



SCOTTS VALLEY FIRE PROTECTION DISTRICT

7 Erba Lane, Scotts Valley, California 95066 (831) 438-0211 Fax (831) 438-0383

MINUTES OF THE SCOTTS VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING OF August 10, 2016

1. Call to Order - 7:00 P.M.

The regular meeting of the Board of Directors of the Scotts Valley Fire Protection District (SVFPD) was held on Wednesday, August 10, 2016 at the City of Scotts Valley Council Chambers. President Warren called the meeting to order at 7:00 p.m.

1.1 Pledge of Allegiance and Moment of Silence

President Warren called for the Pledge of Allegiance and a Moment of Silence to follow.

1.2 Roll Call

A. Directors Present:	Directors Armstrong, Campbell, Alan Smith, Art Smith and Warren
B. Directors Absent:	None
C. Fire District Staff:	Chief Grebil, Battalion Chief Theilen and Administrative Secretary Walton

2. Public Comment (GC §54954.3)

Elizabeth Shady with the New York Life Insurance addressed the Board to set up a meeting to discuss Financial Services. President Warren stated that he would forward her information to Chief Grebil and the Labor Group to setup a meeting.

3. Agenda Amendments (GC §54954.2) – Discussion/Action

Chief Grebil noted that there were two number 4.4 listed on the Consent Calendar, which can be combined for approval.

4. Consent Calendar

4.1 Minutes: Approve Regular Board Meeting Minutes of June 8, 2016 and Special Board Meeting Minutes of June 30, 2016

4.2 Payroll: Approve June 2015/2016 FY Payroll 12 and 13 in the amount of: \$292,236.02

4.3 Payroll: Approve July 2016/2017 FY Payroll 14 and 15 in the amount of: \$268,985.05

4.4 Expenditures: Approve Expenditures for June 2015/2016 FY in the Amount of:

General Fund:	\$57,157.98
SCHMIT:	\$ 2,937.60
TOTAL:	\$60,095.58

4.4 Expenditures: Approve Expenditures for July 2016/2017 FY in the Amount of:

General Fund:	\$196,413.60
Zone A:	\$ 500.00
SCHMIT:	\$ 2,536.91
TOTAL:	\$199,450.51

4.5 Declare Surplus and Authorize Disposal of Vehicle #2591 (1998 4X4 GMC Pickup)

The Consent Calendar was enacted upon by one motion.

**SCOTTS VALLEY FIRE PROTECTION DISTRICT
Regular Board Meeting August 10, 2016**

On motion of Director Art Smith seconded by Director Armstrong to Approve the Consent Calendar Items 4.1 Thru 4.5 was approved by the following vote:

**AYES: Armstrong, Campbell, Alan Smith, Art Smith and Warren
NOES: None
ABSENT: None
ABSTAIN: None**

5. Public Hearing/Action Item –2016/2017 FY Final Budget

5.1 Scheduled Public Hearing on the District's 2016/2017 Final Budget:

<u>General Fund:</u>	\$ 6,751,900
<u>Zone A:</u>	\$ 983,115
<u>Capital Outlay:</u>	\$ 345,864
<u>SCHMIT:</u>	\$ 188,000

(Santa Cruz Hazardous Materials Interagency Team)

Chief Grebil stated that the Board passed a Preliminary Budget for the 2016/2017 Fiscal Year (FY) on June 8, 2016 and a Final Budget must be adopted by October 1, 2016. Chief Grebil presented the Final Budget:

General Fund – 685010

- The Unassigned Fund Balance beginning this FY is \$971,802, which is an increase of \$415,922 from last FY, after \$70,000 was transferred to the Capital Outlay Fund. An Assigned Fund Balance of \$200,000 is allocated for future Other Post Employment Benefits (OPEB) – Retiree Medical Insurance.
- Property tax revenue is budgeted at a 5% increase over the actual amounts received during the 2015/2016 fiscal year.
- License and Permits reflects continued development activity throughout this FY.
- Rents and Leases accounts for the Marywood land rental.
- State Aid Other is budgeted for \$183,000, which is an estimate of cost recovery for strike team activity to date. With the current Crew out, the cost will be more than estimated and will be captured in a mid-year budget adjustment.
- SCHMIT Administrative Services budget is \$4,500, an increase of \$300. Branciforte Fire Clerical Support is budgeted for July through September.
- SCHMIT reimbursement is for six team members totaling \$27,000, an increase of \$1,800.
- Other Revenue includes training reimbursements and miscellaneous donations.
- The Salary and Benefits budget includes the anticipated, September 24, 2016, salary increases and career development step increases.
- Overtime includes strike team expenses to date, Fair Labor Standards Act (FLSA) pay for represented shift firefighters and all non-regularly scheduled work other than maintaining minimum staffing which is budgeted as Callback. Minimum staffing consists of a Captain, Engineer and Firefighter/Paramedic at each station and One Chief Officers for a total of seven. All allocated positions are funded including the new Administrative/Staff Captain.
- The CalPERS Safety Retirement Plan is 17.689% of payroll, which is up from the 2015/2016 FY amount of 16.523%. The Unfunded Accrued Liability (UAL) annual lump sum prepayment option for the Safety Plan is \$310,714, which is up from the 2015/2016 payment of \$256,271. The Safety side fund is captured as a loan payment to Santa Cruz County Bank under “Other Charges”.
- The CalPERS Miscellaneous Plan is 8.88% of payroll, which is up from the 2015/2016 FY amount of 8.512%. The UAL annual lump sum prepayment option for the Miscellaneous Plan is \$8,323, which is up from the 2015/2016 payment of \$7,270.
- The employer rate for new CalPERS safety employees hired after January 1, 2013 is 12.082% of payroll, up from the 2015/2016 rate of 11.153%. Non-safety employees are 6.555% of payroll, up from the 2015/2016 rate of 6.237%.

**SCOTTS VALLEY FIRE PROTECTION DISTRICT
Regular Board Meeting August 10, 2016**

- This represents a budgeted amount of \$844,000 payable to CalPERS and a loan payment for the side fund in the amount of \$324,249 for a total of \$1,168,249 in retirement liability, which represents an increase of \$112,866 from the 2015/2016 FY.
- Health insurance is budgeted for an increase effective January 1, 2017. Retiree health insurance is budgeted at \$79,406, which is an increase of \$5,944 from last FY.
- The Workers Comp insurance budget is \$160,910, which is an increase of \$25,633 from last FY.
- The Services and Supplies budget is \$642,900, which is an increase of \$7,380 for the adopted preliminary budget and includes the replacement of 21 sets of structural turnout clothing in the amount of \$50,000 and Board elections costs in the amount of \$24,000.
- The Contributions to Other Agencies is for the District's share of the LAFCO budgeted at \$7,171, which is a decrease of \$390 from last FY.
- The Fixed Asset budget is \$59,220 and includes station upgrades, computer replacements, equipment for the new engine and appliance replacements as needed.
- A \$150,000 transfer to Capital Outlay and \$50,000 for Contingencies has been budgeted.

Zone A – 685020

- The beginning fund balance is \$879,243.
- A 5% increase in property tax revenue is estimated for the 2016/2017 FY.
- Auditing and Accounting costs have been budgeted and \$10,000 for Professional Services.
- Site work for the La Madrona Lot has been budgeted at \$500,000, future projects for \$400,000 and \$71,415 for Contingencies.

Capital Outlay – 685030

- The beginning fund balance is \$195,364.
- Revenue consists of \$150,000 transferred from the General Fund and \$500 in interest.
- Fleet replacement is budgeted at \$90,000, future Capital Outlay Expenses for \$225,000 and \$30,864 for Contingencies.

SCHMIT – 685040

- The beginning fund balance is \$45,158.
- The Service and Supplies budget is \$41,550, which includes a \$4,500 charge for management of the program (\$300 increase from last FY).
- The budget includes \$25,000 to reimburse response agencies in the event of an activation.
- The Differential cost for the response agencies is budgeted at \$121,500 (\$300 per person increase from last FY), which accounts for 27 total members.

5.2 Receive Public Comment and Adopt Resolution 2016-5: Resolution Adopting Final Budget for Fiscal Year 2016/2017, Discussion/Action

President Warren opened the Public Hearing. With no Public comment presented, the Public Hearing was closed.

