

**Upper Captiva Fire & Rescue District**

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*servicing the community with pride*

Robert Kinniry, Chief: UpperCapFD@aol.com

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2 **BOARD OF COMMISSIONERS**

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4 **REGULAR MEETING**

5  
6 **16 September 2017**

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8 **COMMISSIONERS PRESENT:** Zeke McDonald, Tom Jenkins, AJ LaVallie, Bill Fry, and Chief Bob  
9 Kinniry.

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11 **COMMISSIONERS NOT PRESENT/EXCUSED:** Steve Sward (no phone service)

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13 **ISLANDERS PRESENT:** Val Horstman, Chris Horstman, Georgia Murphy, Mark Justice, Barbara  
14 Miklavic, Joe Miklavic. Karen Sirabian, Barry Bundrum, "Fuzzy" Jeffers, Kerry Williams, Ella  
15 Jeffries, Sherman Cottrell, Duncan Rosen, Rick Fox, Eric Peterson, and Terri Griner.

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17 **1) CALL TO ORDER:** Chairman McDonald called the meeting to order at 10:04 AM.

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19 **2) MINUTES:** Review of the minutes of the 18 August Regular Meeting were tabled until the  
20 October Regular meeting, without objection.

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22 **3) TREASURER'S REPORT:**

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- 24 • **Balance Sheet:** The end of August balance is not currently available, after electrical  
25 outages caused by September flooding and Hurricane IRMA, but we do have a 15  
26 September balance sheet:
    - 27 ○ The Ad Valorem checking account had a 15 September ending accrued balance of  
28 \$5,851.76
    - 29 ○ The Ad Valorem Money Market Account had a 15 September ending accrued balance  
30 of \$369,604.96
    - 31 ○ The Friend's account had a 15 September ending balance of \$15,301.74 (no change)
    - 32 ○ The Impact Fee account had a 15 September ending balance of \$2,218.38 (no  
33 change)
    - 34 ○ Fry stated that there were no unexpected outstanding liabilities other than the usual  
35 transfers of expenses between the General Fund and Special Assessment Fund. We  
36 spend about \$35,000 every 2 weeks and, based on that, we estimate that we will  
37 end the year with about \$340,000 in the two operational accounts.
  - 38 • **Consolidated Income and Expense Report:** The report wasn't available this month due  
39 to previous area flooding, Hurricane IRMA, and loss of electricity for extended periods.
  - 40 • **LaVallie moved** to accept the Treasurer's Report, Jenkins **seconded**, all voted **aye**.
- 41

42 4) CHIEF'S REPORT:

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- 44 • Calls Last Month: Computers are down so no update this month
- 45 • Equipment:
  - 46 ○ E191 Engine/Pumper:
    - 47 ▪ Our engine is now back on the island and we got the loaner from San Carlos Park
    - 48 off the island before IRMA arrived
    - 49 ▪ The loaner was taken to South Trail to where CAPT McMullen will detail it and
    - 50 determine what repairs if any need to be made before its return to San Carlos
    - 51 Park
  - 52 ○ There is no status on the FEMA grant for the redundant/back-up high volume/high
  - 53 pressure pump so, in the meantime, we still have the pump on the Engine and the
  - 54 750gpm pump (that was used during the Sol Vista fire)
- 55 • Public Question: What distance will the pump push water to? CAPT McMullen stated
- 56 probably up to 1000' is the maximum to draft. Is the District allowed to borrow money?
- 57 No, not without a voter approved referendum but we do have a \$500,000 Line of Credit
- 58 that has to be paid off each year. Can we borrow money from the County? No, we
- 59 would use the Line of Credit and pay it off as Tax Collections are received instead. Can
- 60 we put a power-takeoff on one of the tractors to pump water, since those are
- 61 workhorses? CAPT McMullen said that, with our certified firefighters, the pumps MUST
- 62 be firefighting-certified (that may cost twice as much), to not violate law and OSHA
- 63 rules. Was every pump on all of the fireboats fire-certified? Yes, all ISO-accredited fire
- 64 districts use fire-certified equipment. Why can't we call everyone a volunteer then?
- 65 McDonald stated that every official firefighter volunteer has to be a Florida Firefighter I,
- 66 requiring 206 hours of certification training. McDonald reminded everyone that Florida
- 67 laws have dramatically changed since the District started, as well as the transition from
- 68 two Chiefs in 2014, to 3-4 part-time, certified mainland firefighters on each shift now.
- 69 • The Board accepted the Chief's Report

70

71 5) Fry proposed tabling all topics before the reports to the Public on the Sol Vista fire and  
72 Hurricane IRMA to respond to public questions and concerns. Board agreed without objection.

