



Note: These Minutes were approved by the Board on 12/14/16.

Sedona Fire District

2860 Southwest Drive, Sedona, Arizona 86336
Telephone (928) 282-6800 FAX (928) 282-6857

REGULAR BOARD MEETING

**Station #1 – 2860 Southwest Drive – Sedona – Multipurpose Room
Wednesday, November 16, 2016 / 4:00 PM**

~ MINUTES ~

I. CALL TO ORDER/ROLL CALL

Board Present: Ty Montgomery, Chairman; Corrie Cooperman, Clerk; Tim Ernster, Abe Koniarsky, Dave Soto – Members

Others Present: Fire Chief Kris Kazian; Assistant Chief Jeff Piechura; Division Chief Ed Mezulis, Fire Marshal Gary Johnson; Finance Director Gabe Buldra - JVG; Human Resources Manager Betty Johnson; Tricia Greer, Recorder to the Board; Bill Whittington, Attorney; Deputy Fire Marshal Jon Davis and his wife, Michele; Station 1 Crew; Arbinger representatives

Board Chairman Ty Montgomery called the meeting to order at 4:00 PM.

II. EXECUTIVE SESSION

- A. **Vote to go into ARS §38-431.03(A)(3) Legal Advice; ARS 38-431.03(A)(4) Instructions to Attorney; and ARS 38-431.03(A)(7) Consideration of position and instruct Representatives re: Negotiations for Purchase, Sale or Lease of Real Property – Location, Placement, Construction Options, and Acquisition for operational needs.**

Mr. Montgomery moved to go into Executive Session pursuant to ARS §38-431.03(A)(3) Legal Advice; ARS 38-431.03(A)(4) Instructions to Attorney; and ARS 38-431.03(A)(7) consideration of position and instruct representatives regarding negotiations for purchase, sale or lease of real property–location, placement, construction options, and Acquisition for operational needs; Board Member Tim Ernster seconded and the motion unanimously passed.

- B. **Reconvene into Public Session – Discussion/Possible Action on above item.**

Mr. Montgomery reconvened the public session at 5:15 PM and *moved to authorize Fire Chief Kazian to proceed as instructed in Executive Session; Board Member Dave Soto provided a second and the motion was unanimously approved.*

III. REGULAR BUSINESS MEETING

- A. **Salute to the Flag of the United States of America and Moment of Silence to Honor all American Men and Women in Service to Our Country, Firefighters, and Police Officers.**

Mr. Montgomery led the Pledge of Allegiance; Division Chief Ed Mezulis asked all to honor the 6 Firefighters and 19 police officers lost in the line of duty across our nation during the last month. Chief Kazian honored the memory of Police Officer Reese from Showlow killed in the line of duty last week.

- B. **Badge-pinning Ceremony for Deputy Fire Marshal Jon Davis.**

Chief Kazian introduced new Deputy Fire Marshal Jon Davis; he and his wife, Michele, are from Oregon. Jon began as a volunteer Firefighter with the Lebanon Fire District in 1985, and became a full-time Firefighter/Paramedic in 1988. In 2006, he transferred to fire prevention and after retiring from Lebanon Fire in October, accepted the position at SFD. Michele and Jon have been married for 27 years and their son, Hayden, recently got his degree in EMS/Paramedicine. They enjoy outdoor activities such as camping, hunting, and fishing. Jon has an

Associates degree from a community college in Oregon. Chief Kazian then administered the ceremonial Oath of Office. His wife pinned his badge as Deputy Fire Marshal.

Arbinger Presentation: Mr. Montgomery then moved up the Arbinger presentation from the Fire Chief's Report. Assistant Chief Jeff Piechura stated SFD is going through Arbinger leadership training and a "Train-the-Trainer" program was just completed. Four of the five SFD Board Members had the training and Mr. Montgomery will receive training at a future date. Arbinger trainers, Jack Colwell and Chris Wallace, are attending the meeting today and gave the presentation on the Arbinger Way. Mr. Wallace stated Arbinger is a different paradigm in organizational change; there are 3 books published by Arbinger; the third book, just published in June, lays out the fundamental ideas of the outward mindset application which SFD is adopting. A video was presented.