On motion of Director Armstrong seconded by Director Art Smith to *Adopt the Final Budget for Fiscal Year 2016/2017, Resolution 2016-5* was approved by the following vote:

AYES: Armstrong, Campbell, Alan Smith, Art Smith and Warren
NOES: None
ABSENT: None
ABSTAIN: None

6. Action Items

6.1 Scotts Valley Fire Protection District Fire Code Adoption – Discussion/Action

Chief Grebil explained that every three years, the California Building Standards Commission updates the Building Standards Code. Following their update, the Fire District is required to update our local code by adopting current model code with amendments and the California Fire Code as published by the California Building Standards Commission. The proposed ordinance adopts the 2015 International and 2016

SCOTTS VALLEY FIRE PROTECTION DISTRICT
Regular Board Meeting August 10, 2016

California Fire Codes with local amendments. The California Health and Safety Code identifies a specific process for adoption of the Fire Code with specific actions and timelines.

The Board must adopt a resolution finding that it is necessary to modify State Housing Law due to local conditions. This is due to the fact that the ordinance will modify the building standards that have been adopted for California. Those modifications are:

- The requirement of automatic fire sprinklers in all new buildings, the same as currently in place (since 1989).
- Required water storage for rural firefighting
- Alternate Power Sources
- Locations of Fire Department Connections, and
- Explosive & Fireworks

The Board must also solicit comments from the County of Santa Cruz and the City of Scotts Valley after the first reading of the ordinance. Once the ordinance is adopted, it again must be forwarded to the County and City for ratification, modification, or denial. Based on the outcome of that action, the ordinance will go into effect thirty days after adoption by this Board. The ordinance however contains language from the California Health and Safety Code that aligns the actual effective date with the effective date of the California Fire Code (January 1, 2017). This is important to assure that there are no voids in the timing of the effective dates.

The ordinance text has been collectively prepared by members of the Santa Cruz County Fire Prevention Officers (Prevention Officers) and representative of each fire agency in the county. By doing this, all agencies have a consistent code throughout all jurisdictions within the County.

Director Campbell stressed the importance of fire sprinklers for the protection of life and property while considering the cost to the homeowner. Director Campbell inquired about the following bulleted items with regards to the Fire Code:

- Are there Local Amendments in addition to the County Amendments

Chief Grebil stated that the City of Santa Cruz, the City of Watsonville and possibly the Aptos Fire Protection District will make additional Local Amendments but all other Agencies accept the County Amendments.

- Vehicle Access Standards Reference to the Public Resource Code 4290

Chief Grebil stated that the Fire Code contains detailed road standards, which cannot be less restrictive than the minimum standards.

- Residential Sprinkler Standards with regards to connection size consistent with the State Fire Marshal Standards

Chief Grebil stated that the Prevention Officers committee is working on updating standards so there may be recommended changes in the future. The Water District is looking at water supply modifications and combo meters to eliminate a separate fire service meter.

- Fire Sprinklers in Modular Structures

Chief Grebil stated that if the Mobile Home Park is regulated by the State, the Local requirements cannot be more restrictive. The Prevention Officers would like to see changes but this would be an uphill battle. Chief Grebil stated that he would bring the items Director Campbell discussed to the Prevention Officers.

Approve Resolution 2016-6, "Notice of Intent to Adopt the International and California Fire Codes with Amendments," and set a public hearing for October 12, 2016 at 7:10 p.m.

**SCOTTS VALLEY FIRE PROTECTION DISTRICT
Regular Board Meeting August 10, 2016**

On motion of Director Warren seconded by Director Campbell to *Approve Resolution 2016-6: Notice of Intent to Adopt the International and California Fire Codes with Amendments and Set a Public Hearing for October 12, 2016 at 7:10 p.m.* was approved by the following vote:

AYES: Armstrong, Campbell, Alan Smith, Art Smith and Warren
NOES: None
ABSENT: None
ABSTAIN: None

Approve Resolution 2016-7, "Resolution Finding a need for Modification of State Housing Law."

On motion of Director Warren seconded by Director Art Smith to *Adopt Resolution 2016-7: Resolution Finding a Need for Modification of State Housing Law* was approved by the following vote:

AYES: Armstrong, Campbell, Alan Smith, Art Smith and Warren
NOES: None
ABSENT: None
ABSTAIN: None

Conduct the first reading of Ordinance 2016-1 adopting the Fire Code for the Scotts Valley Fire Protection District and waive the reading of the actual text.

Direct staff to forward a copy of the proposed ordinance with amendments to the Clerk of the Board for the Santa Cruz County Board of Supervisors and the City Clerk of the City of Scotts Valley allowing 30 days for comments, which should be submitted to the Scotts Valley Fire Protection District Board of Directors to be incorporated into the public hearing record on October 12, 2016.

