

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

A joint public meeting was duly called by the Board of Commissioners of **Ector County Emergency Services Districts No. 1 and 2**, on **June 2, 2025**, which was held at **Kellus Turner Park Community Center**, located at **2061 N. Sycamore Dr., Odessa, TX 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 of Coveler & Peeler, P.C., and other members of the public.

TO DISCUSS AND TAKE ACTION TO APPOINT A TEMPORARY PRESIDING OFFICER.

The Board first addressed the need for a presiding officer, at which time Mr. **Searcy** made a Motion, seconded by Mr. **Lighfoot** to nominate **John Turner** as Presiding Officer. Thereafter, the Motion passed by a vote of 5 to 0.

RECEIVE PUBLIC COMMENT.

The Board first opened the floor to public comment. Ms. Michelle Spinks expressed gratitude for the formation of this Board and encouraged taking the actions needed to establish emergency services for the county residents. Ms. Cathy Tavarez then spoke of her time and dedication to the ESD team that helped to make this District a reality. She also encouraged and thanked the Board for their commitment to the cause.

TO REVIEW, DISCUSS, AND TAKE ACTION TO ESTABLISH RULES OF ORDER AND PROCEDURE FOR THE COMMISSIONERS BOARD MEETINGS.

The Board next discussed decorum and organization for District meetings. After discussion to follow the Open Meetings Act and use Roberts Rules of Order only at times needed to resolve internal board conflict, Ms. **Burks** made a Motion, seconded by Mr. **Searcy**, to follow guidelines through the Texas Open Meetings Act to conduct Board meetings. Thereafter, the Motion passed by a vote of 5 to 0.

ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 1 – ELECTION OF DISTRICT OFFICERS

The Board next addressed the election of District Officers for Ector County ESD No. 1. Mr. **Turner** was nominated to be President by a Motion made by Mr. **Searcy** and seconded by Mr. **Lighfoot**. Mr. **Searcy** was nominated to be Vice President by a Motion made by Ms. **Burks**, and seconded by Mr. **Lighfoot**. Ms. **Burks** was nominated to be the Board Secretary by a Motion

made by Mr. **Searcy** and seconded by Mr. **Lightfoot**. Mr. **Lightfoot** was nominated as the Treasurer by a Motion made by Ms. **Burks**, and seconded by Mr. **Searcy**. Lastly, Mrs. **Kappauf** was nominated as the Board's Assistant Treasurer by a Motion by Mr. **Searcy**, and seconded by Mr. **Lightfoot**. Thereafter, all Motions passed by a vote of 5 to 0. Officers for District No. 1 and No. 2 were then announced as follows:

John Turner	President
Kevin Searcy	Vice President
Randy Lightfoot	Treasurer
Heather Burks	Secretary
Patti Kappauf	Assistant Treasurer

TO REVIEW, DISCUSS AND TAKE ACTION ON AN ENGAGEMENT AGREEMENT WITH A PRIVATE LAW OFFICE TO SERVE AS DISTRICT LEGAL COUNSEL.

The Board then discussed the engagement of legal counsel for the Districts. Mr. Ira Coveler of Coveler & Peeler, P.C. was present at Mrs. Kappauf's invitation to discuss the Districts' needs and the potential engagement of his firm to provide legal counsel. Coveler & Peeler, P.C. has represented Emergency Services Districts for over twenty-five (25) years, and is a member of the Texas Association of Emergency Services Districts. This firm also represented the citizen group who brought the ESDs to the ballot. Mrs. Kappauf stated that one main point of her choosing this firm to bring the ESDs to the ballot was that they had no local ties. After Mrs. Kappauf related her personal experience with this firm and answered questions, including making a recommendation of hiring the firm., Ms. **Burks** made a Motion, seconded by Mr. **Lightfoot**, to engage Coveler & Peeler, P.C. as District legal counsel. Thereafter, the Motion passed by a vote of 5 to 0.

