



Special Board Meeting

AGENDA

Special Meeting

December 11, 2024 06:00 PM

180 Main St, Beckwourth, CA 96129

<https://bfpd.ca.gov/>

Board of Directors

President Richard McLaughlin • Director Cary Curtis • Director Melissa Klundby • Vice President Larry Smith • Director Nick Marques

REASONABLE ACCOMMODATIONS

The meeting location is accessible to people with disabilities. Every reasonable effort will be made to accommodate participation of the disabled in all of the District's public meetings. If particular accommodations for the disabled are needed (i.e. disability-related aids, or other services), please contact the District at (530) 832-1008 or clerk@beckpeakfpd.com , at least 24 hours in advance of the meeting. Any person with a disability may submit a request for reasonable modification or accommodation to the above-described means for accessing and offering comment at the meeting to clerk@beckpeakfpd.com.

1. Call to Order

A. Pledge of Allegiance

B. Roll Call

2. Public Comments

Discussion  [Comment](#)

Members of the public are invited to address the District on any matter of interest to the public that is not on the agenda for a period of time not to exceed 3 minutes. Pursuant to the Brown Act, the District cannot discuss or take any action on items not listed on the posted agenda but may add to a future agenda matters brought up under public comments for appropriate action at a future meeting

3. Chief's Update

Discussion  [Comment](#)

This is an informational item.

4. Consent Agenda

Discussion Possible Action  [Comment](#) [View Item](#)

These items are expected to be routine and non-controversial. The Board of Directors will act upon

them at one time without discussion. Any board members, staff member or interested party may request that an item be removed from the consent agenda for discussion.

A. Approve the minutes of October 2, 2024, and November 6, 2024.

5. Treasurer's Report November 2024

Discussion Possible Action  [Comment](#) [View Item](#)

This item concerns the Finance Committee Update, and Board approval for the balance sheet, expense summary, expenditures for October 2024, income summary and Office of Emergency Services updates.

6. District's Mission and Vision Statements

Discussion  [Comment](#)

The item involved Board discussion on the development of a mission and vision statement for future consideration.

7. Eastern Plumas Rural Fire Protection District (EPRFPD) Annexation Update and Next Steps

Discussion  [Comment](#)

This is an information item on the progress of the annexation of EPRFPD.

8. Policy Committee Update

Discussion  [Comment](#)

This is an informational item only.

9. Board Member Updates

Discussion  [Comment](#)

This item involves any Board Member updates.

10. Meeting Dates

Discussion Possible Action  [Comment](#) [View Item](#)

This item involves setting the 2025 District Board Meeting Calendar.

A copy of the agenda packet is available for public review, during normal business hours, at the district administrative office located at 180 Main St., Beckwourth, CA 96129. Public participation is encouraged.

Posted 5:40 pm on December 6, 2024

he agenda is available for review at the Beckwourth Peak Fire Protection District administrative office, the District's internet website, Portola US Post Office, and the City of Portola. Posted on December 6, 2024 at 5:40 pm

Shanna D. Kuhlemier, CMC, District Clerk



Beckwourth Peak Fire Protection District

Minutes

Regular Meeting

October 02, 2024 06:00 PM

180 Main St, Beckwourth, CA 96129

1. Call to Order

The meeting was called to order at 6:03 pm by President Richard McLaughlin.

A. Roll Call

Present: President Richard McLaughlin, Vice-President Larry Smith, Director Melissa Klundby

Absent: Director Cary Curtis

Staff Present:

B. Pledge of Allegiance

Led by President Richard McLaughlin

2. Public Comments

Seeing none, closed public comment.

3. Chief's Update No Action

4. Consent Agenda

A. Approval of the Special Meeting Minutes for September 5, 2024

With administrative errors (2) spelling.

Director Melissa Klundby motioned to approve. A second was made by Vice-President Larry Smith.

The roll call vote:

Aye President Richard McLaughlin Aye Vice-President Larry Smith

Aye Director Melissa Klundby Absent Director Cary Curtis

5. Treasurer's Report September 2024 - This item concerns financial information and approvals of expenses, income, and financial goals.

