MINUTES OF MARCH 12, 2026 SPECIAL MEETING
ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 1
&
ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 2

A special joint public meeting was duly called by the Board of Commissioners of **Ector County Emergency Services Districts No. 1** and **Ector County Emergency Services Districts No. 2** on **March 12, 2026** which was held at **Kellus Turner Park Community Center,** located at **2261 W. Sycamore Dr., Odessa, Texas 79763.**

CALL MEETING TO ORDER AND ESTABLISH A QUORUM FOR ECTOR COUNTY ESD NO. 1 AND ECTOR COUNTY ESD NO. 2.

The meeting was called to order at 4:00 p.m. by **John Turner,** Board President, who stated a quorum was present. Those Commissioners present included:

John Turner	Present
Kevin Searcy	Present
Randy Lighfoot	Present
Heather Burks	Present
Patti Kappauf	Present

Also present at the meeting were Katie Norris of RIT Financial (attending remotely), Ira Coveler, and Melissa Wiggins of Coveler & Peeler, P.C. (attending remotely), and other members of the public attending in person.

TO RECEIVE PUBLIC COMMENTS RELATED TO ECTOR COUNTY ESD NO. 1 AND ECTOR COUNTY ESD NO. 2.

No public comments were forthcoming.

The Board then addressed Agenda Item No. 4 regarding combined District business.

TO ADDRESS COMBINED BUSINESS FOR ECTOR COUNTY ESD NO. 1 AND ECTOR COUNTY ESD NO. 2 INCLUDING BUT NOT LIMITED TO:

a. **To receive a report from Texas ESD Consulting, LLC and take any necessary action regarding hiring the Districts' Administrator.**

Mr. Josh Brown of Texas ESD Consulting advised the Board that around 20 submissions for the District Administrator position had been received as of the meeting date. The Board requested that Mr. Brown narrow those applicants to the top ten (10) choices, and to begin phone screening the candidates. In-person interviews, in closed session at a special meeting, would then be scheduled with those candidates. Mrs. **Burks** requested the Board receive a list of candidates by April 13th, and to determine the need for a special meeting or committee formation to handle interviews with the candidates from that point. The Board also requested that Mr. Brown work with Ms. Norris regarding the Districts' budgets and accounting matters.

Mr. Brown next requested changes to the contract with Texas ESD Consulting, including reimbursement for travel and meals instead of a per-hour rate. Mr. Coveler suggested revisions to divide the cost of services equally between the Districts, reimbursing expenses with Board approval, and reimbursing travel at the GSA rate for mileage and meals. After discussion, President **Turner** made a Motion, seconded by Mr. **Searcy,** to approve the amended contract with Mr. Brown and Texas ESD Consulting, LLC.

b. To review, discuss and take action to approve online access to District accounts at Frost and Prosperity Banks, and to approve ACH payment of bills for Ector County ESD No. 1 and Ector County ESD No. 2.

Ms. Norris advised the Board that she needed authorization to set up and approve ACH payments for District bills, and to set up online account access through Frost and Prosperity Banks. After discussion, President **Turner** made a Motion, seconded by Mrs. **Kappauf,** to authorize Ms. Katie Norris to make any necessary ACH payments, and to set up access to the Districts' Frost and Prosperity accounts.

Ms. Norris next advised that quarterly tax assessment payments were due in the following amounts:

ESD 1 2nd quarter - $15,767.50
ESD 2 2nd quarter - $15,767.50

After review, Mr. **Searcy** made a Motion, seconded by President **Turner,** to approve payments of the quarterly tax assessment and appraisal fees as presented. Thereafter, the Motion passed by a vote of 5 to 0.

c. To review, discuss and take action on submittals received from the District Commissioners seeking compensation or reimbursement as permitted by Texas Health & Safety Code §775.038 (a-1).

Mrs. **Kappauf** presented a reimbursement request for expenses related to the LifeNet EMS visit, and a request for compensation related to the day of service. The combined requests totaled $351.60. After review, Mrs. **Burks** made a Motion, seconded by Mr. **Lightfoot,** to approve payment of the reimbursement and compensation requests as presented. Thereafter, the Motion passed by a vote of 4 to 0, with Mrs. **Kappauf** abstaining.

d. **To review, discuss and take action regarding the Core Values, Mission, and Strategic Plans including short- and long-term objectives for Ector County ESD No. 1 & Ector County ESD No. 2.**

The Board and members of the community that were present participated in an activity to determine core values for the District Boards. The following values were identified as items to potentially include in a final statement at a future date: Ethical conduct, compassion, stewardship of taxpayer money, courage, public trust, commitment, accountability, competence, and efficiency. No further action was taken by the Board.

e. **To review, discuss and take action on matters related to acquiring office space for use by the Districts' Coordinator and related shared District personnel.**

No action was taken by the Board, and the item was tabled for future discussion.

f. **To review, discuss and take action on matters related to hiring an Assistant for the Districts' Administrator.**

Mr. **Searcy** made a Motion, seconded by President **Turner,** to table action related to an Administrative Assistant until the District Administrator was hired. Thereafter, the Motion passed by a vote of 5 to 0.

g. **To review, discuss and take action on matters related to the engagement of a Managed Services Provider (IT) including Minimum IT policy standards, equipment and devices for Ector County ESD No. 1 and Ector County ESD No. 2.**

Mrs. **Kappauf** presented a draft IT policy for Board approval regarding minimum IT standards for the Districts. Mr. **Searcy** stated he would encourage the use of multi-factor authentication but saw no immediate issues with the draft policy. Mr. Coveler advised the policy should not be adopted until the Districts could comply with their own policies, and suggested deferring the policy's effective date until appropriate matters were addressed. After discussion, Mrs. **Kappauf** made a Motion, seconded by President **Turner,** to adopt a Minimum Information Technology Standards Policy, effective May 4, 2026. Thereafter, the Motion passed by a vote of 5 to 0.

