

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

JOINT SPECIAL MEETING MINUTES

August 28, 2026, at 4:00 p.m.

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

Board Members Present	Rick Mitchell; Danny Nordman; Casey Sullivan
Board Members Absent	Patti Kappauf; Cody Dennis
Others Present	John Peeler, District Counsel (via phone); Zac Durham, District Administrator (arrived as the meeting ended)

Executive Summary

- ✓ President Rick Mitchell called the special meeting to order at 4:06 p.m.; Rick Mitchell, Danny Nordman, and Casey Sullivan were present, establishing a quorum.
- ✓ no public comment was received.
- ✓ counsel reported that the previously authorized real-property closing was moving forward; the President could sign the closing resolution and Zac Durham would coordinate obtaining Secretary Patti Kappauf's signature.
- ✓ clarified the District Administrator vehicle authorization so the vehicle may be purchased from any dealer approved by the President, within a budget of \$100,000 or less.
- ✓ adjourned at 4:09 p.m.

Formal Minutes by Agenda Item

Agenda Item 1 – Call to Order, Roll Call, and Establishment of Quorum

President Rick Mitchell called the meeting to order at 4:06 p.m. Rick Mitchell, Treasurer Danny Nordman, and Assistant Treasurer / Secretary Casey Sullivan were present. Secretary Patti Kappauf and Vice President Cody Dennis were absent. President Mitchell stated that District Administrator Zac Durham was running approximately five minutes late. A quorum was established.

Agenda Item 2 – Public Comment

No members of the public were present to provide comment.
No action taken.

Agenda Item 3 – Closed Session

Counsel advised that there was no matter requiring a Closed Session. The recording remained on and the Board did not enter Closed Session.
No action taken.

Agenda Item 4 – Review, discuss, and take action on purchase of one or more parcels of real property, including authorizing funds for closing and approving purchase agreements or contracts

District Counsel John Peeler reported that the District was moving forward toward the real-property closing previously authorized by the Board. Counsel stated that the closing resolution required President Rick Mitchell's signature as President and Patti Kappauf's signature as Secretary. Because Secretary Kappauf was absent, counsel advised that the President could sign and District Administrator Zac Durham could coordinate obtaining the Secretary's signature and returning the resolution to the title company. President Mitchell noted that the underlying purchase and closing authority had been approved at the prior meeting.
No new action taken.

Agenda Item 5 – Review, discuss, and take action on the purchase of a District Administrator vehicle

President Mitchell explained that the prior vehicle minutes referenced James Wood, which could be read as limiting the District to purchasing the vehicle from that dealer. The Board considered clarifying the authorization so the District could purchase the vehicle from another dealer approved by the President while remaining within the previously discussed vehicle budget.

Motion	Authorize purchase of the District Administrator vehicle from any dealer approved by the President, with a budget of \$100,000 or less.
Made By	Danny Nordman
Seconded By	Casey Sullivan
Vote / Result	Passed unanimously, 3-0.

Agenda Item 6 - Adjournment

The meeting concluded at 4:09 p.m.

Motion	Adjourn the meeting.
Made By	Danny Nordman
Seconded By	Casey Sullivan
Vote / Result	Passed unanimously, 3-0; meeting adjourned at 4:09 p.m.

Action Item Register

Cumulative register carried forward from the corrected August 20, 2026 Action Item Register and updated only where the August 28 record supports a change.

