

MINUTES OF JULY 7, 2025 MEETING
ECTOR COUNTY EMERGENCY SERVICES DISTRICTS NO. 1
&
ECTOR COUNTY EMERGENCY SERVICES DISTRICTS NO. 2

A 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 **July 7, 2025**, which was held at **Kellus Turner Park Community Center**, located at **2261 W. Sycamore Dr., Odessa, Texas 79763**.

CALL MEETING TO ORDER, ROLL CALL, AND ESTABLISHMENT OF QUORUM.

The meeting was called to order at 6:30 p.m. Those Commissioners present were:

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

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

RECEIVE PUBLIC COMMENT.

The Board first opened the floor to public comment. Mr. Wes Carta spoke first, introducing himself and providing information related to potential warning and alert systems to be considered by the Board. Mr. Carta advised that siren systems were confusing to the public as they were non-specific and phone alerts similar to amber alert warnings would be more useful to the area. He cautioned that warning systems could be expensive, but noted that other local agencies used systems which should be considered by the District, and encouraged the use of a phone system which would provide a callback number for citizens to use if clarification were needed for any alerts.

Mr. Jahbari Raggette next spoke, introducing himself as the former Training Coordinator for West Odessa Volunteer Fire Department. He briefly described his service with First Response EMS transport services in Odessa, and his sixteen (16) year history as a volunteer and paid firefighter with other volunteer departments and ESDs throughout the state. He advocated for volunteer firefighters, and offered support for the District and provision of emergency services to the area.

Mr. Aaron Gomez from the American Red Cross next spoke, introducing himself and his role with the Red Cross related to services which could be available to the West Odessa community, including hands-free CPR which would be discussed later in the meeting.

Ms. Sierra Searcy lastly spoke in favor of Mutual Aid contracts with local providers to ensure emergency services would be provided to the entire area in times of need rather than only to District residents. Ms. Searcy strongly supported providing emergency services wherever they

were needed, noting that local schools and other vulnerable groups existed outside of District territory, and asking the Board not to base service decisions solely on political boundaries.

TO REVIEW AND DISCUSS ANNUAL CONFLICTS OF INTEREST REQUIREMENTS UNDER LOCAL GOVERNMENT CODE §176.003 (CONFLICTS DISCLOSURE STATEMENT REQUIRED) AND §171.004 (AFFIDAVIT AND ABSTENTION FROM VOTING REQUIRED)

Mr. Coveler advised the Board that conflict of interest forms were legally required to be submitted when any conflict of interest existed if a current Board member were affiliated with a third party with which the District would do business, and through which that Board member would benefit financially. In the event of a conflict, that Commissioner would abstain from any vote or action on the related matter. No current conflicts were noted, and no action was taken by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION TO ESTABLISH THE DISTRICT'S RECORDS RETENTION POLICY, AND DESIGNATION OF A RECORDS MANAGEMENT OFFICER AND RECORDS LIAISON.

Mr. Coveler next advised the Board regarding the requirements of record retention and appointing a Records Management Officer to manage District records and dispositions. The Board discussed matters related to document storage, including holding physical and/or electronic records due to current limitations. After discussion, Mr. **Turner** made a Motion, seconded by Mr. **Searcy**, to adopt a records policy allowing for the use of electronic records for the District. Thereafter the Motion passed by a vote of 5 to 0. Next, Mr. **Turner** made a Motion, seconded by Ms. **Kappauf**, to appoint the Board Secretary as the District's Record Management Officer, and to hold all District records in the care of Coveler and Peeler, P.C., for the time being. Thereafter, the Motion passed by a vote of 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY DISTRICT FINANCIAL INSTITUTION MATTERS.