73

74 A) Sol Vista Fire After Action Review (Agenda Item 7A) ~~(21:00 — 1:09:11)~~:

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- 76 • Chief submitted the fire incident report at the last meeting, along with the summarized
- 77 timeline of responding units and that approved & signed report is on our website
- 78 • Chief summarized what went right:
  - 79 ○ No loss of life, no injuries for either civilians or firefighters
  - 80 ○ Initial Response to the scene occurred in 5 minutes; there have been questions
  - 81 about placement of firefighting equipment. The military tanker truck attempted to
  - 82 get behind the fire by approaching from the beach but the tide was still too high.
  - 83 The primary structure was already fully involved
  - 84 ○ 3<sup>rd</sup> Alarm was immediately called in to Lee Control, which activated mutual response
  - and the North Strike Team

- 85           ○ No other exposed structures were involved until about 1-1/3 hours after first  
86           response, just as mutual aid response units were arriving
- 87           ○ There was no access behind the house (on Sol Vista) due to high heat/flames, with  
88           propane tanks off-gassing and exploding
- 89           ○ LCSO and Captiva FD arrived on the Captiva fireboat and began house searches and  
90           moved short-term renter family next door and later to the Station, away from the  
91           scene
- 92           ● Chief summarized what went wrong (SNAFUs):
- 93           ○ A phone call directly to the Station was dropped and the phone went into “reset”  
94           mode:
- 95           ▪ The phone detail was downloaded from Sprint that showed no completed calls  
96           before or after the incident
- 97           ▪ Public asked whether the Station has a landline and LaVallie said Yes but  
98           reminded everyone that the best number to call is always 911. Is there a  
99           difference between dialing 911 on a cell phone or a landline? Yes, there may be  
100           a delay if a cell phone but the GPS-chips in newer smartphones are supposed to  
101           direct the Enhanced 911 call to the closest County 911 Dispatcher.
- 102           ▪ Do we say Upper Captiva, North Captiva, or North Captiva Island ... will the 911  
103           dispatcher know where we are? Yes, they recognize all of those names for our  
104           island. The 911 system is not perfect but it is always better than calling the  
105           Station since it alerts the whole County that there is a fire on the island.
- 106           ▪ Didn't the new Special Assessment pay for 4 full-time firefighters every day?  
107           Costs would potentially be double for 4 full-time firefighters with full benefits,  
108           requiring 12-16 full-time union employees working 1 shift on/2 shifts off, like  
109           every other fire district in the area. Instead, we have 40+ highly qualified  
110           firefighters that work 2-3 shifts each month without benefits. And if we had  
111           those 12-16 full-time employees, we would not be able to maintain our ALS  
112           capability that, even during season, don't generate enough calls or different  
113           types of call for paramedics to maintain their proficiency.
- 114           ▪ Then those part-time firefighters have no connection to the island? Yes, they  
115           have jobs out here, in addition to their full-time jobs on the mainland.
- 116           ▪ Then they don't know about our island or how to get around to every house?  
117           Yes, they do. We have had the same crew on-island for the last 3 years, so they  
118           have been driving around on the island and understand the problems with the  
119           island, the age of our equipment, and know they are on their own during the first  
120           1-2 hours until assistance arrives from the mainland.
- 121           ▪ As a homeowner, I am concerned that 40+ part-time firefighters can't possibly  
122           stay on top of everything that goes on out here. Isn't that a risk? Again, the  
123           same team has been out here for almost 3 years now and they are very familiar  
124           with the island. There are financial limits to what can be done since we are at  
125           maximum millage rate and an allowable annual increase in the fire services  
126           special assessment is limited to about \$4500/year, that we haven't done. That  
127           \$4500 won't increase the number of firefighters.

