



Western Cass Fire Protection District
Minutes from the Regular Session
February 16, 2022 at 07:00 pm
Fire Headquarters
5 S. Rogers Road, Cleveland, Missouri 64734

1. Meeting called to order at 07:00 pm.
This meeting was recorded.
2. Pledge of Allegiance
3. Roll Call:

Chairman Terry Magelssen (2018 – 2022)	Present
Vice Chairman Sue Hosterman (2019 – 2025)	Present
Treasurer Kerri VanMeveren (2020 – 2026)	Present
Director Darvin Schildknecht (2021 – 2027)	Present
4. Personal Appearances/Public Comment: Monte Olsen, John Martin, Marty Hardman, and John Webb
5. Adopt the February 16, 2022 Agenda.
 - a) Treasurer Kerri VanMeveren stated that she received a renewal letter from the District's attorney. Monte Olsen stated that it cannot be added to tonight's agenda, it will need to be added to a next month's agenda. Chairman Terry Magelssen asked when the renewal date is. Treasurer Kerri VanMeveren stated the renewal date is March 14, 2022. She stated that she will talk with the District's attorney on this and to add this to March's Regular Session Meeting.
6. Old Business
 - a) Consent Agenda
 - 1) Chairman Terry Magelssen stated the following minutes will need to be approved.
2022.01.19 Regular Session Minutes
2022.01.26 Work Session Minutes
2022.02.02 Work Session Minutes

Treasurer Kerri VanMeveren stated that she had a few corrections that she sent to the secretary to make.
Director Darvin Schildknecht made a motion to approve the minutes as presented with corrections.

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Chairman Terry Magelssen	Aye
Vice Chairman Sue Hosterman	Aye
Treasurer Kerri VanMeveren	Aye
Director Darvin Schildknecht	Aye

Motion passed.

2) Notating and Commenting on the January 2022 Financial Package.

Treasurer Kerri VanMeveren apologized for getting the financial package out late. She stated her and the CPA have been working on the formatting for the Station 1 and Station 2 sections so the expenses will be grouped together. Treasurer Kerri VanMeveren stated that an error was found on former Chief Norm Larkey's 1099. This took priority to be corrected as soon as possible. Treasurer Kerri VanMeveren stated that on pages 1 – 4 the Budget Variances can be seen. This is the section that they are working on getting grouped together. She stated that pages 5 – 8 is Accounting and this is where you can see what has been spent. Treasurer Kerri VanMeveren asked the rest of the board if there is anything else they would like to see on the financial package. Chairman Terry Magelssen asked if there was a formatting issue from pages 1 and 2 versus pages 3 and 4. Treasurer Kerri VanMeveren stated she exported the document as a PDF document so no changes could be made and this caused pages 3 and 4 to come out like that. She stated that she can export from Excel and not in PDF form. Chairman Terry Magelssen stated he didn't know if this was a portrait to landscape view issue, but he stated that he likes what he sees. Treasurer Kerri VanMeveren stated that she will work on the formatting to make it more readable. Vice Chairman Sue Hosterman and Director Darvin Schildknecht stated that they both are fine with the financial package. Treasurer Kerri VanMeveren introduced John Martin, the District's CPA, and asked him to explain what he has been working on for the District. John Martin stated he has been working on the formatting of the Charge of Accounts and this will be completed for the next regular board meeting. Chairman Terry Magelssen thanked the CPA for his work. Treasurer Kerri VanMeveren invited John Martin to attend the rest of the meeting if he wanted. John Martin thanked the board for working with him and he left the meeting. Chairman Terry Magelssen stated that he had a question on the financial package. He questioned what gross profit and net profit on page 1 or 2 correlates to. Treasurer Kerri VanMeveren stated this is from the standard report that is pulled from Xero. Monte Olsen stated the labeling should be able to be changed. He stated that gross profit should be total revenue, trading income should be total revenue and net profit should be excess revenue over expenses. Treasurer Kerri VanMeveren stated that she would get with John Martin on this to be corrected.

7. Reports

- a) Chairman Terry Magelssen stated he has been in contact with the vendor for the District's website. He stated that he has a phone call meeting with them next Tuesday. They are going to give him other examples from other fire districts sites so they can review them.

