



**FREDERICK-FIRESTONE  
FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR  
MEETING  
8426 KOSMERL PLACE, FREDERICK  
COLORADO 80504**



**MINUTES  
August 12, 2024**

The regular meeting of the Board of Directors of the Frederick-Firestone Fire Protection District was called to order by Chairperson Maselbas at 7:00 p.m.

**ROLL CALL**

**Directors Present:**

Kathryn Maselbas, President/Chairperson  
David Stout, Vice President  
Robert Freeman, Secretary  
Greg Houston, Treasurer

**Director Absent:**

Pete Ditmon, Assistant Secretary (excused)

**Also present:**

Jeremy A. Young, Fire Chief (virtual from FRI)  
Dino Ross, Legal Counsel  
Doug Prunk, Assistant Chief of Operations (virtual from FRI)  
Steve Iacino, Assistant Chief of Planning  
Mike Cummins, Finance Director  
Summer Campos, Public Relations Director  
Justin Smolenske, Vice President of Local 4123  
Brad Harris, Secretary of Local 4123  
Kirk Hallam, Treasurer of Local 4123

Treasurer Houston moved to excuse Assistant Secretary Ditmon from the August 12, 2024, meeting. Secretary Freeman seconded the motion, which passed unanimously.

**APPROVAL OF AGENDA**

Treasurer Houston moved to approve the Agenda for the August 12, 2024, meeting as presented. Secretary Freeman seconded the motion, which passed unanimously.

## **PUBLIC COMMENT**

No public comment.

## **ATTORNEY'S REPORT**

Attorney Ross presented the Attorneys' Report for August 2024, which was included in the Board packet. Attorney Ross gave the Board an update on when the District can impose impact fees directly instead of through the Towns. For the first time, the District also will be able to impose impact fees within unincorporated Weld County. Attorney Ross assisted Fire Chief Young in preparing a resolution of advocacy opposing Initiatives 50 and 108. Attorney Ross also prepared a Request for Proposals (RFP) from Construction Managers/General Contractors to construct the new maintenance facility. Attorney Ferguson continues to work with the Board and Fire Chief Young on his annual review. Attorney Ross updated the Board on Senate Bill 24-194, which, among other things, enables the District to impose sales tax with prior voter approval. The sales tax provisions take effect on July 1, 2025.

The Board did not have any questions for Attorney Ross.

## **EXECUTIVE SUITE AND INTERGOVERNMENTAL – FIRE CHIEF:**

- **Fire Chief – Executive Summary**
  - The District completed the District Showcase Film “Flipping the Script” with the International Association of Fire Chiefs Television (IAFC-TV) on August 2, 2024. The film will be shown at Fire-Rescue International in Dallas August 13 – 16. The film is the property of the District and will be released on the District’s social media platforms, website, and YouTube channel this week.
  - The District received the first round of preliminary numbers from the Weld County Assessor on July 17, 2024. The District is scheduled to receive a twenty-four percent decrease in its assessed valuation, equating to a roughly \$4.2 million decrease in its annual budget. This reduction is a cumulation of past legislative changes to assessed valuations, bringing property taxes down, oil and gas production at a record low due to inflation and regulatory concerns, and the overall global economy. This twenty-four percent decrease does not include Initiatives 50 & 108 if one or both of them were to pass at the November 5, 2024, statewide election. This dramatic decrease in property tax revenue reinforces the need for the District to diversify its sources of revenue and not be so dependent on property taxes. The District will receive another updated assessed valuation at the end of August and its final assessed valuation numbers at the beginning of December, depending on the November election results.
  - Fire Chief Young and Finance Director Cummins are working on finalizing salary and benefits proposals for 2025. The Weld County Fire Chiefs’ salaries and benefits study and data from the North Area Fire Departments show that the District has fallen behind in salaries and benefits within the 90<sup>th</sup> percentile. Even given notice of a large budget cut for 2025, the District has positioned itself to weather economic downturns like it will see in 2025 and still be able to care for its members. Chief Staff is still finalizing numbers and should have more definitive data and information for the Board by the end of August.