Chief Kazian said he is honored to have these gentlemen with us and this training is wonderful; Arbinger provides great educators and facilitators. Board Clerk Corrie Cooperman stated the Arbinger training was a unique experience, and given her own personal work and experience in the field of psychiatric nursing, she is amazed at how easily and quickly the program and trainers could help people see their self-deceptive ways of holding opinions of other people or institutions, and in such a kind way. Chief Kazian said these gentlemen have spent these days with us, and after this, we have coaching sessions with the 10 team leaders – one every week for four weeks; it is an all-encompassing program. Arbinger will continue to provide support and our train-the-trainers will continue to make sure we are following the program.

C. Consent Agenda – Discussion/Possible Action:

- 1. October 19, 2016 Regular Board Meeting Minutes.**
- 2. October 19, 2016 Executive Session Minutes.**
- 3. Purchase Order #10799 for \$31,360.28 to FDC Rescue Products for replacement turnouts.**
- 4. Purchase Order #10866 in the amount of \$162,778.39 to Tyler Technology for Annual Subscription Fees for 2017, 2018, 2019, 2020 and 2021 (\$29,623 per year).**

Mr. Montgomery moved to approve the Consent Agenda, as presented; Mrs. Cooperman seconded and the motion was unanimously approved.

D. Public Forum:

- 1. Public Comments.**
- 2. Executive Staff Response to Public Comments.**

No one requested to address the Board.

E. Business:

- 1. Discussion/Possible Action: Review and Approval of:**
 - a. October 2016 Financial Report.**

Finance Director Gabe Buldra updated the Board on the annual financial audit process; Walker Armstrong auditors were here last week, and Mr. Buldra met with one of the partners, Jay Parks; feedback was that everything went extremely well, and he gave credit to Finance Specialist Pam Wester for her hard work in the audit process. The auditors will attend the January 2017 Board meeting to present the findings for Board approval.

Mr. Buldra presented the October financial report; property tax revenue was at \$3,582,439 and he reminded the Board taxes are lagging behind and are now over the projection. Non-tax revenues are at \$253,864 and \$180,463 was budgeted; ambulance revenue is ahead of budget for the month and year to date. Personnel costs are under budget at \$847,225, as well as Vehicles and Expenses at \$31,088; Communications and Utilities at \$18,116; and Managerial Expenses at \$39,254. Our total expenses are at \$959,594, which is under budget by \$361,108. Year to date revenue is projected over budget by \$252,702; personnel expenses are under budget, as well as our remaining expenses; total expenses year to date is at \$4,927,456 at 31.4% of our budget through October; we should be about 33%, so overall, in expenses, we are trending under and revenues are over. Personnel costs are our number

one expense at 81% followed by Operations at 7% and Managerial at 6%. At the end of the month, we show just over \$5 Million in cash compared to \$3.9 Million last year at this same time. *Mr. Ernster moved to approve the October financial report; Mr. Soto seconded, and the motion was unanimously approved.*

- 2. Monthly Staff Report – Fire Chief Kris Kazian.**
 - a. Incident Counts by Station.**
 - b. Call Summary and Response Times Year to Date.**
 - c. Rescue Incidents.**
 - d. Community Risk Management Update.**
 - e. SFD Training Report.**
 - f. Donations to SFD.**
 - g. Update of Grant Activity.**
 - h. Update of Recent/Upcoming SFD Activities, Incidents, and Events.**
 - i. Station #5 Fire Update.**
 - ii. Cottonwood Public Safety Communications Center.**
 - iii. Wildland Fire Activity.**
 - iv. Arbinger Leadership Training.**
 - v. Fiscal Year 2016 Financial Audit.**
 - vi. Wellness Report.**
 - vii. 2016 SFD Annual Awards Dinner.**
 - viii. PSPRS Case Decision – Hall vs. EORP**
 - i. Correspondence/Thank You Letters to SFD.**

Chief Kazian presented the October Fire Chief’s report, as follows:

- There were 375 calls in October, which is about average and we are running on pace for last year.
- One of our Fire Captains was injured in a propane fire at Station 5; the Captain was flown to a burn center in Phoenix; he will have a long recovery. This is an opportunity to pull together to support one of our members and receive support from the community. SFD had help from neighboring fire investigators to have objectivity in the fire investigation; Chief Kazian thanked Fire Marshal Gary Johnson and the Verde Valley Task Force for participating; SFD worked through OSHA to provide information, and staff met today with Workers Comp. SFD is undertaking a serious accident investigation being led by Battalion Chief Jayson Coil to look into recommendations, and CRM is doing inspections of other district barbecue grills to make sure there are no potential risks. Chief Piechura said SFD has contacted contractors to get pricing to repair the station; we are working with insurance brokers and in contact with the Oak Creek Canyon community to get out of the building during renovations; former SFD volunteer Dave Watters is working to find a place for crews to stay and to operate from. Chief Kazian also commented it is appropriate to share that the Engineer who was at the station during the fire handled the situation in an amazing and professional way under an extremely stressful, very dynamic situation, and helped reduce potential further damage; fire sprinkler activation stopped fire from spreading into the building. Subsequent personnel arrived on scene with an ambulance, even though taking care of our own is tough; the Captain himself made the phone call to notify alarm about the fire; he was still in command and control even in his injured state, and our training kicked in at all levels. Division Chief Ed Mezulis is the family liaison, HR Manager Betty Johnson is working on insurance, and everyone has done a great job; Chief Kazian thanked everyone involved from the moment it happened until today in this ongoing process. Our thoughts are with the Captain and his family.
- Community Risk Management worked the Uptown Halloween event; Deputy Fire Marshal Jon Davis handed out glow necklaces – on his first day of the job – to conform to our slogan for the event, “Be Safe/Be Seen”.
- Under Grant updates, this Friday is the deadline to apply for AFG-FEMA grants, and we will soon know about the ADEQ grant for \$4,800.
- CRM continues doing a great job and having the third personnel member will have a big impact; new developments are listed in the report.

- Arbing is on-going; driver training at Sedona Airport; and Firefighter Sam Frye completed his probationary status. Chief Mezulis is working on EMS continuing education. Task books are being completed.
- *Fire Apparatus* magazine recently highlighted Station 6 and the 9/11 Memorial.
- We still have crews out on wildfire assignments and have a fire engine in North Carolina on active fires.

Cottonwood Communications Center and Dispatch Update: Assistant Chief Piechura gave a presentation after one year of SFD's transition from its own dispatch center to Cottonwood Public Safety. Prior to the transition, SFD had a Primary Answering Point dispatch system, which allowed dispatchers to directly receive all calls, process them right away, and get the calls out to the stations. He has collected one year of Sedona dispatch and one year, as well as, quarterly reports for Cottonwood to compare response times. Our former system reduced the amount of handling of the calls, which gave a quick response, but it was a "Cadillac" and expensive to maintain and sustain. Therefore, in September 2015, SFD transitioned to the City of Cottonwood, and asked for standard based performance, getting the calls to the stations and managing calls. He distributed a handout showing the sequencing of calls and alarm transfer time.

Chief Piechura said we now have an interesting hybrid system with Cottonwood being the primary answering point for eastern Yavapai County and most of the Verde Valley; this includes areas within the SFD, but outside of the City of Sedona boundaries. Those calls are processed quickly; however, any calls for service within the City of Sedona are handled by Sedona Police Department and there is transfer time between when the call is answered by Sedona PD, collecting information such as the nature of the call, address, and phone number, and then transferring EMS/Fire calls to Cottonwood, at which time our dispatchers get the call; alarm answering time is indicated on the handout and is when our dispatchers pick up the line from another public safety center (Sedona PD, Coconino County, or DPS) and start the benchmark piece – to pick up the call within 15 to 40 seconds is the standard; Cottonwood is collecting that data and will soon provide a report to us on alarm answering time. Once Cottonwood dispatchers answer, they ask "What is your emergency?" and begin processing the call using a computer algorithm, Pro Q & A, for medical dispatching to hone down into how many and types of units needed, as well as with lights and sirens or not; this helps us utilize our resources and risk management. If it is for a pulseless or non-breathing victim, the tones are immediately sent; if the call is non-critical, it takes more time to go through questions. The tones going off in the station is the beginning of the alarm processing to alarm time for SFD. The call processing standard says within 90% of the time of those calls should be accomplished within 60 seconds and within 90 seconds, 99% of them should be done. With the EMD protocol, the standard is 90 seconds for 90% of the calls and 120 seconds 99% of the time.

Mr. Soto asked how many times a person calling 9-1-1 would be asked "what is your emergency"; Chief Piechura responded, within the City of Sedona, it would be twice – once by Sedona Police and once by Cottonwood.