Mr. **Lightfoot** advised the Board that Frost Bank would be capable to manage the District accounts and met the requirements of protection and pledge agreements for account purposes. Mr. Coveler stated an application for the District's EIN would be completed and submitted, thus allowing the Board to open the District's account and deposit funds once everything was completed. After discussion, Ms. **Burks** made a Motion, seconded by Mr. **Searcy**, to approve Frost Bank as the District's financial institution and open accounts as necessary for the District's revenues. Thereafter, the Motion passed by a vote of 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING INSURANCE COVERAGE FOR THE DISTRICT

Mr. Coveler advised the Board that a general quote from VFIS of Texas had been obtained related to District insurance coverages and the required Treasurer's Bond. That quote totaled approximately \$5,000 including liability insurance, the Treasurer's Bond, and other policy coverages. He advised more information would be sought, but requested approval of the Treasurer's Bond as that bond was legally required in order for the District to accept tax revenues. After discussion, Ms. **Kappauf** made a Motion, seconded by Mr. **Lightfoot**, to approve the Treasurer's Bond for Mr. **Lightfoot** as presented. Thereafter, the Motion passed by a vote of 5 to 0.

TO REVIEW AND ACT REGARDING BOOKKEEPING SERVICES FOR THE DISTRICTS.

The Board discussed obtaining bookkeeping and auditing services from separate providers and agreed to seek information from local entities, as well as outside providers for both services. Mr. Coveler was asked to provide recommendations for providers if no local entity was chosen by the Board for financial matters. He noted that local entities would be more convenient regarding attending District meetings and having access to banking institutions and completing transactions for the Board. Mr. **Lightfoot** stated that he had spoken with a local bookkeeper and could get more information if desired. After discussion, Ms. **Burks** made a Motion, seconded by Mr. **Searcy**, to obtain more information related to bookkeeping and auditing services, and to table action on this item for now. Thereafter, the Motion passed by a vote of 5 to 0.

TO RECEIVE THE DISTRICT'S FINANCIAL REPORTS, AND TO REVIEW AND TAKE ACTION ON FINANCIAL MATTERS OF THE DISTRICT INCLUDING REQUESTS AND REQUISITIONS, AND TO APPROVE AND PAY DISTRICT BILLS

- A. PURCHASE OF EQUIPMENT TO ALLOW FOR RECORDING BOARD MEETINGS**
- B. MONTHLY LEGAL EXPENSES**

Mr. Coveler first advised the Board that his firm would carry the costs of all legal invoices until the District received revenue with which to pay their bills, though the invoices would still be reviewed and approved on a monthly basis by the Board. He then clarified that invoices would be prorated between the Districts, but that future items pertaining to specific Districts would be reflected accordingly. After review, Ms. **Kappauf** made a Motion, seconded by Ms. **Burks**, to approve the invoices presented for both ESD 1 and ESD 2. Thereafter, the Motion passed by a vote of 5 to 0.

No action was taken regarding the purchase of equipment for recording Board meetings.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ANY MATTERS RELATED TO THE DISTRICT'S FISCAL YEAR AND BUDGET.

President **Turner** requested clarity on the District's calendar given the option between a fiscal year calendar based on the tax cycle which would run October through September, or to follow a regular calendar year. After discussion, Ms. **Burks** made a Motion, seconded by Mr. **Searcy**, to adopt a fiscal year calendar of October 1st through September 30th to align with the Ector County calendar system. Thereafter, the Motion passed by a vote of 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE PROVISION OF EMERGENCY SERVICES TO THE DISTRICT TERRITORY.

Ms. **Kappauf** stated the District was required to provide services to the area as of October 1, 2025 and advised that Odessa Fire and Rescue was the most likely provider for fire services at this time. Mr. Coveler noted that contracts were not permanent and could be changed or awarded to a different provider later on if necessary, and that multiple service contracts could be awarded at the same time. Mr. **Searcy** advised that a meeting had been scheduled for next Monday with the City Manager and members of Odessa Fire & Rescue to discuss potential service arrangements with the District.

Regarding EMS provision, visitors to the meeting including employees of City Ambulance, and South Ector Volunteer Fire Department advised that First Response and City Ambulance were active in the area, along with South Ector Volunteer Fire Department. Mr. Will Kappauf also noted a difference for EMS providers between transport services and those able to provide active medical care to patients. The Board was then advised on requirements for running EMS calls, including obtaining a license through the State Health Department, and contracting with a Medical Director to oversee matters. After review, Ms. **Kappauf** made a Motion, seconded by Mr. **Lightfoot**, to continue the discussion in Closed Session. Thereafter the Motion passed by a vote of 5 to 0, and no further action regarding service contracts was taken at this time.