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Chairman Terry Magelssen stated that he talked to American Legal that is the author of Robert's Rules of Order and there is an option to purchase the 12th Edition on a thumb drive that can be downloaded on each board members computers or laptops. This also includes the software to download the book, all for \$74.99 on time fee. He stated that he asked if this could be uploaded into Teams and they stated they had never been asked that question before and will find out. Chairman Terry Magelssen recommended they spend the \$74.99 to get this for the District. Treasurer Kerri VanMeveren asked if there is a limit to how often you can reinstall from the thumb drive. She stated there is always the possibility of the thumb drive becoming corrupt or losing the thumb drive. Chairman Terry Magelssen stated those questions did not come up. He stated he was led to believe you can download from the thumb drive as many times needed. Chairman Terry Magelssen asked if a resolution was needed to make this purchase. Monte Olsen stated that if it is in the District's Policy that small purchases can be made there is not a need for a resolution. Treasurer Kerri VanMeveren stated she believes this is covered under what is in the Policy and Procedures Manual. Chairman Terry Magelssen stated he thought there were dollar amounts in the Policy. Monte Olsen provided language in the chat box for this. Per Monte Olsen, the rules contained in the current edition of Robert's Rules and Order newly revised shall govern the corporation in all cases to which they are applicable and in which they are not inconsistent with the Missouri Revised Statues.

Chairman Terry Magelssen stated that he spoke with Honeywell on getting the temperature alerts set up for different users. He stated that he will need to get the serial numbers from the back of the thermostats so they can get them programmed and set up so different users will receive the temperature alerts. He stated that he will have this completed by the next work session. He asked Director Darvin Schildknecht if he had received any alerts. Director Darvin Schildknecht stated that he had not received any alerts. Director Darvin Schildknecht stated that he has been checking the temperatures at the stations and has set the temperature at Station 1 to 60 degrees then goes back over there the next day and it is back up to 68 or 69 degrees. Treasurer Kerri VanMeveren stated that her and Director Darvin Schildknecht have been watching this closely and it seems like this happens after they employees have stayed at Station 1 over the weekends. She stated that they need to give direction to the employees to change the thermostat back when they leave. John Webb stated when setting the thermostats there is a difference between the hold setting and the change settings. Chairman Terry Magelssen stated that he would get this ironed out before the next meeting.

- b) Vice Chairman Sue Hosterman stated that the insurance paperwork is late and asked Deputy Chris Beal what the progress was on this. Deputy Chris Beal stated he submitted the paperwork to Stephanie at Mike Keith's office. He stated that she has the bulk of everything she needs. Treasurer Kerri VanMeveren asked what is missing. Deputy Chris Beal stated they were lacking information on audits, bonds, and board policy. He stated he would send what is needed to the Treasurer. Treasurer Kerri VanMeveren stated that he can send what is needed to everyone on the board. Deputy Chris Beal stated that he should be getting what else they need soon and he will send this on. He stated that he spoke with Stephanie today

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on the paperwork that was submitted. Vice Chairman Sue Hosterman asked if they go ahead with the renewal or what is best. Monte Olsen asked if it was time to rebid the insurance. Vice Chairman Sue Hosterman stated the last time the insurance was bid was in 2017 to 2018. Chairman Terry Magelssen asked if it was time to have this bid out. Monte Olsen stated that having a broker bid out the vendors it covers is not best practice. Other insurance outside of the brokers coverage needs to be bid. Vice Chairman Sue Hosterman stated they did have Midwest Public Risk do a bid for the District. Deputy Chris Beal stated that Midwest Public Risk does have all the information from them. Monte Olsen asked if the renewal was due in twelve days. Chairman Terry Magelssen asked if there was even time to get bids. Monte Olsen stated there was not enough time to get bids. Vice Chairman Sue Hosterman stated they did get a bid back from an insurance company in Belton. Monte Olsen asked if they checked with other companies like VFIS. He stated that insurance needs to be bid every six years. Deputy Chris Beal stated that he has a contact at VFIS and will reach out to them for the bids this next year. Monte Olsen stated that it is best to start gathering bids in August the year before and latest start for bidding in October the year before. He stated that some vendors to get bids from are First Beacon, VFIS, Mike Keith and Midwest Public Risk. Chairman Terry Magelssen stated they need to renew the current policy for now and start this summer to get bids. Monte Olsen stated to make sure they are quoting apples to apples. He stated that they will need to really sit down and compare the bids to ensure they include everything the District needs. Chairman Terry Magelssen asked Vice Chairman Sue Hosterman to begin the renewal process. Deputy Chris Beal stated he would get the renewal process going when he speaks to Stephanie tomorrow. Monte Olsen asked if this is just for the renewal or the renewal and claim they have. Vice Chairman Sue Hosterman stated this is just the renewal. Monte Olsen stated that the District needs to get the information needed to them as soon as possible. He asked if the board would meet before March 1st. Treasurer Kerri VanMeveren stated no. Monte Olsen stated that there needs to be a special meeting then. Chairman Terry Magelssen stated that they will do a special meeting on Wednesday, February 23rd. This will not need to be an Executive Session. Deputy Chris Beal stated he would talk to the insurance company tomorrow.

