ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 1

ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 2

JOINT PUBLIC MEETING MINUTES

June 1, 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; Zac Durham; Patti Kappauf
Board Members Absent	None
Others Present	Ira Coveler, District Counsel, Coveler & Peeler Katie Norris, Bookkeeper, RIT Financial Jessica Adkins, Legal Assistant, Coveler & Peeler Josh Brown, Consultant, Texas ESD Consulting LLC 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, and a quorum was established for both Districts.

The Board:

- elected officers for both Districts,
- received public comment,
- approved prior meeting minutes with one correction,
- reviewed District property and records matters,
- received financial reports,
- approved payment of District bills,
- addressed bank account authorization matters,
- received an update regarding the District Administrator recruitment process,
- opened sealed EMS RFQ/RFP responses,
- discussed EMS stationing options,
- reviewed temporary facility considerations,
- discussed budget and tax-rate timelines,
- confirmed upcoming meeting dates,
- entered Closed Session for real estate and personnel matters.
- returned to Open Session and approved a real estate proposal discussed in Closed Session, and
- adjourned the meeting following completion of all business.

Formal Minutes by Agenda Item

- **Agenda Item 1 - Call to Order, Roll Call, and Establishment of Quorum**
  The meeting was called to order by 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 - Election of District Officers**
  Counsel advised that because the same Commissioners serve both Districts, the Board could elect the same officers for both ESD No. 1 and ESD No. 2 and suggested that approach would be less complicated.

  The Board elected the following officers for both Districts

Motion	Elect Rick Mitchell as President for both Districts
Made By	Cody Dennis
Seconded By	Zac Durham
Vote / Result	Passed unanimously 5-0

Motion	Elect Cody Dennis as Vice President for both Districts
Made By	Rick Mitchell
Seconded By	Danny Nordman
Vote / Result	Passed unanimously 5-0

Motion	Elect Danny Nordman as Treasurer for both Districts
Made By	Cody Dennis
Seconded By	Zac Durham
Vote / Result	Passed unanimously 5-0

Motion	Elect Patti Kappauf as Secretary for both Districts
Made By	Rick Mitchell
Seconded By	Zac Durham
Vote / Result	Passed unanimously 5-0

Motion	Elect Zac Durham as Assistant Treasurer and Assistant Secretary for both Districts
Made By	Rick Mitchell
Seconded By	Patti Kappauf
Vote / Result	Passed unanimously 5-0

- **Agenda Item 3 - Public Comment**

  The Board received public comment. Sierra Searcy addressed the Board regarding public comment procedures, Commissioner compensation and reimbursement, the District Administrator recruitment process, EMS RFQ/RFP evaluation, conflicts, scoring criteria, and transparency. Lee Edward Ashby, Jr. addressed the Board regarding funding for Odessa Fire Rescue and volunteer fire departments, response concerns, and public accountability.

  No action was taken.

- **Agenda Item 4 - Approval of Prior Joint Meeting Minutes**

  The Board considered prior joint meeting minutes for January 17, 2026; February 26, 2026; March 2, 2026; March 12, 2026; and April 13, 2026. Commissioner Kappauf noted a correction, changing a reference from "Mr. Burks" to "Mrs. Burks." Because the newly appointed Commissioners were not present at the referenced meetings, they abstained.

  The minutes were approved as corrected by a vote of 1-0, with four abstentions. Mrs. Kappauf was present at the meetings and voted to approve. Mr. Mitchell, Mr. Dennis, Mr. Nordman, Mr. Durham abstained as they were not present for the meetings.

Motion	Approve prior joint meeting minutes for Jan. 17, Feb. 26, Mar. 2, Mar. 12, and Apr. 13, 2026, with corrections from "Mr. Burks" to "Mrs. Burks."
Made By	Cody Dennis
Seconded By	Rick Mitchell
Vote / Result	Passed 1-0; four abstentions.

- **Agenda Item 5 – Changes on the District's Chart of Accounts**

  Katie Norris noted that she is still working on the new budget but there was nothing to change at this time until the budget get separated for each District.

  There was no action on this item

- **Agenda Item 6 - District Property, Records, and Electronic Data**

  Counsel reported that District phones, checkbooks, and certain District records had been returned or made available by former Commissioners. Counsel also reported receiving a link for electronic records and website-related files. Counsel advised he would follow up on the email received earlier in the day regarding digital records from former Commissioner Searcy.

  The Board discussed remaining mailbox-key logistics and the importance of maintaining District business on District devices and accounts.

  No formal action was taken.

- **Agenda Item 7 - Financial Reports, Financial Matters, and Payment of District Bills**

  Katie Norris of RIT Financial presented financial information for both Districts, including cash balances, property tax receipts, budget-to-actual information, and reporting timing.

The Board discussed the need to separate the budgets and charts of accounts for ESD No. 1 and ESD No. 2, and to revise the current-year budget so that the budget-to-actuals report and other reports are meaningful.

The Board approved payment of District bills totaling $12,676.26, including RIT Financial, CTSI, Texas ESD Consulting LLC, and an allowance for AT&T cellular service.

Motion	Approve payment of District bills totaling $12,676.26, including RIT Financial, CTSI, Texas ESD Consulting LLC, and cellular service allowance of up to $200.
Made By	Zac Durham
Seconded By	Danny Nordman
Vote / Result	Passed unanimously 5-0

- **Agenda Item 8 - Commissioner Compensation and Reimbursement Requests**
  No such requests were reported as received.

  No action was taken.

- **Agenda Item 9 - Bank Accounts and Financial Institution Matters**
  The Board discussed Frost Bank account authorization.