TO REVIEW AND ACT REGARDING THE ENGAGEMENT OF BOOKKEEPING OR OTHER FINANCIAL CONSULTANTS.

Mr. Coveler next informed the Board that typical startup costs for an ESD are between \$5,000 and \$10,000, stating that was a number off the top of his head in response to County Judge Fawcett's inquiry on costs. These costs include, but are not limited to, website maintenance, bank account set up, official seal, Post Office Box, insurance, and required bonds. It was determined that a budget of expenses before the ESD tax money is received would be requested from Ector County to help with the startup costs. Commissioners **Lightfoot** and **Turner** would work with Mr. Coveler to establish those items which would be presented at the regular County Commissioner's Court session on June 24, 2025. Mrs. Kappauf suggested the Board seek recommendations for bookkeeping and auditing services outside of the local area, and requested recommendations from Mr. Coveler, though Mr. **Searcy** stated he would like to consider local providers as well. After discussion, Mrs. **Kappauf** made a Motion, seconded by Ms. **Burks**, to begin the process to obtain the startup monies from the County and begin gathering recommendations for bookkeeping and auditing services. Thereafter, the Motion passed by a vote of 5 to 0.

TO REVIEW AND ACT REGARDING THE ESTABLISHMENT OF DEPOSITORY INSTITUTIONS FOR THE DISTRICT.

Mr. Coveler next recommended utilizing a bank with an established public funds department. Mr. Lightfoot was asked by the Board to visit a bank to ensure they could meet the needs of the ESDs, agreeing Frost Bank would be convenient. At this time Mrs. **Kappauf** made a Motion, seconded by Mr. **Lightfoot**, to table further discussion of District banking institutions for the July meeting. Thereafter the Motion passed by a vote of 5 to 0.

TO REVIEW AND ACT REGARDING THE ACQUISITION OF INSURANCE COVERAGE FOR THE DISTRICT.

Mr. Coveler then suggested he would obtain quotes for insurance coverage to review at the next meeting. There being no information on District insurance available at this time, Mr. **Lightfoot** made a Motion, seconded by Ms. **Kappauf**, to table the discussion until July. Thereafter, the Motion passed by a vote of 5 to 0.

TO REVIEW AND ACT REGARDING THE ACQUISITION OF BONDS FOR THE COMMISSIONERS AND TREASURER (AS REQUIRED IN 775.037)

Mr. Coveler next advised the Board regarding required bonds for the Districts. After discussion, Ms. **Burks** made a Motion, seconded by Mr. **Searcy**, to authorize Mr. Coveler to begin the process of obtaining those bonds for the Districts. Thereafter, the Motion passed by a vote of 5 to 0.

TO REVIEW AND DISCUSS PROCEDURES FOR ADOPTING THE DISTRICT'S BUDGET.

Mr. Coveler suggested researching the funds needed for the Districts' first year, keeping in mind that multiple provider contracts could be engaged to provide emergency services within the district borders, and that mutual aid agreements with other emergency services districts could also be considered. The Appraisal District would review District maps to estimate territory values, and a certified estimate would be available on or around July 25, 2025.

Mr. Coveler then advised the Board to consider adopting the maximum \$0.10/\$100 property valuation for each District. Mrs. **Kappauf** interjected that the community would be upset with that rate as the Districts were formed with the understanding, based on the Feasibility Study by Mr. Searcy, that the ESDs could charge \$.05/\$100 for each ESD to accomplish the 5 year goals outlined.. Mr. Coveler noted that the rate could be lowered later on, but that starting with a lower rate would make funding the Districts' needs difficult, and that raising the rate in later years would be more difficult than lowering it later on. Mrs. Kappauf was opposed to this strategy. He also recommended holding a workshop to discuss long-term planning for five (5) years, after the initial year's plan was developed, and suggested forming a committee of two (2) Commissioners be created to address the matter. After discussion, Ms. **Kappauf** made a Motion, seconded by Mr. **Lightfoot**, to create a Negotiation Budget Committee including Mr. **Searcy** and Ms. **Burks**, to address the District's budget development process. The Motion passed by a vote of 5 to 0.