- The third-quarter officer development training was provided on July 24<sup>th</sup>. All C-shift Officers conducted the exercise with staff, which involved hands-on scenarios for personnel matters as a company officer. Overall strategy and state-of-the-district, including the 2025 budget and operational plans, were also provided to all the officers.
- **Intergovernmental & Community Relations**
  - Fire Chief Young met with Frederick's Town Manager in early August to discuss numerous activities and collaboration between the Town and the District. The Town is still researching the dirt at its public works facility that contains PFAS. Discussion was also held on the repairs and ongoing communication about Glacier Way at Station 5. The Town Manager asked Chief Young to assist with some leadership coaching for some Town Staff and assistance with the Town's upcoming hiring process. Collaboration regarding the upcoming election cycles, community politics, and event schedules was also discussed, including the District's intent to seek voter approval to impose a sales tax.
  - Fire Chief Young has requested another meeting with the Town Manager of Firestone. Fire Chief Young was advised that Trustees Jimenez and Holcomb have been assigned as liaisons from the Town of Firestone for the District. Fire Chief Young will meet with Trustees Jimenez and Holcomb on August 22 to reinstitute communication and collaboration.
  - Fire Chief Young is still working with the Weld County Fire Chiefs Association on by-law changes since the County Commissioners dissolved the EMTS Council. The Association has finished the 2024 Salary and Benefit Studies. They are also working on educational letters and messaging in response to Initiatives 50 & 108 scheduled for the November 2024 ballot.
  - Mt. View Fire Protection District canceled the meeting Fire Chief Young and President Maselbas requested on June 17<sup>th</sup>. Fire Chief Young has not heard of any rescheduled dates as of this meeting. The District will move forward, expecting no meeting to occur, and will update the Board if this changes.
  - Fire Chief Young has met with the Flight 629 Memorial Committee twice since the last Board meeting. The group has begun communicating with an architectural firm (Allred & Associates) for Station 6. He will continue to keep in touch with the committee. The group has pared down the memorial design, and the committee would like to donate part of the large granite stone to the Fire District for their dedication and support for all first responders. This is a work in progress, and the Board will be kept apprised of any changes or progress as it moves forward.
  - Fire Chief Young attended and participated in the following meetings, events, and conferences in July and early August. The District's internal working meetings are not included.
    - Metro Regional Hospital Collaborative Advisory meeting.
    - Weld County Communications Board meeting.
    - Highstreet Risk Management—2025 Workers' Compensation and Property and Liability
    - Met with the Frederick Town Manager to discuss future developments, leadership, future urban renewal areas, Station 5 progress, and the IAFC filming project.
    - North Area Fire Chiefs meeting: salaries, protocols, training, and overall service collaboration for the North Area were discussed.

- Weld County Fire Chiefs Association meeting: The District hosted the meeting, which had over 50 attendees from across Weld County.
- International Association of Fire Chiefs (IAFC) Missouri Valley Division (MVD) Board meeting as State of Colorado Director.
- Colorado State Fire Chiefs monthly board meeting report out for IAFC.
- The International Association of Fire Chiefs (IAFC) Executive Fire Officer Section (EFO) monthly board meeting.
- Leadership Mentoring Sessions with four (4) officers and five (5) acting officers within and two (2) outside the District assisting with a doctoral project dissertation.

### **PLANNING SECTION REPORT – ASSISTANT CHIEF OF PLANNING:**

- **Capital Facilities**

- Fire Station 5 (Wyndham Hill). Fire Chief Young and Assistant Chief Iacino regularly meet and coordinate on an ongoing basis with Golden Triangle Construction (GTC), Allred & Associates, and Dunakilly. The monthly executive report from Dunakilly includes financials, schedules, upcoming milestones, and project updates as they start to close out this twelve-month construction project. GTC is completing punch list items, and the project is still within budget. A temporary certificate of occupancy (TCO) has been issued, and crews are preparing the station to move in on Monday, August 12<sup>th</sup>.
- Maintenance and Training Facility. Fire Chief Young and Assistant Chief Iacino are actively coordinating with Allred & Associates, Civil Engineering, and Weld County to ensure the District is ready for building permits, requests for qualifications, and proposals if the project is to be greenlighted in 2025. Currently, the project is delayed due to budget cuts for the 2025 fiscal year. They are also in close collaboration with Dunakilly on the total budget.
- Future Station 6 (Barefoot Lakes). Fire Chief Young and Assistant Chief Iacino continue to meet with legal counsel, the Town of Firestone, Allred & Associates, and Brookfield Development over the final lot for filing seven and the site plan for the future station. Legal counsel continues working with Brookfield Development on the land donation conveyance procedure and agreements with the District.
- Chief Young and Assistant Chief Iacino presented the District's Capital Facilities Plan to Allred & Associates. Timelines were established, and concepts were provided regarding the District's needs in architect and civil engineer designs for the projects identified within the plan.