A. Balance Sheet

B. Profit and Loss - YTD and month of August

C. Expense Summary - Expenditures for August 2024

D. Income Summary - August 2024

E. Office of Emergency Services (OES) - updates

Vice-President Larry Smith motioned to approve. A second was made by Director Melissa Klundby.

The roll call vote:

Aye **President Richard McLaughlin** Aye **Vice-President Larry Smith**
Aye **Director Melissa Klundby** Absent **Director Cary Curtis**

6. **Board Vacancy Update and Potential Appointment**

A. Accept the updated information and appoint a new Board of Director to serve the remaining term vacated by Daniel Smith.

Assistant Chief swore in Nick Marquez as Director by providing the oath of office.

Director Melissa Klundby motioned to approve. A second was made by Vice-President Larry Smith.

The roll call vote:

Aye **President Richard McLaughlin** Aye **Vice-President Larry Smith**
Aye **Director Melissa Klundby** Absent **Director Cary Curtis**

7. **Insurance Update** President Richard McLaughlin motioned to approve. A second was made by Vice-President Larry Smith.

The roll call vote:

Aye **President Richard McLaughlin** Aye **Vice-President Larry Smith** Aye **Director Melissa Klundby** Abstained **Director Nick Marquez** Absent **Director Cary Curtis**

8. **Compensation Policy Update**

Director Melissa Klundby motioned to approve. A second was made by Vice-President Larry Smith.

The roll call vote:

Aye **President Richard McLaughlin** Aye **Vice-President Larry Smith**
Aye **Director Melissa Klundby** Aye **Director Nick Marquez** Absent **Director Cary Curtis**

9. **Memorandum of Understanding (MOU) with Gold Mountain Community Services District (CSD)**

The Board appointed Director Smith, Director Marques, and the Chief to an ad-hoc committee to negotiate the memorandum of understanding.

President Richard McLaughlin motioned to approve. A second was made by Director Melissa Klundby.

The roll call vote:

Aye **President Richard McLaughlin** Aye **Vice-President Larry Smith** Aye **Director**

Melissa Klundby Aye **Director Nick Marquez** Absent **Director Cary Curtis**

10. **Authorization to Surplus and Dispose One (1) Fire Engine** President Richard McLaughlin motioned to approve. A second was made by Director Melissa Klundby.

The roll call vote:

Aye **President Richard McLaughlin** Aye **Vice-President Larry Smith** Aye **Director Melissa Klundby** Aye **Director Nick Marquez** Absent **Director Cary Curtis**

11. **Eastern Plumas Rural Fire Protection District (EPRFPD) Update**

No action required.

12. **Establish the Ad Hoc Policy Committee and Appoint Two (2) Board of Directors**

To nominate Director Klundby and Director Cutris to serve on the Ad Hoc Committee

President Richard McLaughlin motioned to approve. A second was made by Vice-President Larry Smith.

The roll call vote:

Aye **President Richard McLaughlin** Aye **Vice-President Larry Smith** Aye **Director Melissa Klundby** Aye **Director Nick Marquez** Absent **Director Cary Curtis**

13. **Closed Session**

A. Closed Session pursuant to Government Code Section 54956.9 (D)(4) – Conference with Legal Counsel - Initiation of litigation - One (1) case.

No reportable action.



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BECKWOURTH PEAK

FIRE PROTECTION DISTRICT

Board Members

Rich McLaughlin
President

Larry Smith
Vice-President

Nick Marques
Director

Cary Curtis
Director

Melissa Klundby
Director

Fire Chief
Jack Rosevear

MEETING MINUTES

November 6, 2024, 6:00 PM

1. CALL TO ORDER

The meeting of the Board of Directors of the Beckwourth Peak Fire Protection District was called to order at 6:00 pm by President McLaughlin.

A. ROLL CALL Directors: Curtis, Marques, Vice President Smith, and President McLaughlin.

ABSENT: Director Klundby.

EMPLOYEES PRESENT: Chief Rosevear, Assistant Chief Cameron, District Clerk Kuhlemier.

CONSULTANTS PRESENT – none.

B. PLEDGE OF ALLEGIANCE –

2. PUBLIC INPUT –

President McLaughlin called for public comment, seeing none, closed public comment.