The Board then reopened agenda item No. 9 regarding the District's budget. President **Turner** advised that he would meet with the Commissioners' Court on Tuesday regarding the initial startup budget for the District, and request funding in the amount of \$10,906. Mr. Coveler noted that funds from the county would require repayment at a later date and requested official approval of the request for funds by the Board. After review, Mr. **Searcy** made a Motion, seconded by Mr. **Lightfoot**, to approve the request for funds from the county, and the subsequent repayment of those funds when possible. Thereafter, the Motion passed by a vote of 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON MATTERS RELATED TO DISTRICT MUTUAL AID AGREEMENTS.

The Board then discussed Mutual Aid Agreements with service providers in the area, including matters related to providing support specifically to District taxpayers, as well as the surrounding areas outside of the District's jurisdiction. Mr. Coveler clarified that the District was specifically legally responsible for its own territory, but that it could provide assistance to other areas through mutual aid agreements as well. He further clarified that such agreements would exist between service providers rather than the District itself, but that the ESD would help to determine primary responsibility and response assignments.

Mr. **Searcy** provided a study he authored for Board review prior to the meeting related to the costs of giving and receiving mutual aid for Districts, and noted the importance of service coverage to ISO ratings, response times, area expansion, and public safety for both residents and community members who worked locally but lived outside of the District's territory. Mr. Mike Gardner, Ector County Precinct 1 Commissioner, spoke in support of Mutual Aid situations to support the community, and stated contracts and negotiations would be addressed for the success of the District and Department. Mr. **Searcy** advised that more information would be sought regarding costs, contract terms, and historical call information related to local service providers to better consider the matter before formal action was taken. After discussion, no action was taken by the Board at this time.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

The Board next reviewed minutes of the June 2, 2025 meeting. Ms. **Kappauf** questioned whether her revisions to the original drafted minutes had been included and distributed, though the Board confirmed a revised draft had been sent out earlier in the afternoon. After review, Ms. **Burks** made a Motion, seconded by Mr. **Searcy**, to adopt the revised minutes as presented. Thereafter, the Motion passed by a vote of 5 to 0.

TO RECEIVE UPDATES FROM COMMISSIONERS, CONSULTANTS, AND SERVICE PROVIDERS.

Mr. Coveler advised that no action would be taken at this meeting, but that the agenda item would remain on future notices to allow for appropriate updates when needed. No action was taken by the Board.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING PURCHASE, CREATION, AND/OR IMPLEMENTATION OF AN INCLEMENT WEATHER WARNING SYSTEM WITHIN THE DISTRICT'S TERRITORY.

Ms. **Kappauf** introduced the idea of an inclement weather warning system for the District, especially given recent weather events in the area, though she noted the potential expense of such a system, and that it could be confusing given the number of existing alerts for other events in the area. Members of the public participated in the discussion noting that some events, including microbursts, did not always allow time for warning the community, but that systems could be helpful for other emergencies. It was also mentioned that requests for warning systems had been submitted to the Commissioners' Court in the prior years, but had not been approved. No action was taken by the Board at this time.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING A PARTNERSHIP WITH THE RED CROSS TO PROVIDE HANDS-ONLY CPR TRAINING WITHIN THE DISTRICT.

Mr. Aaron Gomez then spoke regarding CPR training with the Red Cross. Mr. Gomez explained that "hands-only" CPR referred to CPR measures without rescue breaths and advised it was a good introduction to full CPR. If approved by the Board, members of the Red Cross would come to offer classes teaching hands-only CPR inside the District. After discussion and support from members of the Board, Ms. **Burks** made a Motion, seconded by Mr. **Searcy**, to move forward with the District's CPR project as discussed. Thereafter, the Motion passed by a vote of 5 to 0.

TO REVIEW AND DISCUSS UPCOMING TRAINING OPPORTUNITIES FOR THE DISTRICT COMMISSIONERS.

