ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 1
and
ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 2

JOINT PUBLIC MEETING MINUTES

July 23, 2026, at 6:00 pm
VFW & Auxiliary Post 4372, 208 E. VFW Lane, Odessa, Texas 79762

Board Members Present	Rick Mitchell; Cody Dennis; Danny Nordman (arrived at 6:06 p.m.); Patti Kappauf
Board Members Absent	None. One commissioner position was vacant following the resignation of Zac Durham.
Others Present	Ira Coveler, District Counsel, Coveler & Peeler (via phone); Katie Norris, RIT Financial (via phone); Scott Webb, Clicktunity (via phone); Jason Rodriguez, CTSI (via phone); Volunteer fire department representative(s); Zac Durham; 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. Three Commissioners were present when the meeting was called to order at 6:05 p.m., establishing a quorum for both Districts. Treasurer Danny Nordman arrived at 6:06 p.m., after which four Commissioners were present.

✓ received no public comment;
✓ approved the July 6, 2026 joint meeting minutes;
✓ received priority-objective updates regarding the Moss Avenue and Third Street property, VFD service contracts, District Administrator recruitment, the ESD No. 2 property under contract, and budget and tax-rate planning;
✓ received an update regarding the vacant commissioner position and the anticipated appointment by the Ector County Commissioners Court;
✓ approved website-services agreements with Clicktunity for both Districts, including a post-initial-term 45-day termination provision, and selected annual billing;
✓ authorized the purchase of six District laptops and four cell phones under the Minimum IT Standards Policy, approved premium Microsoft licensing for the Board Secretary and future District Administrator, and tabled further consideration of the CTSI managed-services agreement;
✓ received June 30 financial reports for both Districts and directed future reporting on the Districts' fiscal-year basis;
✓ approved banking and custodial documents for both Districts, authorized nonmaterial clerical revisions by District Counsel, and approved transitioning operating accounts from Frost Bank to Prosperity Bank after the new accounts are operational;
✓ approved payment of two previously held CTSI invoices;
✓ approved the Board Secretary's commissioner service-pay request by a 2-1-1 vote and directed that the commissioner-compensation policy be placed on the next agenda;
✓ reviewed the ESD No. 1 fire-service roadmap and draft budget and the ESD No. 2 EMS roadmap and draft budget;
✓ engaged McCall Gibson Swedlund Barfoot PLLC to conduct separate annual financial audits for ESD No. 1 and ESD No. 2;
✓ approved the purchase of a reusable ceremonial presentation check personalized with logo when approved;
✓ received updates on prior action items and tabled the annual conflict-of-interest review until the August meeting; and
✓ entered Closed Session at 8:44 p.m.
✓ no action was taken after Closed Session and the meeting adjourned at 9:28 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 6:05 p.m. by President Rick Mitchell. Commissioners Rick Mitchell, Cody Dennis, and Patti Kappauf were present, establishing a quorum for both Districts. Treasurer Danny Nordman arrived at 6:06

p.m. Thereafter, four Commissioners were present. One commissioner position was vacant following the resignation of Zac Durham.

• Agenda Item 2 - Public Comment

No public comment was received for ESD No. 1 or ESD No. 2.

• Agenda Item 3 - Review and Approve July 6, 2026 Joint Meeting Minutes

The Board reviewed the July 6, 2026 joint meeting minutes. No corrections or revisions were offered.

Motion	Approve the July 6, 2026 joint meeting minutes as presented.
Made By	Cody Dennis
Seconded By	Patti Kappauf
Vote / Result	Passed unanimously by the three Commissioners present at the time of the vote (3-0).

• Agenda Item 4 - Receive Updates on Priority Objectives

The Board received updates on priority objectives for both Districts. District Counsel reported that Ector County and the County Attorney were reviewing the potential transfer of county-owned property near Moss Avenue and Third Street, including applicable public-purpose and reversion requirements. District Counsel continued work on revisions to the VFD service contracts.

