MINUTES OF SEPTEMBER 9, 2025 MEETING
ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 1 & 2

A public meeting was duly called by the Board of Commissioners of **Ector County Emergency Services Districts No. 1 & 2** on **September 9, 2025,** which was held at the **Kellus Turner Park Community Center,** located at **2261 W. Sycamore Dr., Odessa, TX, 79763.**

CALL MEETING TO ORDER, ROLL CALL AND ESTABLISH A 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 (attending remotely) of Coveler & Peeler, P.C., and other members of the public attending in person.

TO RECEIVE PUBLIC COMMENT.

The Board first opened the floor to public comment. Chief of West Odessa Volunteer Fire Department Austin Hardin addressed the Board discussing his Department's current activities and response times in the area.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING UPDATES RELATED TO DISTRICT TAX ABATEMENT MATTERS WITH ECTOR COUNTY.

Mr. Coveler requested the Board authorize Coveler & Peeler P.C. to create a policy regarding abatements for the District, stating once that policy was in place, then abatements for the Districts could be more seriously considered with consistent guidelines for all potential applications. Mrs. **Kappauf** asked if the policy would address a Payment In Lieu Of Taxes (PILOT) program and the District's tax abatement policy. Mr. Coveler stated that both concepts would be addressed. After discussion, President **Turner** made a Motion, seconded by Ms. **Burks,** to authorize Coveler & Peeler P.C. to draft the necessary policy as discussed. 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** informed the Board that funding from the county had been received and deposited in the Districts' accounts. Mr. Coveler then confirmed all but Mr. **Searcy** had completed their signatory cards at the bank to manage District business. No action was taken by the Board.

<u>TO REVIEW, DISCUSS AND TAKE ACTION REGARDING MATTERS RELATED TO BOOKKEEPING SERVICES FOR ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 1 AND ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 2.</u>

The Board next discussed bookkeeping matters for the Districts. A drafted request for proposals (RFP) had been given to the Board for review and modification specific to their needs at this time. Mr. Coveler noted that an RFP was not required to hire a bookkeeper, especially if a local vendor was hired, but that it is considered a best practice to utilize a more formal process if that is preferred by the Board. Mr. **Searcy,** having reviewed the RFP, stated he had worked with similar scoring processes on other committees, and appreciated the information and requirements set forth in the draft. President **Turner** noted Mrs. **Kappauf** and Mr. **Lightfoot** had been appointed to work on bookkeeping services for the Board.

President **Turner** suggested tabling the matter until October, though Mr. Coveler suggested it was a priority item now that funding had been received from the county, and checks had already been written. Mrs. **Kappauf** thanked Mr. Coveler for providing the draft RFP, and requested the Board approve the document to allow the process to begin rather than waiting until October.

Mr. Coveler then explained the RFP process, advising the final RFP would be posted to the District website, and that members of the Board could also send it to potential providers, with responses being received by a deadline agreed to by the Board. Mrs. **Kappauf** and Mr. **Lightfoot** would then review and score the responses and present their recommendations to the Board for final consideration. If desired, the Board could hold interviews with prospective vendors, and engage a provider afterwards, though interviews were not required. He again noted that hiring a local provider might be best as they would be able to attend meetings, and handle banking matters including handling checks.

Mrs. **Kappauf** acknowledged she had been hesitant to hire local providers but agreed now that having a local provider would make the most sense. She then inquired how to manage questions about the RFP and was told that any questions which were submitted could be answered, and those answers would be submitted to all prospective providers so that everyone had the same information. Mr. Coveler also advised the RFP could be submitted by physical or electronic mail, though physically mailed submissions were preferred to avoid issues of transparency and favoritism. He reiterated that the process would take time and encouraged the Board to begin their search as soon as possible.

Mrs. **Kappauf** then clarified the RFPs would be submitted to potential vendors, who would then submit proposals by mail to the District. Those proposals could then be opened in a public meeting to avoid any questions of transparency and be discussed by the Board. When asked, the Board confirmed their preference for mailed submissions rather than email. Mr. Coveler then suggested that all submissions should be received prior to the meeting where action was taken and suggested holding a workshop to review the proposals before engaging a provider. He suggested proposals be received no later than October 1st, the week prior to the Board's regular October meeting. The proposals could be scanned and sent to any Commissioners who were unable to attend the workshop, in order to review them prior to taking action on October 6th. No action was taken by the Board,

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING INSURANCE COVERAGE FOR ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 1 AND ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 2.

Next, Mr. Coveler reviewed insurance proposals for both Districts as provided in the Board meeting packets. The cost of coverage for each District at this time was quoted at $2,163. He clarified that though insurance was not a legal requirement for the Districts, without it, any issues or litigation against the District would be the sole responsibility of each District and be paid out of their revenues. The only requirement for each District was the Treasurer's Bond which had already been executed for both Districts.

He further advised that VFIS was a reputable carrier and represented a majority of ESDs in the state. When asked, he explained that auto coverage as provided through this policy would currently cover Board members when traveling for District related business, such as traveling to the annual SAFE-D conference, and would expand later on when the Districts had employees. After discussion, Mr. **Searcy** made a Motion, seconded by Mr. **Lightfoot,** to accept the insurance proposals from VFIS for both ESD 1 and ESD 2. Thereafter, the Motion passed by a vote of 5 to 0.