- 128                   ▪ How can you run out of propane? Don't you have a checklist? There is a  
129                   checklist of daily duties that each shift performs, verifying that the equipment is  
130                   operational, including life/safety checks on our medical equipment. Chief stated  
131                   that he accepted the blame on running out of propane; he said he was more  
132                   concerned about islander notification, getting islanders off the island, closing  
133                   down the Station, and protecting our equipment, including our two boats.  
134                   ▪ How would you fight a fire if the generator isn't running? All of the fire  
135                   equipment tanks were flushed and refilled with SHC well water the day after the  
136                   fire as part of reset. During a fire, we draft water from the canals, the SHC pond,  
137                   the Sound, or even the Gulf if we have to ... we don't use SHC well water until we  
138                   flush, clean, and then refill the systems after the fire is under control.
- 139                   ○ Public then shifted to Hurricane IRMA topic without the Chief completing his  
140                   presentation, and then later returned to the fire discussion
  - 141                   ○ Fry stated that we still don't know all of the facts about the fire, what went well,  
142                   what went wrong, and where things need to be improved. Instead, we have spent  
143                   over 40 minutes discussing the emotions about the fire. We can continue to do that  
144                   but, until we can get off the emotion and focus on facts, we won't solve anything.  
145                   Until we can get into the facts, we can't determine what are the equipment, people,  
146                   training, or SOP/checklist shortfalls that need to be addressed. Fry believes that we  
147                   need to do a detailed After Action Review.
  - 148                   ○ Public stated that there is no identification of culpability and the Chief should resign  
149                   immediately. McDonald stated that he doesn't view the Sol Vista fire or IRMA as a  
150                   failure. McDonald asked if anyone believes that we can go to the "Chief Tree" and  
151                   pick a new chief?
  - 152                   ○ Then returned to the IRMA discussion
- 153
- 154 B) Hurricane IRMA ~~(1:09:11 — 2:04:00)~~:
- 155                   • How can you close the fire station when it is the only concrete shelter on the island?  
156                   McDonald stated that the station is NOT a County-approved hurricane shelter, it wasn't  
157                   constructed to that standard when it was built due to cost constraints 20+ years ago, and  
158                   it isn't a concrete structure. The stucco downstairs is over a wood frame, not concrete  
159                   block. Even though many people sheltered at the Station during Charley, that was  
160                   viewed as a mistake afterwards and only happened when it was thought it was a  
161                   Category 1 storm headed to Tampa and now, especially if the island had experienced a  
162                   10'-12' storm surge, as predicted.
  - 163                   • Public comment was that it was inexcusable to run out of propane immediately after the  
164                   hurricane passed. Fry agreed that it was inexcusable and told Chief last Tuesday that  
165                   there are at least 3 items that should have been on a checklist and apparently aren't,  
166                   along with possibly other items 1) once the Governor declared a state of emergency, the  
167                   checklist should have said to "check the propane in the tank" and order, if needed 2)  
168                   after the decision was made to close the Station after the mandatory evacuation order,  
169                   the checklist should say "turn off or disconnect the generator" 3) once the evacuation  
170                   was over and the Station was reopened, it should say "turn on the generator" start  
171                   reordering propane, based on expected usage. Again, we need to focus on facts and

