget work;
    - Danny Nordman and Rick Mitchell for ESD No. 1 planning and budget work;
    - Cody Dennis and Rick Mitchell for District Administrator hiring work;
- narrowed logo concepts to designs 2, 4, and 5 for potential public input;
- passed VFD contract matters to Closed Session;
- entered Closed Session at 7:30 p.m. under Agenda Items 17 and 18; Zac Durham left the room for Closed Session and did not participate in discussions.
- returned to Open Session at 9:00 p.m.; Commissioner Zac Durham was not present; and authorized District Counsel, by a 4-0 vote, to enter into discussions with Ector County regarding the Moss Avenue and Third Street property and inquire regarding properties in Gardendale; and
- adjourned at 9:01 p.m.

**Formal Minutes by Agenda Item**

**• Agenda Item 1 - Call to Order, Roll Call, and Establishment of Quorum**

The meeting was called to order at 6:00 p.m. by President Rick Mitchell. Roll call was taken. Commissioners Rick Mitchell, Cody Dennis, Danny Nordman, Zac Durham, and Patti Kappauf were present. A quorum was established for both ESD No. 1 and ESD No. 2.

• **Agenda Item 2 - Public Comment**

Public comment was received from the Ector County Judge regarding approximately 3.2 to 3.4 acres of county-owned property near Moss Avenue and Third Street. The County advised that the property may be available to the Districts for an ESD-related public purpose, subject to appropriate public-purpose and reversion requirements.

• **Agenda Item 3 - President's Update on Priority Objectives**

The Board received updates on priority objectives for ESD No. 1 and ESD No. 2. Real estate due diligence remained in progress. The Board discussed the Moss Avenue and Third Street opportunity, VFD contracts, and the need to establish a workable schedule for strategic planning, capital planning, budget development, and the 2026 tax-rate process. For ESD No. 1 and 2, the District Administrator process remained active. Further EMS RFQ/P work for ESD 2 was being held pending progress on the District Administrator position.

• **Agenda Item 4 - Review and Approve Minutes for the 6/18/26 Special Meeting**

The Board reviewed the June 18, 2026 joint meeting minutes, including corrections previously submitted and incorporated.

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| **Motion** | Approve the June 18, 2026 joint meeting minutes as revised and presented. |
| **Made By** | Danny Nordman |
| **Seconded By** | Zac Durham |
| **Vote / Result** | Passed unanimously 5-0 |

• **Agenda Item 5 - Take Action to Move the Scheduled Regular Meeting from the 1st Monday to the 3rd Thursday**

The Board discussed meeting frequency, Commissioner availability, agenda-posting deadlines, preparation of minutes and board packets, and the compressed statutory calendar for budget and tax-rate activities. The Board did not adopt the proposed third-Thursday schedule. By consensus, the Board retained the first Monday as the regular meeting date for the time being and discussed scheduling additional meetings as needed.

• **Agenda Item 6 - Vendor Presentations and Proposed Contracts**

Clicktunity was not present. The Board discussed the website services contract and deferred payment of Clicktunity invoices pending further review and a vendor presentation. Contract terms remained under review.

Jason Rodriguez of CTSI presented an overview of completed and proposed technology and managed services. The Board discussed Microsoft 365 security, cybersecurity, network infrastructure, support services, and District-owned work devices. No final CTSI contract approval was taken. The Board requested proposed contracts for review.

The Board also discussed payroll provider needs related to future District employees and benefits and potential strategic planning resources. No final action was taken.

• **Agenda Item 7 - Financial Items for ESD No. 1 and ESD No. 2**

The Board reviewed District bills, including service agreement payments, consulting, bookkeeping, legal, website, technology, and appraisal district charges. The Board discussed penalties and interest associated with appraisal district payments.

No reimbursement or Commissioner service-pay requests were presented for action. Banking services and District credit-card needs were also discussed.

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| **Motion** | Approve payment of District bills, excluding Clicktunity and CTSI invoices, and include the appraisal-district obligation and assessed statutory penalties and interest. |
| **Made By** | Zac Durham |
| **Seconded By** | Cody Dennis |
| **Vote / Result** | Passed unanimously 5-0 |

• **Agenda Item 8 - Treasurer's Bond**

The Board reviewed the Treasurer's bond requirements and outstanding paperwork. Treasurer Danny Nordman was directed to complete the required documentation. No separate motion was taken.

• **Agenda Item 9 - Unreturned District Property and Assets**

The Board identified the matter of unreturned District property and assets from former Commissioners for discussion in Closed Session. No action was taken in Open Session.

• **Agenda Item 10 - Updates on Action Items from 6/1/26 and 6/18/26 Meetings**

The Board reviewed prior action items, including completion and posting of prior meeting minutes, bank signature documents, the Moss Avenue and Third Street property opportunity, and confirmation that the previously authorized $2,000,000 transfer for each District had been completed. The outstanding correction to prior approved minutes changing "Mr. Burks" to "Mrs. Burks" remained with District Counsel for correction and circulation to the Board Secretary.

• **Agenda Item 11 - Approve District Policies, Including Committee Charters**

The Board discussed committee charters and committee structure. The Board also confirmed, as discussed under the investment policy, that the Treasurer serves as the investment officer. No separate policy-adoption motion was taken.

• **Agenda Item 12 - Appoint Committees**

The Board discussed using two-Commissioner work groups to perform detailed work and return recommendations to the full Board. Patti Kappauf and Zac Durham were identified for ESD No. 2 planning and budget work; Rick Mitchell and Danny Nordman were identified for ESD No. 1 planning and budget work; and Cody Dennis and Rick Mitchell were identified for District Administrator hiring work. No formal motion adopting a complete committee roster was taken.