Mr. Jason Rodriguez of CTSI next addressed the Board regarding the managed IT services through CTSI. The proposal which was presented included managed IT services, as well as email support and migration, though the Board discussed splitting those services for the time being. Mr. Rodriguez explained that there would be monthly and annual charges, as well as a one-time implementation and migration fee associated with providing email and backup services without the overall managed IT services. After discussion, Mr. **Searcy** made a Motion, seconded by President **Turner,** to move forward and engage CTSI to manage the District's email system with Mr. **Searcy** as the point of contact, without overall managed IT services, as discussed. Thereafter, the Motion passed by a vote of 5 to 0.

h. **To review, discuss and take action regarding real estate matters including but not limited to the acquisition of property related to service provision for Ector County ESD No. 1 and Ector County ESD No. 2.**

No action was taken by the Board, and the item was tabled for future discussion.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING MEMBERSHIP IN THE TEXBUY PURCHASING COOPERATIVE FOR ECTOR COUNTY ESD NO. 1 AND ECTOR COUNTY ESD NO. 2, AND AUTHORIZE EXECUTION OF RESOLUTIONS RELATED TO SAME.

Mrs. **Kappauf** presented documents for execution related to joining the TexBuy Purchasing Cooperative with no cost to the Districts. After discussion, Mrs. **Kappauf** made a Motion, seconded by Mrs. **Burks,** to approve the execution of resolutions for both Districts' membership in the purchasing cooperative as discussed. Thereafter, the Motion passed by a vote of 5 to 0..

TO ADDRESS ECTOR COUNTY ESD NO. 2 BUSINESS RELATED TO EMS SERVICE MATTERS INCLUDING BUT NOT LIMITED TO:

a. **To review, discuss and take action on a selection of a District EMS service provider including but not limited to:**
   i. **Recruitment and advertising**
   ii. **Provider background information, payment processes and policies,**
   iii. **Licensing and training**
   iv. **Coordination with Odessa Fire Rescue as primary service provider**

Mrs. **Kappauf** advised that she was waiting on more responses from potential EMS services providers, though no other updates were available. No action was taken by the Board, and the item was tabled for future discussion.

TO ADDRESS ECTOR COUNTY ESD NO. 1 BUSINESS RELATED TO FIRE SUPPRESSION SERVICE MATTERS INCLUDING BUT NOT LIMITED TO:

a. **To receive updates from the District VFD Committee and take any necessary related action regarding matters including but not limited to service agreements, negotiations, and other considerations related to fire protection services provided to the District.**

President **Turner** made a Motion, seconded by Mr. **Searcy,** to authorize Mr. Coveler to draft service contracts between Ector County Emergency Services District No. 1, and the VFDs including the Departments' needs and budget requirements. Thereafter, the Motion passed by a vote of 5 to 0.

b. **To review, discuss and take action on matters related to facility maintenance and construction matters with West Odessa Volunteer Fire Department.**

No action was taken by the Board.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL REGARDING MATTERS RELATED TO ECTOR COUNTY ESD NO. 1 AND ECTOR COUNTY ESD NO. 2.

The Board did not convene in Closed Session to consult with legal counsel.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.072 TO DELIBERATE REGARDING REAL ESTATE MATTERS RELATED TO ECTOR COUNTY ESD NO. 1 AND ECTOR COUNTY ESD NO. 2.

The Board did not convene in Closed Session to discuss real estate matters.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.074 TO DISCUSS PERSONNEL MATTERS RELATED TO ECTOR COUNTY ESD NO. 1 AND ECTOR COUNTY ESD NO. 2.

The Board did not convene in Closed Session to discuss personnel matters.

TO REVIEW, DISCUSS AND TAKE ACTION ON MATTERS RELATED TO ECTOR COUNTY ESD NO. 1 AND ECTOR COUNTY ESD NO. 2 AS DISCUSSED IN CLOSED SESSION.

No action was taken by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE ADOPTION OF LOGOS FOR ECTOR COUNTY ESD NO. 1 AND ECTOR COUNTY ESD NO. 2.

No action was taken by the Board, and the item was tabled for future discussion.

ADJOURNMENT.

There being no further business brought before the Board, Mrs. **Burks** made a Motion, seconded by Mrs. **Kappauf**, to adjourn the meeting at 7:58 p.m.

The foregoing minutes were reviewed and approved by the Board of Commissioners on April 13, 2026.

ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 1

By: Patti Kappauf

Patti Kappauf
Assistant Secretary/Treasurer

ECTOR COUNTY EMERGENCY SERVICES DISTRICT No. 2

By: Patti Kappauf

Patti Kappauf
Assistant Secretary/Treasurer