Vice Chairman Sue Hosterman asked what the progress was on obtaining a Medical Director. Deputy Chris Beal stated that Western Cass Fire Protection District can use Belton's Medical Director. Belton will provide this at no cost to Western Cass Fire Protection District since Belton is doing their EMS calls. Vice Chairman Sue Hosterman asked what the Medical Director's name is. Deputy Chris Beal stated he would find the Medical Director's name and will email this to the board later. Monte Olsen stated the board has to go on official record to approve the Medical Director. Deputy Chris Beal stated they need to approve the protocols as well. Monte Olsen stated there needs to be an agreement with the Medical Director. He stated they also need to obtain grievance procedures as well. Monte Olsen stated he has a recent document he can send for an example of an agreement with a Medical Director. Deputy Chris Beal stated he would talk with Belton's Fire Chief, Chief Sapp, tomorrow on this. Monte Olsen stated that the District's attorney needs to review the agreement before it is signed. Monte Olsen stated that this is very generous of Belton not to charge Western Cass Fire Protection District because Henry County charges \$400.00 per

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month for Medical Director services. Chairman Terry Magelssen asked how they obtain an agreement with the Medical Director. Deputy Chris Beal stated this Medical Director is the Medical Director for other agencies and there are already agreements with them. He stated he can obtain a copy of the agreement. Monte Olsen stated that the District will need to provide insurance for the Medical Director. He stated to ask the insurance company what the coverage is on this. Monte Olsen stated he would email a copy of the agreement Henry County has for their Medical Director.

Vice Chairman Sue Hosterman asked if each apparatus has its own fuel card and how this is being handled. Deputy Chris Beal stated he would need to ask Master Tech Kevin Collins. Treasurer Kerri VanMeveren stated they currently have five cards set up with different apparatus descriptions. She stated that these descriptions do not match the information that is in Wex though. Deputy Chris Beal stated that the fuel cards do stay in the apparatuses. He stated the reason the descriptions don't match is that Cass County went to a different numbering system so when district's provide mutual aide there is not confusion on the apparatus numbers that are on the scene. Treasurer Kerri VanMeveren stated that even the years of the apparatuses are mixed up. She stated that she needs to get with Deputy Chris Beal to get this cleared up sooner than later. Deputy Chris Beal stated that all receipts are given to Master Tech Kevin Collins. Vice Chairman Sue Hosterman stated she received a call from a concerned citizen stating that receipts are being thrown away. She stated she also received another call stating that a citizen could not get into the virtual meeting to attend. Treasurer Kerri VanMeveren stated that there are others that get in virtually just fine.

Vice Chairman Sue Hosterman asked if any of the employees would be attending Missouri EMS Day. Deputy Chris Beal stated that he typically goes and represents Belton but he does not have anyone scheduled to attend and represent Western Cass Fire Protection District.

- c) Treasurer Kerri VanMeveren stated that she just has a couple housekeeping things to mention. She stated that they received a public notice in the mail from Cass County for a meeting February 22nd at 06:00 pm. Treasurer Kerri VanMeveren stated that this is for rezoning of 20.32 acres at the Southwest corner of 223rd and Prospect into five-acre tracts only affecting properties within 1,000 feet of this property. Chairman Terry Magelssen asked if the zoning was for residential. Treasurer Kerri VanMeveren stated yes, they will be selling the land in lots of 5 acres.

Treasurer Kerri VanMeveren stated that she needs to set up time with Deputy Chris Beal to go through Wex and get the apparatus descriptions updated. She stated that she also needs access to Image Trend and I Am Responding for admin access.