Direct staff to advertise the public hearing in the local newspaper consistent with the California Government Code, Section 6066.

On motion of Director Art Smith seconded by Director Armstrong to *Conduct the First Reading of Ordinance 2016-1: Adopting the Fire Code for the Scotts Valley Fire Protection District, Waive the Reading of the Actual Text, Make Copies Available at the SVFPD Office, and Direct Staff to Forward a Copy of the Proposed Ordinance to the Clerk of the Board for the Santa Cruz County Board of Supervisors and the City Clerk of the City of Scotts Valley Allowing 30 days for Comment, which will be submitted to the Scotts Valley Fire Protection District Board of Directors to be Incorporated into the Public Hearing Record on October 12, 2016* was approved by the following vote:

AYES: Armstrong, Campbell, Alan Smith, Art Smith and Warren
NOES: None
ABSENT: None
ABSTAIN: None

6.2 Biennial Review of the Conflict of Interest Code – Board Policy 2000, Discussion/Action

Chief Grebil stated that the Political Reform Act requires that every local government agency review its conflict-of-interest code biennially. No later than October 1, 2016, each agency must submit to the county Board of Supervisors a notice indicating whether or not an amendment is necessary. Chief Grebil stated that the Fire Marshal position was not removed from Policy 2000 in case a Fire Marshal was hired in the future. The Board reviewed Board Policy 2000: Conflict of Interest Code with no amendments necessary.

On motion of Director Alan Smith seconded by Director Armstrong to *Authorize the Fire Chief to Submit the 2016 Local Agency Biennial Notice Indicating that No Amendment is Required* was approved by the following vote:

AYES: Armstrong, Campbell, Alan Smith, Art Smith and Warren
NOES: None
ABSENT: None
ABSTAIN: None

**SCOTTS VALLEY FIRE PROTECTION DISTRICT
Regular Board Meeting August 10, 2016**

6.3 Certify Entry Level Firefighter and Firefighter/Paramedic List – Discussion/Action

Chief Grebil reported that testing for Entry Level Firefighter and Firefighter/Paramedic has been completed and the eligibility list is being presented to the Board for certification, per Policy 1501. Of the six ranked Candidates, all are current Paid Call Firefighters, two are County Accredited Paramedics, one is a State Licensed Paramedic and three are Emergency Medical Technicians in various stages of paramedic school. Chief Grebil is prepared to make a job offer to backfill behind the Administrative/Staff Captain assignment

On motion of Director Campbell seconded by Director Warren to *Certify the Entry Level Firefighter and Firefighter/Paramedic List Dated August 10, 2016, per Policy 1501* was approved by the following vote:

**AYES: Armstrong, Campbell, Alan Smith, Art Smith and Warren
NOES: None
ABSENT: None
ABSTAIN: None**

6.4 Lease Agreement – GTE Mobilnet of California Limited Partnership, d/b/a Verizon Wireless for Ground and Building Space at 7 Erba Lane for a Communications Facility – Discussion/Action

Chief Grebil stated that District Counsel has reviewed the Lease Agreement. Chief Grebil discussed the Lease Agreement for ground and building space at 7 Erba Lane for a communication facility and highlighted the following:

- **Lease Premises:** Proposed lease area will be located on the hose tower of the fire station. An area for equipment (5' by 16') behind the apparatus bay and next to the hose tower. Final design yet to be determined.
- **Use:** Construction, operation and maintenance of a cell-site for the transmission and reception of radio communications signals.
- **Term:** Verizon proposes an initial term of five (5) years plus four (4) automatic renewal options for a total of twenty five (25) years. Verizon may terminate the lease at each annual anniversary by providing Landlord with three (3) month notice.
- **Rent:** Verizon proposes an annual rent amount of Seven Thousand Eight Hundred Dollars (\$7,800.00) to be paid in equal monthly installments commencing at the start of construction. The agreement will include an annual rent increase of 3%.
- **Commencement:** The first (1st) day of the month following installation of the equipment.
- **Testing:** Prior to lease commencement, Landlord shall provide access to allow Verizon to conduct any necessary inspections, surveys and tests to determine the suitability of the property for Verizon's use.
- **Access:** 24 hours a day, 7 days a week
- **Utilities:** At Verizon's expense, power and telco will be brought to the leased premises. Alternatively, Verizon would like to explore the possibility of utilizing existing power on the property and calculating a monthly reimbursement amount payable under the lease agreement.
- **Title:** A Memorandum of Lease will be recorded.
- **Insurance:** Each party will maintain comprehensive general liability and property liability insurance with liability limits of not less than \$1,000,000 for injury to or death of one or more persons in any one occurrence and \$500,000 for damage or destruction to property in any one occurrence.
- **Contingency:** The lease is contingent upon Verizon's ability to obtain permits and use the premises as a wireless telecommunications facility.
- **Confidentiality:** Landlord will keep the terms and conditions contained herein, and the details of the ensuing negotiations, confidential between the parties.