3. CHIEF'S UPDATE

Chief Rosevear provided an update.

CONSENT CALENDAR

4. Approve the Minutes of October 2, 2024.

This item was deferred until December 2024.

President McLaughlin called for public comment, seeing none.

DISCUSSION/ACTION ITEMS

5. Treasurer's Report October 2024.

"The Beckwourth Peak Fire Protection District is committed to the protection of life and property, using as our model, safety, teamwork, continued education and training."



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BECKWOURTH PEAK

FIRE PROTECTION DISTRICT

Board approval: Balance Sheet, Expense Summary – Expenditures for September 2024, Income Summary – September 2024, and Office of Emergency Services (OES) – updates.

Interim Treasurer McLaughlin presented the financials and recommended approval of: Balance Sheet, Expense Summary, Expenditures for September 2024, Income Summary, Office of Emergency Services updates.

President McLaughlin called for public comment, seeing none.

Director Curtis moved; Director Marques seconded, to approve the recommendation. The motion passed (4-0), by roll call vote, Director Klundby was absent.

6. Beckwourth Fire District Audit Update.

Chief Rosevear provided an update on the close out of Beckwourth Fire District's audit. The report is forthcoming with a clean audit.

President McLaughlin called for public comment, seeing none.

7. District Mission and Vision Statements.

President McLaughlin discussed the development of a mission and vision statement for future consideration.

Staff and Board members to provide examples for a December 2024 workshop item.

President McLaughlin called for public comment, seeing none.

8. Eastern Plumas Rural Fire Protection District (EPRFPD) Annexation Update and Next Steps.

Director Curtis provided this information item on the annexation of EPRFPD.

President McLaughlin called for public comment, seeing none.

9. California Local Area Formation Commission (CALAFCo) Annual Conference.



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BECKWOURTH PEAK

FIRE PROTECTION DISTRICT

Director Curtis provided information on the annual conference and as the District's representative speaker at the conference.

President McLaughlin called for public comment, seeing none.

10.Branding – Preliminary Signage.

President McLaughlin led a discussion for the Board's approval and input on developing a final signage plan for the District.

President McLaughlin called for public comment, seeing none.

Director Curtis moved; Director Marques seconded, to approve the signage plan as presented with funding for up to \$12,000. The motion passed (4-0), by roll call vote, Director Klundby was absent.

11. The Board of Directors Amend the United States Forest Service (USFS) Temporary Occupancy. Amend the USFS Temporary Occupancy of the Grizzly Road Fire Station.

Chief Rosevear provided information to the Board on extending the move out date for the Grizzly Road Fire Station.

President McLaughlin called for public comment, seeing none.

President McLaughlin moved; Director Curtis seconded, to approve staff's recommendation. The motion passed (4-0), by roll call vote, Director Klundby was absent.

12.Parcel tax Exemptions – Late Submission and Appeals

Review and provide staff direction for further action regarding exemption submittal deadline for 2025, streamline process for property owners with existing exemptions, and potential role for Plan West Partners to update the database and submission not Plumas County, including Eastern Plumas Rural Fire Protection District.

Chief Rosevear provided information for the Board's consideration.

President McLaughlin called for public comment, seeing none.



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BECKWOURTH PEAK

FIRE PROTECTION DISTRICT

President McLaughlin moved; Director Curtis seconded, to approve staff's recommendation. The motion passed (4-0), by roll call vote, Director Klundby was absent.

13. Cyber Security Policy Discussion/Update.

Director Curtis read updates in the policy, requesting feedback for the policy at the January 2025 meeting for adoption.

President McLaughlin called for public comment, seeing none.

14. Policy Committee Updates.

There were no other policy updates.

15. Recommendation to Cancel Formation Web Domains.

- A. Transfer the media release dated August 3, 2023, and titled Fire Protection Suspended for EPRFPD Plumas Sun; and
- B. Do not pay renewal fees and close out the accounts Fireprotectplumas.org, Beckwourthpeakfpd.org, and Plumasfirestudygroup@gmail.com.

Director Curtis provided information for the Board's consideration.

President McLaughlin called for public comment, seeing none.