- **Community Development**

The District is currently working on eighty-three (83) commercial projects, including thirty-eight (38) commercial projects in Firestone, forty-four (44) projects in Frederick, and one (1) in Weld County. No annexations are pending.

Residential development includes thirty-six (36) residential projects with an additional 14,236 family dwelling units planned for construction: 8,176 in the Town of Frederick and 6,060 in the Town of Firestone. Residential developments will include other commercial-zoned properties for commercial development in coordination with residences.

There are 438 commercial buildings with 802 businesses within the District. They are tracking 580 fire and life-safety protection systems within the District.

- **New Permits Issued in July 2024:**

- The District issued 13 permits in July 2024, with 98 permits in 2024. The District has issued twelve (12) additional permits ahead of this time in 2023.

- **Fire Investigations – July:**

- One (1) Residential Structure Fire

**OPERATIONS SECTION REPORT - ASSISTANT CHIEF OF OPERATIONS:**

- **2024 Project Updates**

- Following Fire Chief Young presenting the 2025 budget plan to the crews, all project managers have been working on their 2025 budgets for presentations to Executive Staff at the end of August.
- The District continues to contact several of its apparatus vendors directly regarding 2025 delivery dates and a refurbishment project. Additionally, Fleet Manager Fennel continues to work on the warranty punch list for the 2024 Ladder Truck.
- Operations crews continue to work diligently to get Station 5 ready for move-in. The projected date for the first shift change at Station 5 is August 13th at 0700 hours. The Station will staff five (5) crew members utilizing the 110' Ladder Truck (3415), an Ambulance (3425), a Brush Truck (3435), and a reserve Tower Truck (3417).
- Several crews were deployed to four (4) different fires in three (3) states. All crews had returned home safely by August 5<sup>th</sup>. No significant mechanical issues were reported with any of the apparatus.

- **Station Projects, Maintenance, and Apparatus**

- Assistant Chief Prunk met with station project managers to review 2024 projects and identify any facility needs for 2025.

- **Training Summary – July 2024**

- Total Fire & Rescue Training Hours: 1,944.1 Hours
- Total Emergency Medical Training Hours: 486.5 Hours

• **Overview of Training Events for July 2024:**

- Eight (8) EMT/Firefighters obtained their IV certification.
- Seven (7) recruit members completed the District’s Fire Academy.
- All Engineers attended a three-day truck academy.
- Two (2) members attended a Hazardous Materials Technician course.
- Two (2) members attended a Holmatro Service Technician course (Rescue Tools).
- Three (3) members obtained their Colorado Driver/Operator-Utility certification.
- One (1) member obtained Colorado Live Fire Instructor certification.

**FINANCE SECTION REPORT – FINANCE DIRECTOR:**

• **Accounting & Financial**

○ **Budget**

- 2025 Personnel Budgets – Iteration 1 completed with Fire Chief Young.
- Initial Program Budget meetings occur from August 26<sup>th</sup> through August 29<sup>th</sup>.

• **Banking**

- 7-3-2024 – Paid GTC \$931,618.62 from CT 8007 (GO Loan).
- 7-5-2024 – Checking augmentation of \$100,000 from CT 8003 (Unassigned Reserves).
- 7-15-2024 – Contribution from County Distribution - \$1,750,000:
  - \$1,000,000 to CT 8003 – Unassigned Reserves.
  - \$750,000 to CT 8001 – Capital Facilities.

• **2024 – YTD Budget Summary**

- The July 2024 County Distribution was received on August 7, 2024, in the net amount of \$130,171.97. Of this total amount, \$58,063 was due to Specific Ownership taxes.

**Executive Summary - Budget vs. Actual - YTD**

**GENERAL FUND**

*From January 1, 2024, through August 6, 2024*

Revenues	Budgeted	Received YTD	Remaining Budgeted	Percent Received
<b>TOTAL:</b>	<b>\$23,039,339</b>	<b>\$21,336,823</b>	<b>\$1,702,516</b>	<b>92.6%</b>

Expenditures	Budgeted	Expended & Committed YTD	Remaining Budgeted	Percent Expended & Committed
<b>TOTAL:</b>	<b>\$35,270,278</b>	<b>\$17,985,249</b>	<b>\$17,285,029</b>	<b>51.0%</b>

