

MINUTES OF OCTOBER 1, 2025 WORKSHOP

ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 1 & 2

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

CALL WORKSHOP TO ORDER.

The meeting was called to order at 6:30 p.m. by **John Turner**, Board President and Chairman of the meeting, who announced that a quorum was present:

John Turner	Present
Kevin Searcy	Present
Patti Kappauf	Present
Randy Lightfoot	Present
Heather Burks	Absent

Also present remotely for the meeting was Melissa Wiggins of Coveler & Peeler, P.C.

TO RECEIVE PUBLIC COMMENT.

The Board opened the floor to public comment, though none was forthcoming.

TO REVIEW AND DISCUSS PROPOSALS RECEIVED IN RESPONSE TO A REQUEST FOR PROPOSAL RELATED TO BOOKKEEPING SERVICES FOR ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 1 AND ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 2.

President **Turner** stated one (1) proposal was received in response to the District's bookkeeping Request for Proposal (RFP), from RIT Financial (RIT) in Houston, Texas. Upon opening the proposal, President **Turner** stated that RIT's fees would consist of a monthly charge of \$2,500.00, along with a \$1,500 initial fee for set up and transfer of information to get the District's accounts and books established. The agreement between RIT and the Districts would begin as of November 1, 2025, and would be terminable with ninety (90) days' notice by either RIT, or the Districts. The proposal further stipulated that no relationship existed between the Districts and RIT at this time, and stated that additional forms could be submitted to that effect. Mrs. **Kappauf** inquired if a Form 1295 would be needed due to the connection between RIT and David Manley of Coveler & Peeler, P.C. Ms. Wiggins would find out for the Board.

The Board then discussed the benefits and costs of using RIT as both Districts' bookkeeper. Mrs. **Kappauf** questioned the need to pay RIT fees immediately during the month service was provided, especially in the current District funding circumstance, and offered to contact RIT to clarify or negotiate that requirement. Mr. **Searcy** noted that RIT appeared to have experience with clients with similar revenues and needs compared to ESD No. 1 and ESD No. 2, and advised that the fees were very reasonable for the Districts' needs. Mrs. **Kappauf** then advised that action regarding RIT's engagement with the Districts would take place at the Board's October 6th regular meeting, and stated that she would reach out to RIT in the meantime to discuss payment terms. She also requested the Board submit any additional questions to her so that they could be addressed with RIT prior to the upcoming regular meeting.

Mrs. **Kappauf** questioned the need to have a RIT representative join the meeting remotely on Monday, October 6th, though the Board ultimately found it unnecessary unless a Commissioner specifically requested otherwise. No action was taken by the Board.

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

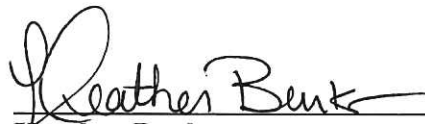
The Board did not meet in Closed Session to consult with legal counsel.

ADJOURNMENT.

There being no further business brought before the Board, Mr. **Lightfoot** made a Motion, seconded by Mr. **Searcy**, to adjourn the meeting at 6:48 p.m. Thereafter the Motion passed by a vote of 4 to 0.

The foregoing minutes were reviewed and approved by the Board of Commissioners on November 3, 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