Chief Piechura said this is not completely driven down into the data, but is a "snapshot" of the data we have; the dispatch center is working on CAD and the reporting system, but this information is from our existing report management system, Firehouse; in some cases, staff manually inputted data when the transition first happened, as information did not transfer correctly; so, data in the second, third, and fourth quarters is fairly accurate for call processing. Firehouse does not get into fractiles (90% and 99% of the time), so this is a range. Chief Piechura pointed out all calls in this report are medical – no fire, special duty, back country, interfacility transports, etc.; when SFD controlled its own dispatching, we handled about 4,000 calls under 1 minute 87% of the time; 97% of the time, SFD handled calls in under 2 minutes because we got the calls first and did not have to wait for a transfer. Utilizing Cottonwood dispatch, in one year of data, they handled 22% of calls under 1 minute and 53% of those calls were managed under 2 minutes; the EMS standard is no more than 120 seconds.

Chief Piechura says he has been in the Cottonwood Center when the dispatchers are processing calls and they are quickly and efficiently handling them, but the time stamp shows longer than it seems. The Center Manager was disappointed in these results and the dispatchers want to excel in what they are doing – their goal is to be under 100 seconds all the time; they are close, but the manager has procedure improvements she wants to implement. We are working towards our new FireStats program going live in December and to be able to process and

interpret response information, and show fractile measures. Chief Kazian pointed out Sedona Fire Regional dispatch center did a great job and we are now comparing a 30-year-old center working at a high level with a new system working to meet the mark; we are progressing in the right direction and working hard.

Mrs. Cooperman said we knew Sedona had a great dispatch center, but she is curious about how the Cottonwood manager's goal of improvement will happen. Chief Piechura responded part of call handling is the work flow from call pick-up to the dispatcher toning out the station, and the EMD algorithm of questions, and figuring out short cuts. In the Sedona center, we pre-alerted, which means a dispatcher took a call and immediately toned out medical emergencies to our fire stations, and that moved crews towards the truck in a shorter period of time; the Cottonwood manager is trying to lean more towards a smart risk analysis response such as is already being done for non-responsive patients. Mr. Montgomery said he appreciates reducing risks by asking a lot of questions, but believes we need to get the trucks out of the station as quickly as possible. Chief Piechura said he understands, but what EMD does is create a smart response dispatch, and sends the right resources, rather than a flat response model with ambulances going on all calls. He said most of our calls are lower acuity, which does not require an emergency response, and EMD helps us manage our resources smarter and safer. With FireStats, staff will be able to drill down into our performance in each of those categories. Chief Kazian said the EMD world operates in its own protocol and the questions may take longer, but help the accuracy of the response; he said we will continually work with Cottonwood dispatch on improvement of the system.

MDT Update: Staff believes most of our technological questions are answered; we hope to start implementing software updates to the MDTs by January 1st, which will handle and manage response time, instead of the current manually inputted data. By the end of the fiscal year, the system should be fully up and running. The Verde Valley area operates at a slower pace than in Phoenix; we are not resource heavy and everything takes more time. Chief Kazian said it can be frustrating, and not at the pace he operates or wants to operate, but we are making forward progress; with the turnover of IT and Telecommunications personnel in the area, we have to get programmed in, and right now, SFD is getting a very good response from the new IT coordinator at Cottonwood, and SFD GIS Technician Tammy Schuerman is helping their new GIS position to work out problems. Mrs. Cooperman said SFD does a fabulous job working with data without FireStats; she also believes it served a purpose and allowed Chief Piechura to talk with Cottonwood about criteria and increase their motivation to improve. Chief Piechura said Cottonwood has standards and expects to be held to higher levels of professionalism; he said they are relieved that someone cares and asks them to conform to measurable objectives.

Wellness Report: HR Manager Betty Johnson said our program has a new name, Living Well, and SFD will do biometric screening and health risk assessments for employees in December; this will help get data into the Blue Cross website to reduce our premiums. She said SFD is working on a tobacco-free workplace policy, which will mean no smoking or chewing tobacco for any of our members in Blue Cross; this policy will be communicated from January 1st to July 1st, and will require employees to self-report usage; employees who continue to use tobacco will have an increase in insurance premiums; we will have counseling programs available for smoking cessation. Mr. Montgomery asked if SFD would implement urine testing for tobacco; Mrs. Johnson said she is unsure how that will work after allowing employees to self-report for Fiscal Year 2017. Chief Kazian said our intent is to improve our employees' health through the Trend Neutralizer program, which will also provide reductions in our healthcare premiums, up to 10% if we maximize everything in the program, but with the goal of an 8% reduction. Mrs. Cooperman commented it could be a "slippery slope" and lead to prohibiting sugar or being overweight and even further; Chief Kazian said we are already addressing some of those health concerns through biometric screening and we do not want to be "tobacco police"; we will be working within constraints of Federal law, which allows a surcharge for tobacco usage. We have seen the financial and health benefits of our wellness program. The Board will receive our *Living Well* newsletters.