**59.70%**  
**Fiscal Year**  
**Expired**

• **EMS Billing and Collections Summary:**

- The data and reporting structure needed to compile this report is still in development because the District’s previous ambulance billing company (Image Trend; software = Billing Bridge) was acquired by EMS-MC earlier this year. The resulting situation required a change in the software (from *Billing Bridge* to *EMSight*).
- However, there has been progress made, and the below reports demonstrate a report out of *EMSight* for July of 2024 and another derived from Image Trend Elite:

**Activity Summary - Financial Transactions by Billing Period**

<u>Month</u>	<u>No.of Trips</u>	<u>Gross Charges</u>	<u>Allowances</u>	<u>Net Charges</u>	<u>Rev Adjs</u>	<u>Payments</u>	<u>Write-offs</u>	<u>Refunds</u>	<u>Balance</u>
Jul-24	107	123,142.50	24,893.79	98,248.71	0.00	17,244.50	0.00	0.00	81,004.21

<u>Destination Hospital</u>	<u>Runs</u>	<u>Percent</u>	<u>Month</u>
Refusals/Call Offs	45	29.61%	Jul-24
CHILDREN'S HOSPITAL	1	0.66%	Jul-24
GOOD SAMARITAN	15	9.87%	Jul-24
LONGMONT UNITED HOSPITAL	2	1.32%	Jul-24
LONGS PEAK HOSPITAL	79	51.97%	Jul-24
MEDICAL CENTER OF THE ROCKIES	1	0.66%	Jul-24
ST. ANTHONYS NORTH HEALTH CAMPUS	4	2.63%	Jul-24
CHILDRENS HOSPITAL – NORTH CAMPUS	5	3.29%	Jul-24

**Total EMS Calls: 152**  
**Billable Runs: 107**

• **Miscellaneous Financial Information:**

- The District will issue deployment-related billings over the next several months.
- Billings in the hundreds of thousands of dollars might not be an overstatement.
- The District received \$6,183.54 in Impact Fees in July of 2024.

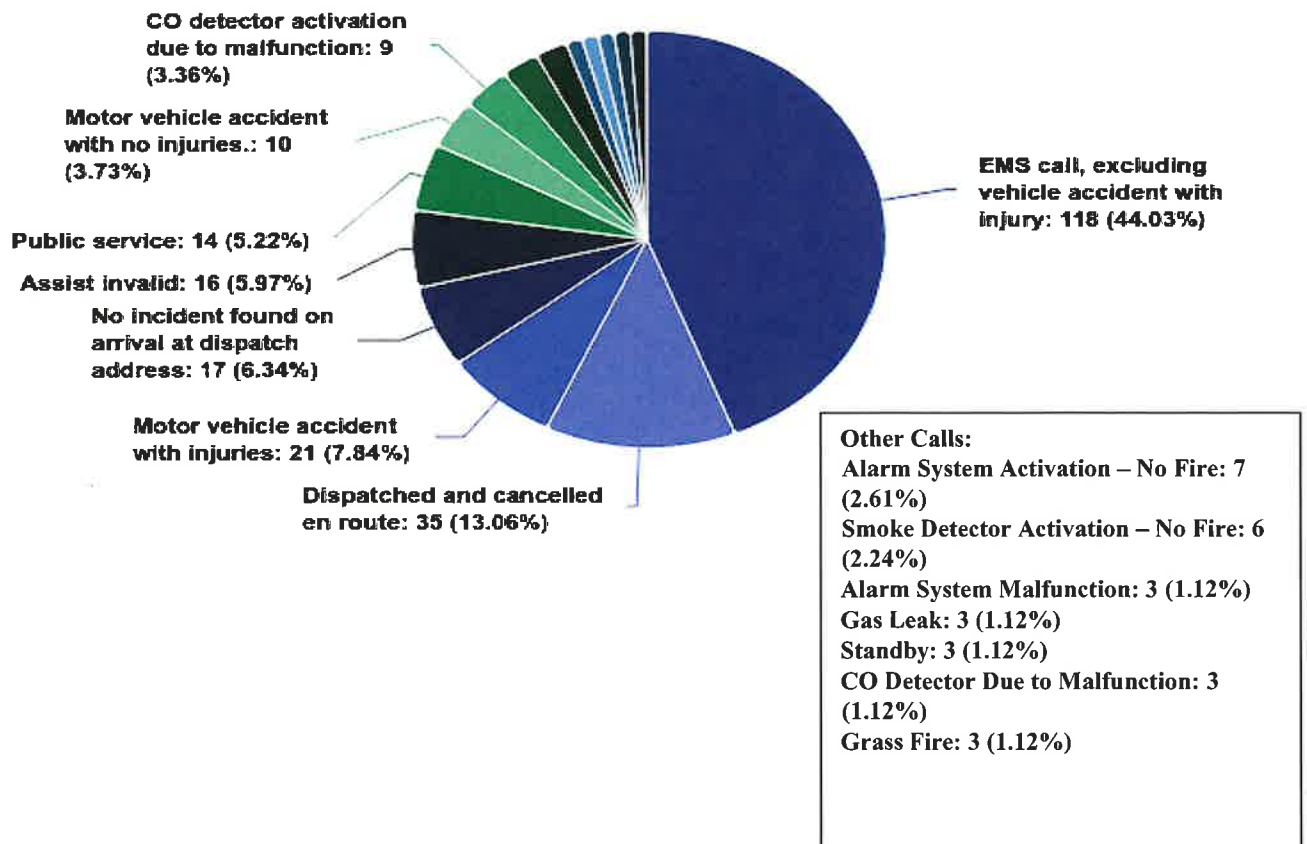
**PUBLIC RELATIONS REPORT – PR DIRECTOR:**