The District Administrator position had been posted. The Board anticipated that the Ector County Commissioners Court would consider appointment of a replacement commissioner at its next meeting, allowing the Board to proceed with District Administrator hiring matters as early as August 3, 2026.

For ESD No. 2, the Board received a due-diligence update on the property under contract. Work on the new water line had begun. District Counsel was awaiting the survey and ADA study and estimated closing near the end of August, subject to completion and inspection of the water line and remaining due diligence. The Board also received appraisal-district information for use in budget and tax-rate planning.

• Agenda Item 5 - Acknowledge Commissioner Resignation and Receive Appointment Update

The Board acknowledged that one commissioner position remained vacant following Zac Durham's resignation. The Ector County Commissioners Court was expected to consider appointment of a replacement commissioner at its upcoming meeting.

• Agenda Item 6 - Clicktunity Website Services

Scott Webb of Clicktunity presented the company's website-management services and experience serving Texas emergency services districts. Clicktunity had built and managed separate websites for ESD No. 1 and ESD No. 2. The standard website build was described as $951 per website, with fully managed support services at $189 per month per website. Services included hosting, domain renewal, SSL management, website ADA tools, and posting District materials submitted through the support-ticket process. PDF remediation and certain enhanced security services were not included in the base monthly fee.

District Counsel reported that the agreement would prohibit cancellation during the initial one-year term except for breach and, after the initial term, would permit either party to terminate on 45 days' written notice. The Board selected annual advance billing.

Motion	Approve the Clicktunity website-services agreements for ESD No. 1 and ESD No. 2, including the revised termination provision.
Made By	Patti Kappauf
Seconded By	Danny Nordman
Vote / Result	Passed unanimously 4-0.

Motion	Change the Clicktunity billing frequency from monthly to annual billing and direct the bookkeeper to coordinate the account reconciliation and billing arrangements.
Made By	Patti Kappauf
Seconded By	Danny Nordman
Vote / Result	Passed unanimously 4-0.

• Agenda Item 7 - Managed Information Technology Services and Related Services

The Board discussed District-owned devices, cybersecurity controls, public-information implications of using personal devices, and compliance with the Districts' Minimum IT Standards Policy. CTSI described endpoint protection, support, device configuration, and available laptop and tablet options. The Board elected to purchase District-owned laptops for the four current Commissioners, the incoming Commissioner, and the future District Administrator. The quoted total for six laptops and related equipment was $17,576.13, subject to final invoicing for actual services performed.

Motion	Pursuant to the District's Minimum IT Standards Policy, the Board adopts the use of District-owned devices and authorized the purchase of **six (6) District-issued laptop computers** and **four (4) District-issued mobile phones**, together with the associated software, warranties, accessories, configuration, and deployment services necessary to place the equipment into service. The Board selected laptop computers over Microsoft Surface Pro tablets after discussing functionality, cost, cybersecurity, and compliance with public information requirements. The mobile phones which CTSI does not sell or support, will be configured by the Board Secretary.
Made By	Patti Kappauf
Seconded By	Danny Nordman
Vote / Result	Passed unanimously 4-0.

Motion	Approve the premium Microsoft license upgrade for the Board Secretary and approve the same premium license for the future District Administrator. Approve Adobe Acrobat Pro for same.
Made By	Patti Kappauf
Seconded By	Cody Dennis
Vote / Result	Passed unanimously 4-0.

The Board discussed CTSI's master services agreement and Net Assurance with Cyber Defense statement of work. Because the Board and District Counsel had not completed their review, further action was deferred.

Motion	Table further consideration of the CTSI managed-services agreements until the next meeting.
Made By	Danny Nordman
Seconded By	Cody Dennis
Vote / Result	Passed unanimously 4-0.