Mr. Coveler next reminded the Board of their training requirements, stating six (6) hours of training were required of each Commissioner every two (2) years. He further noted that attending classes at conferences including the annual SAFE-D conference would satisfy those requirements.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ADOPTION, AMENDMENT AND EXPLANATION OF DISTRICT POLICIES, PROCEDURES AND STANDARD OPERATING GUIDELINES.

- A. RECORDING OR LIVESTREAMING BOARD MEETINGS**
- B. USE OF THIRD-PARTY AI PLATFORMS TO RECORD OR STREAM BOARD MEETINGS**

Ms. **Kappauf** introduced the suggestion to live stream, or record Board meetings to be posted on the District's website which would allow community members to view meetings remotely when needed. Mr. **Searcy** advised that he would get more information on hosting recordings on the District's website, but suggested live streaming might be technically challenging but that it would not be a problem to post recordings within a few days of each meeting. After discussion, Mr. **Turner** made a Motion, seconded by Mr. **Lightfoot**, to approve recording and

posting of Board meetings to the District's website. Thereafter, the Motion passed by a vote of 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S 2025 TAX RATE SETTING AND BUDGET PROCESS, INCLUDING AUTHORIZING COUNSEL TO PUBLISH REQUIRED TAX SETTING NOTICES.

Mr. Coveler next explained that calculations for yearly tax rate adoption would be completed by the county Tax Assessor, but as a new District, the District could adopt any rate up to \$0.10/\$100 property valuation. His firm would also create scenarios for the Board to review based on different rates, which could then be discussed and adopted in September. He also recommended placing a notice in the local newspaper regarding the rate adoption and public hearing to allow for public input on the matter. After discussion, Ms. **Kappauf** made a Motion, seconded by Mr. **Lightfoot** to approve the placement of a Notice of Public Hearing in the Odessa American regarding the District's tax rate and budget adoption. Thereafter, the Motion passed by a vote of 5 to 0.

TO REVIEW, DISCUSS AND ACT REGARDING DISTRICT REAL ESTATE MATTERS.

No action was taken regarding real estate matters.

TO DISCUSS AND CONFIRM UPCOMING REGULAR AND SPECIAL MEETING DATES, AND TO REVIEW, DISCUSS AND TAKE ACTION ON ANY DISTRICT MATTERS WHICH NEED TO BE INCLUDED ON THOSE AGENDAS.

The Board confirmed the next District meeting for August 4, 2025, during which the 2025 tax rate and 2026 budget would be proposed. The Board furthermore agreed to schedule the September meeting for Tuesday, September 9, 2025 allowing for the Labor Day Holiday.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL.

The Board convened in Closed Session at 8:50 p.m. to consult with legal counsel.

The Board reconvened in Open Session at 9:14 p.m.

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.072 TO DELIBERATE REGARDING REAL ESTATE MATTERS.

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.

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

TO REVIEW, DISCUSS AND TAKE ACTION ON MATTERS RELATED TO REAL ESTATE OR PERSONNEL AS DISCUSSED IN CLOSED SESSION

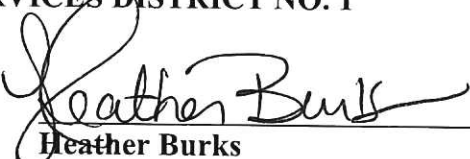
The Board took no action regarding matters discussed in Closed Session.

ADJOURNMENT.

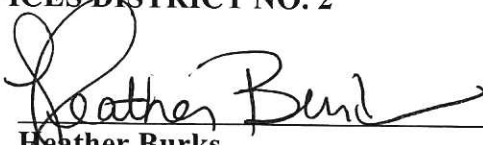
There being no further business brought before the Board, Mr. **Lightfoot** made a Motion, seconded by Ms. **Kappauf**, to adjourn the meeting at 9:15 p.m. Thereafter, the Motion passed by a vote of 5 to 0.

The foregoing minutes were passed and approved by the Board of Commissioners on August 4, 2025.

ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 1

By: 
Heather Burks
District Secretary

ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 2

By: 
Heather Burks
District Secretary