

**ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 1
&
ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 2**

JOINT PUBLIC MEETING MINUTES

August 3, 2026, at 4:00 pm
VFW & Auxiliary Post 4372, 208 E. VFW Lane, Odessa, Texas 79762

Board Members Present	Rick Mitchell; Cody Dennis; Danny Nordman; Patti Kappauf
Board Members Absent	Casey Sullivan
Others Present	Zac Durham; Dana Weist; Caryn Riggs (via remote presentation); Ed King; legal counsel; 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. Four Commissioners were present, establishing a quorum for both Districts. The Boards:

- ✓ received public comment regarding property-tax exemptions and discussed beginning the next exemption review early in 2027;
- ✓ approved the revised July 23, 2026 joint meeting minutes;
- ✓ met in Closed Session regarding personnel matters and consultation with legal counsel;
- ✓ approved hiring Zac Durham as District Administrator;
- ✓ received the ESD No. 2 EMS proposal ranking of Allegiance first, Acadian second, Pafford third, City Ambulance fourth, and First Response fifth;
- ✓ received a presentation regarding virtual CFO services and discussed obtaining additional options and referrals;
- ✓ reviewed ESD No. 1 and ESD No. 2 roadmaps, detailed capital and financing plans, proposed budgets, property-tax matters, and ESD No. 2 District Administrator vehicle planning parameters;
- ✓ proposed the FY 2026-2027 budgets and existing \$0.08 tax rates for ESD No. 1 and ESD No. 2 and scheduled the tax-rate/public-hearing process for August 20, 2026 at 6:00 p.m.;
- ✓ approved a service agreement with Permian Basin Drug and Alcohol Testing and authorized the President to sign;
- ✓ discontinued Commissioner service pay/compensation and directed revision of the policy to state that Commissioner service pay is not offered;
- ✓ entered Executive Session and, after returning to Open Session, approved purchase of \$38,000 in radios limited to ten handheld radios and excluding the truck/mobile radio;
- ✓ adjourned at 8:09 p.m.; and
- ✓ subsequently reopened Agenda Item 5 at 8:12 p.m. and approved engaging Patriot Payroll for payroll services.
- ✓ adjourned at 8:13 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 3:58 p.m. by President Rick Mitchell. Roll call was taken. Commissioners Rick Mitchell, Cody Dennis, Danny Nordman, and Patti Kappauf were present. Commissioner Casey Sullivan was absent. A quorum was established for both ESD No. 1 and ESD No. 2.

• **Agenda Item 2 - Public Comment**

Ms. Dana Weist addressed the Boards regarding property-tax exemptions. Discussion included the statutory timing for exemptions and the exemptions then in effect. Legal counsel stated that the general homestead exemption was 0%, the over-65 exemption was \$25,000, and the disability exemption was \$25,000. The Boards discussed beginning the next exemption review early in 2027, with February identified as the preferred month. No formal action was taken.

• **Agenda Item 3 - Review and Approve July 23, 2026 Joint Meeting Minutes**

Secretary Kappauf presented revised July 23, 2026 joint meeting minutes and explained the revision concerning the prior authorization for District-owned devices and associated software, warranties, accessories, configuration, and deployment services. Legal counsel confirmed that the authorization was sufficient to include Adobe Pro licensing. The revised minutes were approved 4-0.

Motion	Approve the revised July 23, 2026 joint meeting minutes.
Made By	Danny Nordman
Seconded By	Cody Dennis
Vote / Result	Passed 4-0

• **Agenda Item 4 - Closed Session - Personnel Matters and Consultation with Legal Counsel**

President Mitchell announced a Closed Session pursuant to Texas Government Code §551.074 to discuss personnel matters and §551.071 to consult with legal counsel. The Boards entered Closed Session.