Treasurer Kerri VanMeveren stated she was able to gain access to the Waste Management account and she was able to look at the historical and found they are paying \$66.00 per month for a dumpster at Station 2 that is not justified since there are not any residents living there. She changed this dumpster to a 65-gallon tote that is much less expensive and

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this cut the bill in half. She stated this would be effective in March. She stated they can always add another tote if needed in the future.

Treasurer Kerri VanMeveren asked how they go about getting unresolved or past resolutions finalized, ones that have already been voted on but not in the minutes. Monte Olsen asked if these have been done virtually. He stated they need to ratify to show up in the minutes. He asked if they were on the agenda. Treasurer Kerri VanMeveren stated that this needs to be added to next months agenda.

- d) Director Darvin Schildknecht stated that he has the doors and trim up at Station 1. He stated that the thermostat being changed every time he goes to Station 1 is bothering him. Chairman Terry Magelssen stated that Station 1 is looking good. Vice Chairman Sue Hosterman asked about the contractor for Station 2. Director Darvin Schildknecht stated that the contractor is out, the contractor does not have the work comp insurance or the OSHA training needed. Treasurer Kerri VanMeveren asked if he has contacted new bidders. Director Darvin Schildknecht stated he has not found anyone that wants to do a small job or that even has time. He stated that all that he has talked to do not have the OSHA training needed. Chairman Terry Magelssen asked if the contractor, Brackman would be interested. He stated he knew they didn't have time awhile back. Director Darvin Schildknecht and Vice Chairman Sue Hosterman both stated that Brackman is not interested. Chairman Terry Magelssen stated that the District is on the hunt for contractors that will bid the repairs to Station 2. Monte Olsen stated that the District pays the work comp insurance for contractors. He stated that at the end of your insurance contract the insurance company will ask a few questions and this will determine the cost of what is left to pay and work comp insurance is a part of this. He stated they ask about deposits, payroll, unpaid employees and who came on site that didn't have work comp insurance. Deputy Chris Beal stated that he will call Director Darvin Schildknecht tomorrow and give him a couple of contractors that meet the requirements and that have done work for Belton. Treasurer Kerri VanMeveren asked if Deputy Chris Beal could email this information to Director Darvin Schildknecht. Deputy Chris Beal stated that he can do that. Director Darvin Schildknecht stated he appreciated that. Vice Chairman Sue Hosterman stated that the ten-hour OSHA training must be done within sixty days of the contractor working on site.
- e) Deputy Chris Beal stated that he has been continuing the training for the volunteers. He stated they continue to do staffing at Station 1 on the weekends. He stated that he is starting to see the bond built back between Belton and Western Cass Fire Protection District. He stated they have successfully done a couple mutual aide calls with Belton.

Deputy Chris Beal stated that each week at training they are going over policies so they keep up to date on them.

Deputy Chris Beal stated he has had three people reach out to him that are interested in volunteering. He stated that he is hoping to meet up with them in the next couple weeks. He stated that Cass Adult Career Center also has been in contact with him about having

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visitors attend Western Cass Fire Protection District Training on Thursday evenings. Deputy Chris Beal stated he has been trying to sell the District to bring people in. Chairman Terry Magelssen stated he does get some interests on the Facebook page. He stated he told them to email Deputy Chris Beal. Deputy Chris Beal stated they did contact him. Treasurer Kerri VanMeveren asked if there was any progress with getting full control of the Facebook page. Chairman Terry Magelssen stated they will have to abandon the page and start a new one when he leaves the board. Monte Olsen asked for Deputy Chris Beal's email address. Deputy Chris Beal stated it is deputychieft@westerncassfire.org. Treasurer Kerri VanMeveren stated they need to set up a time to meet next week. Deputy Chris Beal stated that was okay and to contact him tomorrow about lunch time. Monte Olsen also stated that volunteers have to be approved by the board as well, not the Fire Chief. He stated it has to be approved with a motion and recorded in the minutes, even if it needs to be handled in a closed session. Deputy Chris Beal stated there have been a couple that have reached out that were with the District in the past. Treasurer Kerri VanMeveren stated that she hopes to have an application on the new website that will help with this process.

