MINUTES OF PUBLIC MEETING HELD OCTOBER 6, 2025
FOR
ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 1
&
ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 2

A public meeting was duly called by the Board of Commissioners of **Ector County Emergency Services Districts No. 1 & 2** on **October 6, 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. by President **Turner** who stated that a quorum was present. 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, 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

Mrs. **Kappauf** referenced the two (2) questions posed in the workshop. The first question was regarding good versus bad pricing for services. Upon comparison with ESDs with similar populations and services, RIT prices are below average. Their pricing models consider the expected number of transactions in the month. They usually charge $3,500 a month but quoted $2,500 a month total which includes both ESDs.

The second question was the timeline for payment. RIT has agreed to accept arrears payment in January when tax revenues are disbursed to both ESD 1 & 2. RIT is the only bookkeeping service in Texas that specializes in ESD services. Mrs. **Kappauf** and Mr. **Lighfoot**, as a committee, recommended the Board engage the services of RIT, and complete the necessary paperwork with a start date as soon as possible. Mr. **Turner** moved to engage the services of RIT, and to authorize the Board President to sign any related paperwork as needed. Mr. **Lighfoot** seconded the Motion, and 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**

Legal fees for ESD 1 & ESD 2 were reviewed and no questions were posed. Mr. **Searcy** motioned to accept the legal bills as presented. Mrs. **Burks** seconded the Motion. The Motion passed by a vote of 5 to 0.

Mr. **Lightfoot** recommended using ESD funds to cover the cost for the supplies to print the Board packets. Currently, Mr. **Turner** and Mr. **Searcy** have been paying out of pocket for this expense. Mr. **Lighfoot** requested receipts for reimbursement, and Mr. **Turner** and Mr. **Searcy** agreed to provide them in the future.

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

Mr. **Searcy** brought forth a request for abatement from South Ector Battery. The Board does not have a policy, nor has it discussed this issue. Mr. Coveler recommended developing a policy template regarding tax abatements to be discussed and reviewed by the Board in a future meeting. Mr. Coveler and Mr. **Searcy** will create the template to present to the Board. After a policy is created, the Board can then consider abatements. No action was taken at this time.

TO APPROVE THE MINUTES OF PRIOR MEETING(S).

Meeting minutes from August 25, 2025, September 9, 2025, and September 22, 2025, were presented for review. Mrs. **Kappauf** motioned to approve all minutes. Mr. **Lighfoot** seconded the Motion. 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

Odessa Fire and Rescue (OFR) will receive the call-out fee as a concession to the current contract amount. The calculations made by OFR regarding the number of call outs and the amount per call out charged exceeded the District's desired contact amount, so they will be keeping that income as of now. Mr. Coveler stated that in the contract, OFR is to supply regular reports. He suggested that the Board first evaluate what is sent by OFR, and then specify what information and reports the Board wants to see. No further action by the Board was taken at this time.

TO REVIEW, DISCUSS AND TAKE ACTION REGARDING LONG-TERM PLANNING AND FACILITIES MATTERS RELATED TO ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 1 AND ECTOR COUNTY EMERGENCY SERVICES DISTRICT NO. 2

Mr. Ryan Bray and Mr. Cameron Elles, representatives of Bulter-Cohen Design + Build (Butler-Cohen), presented information regarding their services for the proposed stations for the Districts. Butler-Cohen recently finished the build for the Marin County Community Complex and will be designing and building the Ector County Courthouse. They discussed their core values, and approach to projects by the company.

They utilize a design build process versus a design bid build process. Mr. **Searcy** expressed his experience with the design bid build process within the ECISD. There was excess cost due to the continual modifications that needed to be made from the architect's design to what the budget would allow. Butler-Cohen brings design build to all projects for much of that reason-the design considers the client's desires and budget, not solely the architect's vision. Mr. **Searcy** also inquired about how architects are handled in a design build. Mr. Bray responded that while architects are great at what they do, they are not always taking cost into consideration. In the design build method, Butler-Cohen would hire the architect and then keep them abreast of the project parameters before anything gets out of hand.