• Agenda Item 8 - Financial Reports and Banking Matters

Katie Norris presented financial reports through June 30, 2026. ESD No. 1 had total cash available of $3,895,327.56 and property-tax revenue of approximately $3,978,710 through June 30. ESD No. 2 had total cash available of $3,868,883.05 and property-tax revenue of $3,978,653.75 through June 30. The reported property-tax revenue represented approximately 61.8% of the calendar-year budget presentation. The Board directed that future reports be presented on the Districts' fiscal-year basis so the reports align with the October 1 through September 30 fiscal year.

The bookkeeper reported that ESD No. 1 and ESD No. 2 were now maintained in separate accounting files and described cleanup of inactive five-digit account numbers following the split. The Board reviewed documents needed to update authorized signers and banking relationships for each District.

Motion	Accept and authorize execution, for both ESD No. 1 and ESD No. 2, of the resolution authorizing consultant representative, bank depository agreement, security agreement, and third-party custodian agreement.
Made By	Patti Kappauf

Seconded By	Danny Nordman
Vote / Result	Passed unanimously 4-0.

Motion	Authorize District Counsel to make nonmaterial clerical and legal revisions necessary to correctly identify and complete the documents separately for ESD No. 1 and ESD No. 2.
Made By	Patti Kappauf
Seconded By	Cody Dennis
Vote / Result	Passed unanimously 4-0.

The Board discussed ongoing issues with Frost Bank and the bookkeeper's recommendation to establish new operating accounts at Prosperity Bank. The transition would occur only after the Prosperity Bank accounts were operational; funds would then be transferred and separate action taken to close the Frost Bank accounts. The bookkeeper also confirmed completion of the previously authorized transfer of $2,000,000 from each District to its TexasCLASS account.

Motion	Transition the Districts' operating banking relationship from Frost Bank to Prosperity Bank after the Prosperity Bank accounts are established and operational.
Made By	Danny Nordman
Seconded By	Cody Dennis
Vote / Result	Passed unanimously 4-0.

• Agenda Item 9 - Bills and Invoices for Payment

The bookkeeper reported no new bill-payment list requiring action beyond checks and items already in process. The Board addressed two CTSI invoices that had been held at the prior meeting for additional review. Past-due Clicktunity invoices were addressed through the website-services approval under Agenda Item 6.

Motion	Approve payment of the two CTSI invoices held from the prior meeting for further review.
Made By	Patti Kappauf
Seconded By	Danny Nordman
Vote / Result	Passed unanimously 4-0.

• Agenda Item 10 - Commissioner Service-Pay Request

District Counsel explained the statutory and previously adopted District framework for commissioner service pay, including the distinction between compensation for substantive days of District service and reimbursement of actual expenses. District Counsel stated that the Board Secretary's submitted request was properly prepared and legally compliant. The Board discussed the extensive work performed during the Districts' transition, public-perception concerns, and whether commissioner compensation should continue after a District Administrator is hired.

Motion	Approve the Board Secretary's submitted commissioner service-pay request.
Made By	Danny Nordman
Seconded By	Rick Mitchell
Vote / Result	Passed 2-1-1: Rick Mitchell and Danny Nordman voted in favor; Cody Dennis voted against; Patti Kappauf abstained.

The Board directed that commissioner service pay be placed on the next meeting agenda.

• Agenda Item 11A - ESD No. 1 Roadmap, FY 2027 Budget Development, and 2026 Tax-Rate Planning

The ESD No. 1 Roadmap, Budget, and Tax Rate Committee presented its proposed fire-service roadmap and working budget. The strategic direction was to strengthen the existing volunteer fire service while building toward an ESD-operated combination fire department. Priorities included annual VFD service agreements, mutual-aid partnerships, firefighter training and certification, training-based incentives, recruitment, apparatus planning, and development of an ESD-operated capability on an aspirational two-year timeline, subject to funding and operational readiness.