• **Agenda Item 5 - Reconvene and District Administrator**

The Boards reconvened in Open Session. President Mitchell requested a motion regarding the hiring of a District Administrator. Treasurer Danny Nordman moved to hire Zac Durham as District Administrator. Secretary Patti Kappauf seconded. The motion passed 4-0.

Motion	Hire Zac Durham as District Administrator.
Made By	Danny Nordman
Seconded By	Patti Kappauf
Vote / Result	Passed 4-0

• **Agenda Item 7 - Rank ESD No. 2 EMS Proposals**

District Administrator Zac Durham announced the five EMS proposal rankings: Allegiance first; Acadian second; Pafford third; City Ambulance fourth; and First Response fifth. Durham stated that his direction from the Board was to begin discussions with the highest-ranked provider and work down the ranking as necessary. No separate formal ranking motion or vote was taken.

• **Agenda Item 6 - Virtual CFO Resource**

The Boards received a remote presentation from Caryn Riggs of ZacFinance concerning virtual CFO / financial-strategist services. The proposed scope included sales-tax analytics, long-range financial planning, operating budgets, five-year financial forecasts, ten-year capital plans, tax-rate scenarios, cash-flow forecasting, reserve and debt-policy recommendations, funding strategies, and periodic financial reporting. The proposed fee was \$5,500 per month and included bookkeeping services.

Board discussion focused on the need for forward-looking financial analysis and long-term solvency planning rather than duplicating bookkeeping services already being provided. Commissioners discussed whether the scope could be reduced to remove bookkeeping, whether project-based pricing could be obtained, and whether qualified local resources should also be considered. District Administrator Durham emphasized the value of long-range forecasting to test future payroll capacity, capital acquisitions, changing revenues, and the continuing affordability of District operations.

The Boards expressed interest in continuing to evaluate options and referrals rather than engaging the presenting firm at this meeting. A goal of having a financial-strategy/CFO resource in place within approximately 90 days or by the beginning of the year was discussed. Government Capital was identified as a possible source for referrals. No formal action was taken.

• Agenda Item 8 - ESD No. 1 Roadmap, Budget, and Tax-Rate Activities

The Boards reviewed ESD No. 1 strategy and roadmap matters, including simplifying VFD contract language, maximizing the use of certified volunteers, considering incentives for certified volunteers, maintaining mutual-aid partnerships, and continuing development toward a combination fire department and, ultimately, an ESD-operated fire department. Discussion contemplated an approximate two-to-five-year planning horizon for establishing ESD operational fire capability.

The Boards reviewed 2026 Truth-in-Taxation and revenue information. Discussion included the prior \$0.08 tax rate, approximately \$6.3 billion in taxable value, collections of approximately \$4.8-\$4.9 million, and 2026 taxable value of approximately \$6.4 billion. Rate scenarios discussed included the no-new-revenue rate, voter-approval rate, de minimis rate, maintaining the existing \$0.08 rate, and the statutory maximum rate. These scenarios were used for planning and comparison; the formal tax-rate action is recorded under Agenda Item 10.

Capital planning included projected fire-station and apparatus needs, approximately 3% annual construction-cost escalation, structural engines estimated at approximately \$1.1 million each, and equipment allowances that could reach approximately \$250,000 per apparatus. A ten-year ESD No. 1 capital-outlay projection of approximately \$11.37 million was presented for three future stations, two structural apparatuses, one tender, two brush trucks, and related equipment, excluding the station already under contract. Replacement-cycle assumptions referenced approximately 10 years for frontline apparatus, 15 years for reserve status, and 20 years for complete retirement.

Ed King of Government Capital discussed strategic use of financing, including balancing debt with fund balance, preserving operating reserves, and matching useful life to financing terms. Discussion included property-tax limitations, the effect of using fund balance for capital, recent public-sector borrowing rates in the mid-4% range, investment earnings on District funds, early-payoff flexibility, a general reserve target of approximately six months of operating expenses, and the use of property-tax pledges for governmental borrowing. Government Capital stated that its compensation is generally approximately 1% of the financed amount and is typically incorporated into the financing.