- 172 corrective actions, rather than emotion, if we want to get better at our emergency  
173 services
- 174 • Chief stated that the first thing he did when he returned to the island was order  
175 propane. The barge delivered it to Useppa, rather than Upper Captiva and Jeffers said  
176 that he didn't "deliver it to the wrong island". It was delivered to Useppa because Chief  
177 didn't call him directly to ensure the propane would be delivered as ordered but Useppa  
178 did. Jeffers then said that the propane would be on the barge Monday.
  - 179 • Again, the lack of propane affected only the Station, not the island's residents. The  
180 generator runs the Station lights and a/c, as well as the kitchen. No generator makes life  
181 miserable for the firefighters but didn't impact the ability of the Station to respond to a  
182 fire or medical emergency. The truck tanks are full of water and were flushed and filled  
183 after the Sol Vista fire. Water is drafted from locations other than the well houses and  
184 our generator doesn't supply power to any well house (CORRECTION AFTER MEETING:  
185 The generator provides power to the stations sewage lift station and a line could have  
186 been run across the road to the closest well house to supply water to both the station  
187 and some of the SHC townhouses, if the generator were in operation).
  - 188 • Fox stated that Chief met with him in his office on Tuesday and told him that a  
189 mandatory evacuation would be ordered on Wednesday. Door knocks on every door on  
190 the island happened on Wednesday and Thursday. Fry stated that Island Girl had  
191 notified Chief Tuesday that their last boat would be 5:30PM Wednesday and that would  
192 be the last boat for islanders that relied upon Island Girl, including SHC staff, to leave the  
193 island. UCCA sent an email to their "all island" address list at 4PM Tuesday that stated  
194 that NCIC planned to continue their scheduled service through at least Thursday. And  
195 private charters, including Boats and Fun, were still providing service, depending on  
196 weather, until even later. Friday morning at 0900 became the effective date and time for  
197 the County-ordered mandatory evacuation of the barrier islands. So Wednesday at  
198 5:30PM WAS the day and time, if you relied upon Island Girl. Fox said that he lost the  
199 day of work since they couldn't work on Thursday but Fry again said that, regardless of  
200 what he was told Tuesday morning by Chief, he received an email on Tuesday afternoon  
201 around 4PM, after the information became clearer, drafted by Chief, McDonald, and  
202 Sirabian for the UCCA email list
  - 203 • McDonald stated that everyone needs to recognize that we were among the luckiest  
204 people in Florida when a hurricane with 12' storm surge was forecast to hit us directly  
205 and it didn't. Fox said "What happens when we aren't lucky next time?" and Fry said  
206 that is why we need to work on getting better with facts and improvements, not  
207 emotions.
  - 208 • Sirabian stated that communications need to be improved and checklists need to be  
209 improved.
  - 210 • Murphy stated that she and Fox conferenced Tuesday evening and made the decision to  
211 send every SHC employee off the island, before they could secure members' homes,  
212 based on the Chief's meeting with Fox. McMullen reminded everyone that we all have  
213 access to the same media reports and the same Lee EOC website, that once winds are  
214 above 40MPH all emergency vehicles are grounded, and that Pine Island FCD also closed

215 and evacuated their stations, based on the same order that included Upper Captiva.  
216 McMullen also reminded everyone of their own responsibilities with living on a barrier  
217 island. The UCFRD knocked on every door, got next of kin notification information for  
218 residents that weren't going to evacuate, put shutters on the fire station windows, lifted  
219 equipment off the station bay floor, and secured fire district property. Yes, they forgot to  
220 check the propane and the generator before they left.

- 221 • Murphy stated "What if there had been a medical emergency before the evacuation and  
222 you didn't have power?" But there WAS power AFTER the mandatory evacuation, it ran  
223 out after the hurricane arrived (and before the firefighters returned on Tuesday  
224 morning).
- 225 • Fox asked why Chief didn't tell him that NCIC or other boat operators were still running  
226 after Island Girl's planned end of their scheduled service on Wednesday at 5:30PM and  
227 Fry stated that, since the NCIC and SHC meetings were separate, that information might  
228 not have been known when Fox and Chief met.
- 229 • Fry again stated that people in the audience are right that, if there aren't checklists and  
230 SOPs, that is a major problem. But we still don't know what we don't know ... only what  
231 we feel and we won't come to a resolution that people will like because we still aren't  
232 talking about how to gather facts and identify solutions. If we just focus on our feelings,  
233 we'll continue to focus on our emotions and the Chief. Fry stated that "Hope can't be  
234 our method and prayer can't be our plan". We have to have written plans, we need to  
235 complete a real after action review of the fire and IRMA, that the Chief needs to run that  
236 with his officers and duty personnel that were on duty during both events, and we need  
237 to focus on the facts and possible solutions. Some that we can do immediately and  
238 some that we may not be able to afford. Fry also said that the UCCA all-island email list  
239 WAS emailed information about Island Girl's last run and NCIC's intent to continue at  
240 least through Thursday. We are now almost 2 hours into the meeting and we still don't  
241 know what we don't know.
- 242 • Public asked do we have propane now? Answer is NO but it doesn't stop the Station  
243 from responding to a fire or medical emergency. 911 calls come in over the radios;  
244 McMullen has been monitoring the radio during this meeting. Water for the firetrucks  
245 during a fire comes from draft points, not the SHC well houses. Not having propane only  
246 affects the lights, the kitchen, the sewage, and the domestic water into the Station but  
247 doesn't stop the firefighters from responding. The small generators recharge the radio  
248 and cell phone batteries and runs the window a/c that is keeping this room cool. The  
249 firefighters purchase ice, water, and food with their own money from the mainland each  
250 morning for themselves, before they come on shift. The only ones suffering because of  
251 no propane for the generators are the Chief and the firefighters on duty, not islanders.
- 252 • McDonald reminded everyone that the generator was bought after Charley and more  
253 and more residents have their own generators. The Station doesn't need to be the  
254 community center or food source for islanders like after Charley. It is egregious that we  
255 don't have full power but it isn't an unlivable situation.
- 256 • Murphy asked what the reasonable time would be for the review, when will islanders be  
257 told what went right, what went wrong, and what is being done to fix things?