• **Data Analysis**

- July Emergency Call Metrics – (Includes Mutual/Auto Aid):
  - Average Turnout Time: 1:21.
  - Average Enroute to Arrival: 4:14.
  - Average Response Time (Dispatch to 1<sup>st</sup> Unit On-Scene): 5:29.
  - Total Calls for July 2024: 306.

**Incident Types (Top 15)**

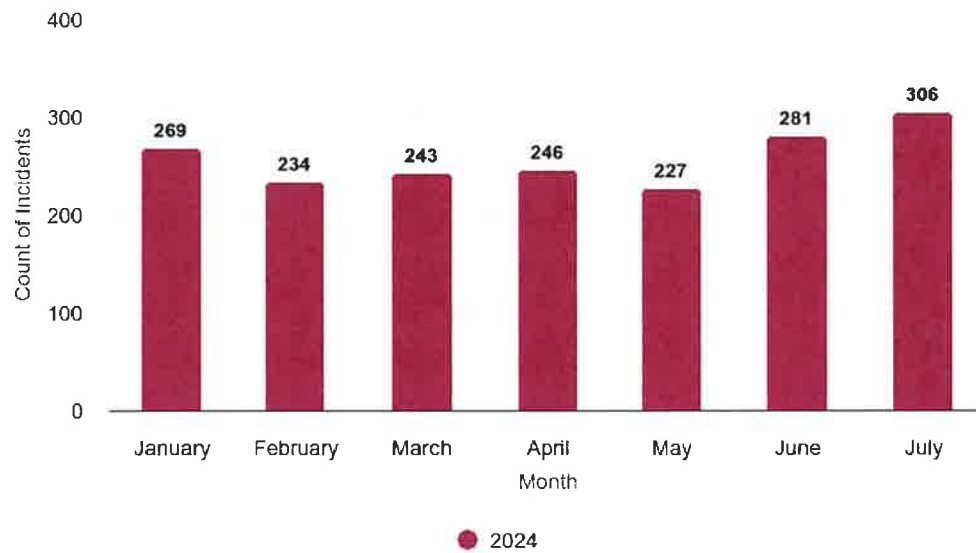
Jul 01, 2024 to Jul 31, 2024





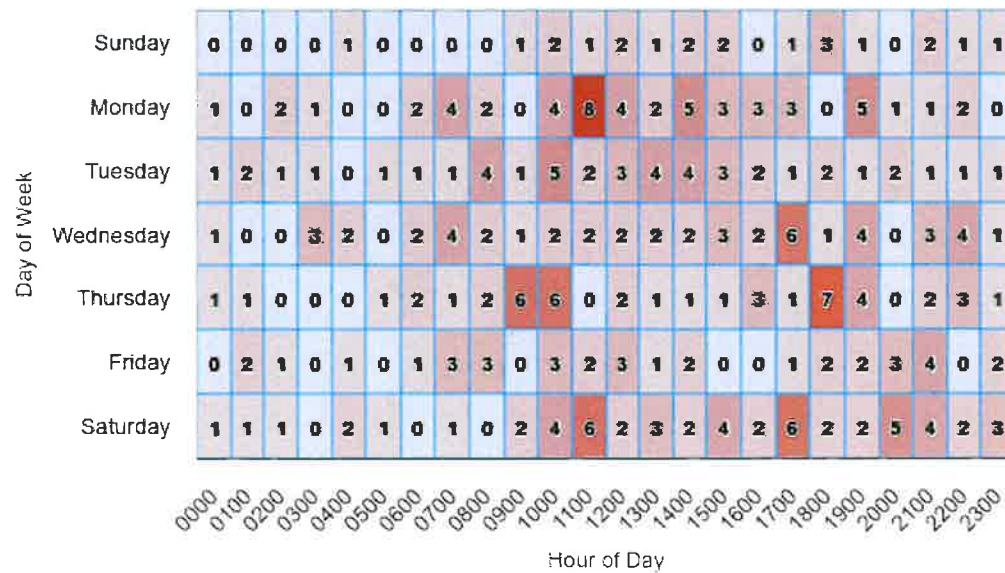
### Incidents by Month

Jan 01, 2024 to Jul 31, 2024



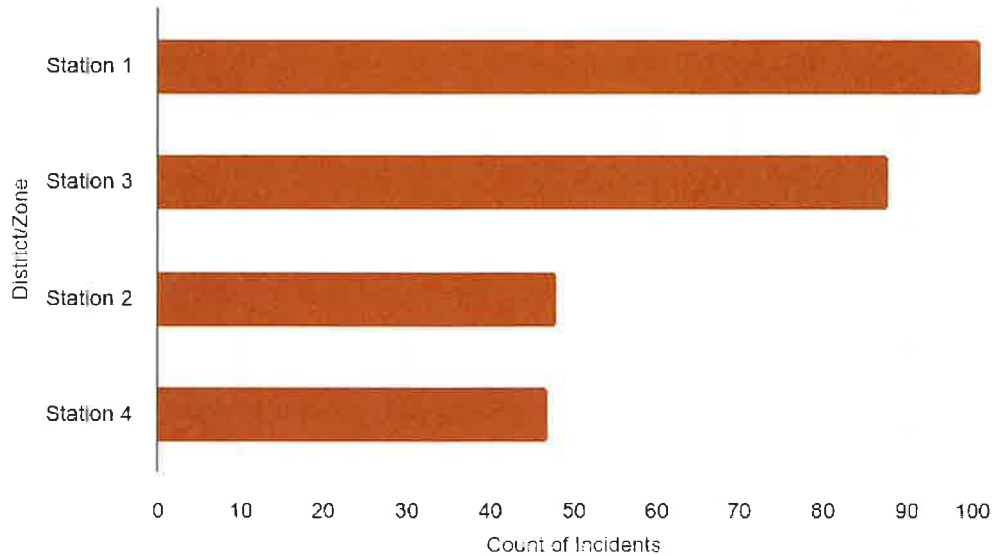
### Incidents by Day and Hour

Jul 01, 2024 to Jul 31, 2024



### Incidents by District/Zone

Jul 01, 2024 to Jul 31, 2024



- Mutual and Automatic Aid – January 1, 2024 – July 31, 2024.
  - Mutual Aid Given & Received:
    - Fort Lupton Fire Protection District – Seventeen (17) given and two (2) received.
    - Mountain View Fire Protection District – Seventy-three (73) given and twenty-five (25) received.
    - Platteville-Gilcrest Fire Protection District – Fourteen (14) given and five (5) received.
  - Automatic Aid Given & Received:
    - Fort Lupton Fire Protection District – One (1) given and two (2) received.
    - Mountain View Fire Protection District – Zero (0) given and one (1) received.
    - Platteville-Gilcrest Fire Protection District – Twenty-three (23) given and sixteen (16) received.
  
- Accreditation Updates
  - The District continues working on the Self-Assessment Manual (SAM) and its corresponding performance indicators. The SAM will require the District to self-assess all segments of the District and their corresponding processes. Fire Prevention Specialist Puccetti will begin assisting Public Relations Director Campos with confirming all references for the SAM.
  
  - Public Relations Director Campos has been assigned by the Center for Public Safety Excellence (CPSE) to be on a Peer Assessment Team for the Miami Beach Fire Department to be reaccredited. This will be invaluable so the District can learn more about the accreditation process and best practices for hosting a Peer Assessment Team in 2025.