President McLaughlin moved; Director Smith seconded, to approve the recommendation. The motion passed (4-0), by roll call vote, Director Klundby was absent.

16. Board Member Updates – none.

17. Next Meeting Dates.

The Board set the next meeting date for December 4, 2024. The Board directed staff to bring an item forward to set the 2025 Board meeting calendar dates.

ADJOURNMENT - 8:32PM.



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BECKWOURTH PEAK

FIRE PROTECTION DISTRICT

There being no further business before the Board, the meeting was adjourned to the next scheduled regularly scheduled meeting of the Beckwourth Peak Fire Protection District on December 4, 2024, at 6:00 pm.

Beckwourth Peak Fire Protection District

Rich McLaughlin, President

Respectfully Submitted, _____

Shanna D. Kuhlemier, CMC, District Clerk

"The Beckwourth Peak Fire Protection District is committed to the protection of life and property, using as our model, safety, teamwork, continued education and training."

This brief is being provided to inform the Board, staff, and public of the details of a Board agenda. The President of the Board will provide board members, staff, and the public the opportunity to ask questions about this topic when this agenda item is announced.

Date: 11 December 2024

Originator: Rich McLaughlin, Treasurer

Purpose: Provide Updated Financials on performance against budget

Desired Action by the Board: Approve Monthly Financials

Supporting Documents Included: Yes

1. **Description:** Monthly financials provide details on the financial health of the District including performance against budget. This report indicates that everyday operations continue to run below budget. We have solved the inconsistencies in payment of compensation expenses, numbers were distorted to the disproportionately high OES expenses. The Finance Committee met on December 5th and completed a deep dive into current finances and the three year plan.
2. **Reason for Recommended Board Action:** The District has an aggressive first year budget that requires continual close observation. The Board requires regular and detailed updates as we move through the first year. The Treasurer and staff are working diligently to provide these updates and financial status to the board.
3. **Anticipated Impacts to the District (negative and/or positive):** Running below budget for everyday operations relieves pressure on annual performance. We are entering a period where we will likely have no tax revenue for the next 3-4 months. However, earlier than anticipated OES reimbursements are working to cover regular performance expenses. While we have effectively expended our strike team reserves, fire season has come to an end and we do not anticipate any further strike team expenses.
4. **Impacts to the Customer (s):** The District continues to provide full Fire and Emergency Services to constituents and does not forecast any disruption or curtailment in services.
5. **Financial Committee Review Results:**
 - a. The primary reason for running under budget is that our organization and wage structure are more efficient than originally budgeted.
 - b. Disproportionately high OES/Strike Team spending has required a dynamic use of unallocated reserves to support regular and maintain regular operations. We will use eventual OES reimbursements to replenish those reserve accounts.
 - c. OES reimburses the District for vehicle usage and administrative purposes over and above the actual expenses required to support strike and preposition teams. The District will shift these additional reimbursements to the greatest extent possible to the Capital Fund to support the improvement and growth of our physical plant.

- d. New requirements, most notably a State mandated sick leave program, require budget accommodation.
 - e. A number of line items, most notably building and vehicle maintenance and operations, are running over budget and indicate the need for budget adjustments.
 - f. The Committee recommends that the Treasurer and staff conduct mid-year budget adjustments and submit an Amended 24/25 budget to the board for approval at its January meeting.
6. Recommendation (s): Recommend that the Board approve the financials for this period. The Finance Committee will continue to review budget performance to get the District through the third quarter until District begins to receive FY 24/25 tax proceeds from Plumas County.

Attachments:

1. Profit & Loss against budget summary
2. YTD Balance Sheet
3. Plumas Bank Accounts Status
4. Expense By Vendor Summary – October
5. Pay Roll Summary - October