Directors Art Smith inquired if there would be a generator for backup power or if the Station generator would be used. Director Campbell inquired if there was any opposition from neighbors or staff.

SCOTTS VALLEY FIRE PROTECTION DISTRICT
Regular Board Meeting August 10, 2016

Chief Grebil stated that there was not mention of a generator but if use of the Station generator was part of the agreement, there would be a charge. Chief Grebil stated that the Union has been notified of the proposal and the project will go through the City Planning Department for approval.

On motion of Director Warren seconded by Director Campbell to *Authorize the Chief to Execute the Lease Agreement and Move Forward Through the Planning Process* was approved by the following vote:

AYES: Armstrong, Campbell, Alan Smith, Art Smith and Warren
NOES: None
ABSENT: None
ABSTAIN: None

7. Board of Directors and Chief Officers Reports – Information/Discussion
(No action will be taken on any questions raised by the Board at this time.)

7.1 Board of Directors Report – Directors

Director Art Smith that LAFCO met and reviewed the Fire Districts Services and Spheres of Influence, which will be discussed under Item 8.1: Correspondence – Information.

7.2 Chief Officers Report – Chief Officers

Chief Grebil reviewed the annual incidents and reported on the following:

Operations

On July 22nd Engine 2537, with Captain Stelling, Engineers Duncan, LoFranco and Firefighter T. Crivello, responded as part of a strike team to the Soberanes Wildland Fire in Monterey County. Battalion Chief T. Theilen led the strike along with Santa Cruz City Fire Battalion Chief Rob Young. On August 4th the crew was relieved by Captain Stubendorff, Engineers N. Owens, Sundermier, Firefighter Green and Battalion Chief Delucchi. In addition, Captain B. Theilen and Engineer Grigg relieved two of the Branciforte FPD crew members in order to maintain the strike team. This is a CALFIRE reimbursable incident with Branciforte FPD reimbursing us for our two personnel assigned to their engine.

Training

All crews completed this year's annual RT-130 wildland refresher training. Topics completed were: Fire Shelter Deployment, Entrapment Avoidance, Safety Zones, Ten and Eighteen Watch-Out Situations, S-290 Review (fire behavior) a Simulated Wildland Fire (county movement drill) Situational Awareness and Common Denominators of Tragedy Fires. All crews received their annual red cards.

Crews reviewed the use of our multi gas monitors. Individual companies reviewed rope rescue equipment on lowering and raising personnel.

Multi company drill focused on engine company operations performing alley lays. All crews toured several of the new buildings under construction at the 1440 foundation project.

Safety was focused on electrical safety utilizing PG&E Emergency Safety Check List.

SCHMIT members completed their first quarterly refresher training on WMD review. Training was hosted at the Watsonville training center and provided by an outside vendor.

This month's EMS topic included Trauma Core Principals and Didactic Review.

Prevention

Continued work on the 1440 Foundation (old Bethany Campus), Kaiser Permanente (Granite Creek Business Park), "The Grove" 50-unit townhome, Marriott Hotel and Polo Heights (Santa's Village), Lexington Hotel, Polo Ridge and Timberidge projects.

Battalion Chief Whittle participated in the Fire Code Adoption Committee process.