- **Public Relations / Community Risk Reduction / Education**
  - Public Relations Director Campos attended the Carbon Valley Chamber Business Before Hours network event.
  - Public Education / Community Events:
    - Legacy Elementary Summer Camp Visit – Station 1 crews and Community Risk Reduction Specialist Hayes visited students at summer camp. He spoke with the kids about the importance of properly working smoke alarms, and then students went outside for a truck tour to see the fire engine tools and hoses. – **95 students plus staff**
    - 4<sup>th</sup> @ Firestone –The District participated in this year’s 4<sup>th</sup> @ Firestone, and it was a blast! The District Color Guard continued the tradition and led the parade, followed by the District’s ladder truck and ambulance. Crews gave kids “reusable water balloons” and provided fire engine tours. CRRS Hays talked with parents about fireworks safety. There was only one reported fire involving fireworks for this year’s celebration. A HUGE win for the District! Over **1,000 people** visited the District’s booth on the 4th @ Firestone.
    - The District Hosted a Family Dinner – Station 4 hosted a family for a delicious dinner cooked by the crews. This was for the winning bidder for a donated certificate by Fire Chief Young to the Help Center’s silent auction. – **5 kids and 2 adults**
    - The Learning Experience – Station 3 Crew visited The Learning Experience, met their students (2-5yo) and staff, and talked to them about fire safety, the fire engine, and what being a firefighter is like. – **45 staff and students**
    - Town of Firestone Public Works Fire Extinguisher Training – CRRS Hayes met with the Town’s Public Works staff and taught them the basics of using a fire extinguisher. Then, staff were allowed time to practice using a water fire extinguisher. – **30 staff members**
    - Car Seat Checks: **3**
    - Social Media Messages Posted: **22**

### **HUMAN RESOURCES REPORT – HR MANAGER**

- Fire Chief Young and HR Manager Docheff met with Frontline Mobile Health to review their three health screening plans for annual fit-for-duty and new-hire physicals. Chief Young and HR Manager Docheff are examining and comparing services and opportunities between Frontline Mobile Health and the District’s current occupational medical provider.
- Mr. Roller’s position on the Volunteer Fire & Police Pension Association (FPPA) board is up for re-election. Self-nomination forms were mailed to all members of the volunteer pension plan in July. The deadline to return them to the administration offices is September 1, 2024. If more than one member self-nominates, the District will conduct an election.
- Fire Chief Young and HR Manager Docheff have had initial conversations with the District’s benefits broker, Highstreet Risk Management, to discuss anticipated benefit increases for 2025. Final benefits costs will be announced on August 27, 2024. Right now, Highstreet Risk Management is anticipating a five percent increase.
- Two District members will enter the five-year Deferred Retirement Option Plan (DROP) retirement program through FPPA this year. The payroll and retirement software has made all necessary changes to

facilitate this transition. When personnel enter the DROP program, they begin the time requirements to retire fully from the District within five years.

- The initial first-round phone interviews were completed for one single-role paramedic position. The District has invited six eligible candidates to participate in its September testing center. Chief Staff anticipates a hire date in October for this upcoming vacancy.

### **CARBON VALLEY EMA – EMERGENCY MANAGEMENT DIRECTOR**

- At the direction of the Carbon Valley EMA (CVEMA) Advisory Board, efforts to engage municipal departments in the emergency management program are currently focused on two strategies: developing department-specific visual briefing tools and scheduling meetings with department heads and staff. As a future strategy, CVEMA will hold an emergency management seminar.
  - **Department-Specific Visual Tools:** Customized infographics were created for each municipal department to explain their roles and responsibilities in planning, preparedness, response, recovery, and mitigation. These visual aids were designed to be concise and relevant to each department's unique functions, making it easier for staff to understand their part in the emergency management program. In addition, each sheet highlights how emergency management supports that department.
  - **Meetings with Department Heads and Staff:** Meetings with municipal and agency department heads are scheduled to facilitate direct communication about emergency management issues. These meetings offer an opportunity to ask questions, identify the right contacts, and better understand each department's concerns and needs.
  - **Future Emergency Management Seminar:** This effort still has the potential to develop an emergency management seminar. CVEMA expects to schedule and conduct this two-day seminar in September or early October, inviting staff from different departments to work through disaster scenarios together, fostering understanding and building collaboration.
- Planning continues for the annual emergency operations center disaster exercise, scheduled for October 31, 2024, in a community wildfire scenario.
- Emergency Management is wrapping up support of community-planned events this summer, with the incident action planning process underway for Frederick's Miners Day in September. Fortunately, there has been a relatively uneventful weather season for most summer events, except for the recent high temperatures. CVEMA tested the 'Event EOC' concept during the planned events this summer and deployed a new portable weather station to gather and provide more specific local data to the weather service, as needed. Relationships and processes related to coordinated planning continue to improve through these activities.
- Emergency Management Director (EMD) Garner is now recognized as a certified instructor for the Colorado Division of Homeland Security and Emergency Management and, as such, is qualified to instruct FEMA and Incident Command System curriculum. EMD Garner will support an Intermediate Emergency Operations Center course in Weld County as the lead instructor in August. This training