OCTOBER 2024 P&L SUMMARY

REPORTING MONTH:	October	FY Month #	4	BPPFD MONTHLY OPERATIONAL PROFIT AND LOSS SUMMARY AGAINST BUDGET				
	Current Month	Monthly Budget	YTD	YTD Budget	YTD +/-	Annual Budget	Annual +/-	
40000 Income								
40100 Property Tax			\$ 36,074			\$ 322,526	\$ (286,452)	
40200 Parcel Tax			\$ -			\$ 319,005	\$ (319,005)	
40300 Other Tax Revenue			\$ -			\$ 32,015	\$ (32,015)	
40400 Other Income	17,203		\$ 17,361			\$ 30,000	\$ (12,639)	
40500 Strike Team Reimbursements			\$ -			\$ 150,000	\$ (150,000)	
40000 Total Income	\$ -		\$ 53,434		\$ -	\$ 853,546	\$ (800,112)	
						Note 1:		
50000 Expenses								
51000 Personnel								
51100 Wages	30,223	\$ 40,981	\$ 102,248	\$ 163,923	\$ (61,675)	\$ 491,769	\$ (389,521)	
51200 Compensation Expense	2,550	\$ 8,151	\$ 10,328	\$ 32,606	\$ (22,278)	\$ 97,817	\$ (87,489)	
51300 Other Employee Expense	392	\$ 1,783	\$ 6,114	\$ 7,133	\$ (1,019)	\$ 21,400	\$ (15,286)	
51000 Personnel Total	\$ 33,164	\$ 50,916	\$ 118,689	\$ 203,662	\$ (84,973)	\$ 610,986	\$ (492,297)	
52000 Services and Supplies	4,774	\$ 18,454	\$ 19,330	\$ 73,815	\$ (54,485)	\$ 221,445	\$ (202,115)	
53000 Administration	2,385	\$ 4,275	\$ 8,984	\$ 17,100	\$ (8,116)	\$ 51,300	\$ (42,316)	
54000 Building and Equipment	-		\$ -		\$ -			
54100 Maintenance	3,229	\$ 1,858	\$ 13,487	\$ 7,433	\$ 6,053	\$ 22,300	\$ (8,813)	
54200 Vehicles	6,891	\$ 5,417	\$ 44,054	\$ 21,667	\$ 22,387	\$ 65,000	\$ (20,946)	
56000 Debt Service (Lease/Purchase)	83	\$ 100	\$ 332	\$ 400	\$ (68)	\$ 1,200	\$ (868)	
56000 Capital Outlays	-	\$ 4,167	\$ -	\$ 16,667	\$ (16,667)	\$ 50,000	\$ (50,000)	
50000 Operating Expense Total	\$ 17,362	\$ 85,186	\$ 204,876	\$ 340,744	\$ (135,867)	\$ 1,022,231	\$ (817,355)	
Strike Team - OES								
51001 Strike Team Wages(Reimbursable)	458		\$ 204,284					
51200 Strike Team Compensation Expense	39		\$ 20,634					
55000 Strike Team Expenses (Reimbursable)	-		\$ 4,370					
Strike Team Reimbursements	\$ 497		\$ 229,288					
			\$ 212,690					

Beckwourth Peak Fire Protection District

Balance Sheet

12/06/24

As of October 31, 2024

Accrual Basis

	Oct 31, 24
ASSETS	
Current Assets	
Checking/Savings	
57000-Reserves	
57100-Operational Reserves	306,000.00
Total 57000-Reserves	306,000.00
Plumas Bank Operations	65,584.09
Total Checking/Savings	371,584.09
Other Current Assets	
Undeposited Funds	17,146.33
Total Other Current Assets	17,146.33
Total Current Assets	388,730.42
Other Assets	
Formation	
Consolidation Funds	-841,511.63
Formation - Other	-236.44
Total Formation	-841,748.07
Total Other Assets	-841,748.07
TOTAL ASSETS	-453,017.65
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	17,417.32
Total Accounts Payable	17,417.32
Credit Cards	
CALCRD	
BFD Cal Cards	-20.00
CalCard Fatheree 8720	55.89
CalCard Villa 8696	-131.86
CHIEFS CAL CARD 9583	-632.97
Total CALCRD	-728.94
Total Credit Cards	-728.94
Other Current Liabilities	
Payroll Liabilities	94,744.09
Total Other Current Liabilities	94,744.09
Total Current Liabilities	111,432.47
Total Liabilities	111,432.47
Equity	
Retained Earnings	-103,477.64
Net Income	-460,972.48
Total Equity	-564,450.12
TOTAL LIABILITIES & EQUITY	-453,017.65