Originating Meeting	Owner	Action Item	Due Date / Timing	Status	Source / Notes
07/06/26	District Counsel	Continue discussions with Ector County regarding the Moss Avenue/Third Street and Gardendale property options.	As soon as practicable	Open / In Progress	Carried forward through August 20; August 28 record did not establish closure.
07/06/26	Danny Nordman	Complete Treasurer bond process for ESD No. 1 and ESD No. 2, including filing and records delivery.	As soon as practicable	Open / Verify Completion	No completion established by the August 28 record.
07/06/26	District Counsel	Continue VFD contract work and return the matter to the Board for action.	Next meeting	In Progress	August 20 requested circulation and return for approval; no change established August 28.
08/03/26	District Administrator Zac Durham	Proceed with District Administrator onboarding and payroll implementation.	Immediate	In Progress	No change established August 28.
08/03/26	District Administrator Zac Durham / Board	Obtain and evaluate additional virtual/fractional CFO options/referrals.	Approximately 90 days	Open	No change established August 28.
08/03/26	District Administrator / EMS Committee	Continue EMS provider process following August 20 rejection/reset of prior RFQ/RFP results; identify and meet with providers.	Before next Board meeting	Reset / In Progress	August 20 created committee of Patti Kappauf, Cody Dennis, and Casey Sullivan; no change established August 28.
08/03/26	District Administrator / Treasurer / Board	Continue refinement/implementation of ESD No. 1 and ESD No. 2 FY 2026-2027 budgets, capital plans, and financing assumptions.	Ongoing after budget adoption	Budget adopted / Capital & financing ongoing	Both budgets adopted August 20; no further change established August 28.
08/03/26	Board Secretary / Legal / District Administrator	Prepare for August 20 tax-rate/public-hearing and budget process.	August 20, 2026	Completed	August 20 public hearing held; both budgets and total tax rates adopted.
08/03/26	District Administrator Zac Durham	Coordinate Permian Basin Drug and Alcohol Testing agreement.	As soon as practicable	Authorized / Verify Implementation	Agreement approved August 3; no implementation completion established August 28.
08/03/26	District Administrator Zac Durham	Proceed with ten-handheld-radio procurement for \$38,000, excluding truck/mobile radio.	As soon as practicable	Authorized / Verify Completion	No completion established August 28.
08/03/26	Board Secretary / Legal Counsel	Return conflict-of-interest requirements to next meeting agenda.	Next meeting	Completed / Ongoing Compliance	Counsel presented requirements August 20; ongoing disclosure/abstention compliance remains.
08/03/26	Board Secretary / Legal Counsel	Place property-tax exemption review on early-2027 agenda; February discussed.	February 2027	Future / Open	Carry forward.
08/20/26	Board Secretary / District Administration / Counsel	Finalize purchasing and credit-card policy, including spending controls, preapproval thresholds, reconciliation, and District Administrator card procedures.	Next meeting / ASAP	Open	No change established August 28.
08/20/26	District Administration	Purchase approved District records scanner and meeting recorder as District assets.	ASAP	Authorized / Open	Scanner NTE \$500; recorder Philips VoiceTracer DVT8115 NTE \$300 including necessary accessories; no change established August 28.
08/20/26	Commissioners with outstanding training	Complete required PIA/OMA training.	ASAP	Open	No change established August 28.
08/20/26	President / District Counsel / District Administration	Proceed with center-property acquisition proceedings and implement approved 1936-location interlocal cost allocation.	ASAP	Authorized / In Progress	August 28: counsel confirmed closing was moving forward; Rick to sign resolution and Zac to coordinate Patti Kappauf's signature for the title company.
08/20/26	Patti Kappauf / Cody Dennis / Casey Sullivan	Identify and meet with ambulance providers following rejection/reset of prior RFQ/RFP process.	Before next Board meeting	Open	No change established August 28.
08/20/26	District Administrator / EMS Committee / Counsel	Bring negotiated ambulance-provider contract options to the Board.	September 14, 2026 meeting target	Open	No change established August 28.
08/20/26	District Counsel / Katie Norris	Implement audit engagement with McCall Gibson Swedlund Barfoot Ellis, PLLC for both Districts.	ASAP	Authorized / In Progress	No change established August 28.
08/20/26	Katie Norris / Authorized Signers	Complete Prosperity Bank account/signer/profile transition and transfer/closing steps from Frost.	ASAP	In Progress	No change established August 28.
08/28/26	Rick Mitchell / Zac Durham	Proceed with District Administrator vehicle purchase from any dealer approved by the President, within a budget of \$100,000 or less.	ASAP	Authorized / Open	August 28 Board clarified the vehicle authorization; Danny Nordman motion, Casey Sullivan second, passed 3-0.

Approved by the Board on: 09-14-2026

Patti Kappauf, Secretary 