  The Board approved removing former Commissioners from the bank accounts and adding the current Commissioners as authorized signers.

Motion	Remove former Commissioners from Frost Bank accounts and add current Commissioners as authorized signers.
Made By	Zac Durham
Seconded By	Danny Nordman
Vote / Result	Passed unanimously 5-0

Discussion also referenced the ESDs policy requirement for two signatures on checks or expenditures. Signatures should include (1) the President or Vice President and (2) the Treasurer or Assistant Treasurer.

- **Agenda Item 10 - Jointly Employed District Administrator**
  The Board received an update regarding the District Administrator recruitment process from Josh Brown of Texas ESD Consulting LLC. Discussion included the job description, salary range, recruitment status, applicant pool, candidate availability, and the need to discuss specific candidates in Closed Session.

  No hiring action was taken in open session.

- **Agenda Item 11 - ESD No. 2 EMS Stationing and RFQ/RFP Responses**
  The Board discussed the need to station EMS services in the District and publicly opened sealed EMS RFQ/RFP responses. Responses identified in the transcript included Allegiance Mobile Health, Acadian Ambulance Service, City Ambulance, First Response, and Pafford.

  Commissioner Durham disclosed prior employment with Acadian Ambulance from approximately 2019 to 2021 and stated the nature of the prior affiliation, including an ongoing professional relationship with the medical director.

  The Board discussed the use of the RFQ/RFP scoring matrix and determined that Commissioners would review the responses before further action.

  A special meeting was set for June 18, 2026, at 6:00 p.m. to review EMS proposals.
  No provider selection was made.

- **Agenda Item 12 - Temporary Location for District Needs**
  The Board discussed the concept of a temporary location that could provide office space for the District Administrator and approved administrative staff, and operations space for ESD No. 2 EMS stationing needs.
  Specific real estate discussion was reserved for Closed Session.

  No action was taken in open session.

- **Agenda Item 13 - Proposed Budget and Tax Rate Activities and Timelines**
  The Board discussed budget and tax-rate planning requirements and timelines.
  Josh Brown and Jessica Adkins provided information on Texas property tax deadlines, tax calculation worksheets, budget preparation, appraisal district timelines, and the need for Board planning.
  The Board agreed to schedule a special meeting on July 6, 2026, for budget and tax-rate planning.

  No formal action was taken.

- **Agenda Item 14 - Upcoming Meeting Dates and Future Agenda Items**
  - The Board discussed and confirmed upcoming meetings:
    - June 18, 2026, at 6:00 p.m. for EMS proposal review
    - July 6, 2026, for budget and tax-rate planning; and
    - July 16, 2026, as the next regular meeting.
    - Discussion also reflected a preference to move regular meetings to the third Thursday of each month at 6:00 p.m., subject to room availability and proper posting.

- **Agenda Items 15-17 - Closed Session**

Motion	Enter Closed Session to discuss real estate and personnel matters.
Made By	Rick Mitchell
Seconded By	Patti Kappauf
Vote / Result	Passed unanimously 5-0

The Board entered Closed Session at approximately 8:09 p.m. for consultation with legal counsel, deliberation regarding real property, and personnel matters. The stated Closed Session topics included real estate and personnel matters.

- **Agenda Item 18 - Action on Matters Discussed in Closed Session**

The Board returned from Closed Session at 9:09 pm.

Motion	Approve the real estate proposal as discussed in Closed Session
Made By	Patti Kappauf
Seconded By	Cody Dennis
Vote / Result	Passed unanimously 5-0

- **Agenda Item 19 - Adjournment**

There being no further business, the meeting was adjourned at 9:10 p.m.

Action Item Register

Owner	Action Item	Due Date / Timing	Source / Notes
Danny Nordman and Katie Norris	Review and prepare a revised chart of accounts and a separate budget structure for ESD No. 1 and ESD No. 2, including a revised budget for the current year for ESD No 1 and No 2.	Before the next Board meeting / as soon as practicable	Discussed under financial matters.
Katie Norris	Prepare revised budget reporting and coordinate with the Treasurer before the Board presentation.	Before the next Board meeting	Needed because the current budget/reporting combines both Districts.
Ira Coveler	Circulate corrected prior meeting minutes and continue organizing recovered District records.	As soon as practicable	Correction: "Mr. Burks" to "Mrs. Burks."
Ira Coveler	Send VFD contract drafts to the Board for review.	Within the next few days, as stated	Discussed during District Administrator/project update discussion.
All	Review EMS RFQ/RFP responses	June 18, 2026 at	All Commissioners to

Commissioners	and use the official scoring matrix before the June 18 EMS meeting.	6:00 p.m.	review proposals; no committee action recorded.
Patti Kappauf / Board support	Ensure EMS scoring sheet / official RFQ scoring matrix is available to each Commissioner.	Before June 18, 2026	Discussed in connection with EMS proposal review.
Board / Counsel	Prepare and post June 18 special meeting for EMS proposal review.	June 18, 2026, 6:00 p.m.	Meeting to be open to the public.
Newly sworn-in Board Members	Complete Frost Bank signature-card and identification requirements.	As requested by Katie Norris / Frost Bank	Related to bank account authorization update.
Katie Norris	Send Coveler & Peeler invoices to the Board separately for review and placement on the next agenda/packet.	Before next meeting	Discussed after payment of bills.
Counsel / Board	Develop a process to improve Spanish agenda translation review.	Future postings	Discussed before Closed Session; no action taken.

Approved by the Board on: June 18, 2026

Patti Kappauf

Patti Kappauf, Secretary