The Boards also discussed ADA compliance for the ESD No. 1 building. A survey had been completed, contractor pricing remained pending, and the discussion addressed the significance of the approximately \$50,000 construction threshold, potential elevator implications for a two-story building, and lower-cost work such as compliant downstairs restrooms, a shower, automatic doors, and an automatic gate. No separate formal action was taken on the roadmap, capital plan, financing presentation, or ADA work under this agenda item.

• Agenda Item 10 - ESD No. 1 Budget and Property-Tax Matters

After completing the ESD No. 1 budget discussion, legal counsel advised the Boards to formally propose the budget. The Boards then acted on the proposed budget, tax rate, and hearing schedule.

Motion	Propose the ESD No. 1 FY 2026-2027 budget as discussed/revised.
Made By	Cody Dennis
Seconded By	Danny Nordman
Vote / Result	Passed 4-0

Motion	Propose/maintain the existing \$0.08 tax rate for ESD No. 1.
Made By	Cody Dennis
Seconded By	Danny Nordman
Vote / Result	Passed 4-0

Motion	Schedule the tax-rate adoption/public-hearing process for August 20, 2026 at 6:00 p.m.
Made By	Patti Kappauf
Seconded By	Danny Nordman
Vote / Result	Passed 4-0

• Agenda Item 9 - ESD No. 2 Roadmap, Budget, and Tax-Rate Activities

The Boards reviewed the ESD No. 2 EMS roadmap and proposed capital and operating plan. Discussion included a hub-and-spoke service model, placing ambulance resources within the District, a quick-response/initial-response capability, communications and PSAP integration, staffing and recruiting, and a potential transition from the current service arrangement to a new provider. The planning discussion contemplated having the provider contract in place by October 1, an operational transition during October through December, ambulances rolling in the District by January 1, and a transition period alongside Odessa Fire Rescue if a different provider were selected. Longer-range planning contemplated beginning the move toward an ESD-operated EMS service through ambulance acquisition and staffing in later fiscal years.

The preliminary ESD No. 2 capital plan totaled approximately \$4.32 million. Major planning allowances discussed included approximately \$100,000 for hub renovation, \$220,000 for initial setup, approximately \$750,000 for acquisition of two spoke locations, four outfitted Type I ambulances (three frontline and one reserve) at approximately \$2.27 million, a District Administrator vehicle, approximately \$175,000 for station technology infrastructure, approximately \$300,000 for PSAP connection/consoles, approximately \$100,000 for a radio tower, and approximately \$5,000 for automatic vehicle location. The figures were treated as planning assumptions subject to refinement as communications, FCC licensing, facility, and deployment requirements became clearer.

During the District Administrator vehicle discussion, the capital-planning allowance was reduced from approximately \$123,000 to \$100,000 and the vehicle was discussed as a pickup. The Boards discussed District decals/identification and whether the administrative vehicle should have emergency-identification lighting. Danny Nordman stated that he did not favor spending approximately \$10,000 for a full roof-mounted light bar, but could support a less expensive behind-the-grille lighting arrangement. He also noted that ordinary hazard lights could be inadequate if the District Administrator were asked to assist with an unusual emergency incident. Other discussion characterized the preferred approach as an administrative or subdued emergency-lighting package that would provide additional visibility without the cost or appearance of a full roof light bar. These comments established planning preferences and parameters; no separate motion authorized purchase of a specific vehicle or lighting package under this discussion.

The Boards also discussed the relationship between capital acquisitions and the operating budget, including the concept that financed capital assets should generally be reflected through applicable loan or debt-service payments rather than charging the full acquisition cost to a single operating year. Revenue assumptions were corrected during the budget review to approximately \$5.1 million based on the proposed \$0.08 tax rate. The proposed operating budget was refined accordingly.