2016 Annual Awards: The Awards banquet will be held at Poco Diablo Resort on Saturday, January 28th; the theme is casino night. HR Manager Johnson asked Mr. Soto to be the Emcee for awards, and for the Board to participate in reviewing award nominations December 23rd to January 11th to select winners. Information and invitations will be sent in December. Mrs. Johnson also said we would be celebrating the 60th anniversary of this organization in April at a picnic.

PSPRS Case Decision – Hall vs. EORP: Information is being released on the financial implications of the recent Hall case decision. Finance Director Buldra said the State does not yet know how public safety agencies will be impacted, but has some hard facts and, also, some assumptions. Starting in 2012, the Public Safety Personnel Retirement System (PSPRS) began increasing employee contributions from 7.65% gradually going up to 11.65%, which is the current rate; that additional 4% did not go to our SFD PSPRS fund, but rather, went to the overall statewide plan's fund; each organization in PSPRS has its own actuarial fund – that is how employer contributions are determined. The court ruling found it was improper for the increase to employees to occur for a specific group of employees who were hired before July 1, 2011 and this includes current employees and retirees; they will receive a refund of premiums. For SFD alone, that number is \$744,000 and growing at about \$20,000 per month; agencies are still withholding at 11.65% until PSPRS issues direction to change it. PSPRS is paying out that money, not the district, and initially, the district will be unaffected by it. The judge ordered interest payments to the individuals to help entice PSPRS to take quick action on refunds. Our FY 2017/18 contribution will not be affected, but we anticipate an impact in FY 2018/19; we have heard there will be from 3% to 6% increases in employer contribution rates – for SFD, that means from \$200,000 to \$500,000 increase in annual PSPRS costs; that is speculative because we do not know all the facts.

Mr. Buldra will be recommending taking a serious and proactive approach to our unfunded liability, and eventually, only paying into PSPRS our actual costs, for example, our current SFD PSPRS contribution rate is 24.65%; 12.62% of that is our unfunded liability; if we can reduce that over time, it will mean significant savings and money well spent to free up operating expenses. Mr. Buldra reported the impact of this case decision to the system as a whole will be \$1.3 Billion. Chief Kazian said personnel hired after 2012 will not be affected by the change, and will remain paying 11.65%, but others will pay 7.65%, and new employees hired in 2017 will pay a different rate and have a different retirement program because of recent pension reforms. SFD's unfunded liability in the system – if all our firefighters retired tomorrow – would be \$10.99 Million. Mr. Buldra pointed out SFD's percentage of unfunded liability is actually low compared to other agencies; some organizations pay 50% or 60% into PSPRS, and one pays more than 100%. Mr. Buldra said SFD is not in a detrimental position and we will bring policies to the Board – one is a pension fund liability policy, where our organization takes action every budget year to pay down the unfunded liability and help prevent SFD from being in an extreme contribution rate.

F. Items from Staff:

1. Discussion/Possible Action: Purchase Order #10609 in the amount of \$97,837.53 to Don Sanderson Ford for 3 Ford F-150 4X4 Pickup Trucks.

Assistant Chief Piechura said SFD planned for two vehicles being replaced this fiscal year – a van and a Tahoe for CRM – both of those are in good condition, but we had a couple of other vehicle failures (one continuously used by Telecom for remote sites and a staff vehicle with a severe exhaust leak) plus hiring a new position that requires a vehicle; this proposal is for vehicles for the new Deputy Fire Marshal, Telecom, and one to be utilized as a staff vehicle and, as needed, operationally. SFD received two bids – one from a Ford dealer in Camp Verde and one in Phoenix from a State contract vendor; our purchasing policy does not mandate taking low bid, and given the possibility of a local preference, that bid is 3% higher. Mr. Whittington said there are old court cases in Arizona that say government entities cannot favor a local vendor unless there are specific justifications and, no new cases have overturned that. He tends to recommend clients not test it, although it is tempting to purchase from local businesses. Mr. Soto asked if pickups are the best choice, for example, would a van offer more security for equipment for Telecom versus a truck, or for CRM, would a SUV-type vehicle be more in line with back-up command. Chief Piechura said he believes pickup trucks with shells provide more flexibility and four-wheel drive in wildland deployments or moving around the district; an SUV would add another \$15,000 to \$18,000 to the State pricing; he feels this is a smarter solution for the vehicles. *Mrs. Cooperman moved to approve Purchase Order #10669 for the purchase of 3 Ford 4x4 pickup trucks from Don Sanderson Ford on Arizona State contract for \$97,837.53 utilizing \$84,000 budgeted capital and \$13,637 from contingency funds; Mr. Ernster seconded and the motion unanimously passed.*

