

**MINUTES OF DECEMBER 29, 2025, SPECIAL MEETING
ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 1 & 2**

A special public meeting was duly called by the Board of Commissioners of Ector County Emergency Services Districts No. 1 & 2 on December 29, 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 opened the floor to public comment, though none was forthcoming.

TO REVIEW AND TAKE ACTION TO PAY DISTRICT BILLS

The Board next discussed the quarterly CAD assessment invoices for ESD No. 1 and ESD No. 2. The invoices reflected a percentage of the Ector County budget allocation to the Districts which reflected charges to collect tax revenues on behalf of the Districts, and maintain and update related information with the Ector County Appraisal District. Mrs. **Kappauf** asked why this expense was not addressed at the regular December meeting. Mr. **Lightfoot** replied that the “invoice” was received on December 3rd, but he did not pick it up until December 5th. He further stated that the appraisal district does not send an invoice, only a memo, and that the payment is now scheduled and will be paid quarterly. The amount for the first quarter is \$15,767.50 for each District, and was required to be paid by December 31, 2025. Mr. **Lightfoot** will deliver the payment on Tuesday, December 30, 2025, at 8:01am. Mr. **Searcy** made a Motion to pay the appraisal district bill and Mr. **Lightfoot** seconded the Motion. Thereafter, the Motion passed by a vote of 5 to 0.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING UPCOMING EXPENSES RELATED TO THE 2026 SAFE-D CONFERENCE

Mr. **Coveler** stated that Commissioners are legally entitled to reimbursement from the District for expenses incurred during participation in the SAFE-D conference in San Antonio January 29-31, 2026. Mr. **Searcy** stated that he would prefer to set a limit instead of reimbursement of expenses. Mrs. **Kappauf** stated that she had no problem with reimbursement if proper documentation of those expenses or reimbursements were kept in the District’s records.

Mr. **Coveler** advised that his office would provide forms for Commissioner reimbursements for the conference which would be needed for both accounting and auditing purposes. He also recommended setting limits on hotel and food expenses and suggested a per diem for food not to exceed \$125-150 per day. The Board discussed limits of \$350 a day for hotel room and a maximum of \$150 a day for meals. Mr. **Lightfoot** asked for the IRS mileage allowance rate and was told the rate was 72.5 cents per mile for 2026. He recommended mapping the mileage from each Commissioner's home to the conference and back for that expense calculation.

After discussion, Mrs. **Burks** motioned to accept the expense limits as discussed in the following amounts, and Mr. **Lightfoot** seconded the motion.

Hotel Costs: Up to \$350 per day
Per Diem: Up to \$150 per day
Mileage: 72.5 cents per mile (IRS mileage reimbursement rate for 2026)

Thereafter, the Motion passed by a vote of 5 to 0.

ADJOURNMENT.

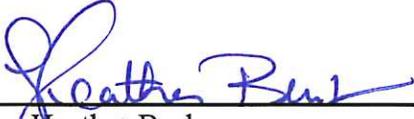
There being no further business brought before the Board, Mrs. **Burks** made a Motion, seconded by Mr. **Searcy**, to adjourn the meeting at 6:52 p.m. Thereafter the Motion passed by a vote of 5 to 0.

The foregoing minutes were reviewed and approved by the Board of Commissioners on February 9, 2026.

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

BY: 
Heather Burks
District Secretary

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

BY: 
Heather Burks
District Secretary