Beckwourth Peak Fire Protection District
Account Summary
30 November 2024

Business Checking Account:	\$237,515
Operational Reserves:	\$196,471
Capital Reserves:	\$110,000
Strike Team Reserves:	\$ <u> 0</u>
Total Liquid Assets:	\$467,061

Checking Deposit:	\$ 17,106	EPRFD Payment
	\$ 96	US Bank Refund

9:53 PM

10/30/24

Accrual Basis

Beckwourth Peak Fire Protection District
Expenses by Vendor Summary
October 2024

	<u>Oct 24</u>
Alpine Fire Services INC	3,228.65
At&T CALNET	100.32
Beckwourth CSA	44.50
Best Best & Krieger LLP	1,568.00
City of Portola Utility	203.52
Clark Pest Control	106.00
George Peterson Insurance Agency	1,818.34
Grizzly Ranch CSD	364.58
Hunt & Sons LLC	1,444.68
L.N. Curtis & Sons	0.00
Leonards Market	47.84
Les Schwab Tires	4,732.04
Liberty	399.10
Napa Auto Parts	623.72
Plumas Ace Hardware	113.06
Plumas County Tax Collector	1,090.94
Smile Business Products	87.78
United States Treasury	79,074.68
US Bank Equipment Finance	83.16
Verizon	52.37
TOTAL	<u><u>95,183.28</u></u>

Beckwourth Peak Fire Protection District
Payroll Summary
 October 2024

	Oct 24
Employee Wages, Taxes and Adjustments	
Gross Pay	
Fire Chief Salary	8,884.60
Admin Assist	1,702.50
Administrative Officer	300.00
Duty Officer	6,554.50
Firefighter	5,903.00
OES Pay	458.26
Overnight On-Call Weekday	968.00
Paid Call	637.50
Weekend Overnight On-Call	5,272.50
	30,680.86
Total Gross Pay	30,680.86
Adjusted Gross Pay	30,680.86
Taxes Withheld	
Federal Withholding	-3,017.00
Medicare Employee	-444.84
Social Security Employee	-1,902.21
CA - Withholding	-1,456.88
CA - Disability	-337.48
Medicare Employee Addl Tax	0.00
	-7,158.41
Total Taxes Withheld	-7,158.41
Net Pay	23,522.45
Employer Taxes and Contributions	
Federal Unemployment	25.39
Medicare Company	444.84
Social Security Company	1,902.21
CA - Unemployment	236.96
CA - Employment Training Tax	4.23
	2,613.63
Total Employer Taxes and Contributions	2,613.63

Date: October 2, 2024

Originator: Shanna D. Kuhlemier, District Clerk

Desired Action by the Board: Set the 2025 Board Meeting Schedule

Description:

The Board of Directors to set the 2025, Board Meeting Schedule.

Reason for Recommended Board Action:

The Board of Directors is responsible for ensuring that Board meetings are scheduled and posted in accordance with the Ralph M. Brown Act, also known as the Open Meeting Law. This act requires that governance meetings be posted at least 72 hours in advance for regular meetings and includes provisions for special meetings, urgency meetings, and guidelines for closed sessions, among others. Essentially, the Ralph M. Brown Act guarantees transparency in the decision-making processes of public agencies.

Additionally, the District's By-Laws state that Board meetings will be held on the first Wednesday of each month.

As the District is committed to serving our customers, constituents, and community, we expect to maintain a layered approach to transparency. The District has analyzed its calendar alongside the Plumas School calendar and has identified potential dates for future Board meetings. We will also update our website with a yearly Board calendar to provide as much notice to the public as possible. Furthermore, the District strives to post agendas and notices well in advance of the legal posting requirements.

Potential meeting dates:

- January 10, 2025 (in leu of January 1, 2025)
- February 5, 2025
- March 5, 2025
- April 2, 2025
- May 7, 2025
- June 3, 2025
- July 9, 2025 (in leu of July 2nd)
- Augst 6, 2025
- September 3, 2025
- October 1, 2025
- November 5, 2025
- December3, 2025

1. Recommendation(s):

The Board of Directors deliberate, discuss and provide direction to staff, ultimately, setting the 2025 Board Meeting calendar.