• **Agenda Item 13 - Logo Designs**

The Board reviewed logo concepts and narrowed the concepts to designs 2, 4, and 5. The Board discussed obtaining public input. No final logo was adopted.

• **Agenda Item 14 - Volunteer Fire Department Contracts for ESD No. 1**

The Board passed VFD contract matters to Closed Session for further discussion. No action was taken in Open Session.

**• Agenda Item 15 - Upcoming Regular and Special Meeting Dates and Future Agenda Items**

The Board retained the first-Monday regular meeting schedule for the time being and discussed scheduling additional meetings as needed for budget, tax-rate, and statutory deadlines. TCDRS presentation requirements remained a future agenda item.

**• Agenda Item 16 - Closed Session pursuant to Texas Government Code §551.071**

No separate action was taken under Agenda Item 16. The motion to enter Closed Session referenced Agenda Items 17 and 18.

**• Agenda Items 17-18 - Closed Session: Real Property and Personnel Matters**

The Board entered Closed Session at 7:30 p.m. for real property and personnel matters under Agenda Items 17 and 18. Commissioner Zac Durham did not join the Closed Session.

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| **Motion** | Enter Closed Session for Agenda Items 17 and 18. |
| **Made By** | Patti Kappauf |
| **Seconded By** | Rick Mitchell |
| **Vote / Result** | Passed unanimously 5-0 |

**• Agenda Item 19 - Review and Take Action on Matters Discussed in Closed Session**

The Board returned to Open Session at 9:00 p.m. Commissioner Zac Durham was not present when the Board returned to Open Session. The Board took the following action regarding real property:

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| **Motion** | Authorize District Counsel to enter into discussions with Ector County regarding the Moss Avenue and Third Street property and to inquire regarding properties in Gardendale. |
| **Made By** | Patti Kappauf |
| **Seconded By** | Rick Mitchell |
| **Vote / Result** | Passed unanimously 4-0 |

**• Agenda Item 20 - Adjournment**

The Board adjourned at 9:01 p.m.

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| **Motion** | Moved to adjourn. |
| **Made By** | Patti Kappauf |
| **Seconded By** | Rick Mitchell |
| **Vote / Result** | Passed unanimously 4-0 |

## Action Item Register

| Owner | Action Item | Due Date / Timing | Source / Notes |
|---|---|---|---|
| District Counsel | Enter into discussions with Ector County regarding the Moss Avenue and Third Street property and inquire regarding properties in Gardendale. | As soon as practicable | Approved 4-0 under Agenda Item 19. |
| Treasurer Danny Nordman | Own and coordinate the Treasurer's bond process for ESD No. 1 and ESD No. 2 through completion, including applications, legal review, return of required documentation to VFIS, forwarding the invoice to the bookkeeper for payment, confirming bond issuance, coordinating | As soon as practicable | Agenda Item 8. |

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| | filing with the County Clerk, and providing a copy of the completed bond records to the Board Secretary. | | |
| Board Secretary Patti Kappauf | Prepare approved minutes for execution; sign the minutes; send the signed minutes for website posting; verify the website posting occurred; send a scanned copy of the signed minutes to District Counsel; and file the original signed minutes in the local ESD records. | As soon as practicable after Board approval | Agenda Item 10. |
| District Counsel | Finalize contract negotiations with Clicktunity | As soon as practicable | Agenda Items 6 and 7. |
| Patti Kappauf | Place Clicktunity on the next Board agenda for a vendor presentation and Board questions after contract negotiations are completed. | Next Board meeting | Agenda Items 6 and 7. |
| Patti Kappauf | Review CTSI invoices submitted for payment that had not been previously reviewed before inclusion on the bill-payment list. | Before payment | Agenda Items 6 and 7. |
| Rick Mitchell / CTSI | Serve as the Board contact for CTSI; obtain proposed contracts and continue review of device needs, service scope, and pricing for future Board action. | Future Board meeting | Agenda Item 6. |
| Patti Kappauf / Zac Durham | Advance ESD No. 2 planning, capital, 2027 budget, and 2026 tax-rate work for Board consideration. | July-September 2026 | Agenda Item 12. |
| Danny Nordman / Rick Mitchell | Advance ESD No. 1 planning, capital, 2027 budget, and 2026 tax-rate work for Board consideration. | July-September 2026 | Agenda Item 12. |
| Patti Kappauf | Investigate options for conducting a public poll and obtaining public input on logo concepts 2, 4, and 5. | Before final logo adoption | Agenda Item 13. |
| Ira Coveler / District Counsel | Continue VFD contract work and return the matter to the Board for action. | As soon as practicable / future Board action | Agenda Item 14. Matter discussed in Closed Session; no further detail included in the public action register. |
| Ira Coveler / District Counsel | Identify the approved prior meeting minutes containing the incorrect reference to "Mr. Burks"; correct the reference to "Mrs. Burks"; and circulate the corrected minutes to Patti Kappauf, Board Secretary. | As soon as practicable | June 1, 2026 Agenda Item 4. Applies to one of the approved January 17, February 26, March 2, March 12, or April 13, 2026 joint meeting minutes. |
| Cody Dennis / Rick Mitchell | Advance District Administrator hiring work and return matters requiring full Board action to the Board. | Ongoing / as matters require Board action | Agenda Item 12. |

**Approved by the Board on:** 7/23/26

**Patti Kappauf, Secretary** Patti Kappauf