TO REVIEW AND ACT TO DESIGNATE THE OFFICIAL(S) TO PREPARE THE DISTRICT'S TAX RATE CALCULATIONS AND ADDRESS ANY PROCEDURES NECESSARY TO ADOPT A TAX RATE.

The Board then discussed the upcoming tax setting process for Districts 1 and 2. After discussion, Ms. **Kappauf** made a Motion, seconded by Ms. **Burks**, to authorize the County Appraisal District to prepare tax rate calculations as needed to set the 2025 tax rate. Thereafter the Motion passed by a vote of 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON THE NOTICE FROM ECTOR COUNTY, "NOTICE OF CHAPTER 312 TAX ABATEMENT TO ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 1 AND 2."

No action was taken regarding the aforementioned Notice. At this time, Mrs. **Kappauf** made a Motion, seconded by Mr. **Searcy**, to remove this item from future agendas. The Motion passed by a vote of 5 to 0.

TO REVIEW AND ACT REGARDING THE PROVISION OF EMERGENCY SERVICES TO THE DISTRICT TERRITORY, INCLUDING REVIEW OF AVAILABLE PROVIDERS.

There being no available information to discuss at this time, Ms. **Burks** made a Motion, seconded by Mr. **Lightfoot**, to table this item discussion. The Motion passed by a vote of 5 to 0.

TO REVIEW AND ACT TO ESTABLISH A DISTRICT ADMINISTRATIVE OFFICE AND TO DESIGNATE THE LOCATIONS FOR POSTING MEETING NOTICES.

Mrs. Kappauf advised that the office must be within the District, so the County Annex was not a possibility. However, she requested from Judge Fawcett during the meeting that the Board could hold future meetings at the Kellus Turner Park Community Center for no charge. Judge Fawcett approved this request. Notices will be posted accordingly at this location in line with the Open Meetings Act.. A Post Office Box for the District would also be obtained by Ms. **Burks**, most likely at the Gardendale Post Office. After discussion, Ms. **Kappauf** made a Motion, seconded by Mr. **Lightfoot**, to approve the Administrative Location and authorize the establishment of a District P.O. Box as discussed. Thereafter, the Motion passed by a vote of 5 to 0.

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

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

TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.074 TO DISCUSS PERSONNEL MATTERS.

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

TO REVIEW AND ACT TO ESTABLISH THE DATE, TIME AND LOCATION FOR MONTHLY REGULAR MEETINGS THROUGH JANUARY 2026.

The Board next discussed upcoming meeting dates and agreed to schedule the next meeting for Monday, July 7, 2025 at 6:30 p.m. Future meetings were scheduled for the first Monday of the month at 6:30 p.m., unless otherwise determined. After discussion, Mr. **Turner** made a Motion, seconded by Mr. **Searcy**, to approve the upcoming schedule of meetings as discussed. Thereafter, the Motion passed by a vote of 5 to 0.

TO DISCUSS ANY ITEMS WHICH NEED TO BE ON THE AGENDA FOR SUBSEQUENT DISTRICT MEETINGS.

Mr. Coveler advised that any items requested for future agendas could be submitted to his office for inclusion on the next meeting agenda, which would be reviewed by the Board prior to filing.

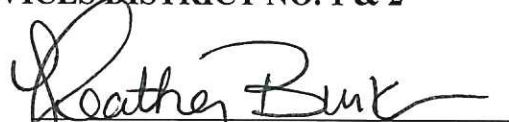
ADJOURNMENT.

There being no further business brought before the Board, Ms. **Burks** made a Motion, seconded by Mr. **Lightfoot**, to adjourn the meeting at 8:00 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 July 7, 2025.

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

By:



Heather Burks

District Secretary