8. New Business

a) Board Member Offboarding/Onboarding

- 1) Treasurer Kerri VanMeveren stated the offboarding and onboarding is for the transitions during board member changes. She stated that Monte Olsen drafted 95% of this policy. Treasurer Kerri VanMeveren asked Chairman Terry Magelssen to take care of these items before his term is up in April. Treasurer Kerri VanMeveren stated she needs access to Image Trend and I Am Responding before his departure. She stated that she also needs the information from the thumb drives that he has in his possession. Treasurer Kerri VanMeveren asked Chairman Terry Magelssen if he has a fleet card. Chairman Terry Magelssen stated no. Chairman Terry Magelssen stated there is already an appendix in the policy manual and he would like to see this be the new appendix. He stated that he would like to see the onboarding and offboarding process start thirty days before the departure date in April. He stated that maybe adding this to the checklist is important. Monte Olsen stated that can be in the policy portion. Chairman Terry Magelssen stated that he will work with Deputy Chris Beal and Monte Olsen on the two platforms Treasurer Kerri VanMeveren is asking access to. He stated these two platforms contain HIPAA information. He stated the only reason he was given access is because he has a medical license. Treasurer Kerri VanMeveren asked if his medical license was still current. Chairman Terry Magelssen stated yes, for a couple more months. Chairman Terry Magelssen stated that Deputy Chris Beal is concerned with the HIPAA on the two platforms and just handing out access to anyone. Monte Olsen asked which two platforms he was speaking about. Chairman Terry Magelssen stated I Am Responding and Image Trend. Monte Olsen stated that PCR is not needed for anyone on the board with access. Treasurer Kerri VanMeveren stated that in I Am Responding they log shift time. She stated that if someone gets locked out, they will not be able to access it. Monte Olsen stated that PHI needs to make information less informative so there

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would not be the HIPAA issue. Chairman Terry Magelssen stated that there should not just be one that has full admin access. Monte Olsen stated that best practice is to have one to three people to have top level access to accounts. Chairman Terry Magelssen stated that he thinks giving Treasurer Kerri VanMeveren access to I Am Responding is okay but they really need to look into the access for Image Trend. Treasurer Kerri VanMeveren stated that she really needs Chairman Terry Magelssen to look at this offboarding list. She stated that if he needs any assistance to reach out to her and she will help. Chairman Terry Magelssen stated that all information from the flash drives he has, have been uploaded into Teams. He stated that he still has an external hard drive from former Chief Bill Franse and all of that has been uploaded into Teams as well. Treasurer Kerri VanMeveren stated she wants copies of the flash drives. Chairman Terry Magelssen stated that he will leave them in the Chief's office at Station 1. Treasurer Kerri VanMeveren asked what happened to the bag of flash drives they found that Bill Franse has left. Chairman Terry Magelssen stated it is somewhere at one of the stations. Treasurer Kerri VanMeveren stated Monte Olsen will put together the onboarding list by the next board meeting. Monte Olsen stated that he has it put together and will get this out to everyone in the next couple of days. Treasurer Kerri VanMeveren stated that they also need to add the removing of board members from the bank accounts. Monte Olsen stated that a new resolution for the bank will be needed. He stated to pass this resolution at the Regular Session in April. Treasurer Kerri VanMeveren asked what they need to do in the account that a board member leaves and is not replaced right away. Monte Olsen stated that a corporate resolution for authorizations for online access, borrowing and signing of the bank accounts will need to be made.

b) Fire Chief and Deputy Fire Chief Job Descriptions

- 1) Chairman Terry Magelssen stated that he is going to table this topic for now and that drafts to the job descriptions are already in Teams. He stated there are other items that take priority over this item at the current moment.

c) Pledge of Equity Document Resolution

- 1) Monte Olsen stated that there needs to be a resolution stating that authorization was given for Treasurer Kerri VanMeveren to sign the Pledge and Custodial Agreement signed on January 31, 2022 that was reviewed by the District's Attorney, Frank Foster.

Director Darvin Schildknecht made a motion to authorize Treasurer Kerri VanMeveren to sign the Pledge and Custodial Agreement on January 31, 2022.

Chairman Terry Magelssen	Aye
Vice Chairman Sue Hosterman	Aye
Treasurer Kerri VanMeveren	Aye
Director Darvin Schildknecht	Aye

Motion passed.