No separate formal action was taken on the ESD No. 2 roadmap or capital plan under this agenda item; formal budget and tax-rate actions are recorded under Agenda Item 11.

• Agenda Item 11 - ESD No. 2 Budget and Property-Tax Matters

The Boards continued review of the proposed ESD No. 2 FY 2026-2027 budget. Discussion included separating capital expenditures from operating expenses and reflecting financed acquisitions through debt or loan payments where appropriate. A \$500,000 bridge item was removed from the proposed operating budget before the formal budget motion. The Boards then acted on the revised proposed ESD No. 2 budget and tax rate. The August 20, 2026 at 6:00 p.m. tax-rate/public-hearing schedule remained as established by the Boards.

Motion	Propose the ESD No. 2 FY 2026-2027 budget as discussed/revised.
Made By	Danny Nordman
Seconded By	Patti Kappauf
Vote / Result	Passed 4-0

Motion	Propose/maintain the existing \$0.08 tax rate for ESD No. 2.
Made By	Cody Dennis
Seconded By	Danny Nordman
Vote / Result	Passed 4-0

• Agenda Item 12 - Requests from Ector County Volunteer Fire Departments / Related Administrative Action

The Boards discussed VFD needs, including training, certification, radio interoperability, and administrative support. The discussion reflected an expectation that District Administrator Durham would coordinate with the departments regarding available training opportunities and schedules and would assist with tracking participation. The Boards also discussed revising the VFD contract form. Durham was directed to work on the form and legal/administrative language of the contracts; dollar amounts were not delegated for him to set. No separate formal action was taken on the contract form or training coordination.

Radio discussion included the need for interoperable all-band handheld radios. Ten refurbished APX 8000 handheld radios were discussed at approximately \$3,800 each, or \$38,000 total, with batteries, microphones, and charging equipment. The radios were described as lightly used reserve units with a one-year warranty and compatibility with local and regional systems. A separate mobile radio for the new engine, estimated at approximately \$8,600, was discussed but was not included in the immediate purchase. The formal radio purchase action occurred after Executive Session and is recorded under Agenda Item 17.

Later in the meeting, Secretary Kappauf returned to the proposed drug-screening arrangement and moved to enter into a service agreement with Permian Basin Drug and Alcohol Testing and authorize the President to sign the agreement. Vice President Cody Dennis seconded. The motion passed 4-0.

Motion	Enter into the service agreement with Permian Basin Drug and Alcohol Testing and authorize the President to sign.
Made By	Patti Kappauf
Seconded By	Cody Dennis
Vote / Result	Passed 4-0

• **Agenda Item 13 - Commissioner Compensation Policy**

The Board considered the Commissioner Compensation Policy and took the following action:

Motion	Discontinue Commissioner service pay/compensation and revise the policy to state that Commissioner service pay is not offered.
Made By	Patti Kappauf
Seconded By	Rick Mitchell
Vote / Result	Passed 4-0

• **Agenda Item 14 - Annual Conflict-of-Interest Requirements**

Legal counsel requested that the Boards take no action on the annual conflict-of-interest paperwork and requirements until the next meeting when Commissioner Casey Sullivan could be present. No action was taken.

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

The Boards discussed upcoming meeting dates and the budget/tax-rate process. The tax-rate/public-hearing process was scheduled for August 20, 2026 at 6:00 p.m. The meeting discussion also contemplated later budget revisions as additional financial information became available.

• **Agenda Item 16 - Executive Session**

The Boards later entered Executive Session under the posted authorities.