The Board discussed a hub-and-spoke deployment concept in which resources could be repositioned among West Odessa, South Ector, and Gardendale based on call demand and available coverage. The draft budget included VFD support, training, staffing, benefits, insurance, professional services, land and facilities, and apparatus planning. The working totals discussed were approximately $2.0 million for the current planning year and $3.6 million for the following year. The draft remained subject to revision.

• Agenda Item 11B - ESD No. 2 Roadmap, FY 2027 Budget Development, and 2026 Tax-Rate Planning

The ESD No. 2 Roadmap, Budget, and Tax Rate Committee presented a long-term vision for a modern, locally governed EMS system with resources positioned where needed. The proposed hub-and-spoke model contemplated a central hub, spoke locations, dynamic unit movement, transport ambulances, and a quick-response vehicle. The roadmap contemplated bridge-service procurement and contract completion by September 30, 2026; bridge-service operations beginning January 1, 2027; development of an ESD-operated EMS department; a possible period of side-by-side operations; and transition to primary ESD operations when ready, with a general three-year objective.

The working budget included approximately $2.1 million for an EMS bridge provider, approximately $18,000 for spoke crew quarters, staffing and administrative costs, training, facility expenses, and an additional $10,000 placeholder for uniforms. The working totals discussed were approximately $1.9 million to $2.0 million for the current planning year and approximately $3.0 million for the following year. The Board noted that the figures would continue to change as service-provider, facility, staffing, and deployment decisions were refined.

The Board directed Treasurer Danny Nordman and Bookkeeper Katie Norris to incorporate revisions into the official proposed budgets for posting with the August 3, 2026 meeting agenda. Unspent funds were to be reflected in purpose-specific reserves, including potential station, land, apparatus, or equipment reserves.

• Agenda Item 12 - Engage Auditor for Annual Financial Audits

District Counsel presented a proposal from McCall Gibson Swedlund Barfoot PLLC. The anticipated cost was approximately $5,000 to $7,000 for each District. District Counsel explained that each District would require a separate annual audit, although the same firm could perform both audits, and that the engagement qualified as a professional service.

Motion	Engage McCall Gibson Swedlund Barfoot PLLC to conduct separate annual financial audits for ESD No. 1 and ESD No. 2.
Made By	Danny Nordman
Seconded By	Patti Kappauf
Vote / Result	Passed unanimously 4-0.

• Agenda Item 13 - ESD No. 1 VFD Service Contracts

The Board passed this item to Closed Session. No open-session action was taken before the Board entered Closed Session.

• Agenda Item 14 - Reusable Ceremonial Presentation Check

The Board discussed purchasing a reusable dry-erase ceremonial presentation check for future public presentations and photographs. The Treasurer was asked to identify an appropriate option. The Board discussed waiting to customize the item until a District logo is selected.

Motion	Approve the future purchase of a reusable ceremonial presentation check.
Made By	Cody Dennis
Seconded By	Danny Nordman
Vote / Result	Passed unanimously 4-0.

• Agenda Item 15 - Updates on Prior Board Action Items

The Board reviewed prior action items. Current-commissioner Frost Bank signature documents were completed. The requested station layout and structural footprint for county planning remained due in the fall. The $2,000,000 TexasCLASS transfers for each District were complete. Work concerning the Moss Avenue and Third Street property remained in progress. The Treasurer's bonds had been issued and still required execution, notarization, filing with the

County Clerk, and payment of the related invoices. Clicktunity contract action was completed earlier in the meeting.

• Agenda Item 16 - District Counsel Report Regarding Ector County Property Discussions

The Board referenced District Counsel's earlier update concerning discussions with Ector County regarding the Moss Avenue and Third Street property. The matter remained in progress. No separate open-session action was taken under this item before Closed Session.

• Agenda Item 17 - Annual Conflict-of-Interest Requirements

The Board tabled review of annual conflict-of-interest requirements under Local Government Code Sections 176.003 and 171.004 until the August meeting, when District Counsel was expected to attend in person.