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d) Assessment for the Western Cass Fire Protection District

- 1) Monte Olsen stated that the assessment is fifteen pages of detail and asked the board how they would like for him to walk through the document. He asked them the next step is how they take this assessment and put it into action. He asked the board who had read the document. Chairman Terry Magelssen and Director Darvin Schildknecht stated they both had read the document. Vice Chairman Sue Hosterman stated she has read part of it. Treasurer Kerri VanMeveren stated that she will read it more in depth this weekend. Chairman Terry Magelssen stated that the board needs to take this next week to read the document in depth. Chairman Terry Magelssen stated that they need to figure out which positions will be held by board members and which to delegate down to the operations employees. Treasurer Kerri VanMeveren stated that she would like Monte Olsen to touch base with Tightwad's Admin. Monte Olsen stated that unpaid government positions look good on resumes. Chairman Terry Magelssen asked if the policies on page 17 need to be added to their Policy and Procedures Manual. Monte Olsen stated yes. He stated that not every single one may apply but they are all certainly tailored to the emergency services and probably things the District should have. Chairman Terry Magelssen asked if there are priorities on the assessment. Monte Olsen stated that he put priorities, or what should come first at the beginning of every section. He stated that some sections have two or three things that have been completed or are being worked on now. Monte Olsen stated that the sickness insurance that the District has if an employee gets hurt on the job and pays the employee while they are off work is something worth looking into and upping the coverage. Monte Olsen stated that the board needs to come up with an action plan and decide what is priority to them. Treasurer Kerri VanMeveren stated there are several compliance issues that need to be resolved as soon as possible. She stated that they are looking at Monte Olsen for guidance on this. Treasurer Kerri VanMeveren stated they would like to see an action plan and a calendar on when to start working on the next items so they are able to plan. Chairman Terry Magelssen agreed they need an action plan and calendar with key deadlines. He stated they do have a calendar but it is hit and miss on the items they need to be working on. He stated they need a master calendar and any help Monte Olsen can provide he is grateful for. Monte Olsen asked if the calendar they currently have is in Teams. Chairman Terry Magelssen stated yes, the calendar is in Team. He stated there are two calendars out there. Monte Olsen stated there is a calendar for fire protection district that he will get updated for Western Cass Fire Protection District. Monte Olsen asked if he was able to look at the calendar in Teams. Treasurer Kerri VanMeveren stated that she would like to be able to look out six months in advance to see what needs to be completed and have reminders in the Outlook Calendar too. She stated that a rolling calendar would be helpful so they know when it is time to get bids for contracts. Treasurer asked if June 30th is the deadline for depository bids. Monte Olsen stated that June 1st is the deadline. Chairman Terry Magelssen stated that they need to include alerts for all contractual items that they will need to get bids on including dispatch services. Monte Olsen stated that he will have a draft for the board by the next meeting. He asked the board to prioritize things on the assessment report

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and let him know the progress on what is done and what has been started and present that to him at the March Work Session Meeting. Treasurer Kerri VanMeveren asked if the two new board members should provide input on the assessment report. Monte Olsen stated yes, he can take the draft stamp off of the assessment report and send this to them in an email. Treasurer Kerri VanMeveren stated that the public does not participate in the Work Session Meetings. Monte Olsen stated that if there is a policy stating that the Chairman can deviate there should be no problem with the new future board members attending. Chairman Terry Magelssen stated that he wants the smoothest transition possible. He stated that he is not opposed to the new board members joining in on discussion and starting the onboarding process now. Treasurer Kerri VanMeveren asked if they can participate in the Work Session Meeting or if they need to communicate through the other board members. Chairman Terry Magelssen stated he would like to see the future board member participate if they are able to attend the Work Session Meeting. Treasurer Kerri VanMeveren stated she would get John Webb and Marty Hardman the Work Session Agenda and the Assessment Report. Monte Olsen stated he would work on what he feels if priority and get a calendar for a year at a glance and six years at a glance. He asked the board if they want him to come back with bids for policy subscriptions or website bids. Chairman Terry Magelssen stated that he has been in contact with Streamlined on bids for the District's website. Monte Olsen asked if the web platform is part of the IT contract. Treasurer Kerri VanMeveren stated no. Chairman Terry Magelssen stated that he is very thankful for all of the work that Monte Olsen has put into this thus far.

Director Darvin Schildknecht made a motion to adjourn from the Regular Session Meeting.

Adjourned from the Regular Session at 09:35 pm.