provides further insight into best practices in emergency operations center management, coordinating with policy-level and tactical response during an incident, and transitions to recovery.

### **LOCAL 4123 EXECUTIVE BOARD – LOCAL PRESIDENT**

- On July 30<sup>th</sup>, 2024, the Local 4123 Executive Board conducted its quarterly General Meeting at the United Power Building in Firestone. The Board discussed many topics, including the election of EMT/Firefighter Brad Harris as the new Local 4123 Secretary. Additionally, quarterly financials were approved, a surplus of Local 4123 equipment was approved, and President Martinez reviewed the 2024 Salary and Benefits Study. Local 4123 also provided financial support to Battalion Chief Mike Reasoner and Engineer Mike Miller to support their families during cancer treatment and recovery.
- President Martinez is creating an Incident Action and Safety Plan for the Muscular Dystrophy Association (MDA) collection over Labor Day weekend. Vice President Smolenske and Treasurer Hallam are in the final stages of creating the Annual Local 4123 Board of Directors Report.
- Throughout the month, Local 4123 will focus on the MDA Collection and prepare digital marketing opposing Initiatives 50 & 108. This marketing will be mild so as not to distract the community from the district's future revenue diversification goals.

### **PRESENTATIONS:**

- Board representatives from Local 4123 presented to the District's Board of Directors what Local 4123 does for its members and the importance of working with District Chief Staff to ensure that Local 4123 members are always informed on District happenings. Local 4123 is an optional benefit for District sworn and line staff members below the Battalion Chief rank.

### **DISCUSSION ITEMS – FIRE CHIEF**

- Nothing for this month.

### **ACTION ITEMS – FIRE CHIEF**

#### **Resolution 2024-04 Opposition of Initiatives 50 and 108**

Under new business, Fire Chief Young requested the Board approve Resolution 2024-04, a resolution opposing Initiatives 50 and 108 on the November 5, 2024, statewide election ballot. These initiatives will continually reduce local government revenues, including Fire Districts. Despite claims of windfall revenues, the tax relief provided to property owners over the last four years has significantly impacted special districts across the state.

#### **Audit Engagement Letter for Fiscal Year 2024**

Under new business, the Finance Section requests a motion to approve the Audit Engagement Letter provided by The Adams Group, LLC, for the third-party independent audit of the Fire District's financial statements for the fiscal year of 2024 for planning and 2025 budgetary purposes.

## CONSENT AGENDA

The following Consent Agenda was presented:

- Approval of the July 8, 2024, regular Board meeting minutes.
- Confirmation of the continuity of the Financial Reports from July 4, 2024, to August 7, 2024.
- To accept and approve all payables, financial reports, fund receipts and transfers, Colo-Trust statements, and payroll registers as presented within the monthly financial binder.

Vice President Stout moved to accept and approve all items under the Consent Agenda. Motion seconded by Secretary Freeman. The motion passed unanimously.

## OLD BUSINESS

No old business.

## NEW BUSINESS

- Treasurer Houston motioned to approve Resolution 2024-04 in opposition to Initiatives 50 and 108 on the November 5, 2024, statewide election ballot. Secretary Freeman seconded the motion. The motion passed unanimously.
- Secretary Freeman motioned to accept and approve the July 2024 Audit Engagement Letter from the Adams Group, LLC, for the independent audit of the District's financial statement for the fiscal year ending December 31, 2024, to be completed in April 2025. Treasurer Houston seconded the motion. The motion passed unanimously.

## ADJOURNMENT

Secretary Freeman moved to adjourn the meeting with no other business before the Board. Treasurer Houston seconded the motion, which passed unanimously. The meeting was adjourned at 7:37 p.m.



Robert Freeman, Secretary