Motion	Enter Executive Session at 7:42 p.m.
Made By	Cody Dennis
Seconded By	Patti Kappauf
Vote / Result	Passed 4-0

• **Agenda Item 17 - Reconvene in Open Session / Action Following Executive Session**

At 8:08 p.m., the Boards returned to Open Session and took the following actions:

Motion	Come out of Executive Session and reconvene in Open Session at 8:08 p.m.
Made By	Cody Dennis
Seconded By	Danny Nordman
Vote / Result	Approved; no opposition recorded

Motion	Purchase \$38,000 of radios, limited to ten handheld radios and excluding the truck/mobile radio.
Made By	Cody Dennis
Seconded By	Danny Nordman
Vote / Result	Passed 4-0

• **Agenda Item 18 - Adjournment**

Motion	Adjourn the meeting at 8:09 p.m.
Made By	Cody Dennis
Seconded By	Danny Nordman
Vote / Result	Approved; meeting adjourned at 8:09 p.m.

• **Reopened Agenda Item 5 - Patriot Payroll**

After the 8:09 p.m. adjournment, discussion continued regarding District Administrator time reporting and payroll. Legal counsel instructed the Boards to reopen Agenda Item 5 at 8:12 p.m.

Motion	Hire/engage Patriot Payroll for payroll services.
Made By	Cody Dennis
Seconded By	Patti Kappauf
Vote / Result	Passed 4-0 at 8:12 p.m.

Motion	Adjourn the meeting at 8:13 p.m.
Made By	Patti Kappauf
Seconded By	Danny Nordman
Vote / Result	Passed 4-0

Action Item Register

Originating Meeting	Owner	Action Item	Due Date / Timing	Status	Source / Notes
06/01/26	Danny Nordman / Katie Norris	Review and prepare revised Charts of Accounts and separate budget structures for ESD No. 1 and ESD No. 2.	Before next Board meeting / ASAP	Completed	June 1 financial matters; revised Charts of Accounts and amended budgets were approved June 18.
06/01/26	Katie Norris	Prepare revised budget reporting and coordinate with Treasurer before Board presentation.	Before next Board meeting	Completed / Ongoing reporting	June 1 financial matters; budget reporting continued into July fiscal-year reporting work.
06/01/26	District Counsel	Correct prior approved minutes changing "Mr. Burks" to "Mrs. Burks" and circulate corrected minutes to Board Secretary.	ASAP	Open / Carry Forward	June 1 Agenda Item 4; still listed as outstanding in July 6 cumulative register.
06/01/26	District Counsel	Send VFD contract drafts to the Board for review.	Within next few days / ongoing	In Progress	June 1 project update; VFD contract work continued through July and August 3.
06/01/26	All Commissioners	Review EMS RFQ/RFP responses using the official scoring matrix.	Before 06/18/26 meeting	Completed / Superseded	June 1 EMS item; EMS procurement continued through later meetings and provider ranking on August 3.
06/01/26	Patti Kappauf / Board Support	Ensure official EMS scoring matrix is available to each Commissioner.	Before 06/18/26	Completed	June 1 EMS proposal review preparation.
06/01/26	Board / Counsel	Prepare and post June 18 special meeting for EMS proposal review.	06/18/26, 6:00 p.m.	Completed	June 18 meeting occurred.
06/01/26	Board / Counsel / Financial Advisors	Prepare for July 6 budget and tax-rate planning meeting.	07/06/26	Completed	July 6 meeting occurred.