2. Discussion/Possible Action: Resolution #2016-08 for Disposal of Surplus Property – Vehicles.

Chief Piechura said this is a request to declare the vehicles discussed in the previous agenda item as surplus property and appropriately dispose of them through the public auction site per SFD policy. **Mr. Montgomery moved to approve Resolution #2016-08; Mrs. Cooperman seconded and the motion was unanimously approved.**

3. Discussion/Possible Action: Realignment of FY 2016/2017 Salary Scale for Telecommunications Personnel.

Human Resources Manager Betty Johnson said staff is requesting an adjustment to the pay schedule from January 1st to June 30, 2017, to increase wages for some Telecommunication positions and to add a Telecom Technician II position. About a year and a half ago, the Administrative/Support Employee Association requested a wage survey of positions, which was delayed but done this summer with help of MSEC; unfortunately, there was incomplete data, and HR reached out to local agencies to find jobs similar to our Telecom positions; after receiving the data, we found SFD was a little low in Technician and Supervisor pay in relation to comparable organizations. Staff proposes to raise the steps for the Tech position by 5%, and we are recruiting a Tech II with a complex job description with licensing requirements which is difficult to fill, and believe \$65,000 to \$75,000 is appropriate at this point. Additionally, staff recommends changing the Supervisor to a Manager position – with a new wage scale. Chief Kazian said it will be effective January 1, 2017; the GIS Technician, Administrative Clerk, and IT Technician positions were reviewed, but did not warrant changes in salaries. Mrs. Cooperman commented it seems important to be competitive; Mrs. Johnson stated these positions are tough to fill. Chief Kazian said the savings in waiting to hire will be about \$20,000 and there is no financial reason to not do this. **Mr. Ernster moved to approve the Fiscal Year 2017 salary scale for Telecom positions, as presented; Mrs. Cooperman provided a second and the motion was unanimously approved.**

G. Items from Board Members:

1. Update: Shared Services Committee – Dave Soto.

Mr. Soto reported there have been no recent formal meetings of the committee, but he and Chief Kazian had an impromptu meeting with Copper Canyon Fire District Chief Terry Keller; the discussion was on working together to develop criteria and feasibility to share a Fire Marshal. Mr. Soto believes there are a lot of positives in this shared service, but it needs further discussion. Chief Kazian said the Chiefs and Mr. Buldra are putting together a draft plan of cost savings, and Copper Canyon has a Board meeting tomorrow to look at the overall plan of how it would work; he may be requested to attend that meeting. Mr. Montgomery commented the goals of CRM/Fire Prevention are fairly consistent from agency to agency and it makes sense if this idea financially works. Mr. Soto said he is interested in consolidating personnel and being more efficient; what has come to light is the huge fire inspection load that falls on the Fire Marshal's shoulders, as SFD has no company fire prevention component, and there is no career path for Firefighters that want to become Fire Inspector or Fire Marshal; he is interested to see how to better the program for our district. Mr. Buldra said he is seeing an interest in shared services across the state in fire districts, allowing greater depths of service at reduced costs to meet the needs of organizations.

IV. FIRE MARSHAL'S SAFETY MESSAGE

Fire Marshal Gary Johnson said it was "nippy" this morning, and as the weather changes, this is the time of year, we begin to think about the causes of fires; in this season, 79% of home fires are caused by space heaters. He urged all to not leave active space heaters unattended, to keep 3 feet of space clear around the units, never leave them on when sleeping, and to not use extension cords with space heaters.

V. ADJOURNMENT

The meeting was adjourned at 7:30 PM.

Corrie Cooperman, Clerk of the Board

:tg