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- Fry reminded the public about the really awful month that the island has experienced; the fire was on 11 August, the flooding on the island and on the mainland with 25"+ of rain over 4 days was in late August, and the IRMA-related activities occurred from 4 September ... and we are not yet fully recovered. Fry will put both AAR topics on the October agenda and they won't come off until all questions have been answered and potential solutions are identified. With our fires and hurricanes, we thankfully go years between the events and the people that worked these issues this month may not be with us for the next event (it was 4-1/2 years since the last major fire and 13 years since Charley). That is the reason for SOPs and checklists; people turnover means that institutional knowledge is fleeting with departures and arrivals of staff and islanders. Fry stated that "The definition of insanity is doing the same thing over and over again in the same way and expecting a different result". We need to document and improve but that isn't going to happen today or even next week. It will take months to complete properly.
  - Murphy stated that the Board should mandate that the Chief prepare and present details at the next meeting about both the fire and the hurricane, in greater detail than the SNAFUs list. And that those presentations should be made available to islanders. Fry stated that once a document is created, it gets posted to the website at least 7 days before a meeting. The documents for today's meeting were posted 3 days ago when we confirmed that we would have a quorum of returning commissioners in the room to actually hold the meeting.
  - Sirabian asked the Chair to schedule a special meeting for an update within 2 weeks. She stated clearly that, as one of the few that stayed during the hurricane, she fully understood that there would be no emergency services for her until after the mandatory evacuation officially ended. They were on their own; no key to the fire station or the trucks was expected or received. Chief and McMullen made that abundantly clear and she understood her choice to stay. At no time did she expect anyone to come to save her or to go to the fire station door asking for food or water, during or after IRMA.
  - Rosen said that he would like to see the report about the fire, he would like to see improved checklists for hurricanes, and that communications with owners and property managers needs to improve, either with a website or Twitter.
  - Peterson said there were probably two things that was learned after Charley 1) that we are more vulnerable on this island than people realized and, 2) that the Station is important as a command and control center in the event of an emergency and everything needs to be ready to the maximum extent possible. LaVallie, Fry, and McDonald agreed with Peterson again that not having propane was completely inexcusable and it better not ever happen again.
  - Fox asked, once the facts are gathered, whether there can be an agenda item at the next meeting for an evaluation of the chief. Fry stated that he created a written evaluation of the Chief in July and will forward what he provided the chief and that, on balance, what was written then is probably still accurate since the shortcomings were communication and management skills. Doing another evaluation in October would likely not be productive but the Public can always ask questions during the meetings, whether the topic is on the agenda or not.

- 301 • Sirabian stated that islanders and property managers should submit their written  
302 comments to the Chief, for him to include them in the after action review because they  
303 have different vantage points for both the fire and the hurricane. McDonald stated that  
304 Murphy, Fox, Rosen, Cottrell, Henderson, and Brillhart comments are welcome as  
305 property manager input, as well as any other islander's comments
- 306 • McDonald reminded the Public that everyone on the Board is volunteering to do the  
307 best that they can for the community, that the Chief has only been the Chief for less  
308 than 18 months, and that we have been discussing hiring a second full-time employee,  
309 potentially as the Assistant Chief.
- 310 • Miklavic says the Board is doing a stellar job but the Board needs to do a better job of  
311 managing the Chief. Your chief should be strong and tell you what he needs. He should  
312 be strong.
- 313 • Sirabian asked that the minutes reflect that our part-time staff spend a huge amount of  
314 time at their home stations before an event like IRMA and still come out. She asked  
315 McMullen how many hours he had worked before coming out and he said 48 straight  
316 hours and then reported for 30 hours here; CAPT Tyrell, our officer in charge today,  
317 worked 56 hours straight before the hurricane, worked 24 hours yesterday, and is here  
318 for his 24 hour shift on the island today. And Chief has been on-island for 106 hours  
319 since Monday morning.