06/01/26	Board / Counsel	Confirm regular-meeting cadence and room availability.	Before 07/16/26	Completed / Superseded	Meeting cadence discussed July 6; Board retained first Monday for the time being and used additional meetings as needed.
06/01/26	Board Members	Complete Frost Bank signature-card and identification requirements.	As requested by bookkeeper / bank	Superseded by banking transition	July 23 Board approved transition of operating accounts from Frost Bank to Prosperity Bank after new accounts became operational.
06/01/26	Katie Norris	Send legal invoices separately for review and placement on next agenda/packet.	Before next meeting	Completed / Administrative	June 1 bill-payment follow-up.
06/01/26	Counsel / Board	Develop process to improve Spanish agenda translation review.	Future postings	Ongoing	June 1 discussion; no formal action taken.
06/18/26	District Administration / Board	Coordinate procurement review of West Odessa VFD PPE/SCBA request, subject to procurement requirements and Board approval.	TBD	Carry Forward / Pending Board Action	June 18 public comment and action register.
06/18/26	Counsel / Broker / Board	Continue due diligence and closing activities for temporary EMS facility / ESD No. 2 property.	Ongoing	In Progress	June 18 temporary-facility work; property due diligence continued July 23.
06/18/26	Treasurer / Bookkeeper	Process authorized \$2,000,000 transfer from each District operating account into Texas CLASS.	Immediate / ASAP	Completed	July 6 minutes confirmed both transfers had been completed.
06/18/26	Board / Counsel	Continue evaluation of EMS RFQ/RFP responses and prepare items for Board consideration.	Ongoing	Superseded by 08/03 ranking / negotiation direction	EMS procurement continued; August 3 ranking placed Allegiance first and directed next-step discussions.
06/18/26	Board / Counsel	Continue District Administrator recruitment and personnel process.	TBD	Completed	Zac Durham hired as District Administrator on August 3 by 4-0 vote.
06/18/26	ESD No. 1 & No. 2 Boards	Provide preferred station layout / structural footprint for Third Street-Moss public-safety site to County planning representatives.	10/15/26	Open / In Progress	June 18 action register; related property coordination continued July 6 and July 23.
07/06/26	District Counsel	Enter discussions with Ector County regarding Moss Avenue / Third Street property and inquire regarding Gardendale properties.	ASAP	In Progress	Authorized after July 6 Closed Session; County review remained underway July 23.
07/06/26	Danny Nordman	Own and coordinate Treasurer's bond process through execution, notarization, filing, payment, and delivery of completed records.	ASAP	Open / Verify Completion	July 6 Agenda Item 8; July 23 register still required completion by August 3.
07/06/26	Board Secretary Patti Kappauf	Prepare approved minutes for execution, posting, counsel copy, and official records filing.	After each Board approval	Ongoing	Standing records-management action established in July 6 register.