• Agenda Item 18 - Recovery of Former Commissioners' District Property and Records

The item was called. District Counsel had no update.

• Agenda Item 19 - Upcoming Meeting Dates and Future Agenda Items

The Board confirmed August 3, 2026 as the next meeting date. Future agenda items included commissioner service pay, revised proposed budgets, conflict-of-interest requirements, and other matters carried forward from this meeting.

• Agenda Item 20 - Closed Session

The Board entered Closed Session at 8:44 p.m. The VFD service-contract matter under Agenda Item 13 had been passed to Closed Session.

Motion	Enter Closed Session.
Made By	Patti Kappauf
Seconded By	Rick Mitchell
Vote / Result	Passed unanimously 4-0.

• Agenda Item 21 - Reconvene in Open Session and Take Possible Action

No action was taken.

• Agenda Item 22 – Adjournment

Motion	Adjourn
Made By	Danny Nordman
Seconded By	Cody Dennis
Vote / Result	Passed unanimously 4-0.

Action Items

Owner	Action Item	Due Date / Timing	Source / Notes
Board Secretary Patti Kappauf	Scan and circulate the appraisal-district materials received at the meeting.	8/6/26	Agenda Item 4.
District Counsel	Continue coordinating with Ector County regarding the Moss Avenue and Third Street property and report back to the Board.	8/22/26	Agenda Items 4 and 16.
District Counsel	Complete revisions to the VFD service contracts and return them for Board consideration.	8/22/26	Agenda Items 4 and 13.
Katie Norris / Clicktunity	Reconcile prior Clicktunity invoices and implement annual advance billing for both District websites.	8/6/26	Agenda Item 6.
CTSI / Board Members	Order and configure six approved District laptops and related equipment; coordinate individual device setup.	8/6/26	Agenda Item 7.
Patti Kappauf	Order 4 District iPhones (Rick, Cody, new Commissioner, new District Administrator)	8/3/26	Agenda Item 7.

Owner	Action Item	Due Date / Timing	Source / Notes
District Counsel / Board	Complete review of the CTSI master services agreement and related statement of work.	8/22/26	Agenda Item 7; tabled.
Katie Norris	Present future financial reports on the Districts' October 1-September 30 fiscal-year basis and continue cleanup of inactive account numbers.	Beginning with next report – 8/22/26	Agenda Item 8.
District Counsel / Katie Norris / Authorized Signers	Finalize and execute separate banking and custodial documents for ESD No. 1 and ESD No. 2, including permitted clerical revisions.	8/3/26	Agenda Item 8.
Katie Norris / Authorized Signers	Establish Prosperity Bank accounts, confirm they are operational, transfer funds from Frost Bank, and return to the Board for any required account-closing action.	8/3/26	Agenda Item 8.
Board Secretary / District Counsel	Place commissioner service pay on the next agenda.	8/22/26	Agenda Item 10.
Danny Nordman / Katie Norris	Prepare revised official proposed budgets for both Districts, including the discussed revisions and reserves, for posting with the August 3 agenda.	7/27/26	Agenda Item 11.
District Counsel / Katie Norris	Complete engagement and coordination with McCall Gibson Swedlund Barfoot PLLC for separate ESD No. 1 and ESD No. 2 audits.	8/22/26	Agenda Item 12.
Danny Nordman	Identify an appropriate reusable ceremonial presentation check; defer customization until logo direction is confirmed.	TBD pending logo	Agenda Item 14.
Danny Nordman	Execute and notarize the Treasurer's bonds, file them with the Ector County Clerk, and ensure related invoices are paid.	8/3/26	Agenda Item 15.
District Counsel	Review annual conflict-of-interest requirements.	8/22/26	Agenda Item 17; tabled.

Approved by the Board on: August 3, 2026

Patti Kappauf

Patti Kappauf, Secretary