Administration

Chief Grebil's activities:

SCOTTS VALLEY FIRE PROTECTION DISTRICT
Regular Board Meeting August 10, 2016

- Attended an SCR-911 CAD Users Executive Committee meeting, on June 13th.
- Led a monthly staff meeting, on June 14th.
- Attended a SV Project Review Committee meeting, on June 14th.
- Attended a SCCFAIG Board of Directors and an Occupational Health meeting at Central FPD, on June 15th.
- Attended a Retirement Reception for SCCFAIG Executive Officer John Scott, on June 15th.
- Met with Tom O'Rourke, ANB Insurance, regarding our annual policy renewals, on June 16th.
- Attended a Fire Code Adoption Committee meeting at Central FPD, on June 16th.
- Attended a meeting with the County's Ambulance RFP consultants, on June 17th.
- Completed the LAFCO Service and Sphere of Influence Survey, on June 21st.
- Attended a Special Board Meeting, on June 30th.
- Attended the 4th of July Parade, on July 4th.
- Attended an SCR-911 Users Meeting, on July 11th.
- Led a monthly staff meeting, on July 12th.
- Attended a SV Project Review Committee meeting, on July 12th.
- Met with Local #3577 President Mike Pasquini, on July 15th.
- Met with new SV School District Superintendent Tanya Krause, on July 19th.
- SCCFAIG file review conference call, on July 20th.
- Attended a SLV Fire Districts Council meeting at Zayante FPD, on July 21st.
- Coordinated the Strike Team deployment on July 22nd.
- Led and hosted a County Fire Chiefs meeting, on July 28th.
- Participated in the Entry Level Firefighter/ Firefighter Paramedic testing process, on July 29th.
- Attended a badge pinning ceremony for CalFire Unit Chief Ian Larkin and Deputy Chief Jake Hess at CalFire Felton Headquarters, on July 29th.
- Attended a Soberanes Fire briefing at Toro Park, on Saturday July 30th.
- Attended the City of SV's 50th Birthday Celebration at MacDorsa Park, on August 2nd. All on-duty personnel also attended.
- Attended a LAFCO Public Hearing on the Fire Districts Service and Sphere of Influence Review, on August 3rd.
- Coordinated the Strike Team relief crews leading up to the August 4th swap.
- Attended a 1440 Foundation Project Review meeting, on August 4th.
- Published and Delivered Board Agenda Packets, on August 5th.
- Attended a FDAC-EBA Board of Directors meeting in Sacramento, on August 8th.
- Attended a SV Project Review Committee meeting, on August 9th.
- Met with new SV City Manager Jenny Haruyama, on August 9th.

Branciforte Fire Protection District's Administration of Fire Services Agreement

- June – logged 11 hours
- July – logged 15 hours

SCOTTS VALLEY FIRE PROTECTION DISTRICT
Regular Board Meeting August 10, 2016

8. Correspondence – Information

- 8.1 Santa Cruz Local Agency Formation Commission (LAFCO) – Draft of the 2016 Review of Fire District’s Services and Spheres of Influence – August 3, 2016, Agenda and Public Hearing Notice.

Chief Grebil reported that he attended the LAFCO Public Hearing on August 3, 2016 to review the Fire Districts Services and Spheres of Influence, which has been extended to November for further discussion. The Fire District Surveys are available on LAFCO’s Website. The Central FPD Union and the Aptos FPD Union are pushing for a merger. The SVFPD was commended for assisting the Branciforte FPD with no discussion of a merger.

Director Art Smith stated that LAFCO is scheduled to review the Fire Districts Services and Spheres of Influence every five years but it has been about ten years since the last review as LAFCO is behind. Director Art Smith stated that there has been talk about consolidating Fire Agencies since the 1960s but that it is a difficult process.

9. Request for Future Agenda Items

None

10. Closed Session: Government Code §54957.7

- 10.1 Conference with Labor Negotiators: Government Code §54957.6, Agency Designated Representatives: Robert Campbell, Joshua Warren and Daniel Grebil, Employee Organization: All

At 8:15 p.m., President Warren announced that the Board would be going in to Closed Session for the purpose listed above.

11. Open Session

- 11.1 Report on Closed Session: Government Code §54957.1

At 9:23 p.m., the Board reconvened to Open Session. President Warren reported that the Board gave direction to the Labor Negotiators with no action taken.

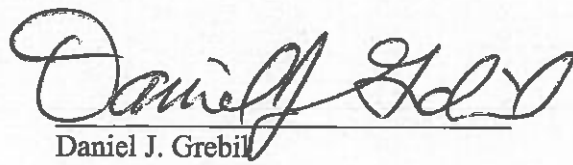
12. Adjournment

The meeting was adjourned at 9:24 p.m.

ATTEST



Alan Smith
Board Vice President



Daniel J. Grebil
Board Secretary