TO RECEIVE THE DISTRICTS' FINANCIAL REPORTS, AND TO REVIEW AND TAKE ACTION ON FINANCIAL MATTERS INCLUDING REQUESTS AND REQUISITIONS, AND TO APPROVE AND PAY DISTRICT BILLS FOR ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 1 AND ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 2.

a. Monthly legal expenses

The Board then discussed financial matters related to the Districts. Ms. **Burks** stated that a shared P.O. Box had been obtained for the total cost of $226 per year. Ms. **Burks** then made a Motion, seconded by Mrs. **Kappauf,** to approve the cost of the District's P.O. Box as presented. Thereafter, the Motion passed by a vote of 5 to 0.

Mrs. **Kappauf** then made a Motion, seconded by Mr. **Searcy,** to approve payment of the Districts' insurance invoices from VFIS, each in the amount of $2,163. Thereafter, the Motion passed by a vote of 5 to 0.

The Board then reviewed legal invoices from July and August. After review, Ms. **Burks** made a Motion, seconded by Mr. **Searcy,** to approve the legal expenses as presented for Ector ESD No. 1 and No. 2. 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.

A. Interlocal Agreement for fire suppression and related services between the City of Odessa and Ector County Emergency Services District No. 1.
B. Interlocal Agreement for emergency medical services, emergency ambulance service and related services between the City of Odessa and Ector County Emergency Services District No. 2.

Mr. Coveler advised the Board that this was a Closed Session discussion item. Mrs. **Kappauf** then made a Motion, seconded by Mr. **Lightfoot,** to table the discussion for Closed Session. Thereafter the Motion passed by a vote of 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION ON MATTERS RELATED TO MUTUAL AID AGREEMENTS FOR ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 1 AND ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 2.

Mr. Coveler next advised that Mutual Aid Agreements could not be enacted until service contracts with fire and EMS providers were established and suggested removing the item from future agendas until such services were available. Mr. **Searcy** then made a Motion, seconded by Ms. **Burks,** to remove this item from future agendas. Thereafter, the Motion passed by a vote of 5 to 0.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

Mr. Coveler next presented the Board's August meeting minutes for review, advising two (2) versions were being provided including the original draft, and a revised draft including Board member comments. President **Turner** then made a Motion, seconded by Mr. **Searcy,** to approve the original draft of the August meeting minutes as provided. Thereafter, the Motion passed by a vote of 4 to 1, with Mrs. **Kappauf** opposed.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING DISTRICT PUBLIC INFORMATION REQUEST PROCESSES AND DESIGNATION OF DISTRICT PUBLIC INFORMATION OFFICERS.

The Board then discussed matters related to the Public Information Act (PIA) and the District's Public Information Officer (PIO). Mr. Coveler advised the Board that certain information regarding the designation of the District's PIO, and the methods in which the Districts could receive information requests. He also reviewed an information poster provided by the state which would need to be posted to the District's website, and physically at a station when possible. He advised that it was best to create a separate email account specifically dedicated to public information requests to avoid confusion with the public. That address would be distributed to the PIO, who would collaborate with legal counsel to respond to incoming PIA requests, ensuring that information which legally needed to be withheld was appropriately addressed or referred to the Office of the Attorney General as required. Mr. **Searcy** noted that the county received around three hundred (300) requests a year, and that the role of PIO required a considerable amount of time and work. Mrs. **Kappauf** stated her interest in taking the role of PIO for both Districts.

After discussion, Mr. **Lightfoot** made a Motion, seconded by Mr. **Searcy,** to appoint Mrs. **Kappauf** as the Public Information Officer for both ESD 1 and ESD 2. Thereafter, the Motion passed by a vote of 5 to 0.

Mrs. **Kappauf** then asked if the Board had a preference regarding posting PIA request responses to the Districts' website to provide access to information to the general public. Mr. Coveler suggested a policy could be drafted and considered by the Board regarding PIA request publications. No further action was taken by the Board.

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.

President **Turner** then informed the Board that the October 6^{th} meeting could occur as scheduled, but that the Community Center was unavailable on November 3^{rd} due to a conflict with county elections. It was possible to use the County Annex building for the November meeting, though that was not guaranteed at this time, and Mr. **Searcy** and Mrs. **Kappauf** both registered concerns regarding the size of that space.

The Board then confirmed the following upcoming meetings:

October 1^{st} – Bookkeeping Workshop – Kellus Turner CC –6:30 p.m.
October 6^{th} – regular meeting – Kellus Turner CC – 6:30 p.m.
November 3 – regular meeting – location to be determined – 6:30 p.m.

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

At this time, Ms. **Burks** made a Motion, seconded by Mr. **Lightfoot,** to convene in Closed Session at 7:19 p.m. to consult with legal counsel at 7:19 p.m.

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

The Board convened in Closed Session at 8:01 p.m. to discuss real estate matters.

The Board reconvened in Open Session at 8:13 p.m.

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 real estate or personnel matters.

ADJOURNMENT.

There being no further business brought before the Board, Ms. **Burks** made a Motion, seconded by Mr. **Lightfoot,** to adjourn the meeting at 8:13 p.m.

The foregoing minutes were reviewed and approved by the Board of Commissioners on October 6, 2025.

ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 1

By: Heather Burks

Heather Burks
District Secretary

ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 2

By: Heather Burks

Heather Burks
District Secretary