Butler-Cohen also has access to markets all over the country in order to obtain fair pricing on materials as well as labor. The benefits of design build also include accelerated schedule, improved collaboration, streamlined procurement, and enhanced quality control. Mrs. **Kappauf** remarked that the Reeves County facilities were four (4) years behind schedule for completion, primarily due to labor shortages in the area. Mr. Bray indicated that they have the capability to bring manpower in from all over the state and labor has not been a problem in other projects. Mrs. **Kappauf** also asked about overrides in cost, which is also a problem with the Reeves County project, which employs a different contractor. Mr. Bray responded that this is a common issue with design bid build and not only costs the consumer more money but also damages relationships. In design build, the contract on the front end utilizes a price per square foot pricing method. As the design is worked though and finalized, the contract is amended with a Guaranteed Maximum Price which is only amended if the customer creates additions to the original design. There is also a design contingency budget included in the total quoted price. This item is budgeted and used for unforeseen circumstances. If the contingency budget is not used, the amount, or any amount remaining, is returned to the customer.

Mr. **Searcy** inquired about starting with smaller facilities to house EMS services, which account for most of the emergency calls in the ETJ. Mr. Elles, while understanding the situation the District is in, recommended building for our future as much as possible now, as materials and labor will only become more expensive in the future. He also suggested considering long term apparatus needs and building for those needs. Mr. Bray suggested scenarios with the ability to create bays at the end of buildings for future growth needs. Mr. Elles mentioned that if all stations are basically the same, the design cost is only paid once, no matter how many stations are built. Mr. Bray also mentioned an approach to cut material cost is to buy bulk whenever possible. For example, if one (1) station is being built with another building planned soon, purchasing the steel for both buildings at once creates savings.

Mrs. **Kappauf** mentioned the land that the county is willing to give the District for a station. Mr. **Searcy** voiced concern that the land is close to a school and that response times may be an issue, especially during drop-off and pick-up times. Mr. **Searcy** was concerned about two (2)acres being enough. Mr. Elles indicated that what services are needed (water, septic) can dictate how much land is needed in addition to what size facility will be placed there but can work with the Board to help in making that determination. Mr. **Searcy** expressed interest in still moving forward with the discussions about acquiring the land and all agreed. Mr. Elles did mention that three (3) to four (4) acres would be ideal, but it does depend on the facilities and needs of the community. Mrs. **Kappauf** indicated that the area is about twelve (12) acres, but is in a flood zone. A retention pond is planned but it is uncertain if there is enough land to build a station, retention pond and the other projects the county would like to include on that land. Mrs. **Kappauf** will follow up with the county regarding the property. Mr. Bray presented a picture of a recent fire station building and described the content and process of this build.

Mr. **Searcy** advised that the Districts needed to act on this matter sooner rather than later as the contracts for OFR are only for a year. Mr. Coveler indicated to the Board that there is a process regarding how to select a contractor, and that it would be addressed later. No Board action was taken on this matter.

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.

Mr. **Turner** reminded the Board that the November meeting date in the regular meeting location was not possible due to elections happening that week. He has been trying to locate an alternate location for the usual meeting time of the first Monday. Mrs. **Kappauf** suggested rescheduling the meeting for November 10th at the usual location. Mr. Coveler would be unavailable on the 10th. Mrs. **Kappauf** then suggested November 11th, and everyone agreed on that date. Mr. **Turner** will secure the space. The Districts' December meeting will occur at the regular date and time.

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.

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

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

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

No action was taken by the Board regarding real estate or personnel matters.

ADJOURNMENT.

There being no further business brought before the Board, Ms. **Kappauf** made a Motion, seconded by Mr. **Lightfoot,** to adjourn the meeting at 8:01 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 November 3, 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