Originating Meeting	Owner	Action Item	Due Date / Timing	Status	Source / Notes
07/06/26	District Counsel / Clicktunity / Board Secretary	Finalize Clicktunity contract work and place vendor matter before Board.	Next Board meeting / ASAP	Partially Completed; reconciliation remains open	July 23 approved website agreements and annual billing; invoice reconciliation remained an action item.
07/06/26	Patti Kappauf / Rick Mitchell / CTSI	Review CTSI invoices, contracts, device needs, service scope, and pricing for future Board action.	Future Board meeting	Partially Completed / In Progress	July 23 approved devices/software and two held invoices; managed-services agreement remained tabled.
07/06/26	District Administration / Boards	Advance ESD No. 2 planning, capital, FY 2026-27 budget, and 2026 tax-rate work.	July-September 2026	In Progress	July 6 planning assignment; August 3 proposed budget/tax rate and continued roadmap work.
07/06/26	District Administration / Boards	Advance ESD No. 1 planning, capital, FY 2026-27 budget, and 2026 tax-rate work.	July-September 2026	In Progress	July 6 planning assignment; August 3 proposed budget/tax rate and continued roadmap work.
07/06/26	Patti Kappauf	Investigate public input on logo concepts 2, 4, and 5.	Before final logo adoption	Open / Carry Forward	July 6 Agenda Item 13.
07/23/26	Board Secretary Patti Kappauf	Scan and circulate appraisal-district materials received at meeting.	08/06/26	Open	July 23 Agenda Item 4.
07/23/26	Katie Norris / Clicktunity	Reconcile prior Clicktunity invoices and implement annual advance billing for both District websites.	08/06/26	Open / Verify Completion	July 23 Agenda Item 6.
07/23/26	CTSI / Board Members	Order/configure six approved District laptops and related equipment; coordinate individual setup.	08/06/26	In Progress	July 23 Agenda Item 7.
07/23/26	Patti Kappauf	Order four approved District iPhones.	08/03/26	Open / Verify Completion	July 23 Agenda Item 7.
07/23/26	District Counsel / Board	Complete review of CTSI master services agreement and related statement of work.	08/22/26	Open / Carry Forward	July 23 Agenda Item 7; tabled.
07/23/26	Katie Norris	Present future financial reports on Oct. 1-Sept. 30 fiscal-year basis and continue cleanup of inactive account numbers.	Beginning next report	Ongoing	July 23 Agenda Item 8.
07/23/26	District Counsel / Katie Norris / Authorized Signers	Finalize and execute separate banking/custodial documents for ESD No. 1 and ESD No. 2, including permitted clerical revisions.	08/03/26	Open / Verify Completion	July 23 Agenda Item 8.
07/23/26	Katie Norris / Authorized Signers	Establish Prosperity accounts; confirm operational; transfer funds from Frost; return for any required account-closing action.	08/03/26	Open / In Progress	July 23 Agenda Item 8.
07/23/26	Board Secretary / District Counsel	Place Commissioner service-pay / compensation policy on next agenda.	Next meeting	Completed	Placed on August 3 agenda; Board voted 4-0 to discontinue Commissioner service pay/compensation.
07/23/26	Danny Nordman / Katie Norris	Prepare revised official proposed budgets for both Districts for posting with August 3 agenda.	07/27/26	Completed	Budgets were presented and formally proposed August 3.
07/23/26	District Counsel / Katie Norris	Complete engagement/coordination with McCall Gibson Swedlund Barfoot PLLC for separate ESD No. 1 and ESD No. 2 audits.	08/22/26	Open / Carry Forward	July 23 Agenda Item 12.
07/23/26	Danny Nordman	Identify appropriate reusable ceremonial presentation check; defer customization until logo direction confirmed.	TBD pending logo	Open / Carry Forward	July 23 Agenda Item 14.
07/23/26	District Counsel / Board	Complete annual conflict-of-interest requirements review.	08/22/26 / next meeting	Deferred / Carry Forward	August 3 counsel requested no action until Commissioner Casey Sullivan could be present.
08/03/26	District Administration	Complete Zac Durham onboarding following appointment as District Administrator.	ASAP	Open	August 3 hiring action.
08/03/26	District Administrator Zac Durham	Begin discussions with highest-ranked EMS provider, Allegiance, and proceed down ranking as necessary.	Ongoing	Open	August 3 EMS provider ranking / direction.
08/03/26	District Administrator / Boards	Continue evaluation of virtual CFO options and referrals.	Approximately 90 days discussed	Open	August 3 CFO discussion; no formal engagement action taken.
08/03/26	ESD No. 1 & No. 2 Boards / District Administration	Proceed with tax-rate/public-hearing process for both Districts.	08/20/26, 6:00 p.m.	Open	August 3 budget/tax-rate actions.

Originating Meeting	Owner	Action Item	Due Date / Timing	Status	Source / Notes
08/03/26	District Administration	Purchase ten handheld radios for West Odessa VFD, excluding truck/mobile radio.	ASAP	Authorized / Open	August 3 post-Executive Session action; \$38,000 approved.
08/03/26	District Administration	Implement Patriot Payroll for payroll services.	ASAP	Authorized / Open	Approved after Agenda Item 5 was reopened at approximately 8:12 p.m.
08/03/26	Board Secretary / Boards	Place property-tax exemptions on a future agenda for early review before statutory deadline.	February 2027 preferred	Future / Open	August 3 discussion; no exemption action taken.
08/03/26	District Administrator Zac Durham / District Counsel	Finalize/revise VFD contract form and administrative/legal language; do not set or change funding amounts without Board action.	ASAP	Open / In Progress	August 3 VFD discussion and direction.

Approved by the Board on: 09-14-2026

Patti Kappauf, Secretary Patti Kappauf