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321 BREAK ~~(2:04:00 – 2:15:32)~~: Board returned to tabled agenda items after the break

322  
323 6) COMMISSIONER REPORTS:

- 324  
325 A) Sward-Legal Representation: McDonald stated that Attorney Pringle will attend the 27  
326 October 2017
- 327  
328 B) LaVallie-Community Committee Update: Tabled until the October meeting, when we  
329 select a new legal advisor, and determine a path forward

330  
331 7) OLD BUSINESS ~~(2:15:32 – 3:17:58)~~:

- 332  
333 A) Repair or Replace the Station Generator: Tabled until Chief provides further information  
334 about alternatives, costs, and whether building a wooden/tin-roofed shelter will protect  
335 the generator sufficiently
- 336  
337 B) Officer Chain of Command/Organization Chart: Tabled until Chief provides further  
338 detailed information about duty descriptions, what the 3 officers' additional duties will  
339 entail and how frequently those duties will need to be performed
- 340  
341 C) FY18 Proposed Budget:

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- 343       • Preliminary Budget Hearing: Now scheduled for Monday, 25 September at 5:01PM, with  
344 Chair and Treasurer recommending that the Board
- 345       • Final Budget Hearing: Now scheduled for Saturday, 30 September at 10AM, with the  
346 decisions at that point
- 347       ○ Revenues: The final decision on next year's millage rate will be made at the 30  
348 September Final Budget Hearing but, with the unknown clean-up costs and any after  
349 action review identified improvements, the Board leans toward the maximum  
350 millage rate of 3.75 mils
- 351       ○ Pay & Benefits Proposals:
- 352           ▪ Fry again stated that the FY17 raise of \$5000 and \$1250 in retirement should be  
353 treated as a bonus for work that the Chief performed as Acting Chief from August  
354 2015 – March 2016.
- 355           ▪ Fry stated, failing that, we need to reconsider the idea of a \$2000 raise in base  
356 salary for the Chief because, if that is approved next month, it shows how tone-  
357 deaf the Board and the Chief are on what we heard over the last 2-1/2 hours  
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359 8) NEW BUSINESS:

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- 361 A) Sol Vista Fire After Action Review (AAR) ~~(3:17:58 – 4:21:02)~~: Covered earlier in the  
362 meeting
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- 364       • Board requires Chief to create a more detailed and in-depth After Action Review (AAR),  
365 with a possible In-Process Review (IPR) at a special meeting in 2 weeks, and a desired  
366 final report to the Board on 27 October, with the potential for the Chief to present to the  
367 membership of SHC on 28 October and the membership of the UCCA on 29 October
- 368       • CAPT Tyrell Narrative of Fire: Details will be provided inside the Chief's planned in-  
369 process review for the Board and community, at the proposed Special Meeting during  
370 the first 2 weeks of October, and in the final Board and community presentations  
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- 372 B) IRMA After Action Review: Covered earlier in the meeting, with the Board requiring a  
373 detailed and in-depth after action review, with a proposed in-process review at a special  
374 meeting in 2 weeks, and a desired final report to the Board on 27 October, with the  
375 potential for the Chief to present to the membership of SHC on 28 October and the  
376 membership of the UCCA on 29 October  
377
- 378 C) Resolution to Write-Off Construction in Progress (2017-091617(1)): The Balance Sheet  
379 still shows an asset for the work done on the proposed station addition/renovation that  
380 failed by referendum. Since all of the permits have expired and we don't have any  
381 current contracts, the asset needs to be written off. Read in its entirety by Chair,  
382 **LaVallie moved** to adopt, **seconded** by Jenkins, **all voted aye**.  
383

- 384 9) PUBLIC COMMENT: Public comments were made earlier in the meeting and all of the public  
385 departed at the Break

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10) NEXT DATES: Preliminary Budget Hearing on Monday, 25 September 2017 beginning at 5:01PM, the Final Budget Hearing on Saturday, 30 September 2017 beginning at 10:00AM, and a Special Meeting will be scheduled during the first two weeks of October, once availability for an in-room quorum is verified. The next Regular Monthly Meeting is Friday, 27 October at 10AM.

11) ADJOURN – **Moved by Fry, seconded** by Jenkins; meeting adjourned at 3:25 PM.

Respectfully submitted,

Bill Fry  
Secretary/Treasurer

UNAPPROVED DRAFT