

VICTOR FIRE DISTRICT

Board of Fire Commissioners Meeting Minutes

January 11, 2021 @ 6:30 PM

1. Call to Order:

The Organizational Meeting of the Commissioners of the Victor Fire District was called to order by Commissioner Barry in compliance with the Open Meetings Law at 6:30 p.m.

2. Pledge of Allegiance:

Commissioner Barry led the Pledge.

3. Roll Call and Affirmation of Quorum:

Board Member	Present	Excused	Absent
Chairman McConnell	x		
Commissioner Keyes	x		
Commissioner Kowal	x		
Commissioner Turner	x		
Commissioner Barry	x		

A quorum was declared by the Chairman and the business of the district proceeded.

a. Others Present:

Fire District Secretary Hauf	x
Deputy Treasurer McAdoo	x
Chief Eifert	
Deputy Chief Lamarco	
Assistant Chief Militello	X

Jason Maier, Michael Murphy, Ed Schultz.

4. Board of Fire Commissioners Election Results

- a. Secretary Hauf reported that Peter Kowal won the Commissioner term ending in 2026 and with a 29 of 30 votes cast
- b. Commissioner Kowal acknowledged that he took the Oath of Office at the Town Clerk's Office and filed it with the District Secretary.

5. Organizational Meeting

a. Resolution #2022-0001 -Election of Chairman for Calendar Year 2022

On motion of Commissioner Turner, seconded by Commissioner Keyes, the following resolution was adopted: 5 Ayes; 0 Nays

WHEREAS, consistent with Town Law §176, the Temporary Chair called for nominations for Chairman of the Board of Fire Commissioners; and

WHEREAS nominations were made and seconded, and a vote held; therefore, be it

RESOLVED that Commissioner McConnell is hereby elected as Chairman of the Board of Fire Commissioners of the Victor Fire District for the term ended December 31, 2022; and

RESOLVED that a copy of this resolution be delivered to the Supervisor and Town Clerk of the Town of Victor, and the Mayor and Village Clerk of the Village of Victor.

b. Resolution #2022-0002 –Appointment of Fire District Secretary

On motion of Commissioner Turner, seconded by Commissioner Keyes, the following resolution was adopted: 5 Ayes; 0 Nays

WHEREAS, Town Law Section 176 requires the Board of Fire Commissioners to appoint a Fire District Secretary with powers and duties consistent with Town Law Section 178;

WHEREAS, the Board of Fire Commissioners have previously appointed Lisa Hauf the duties of Fire District Secretary, consistent with the job offering made in June of 2019; and

WHEREAS Lisa Hauf has expressed desire to continue with the appointment as amended with this resolution and the Board of Fire Commissioners finds it is in the best interest of the Fire District to continue with this appointment; therefore, be it

RESOLVED that Lisa Hauf be appointed Fire District Secretary for the term of January 1, 2022 through December 31, 2022; and

RESOLVED that a copy of this resolution be delivered to District Secretary Lisa Hauf.

c. Resolution #2022-0003 –Appointment of Fire District Treasurer

On motion of Commissioner Barry, seconded by Commissioner Turner, the following resolution was adopted: 5 Ayes; 0 Nays

WHEREAS, Town Law Section 176 requires the Board of Fire Commissioners to appoint a Fire District Treasurer with powers and duties consistent with Town Law Section 177;

RESOLVED that Sean McAdoo be appointed Fire District Treasurer for the term of January 1, 2022 through December 31, 2022; and

RESOLVED that a copy of this resolution be delivered to District Treasurer Sean McAdoo.

d. Resolution #2022-0004 –Appointment of Fire District Attorney for Calendar Year 2022

On motion of Commissioner Barry, seconded by Commissioner Kowal, the following resolution was adopted: 5 Ayes; 0 Nays

WHEREAS, there exists a continuing need for legal services to be provided to the Commissioners of Victor Fire District, concerning various responsibilities undertaken by said Commissioners;

WHEREAS, the Commissioners are desirous of making an appointment to this position as referenced above for calendar year 2022; and

WHEREAS, General Municipal Law §103, provides that a governing body may award a Contract without public advertising for competitive bidding where the nature of said Contract is in the form of a professional service; therefore, be it

RESOLVED that Mark Butler, Esq., is hereby appointed to provide legal services to the Commissioners relative to any and all issues presented to the Commissioners pursuant to any of its obligations or responsibilities;

RESOLVED that Melissa Fingar, Esq, is hereby appointed to provide legal services to the Commissioners relative to any employment related issued presented to the Commissioners;

RESOLVED that the compensation for this position shall be as indicated in the retainer correspondence of such attorneys dated January 1, 2022; and,

RESOLVED that a copy of this resolution be delivered to Mark Butler, Esq and Melissa Fingar, Esq.

e. Resolution #2022-0005 -Approval of Operational Officers

On motion of Commissioner McConnell, seconded by Commissioner Turner, the following resolution was adopted: 5 Ayes; 0 Nays

WHEREAS, the members of the Victor Fire Department have completed their election of operational officers and submitted their recommendation for approval by the Board of Fire Commissioners; and

WHEREAS the Board of Fire Commissioners have reviewed the slate and find the individuals are qualified to serve in the positions as indicated; therefore, now be it

RESOLVED that the Board of Fire Commissioners appoints the following sworn officers:

District Fire Chief & Chief of Department – Mark Eifert

Deputy Fire Chief – Steve Lamarco

Assistant Fire Chief – Mark Militello

RESOLVED that the Board of Fire Commissioners also welcomes and acknowledges the following company officers:

Lieutenant – Michael Murphy;

RESOLVED that the sworn officers are to file their oath of office with the District Secretary no later than January 31, 2022; and

RESOLVED that a copy of this resolution be delivered to all operational officers with the Board of Fire Commissioner’s appreciation for their commitment to the success of this organization.

f. Resolution #2022-0006 -Assignment of Liaisons

On motion of Commissioner Keyes, seconded by Commissioner McConnell, the following resolution was adopted: 5 Ayes; 0 Nays

WHEREAS in order to establish a clear path of communication between the Board of Fire Commissioners, operational officers, staff, and the fire department while balancing commissioner’s responsibilities, the Board of Fire Commissioners desires to establish liaisons;

WHEREAS the Board of Fire Commissioners have had an opportunity to discuss the liaison positions and the expectations for each and finds it is in the best interest of the District to continue with these assignments; now, therefore, be it

RESOLVED that the following are the liaison appointments for 2022, which is more fully described in Attachment A:

<u>Category</u>	<u>Primary Liaison</u>	<u>Alternate Liaison</u>
Apparatus	John Turner	Jon McConnell
Benefits	Peter Kowal	
Buildings	Mike Keyes	Jon McConnell
Equipment	Gerald Barry	John Turner
Finance	Jon McConnell	John Turner
Insurance	John Turner	Peter Kowal
Personnel	Jon McConnell	
Staff Operations	Gerald Barry	Jon McConnell;

RESOLVED that the list of liaisons be delivered to District Secretary Lisa Hauf, Treasurer Sean McAdoo, Chief Mark Eifert, and to all operational officers.

g. Resolution #2022-0007 –Adoption of 2022 Regular Meeting Schedule

On motion of Commissioner McConnell, seconded by Commissioner Kowal, the following resolution was adopted: 5 Ayes; 0 Nays

WHEREAS, Public Officer’s Law §104, requires a public body to post and maintain posted, to distribute to designated newspapers, a schedule of the regular meetings of such public body to be held during the calendar year;

WHEREAS, such schedule of regular meetings is required to contain the location of each meeting, to the extent that it is known, and the time and date of each meeting; and

WHEREAS, the Board of Fire Commissioners have reviewed the proposed 2022 meeting schedule and the needs of the Fire District; therefore, be it

RESOLVED that the Boards of Fire Commissioners approves the following meeting schedule for 2022 (all meetings are regular business unless designed):

Tuesday, February 8

Tuesday, March 8
Tuesday, April 12
Tuesday, May 10
Tuesday, June 14
Tuesday, July 12
Tuesday, July 26 (Budget)
Tuesday, August 9
Tuesday, August 23 (Budget)
Tuesday, September 13 (Adopt proposed budget)
Tuesday, October 11
Tuesday, October 18 – Budget Hearing & anticipated vote on final budget
Tuesday, November 8
Tuesday, December 6
Tuesday, December 13 – no meeting/ District Elections (6 pm – 9 pm)
Tuesday, January 10, 2023 – 2023 Organizational Meeting;

RESOLVED that regular meetings will start at 6:30 PM prevailing time; and,

RESOLVED that District Secretary Hauf make all necessary legal notifications and to maintain a copy of this schedule on the public bulletin board, at designated public places, and other locations as identified in the Communications Plan.

h. Resolution #2022-0008 -Designation of Paid Holidays

On motion of Commissioner Barry, seconded by Commissioner Keyes, the following resolution was adopted: 5 Ayes; 0 Nays

WHEREAS, the Victor Fire District, in compliance with Federal regulations, has offered to their paid staff a benefit of designated paid holidays; and,

WHEREAS, the Board of Fire Commissioners have reviewed the 2022 Federal and State holidays and the needs of the Fire District; therefore, be it

RESOLVED that the Board of Fire Commissioners approves the following paid holidays for the current full-time staff:

Monday, January 17 (Martin Luther King, Jr. Day)
Monday, February 12 (President’s Day)
Friday, April 15 (floating religious holiday)
Monday, May 30 (Memorial Day)

Monday, June 20 (Observation of Juneteeth)
Monday, July 4 (Observation of Independence Day)
Monday, September 5 (Labor Day)
Monday, October 10 (Columbus Day)
Friday, November 11 (Veteran’s Day)
Thursday, November 24 (Thanksgiving Day)
Friday, November 25 (Floating holiday)
Monday, December 26 (Observation of Christmas Day)
Monday, January 2, 2023 (Observation of New Year’s Day); and,

RESOLVED that a copy of this resolution be delivered to Chief Mark Eifert, Treasurer Sean McAdoo, and that a certified copy of this resolution be posted with paid employee notices

i. Resolution #2022-0009 –Designation of Public Places for Postings

On motion of Commissioner Turner, seconded by Commissioner Barry, the following resolution was adopted: 5 Ayes; 0 Nays

WHEREAS, Public Officer’s Law §104, requires a public body to post and maintain posted, a schedule of the regular meetings of such public body to be held during the calendar year; therefore, be it

RESOLVED, the Board of Fire Commissioners designate the following locations for public places for posting of meetings or hearings:

- Outside bulletin board, Victor Fire House
- Town of Victor Clerk’s Office
- Village of Victor Clerk’s Office; and

RESOLVED that the Fire District Secretary will deliver or post all public meeting and hearing notices as these location

j. Resolution #2022-0010 –Designation of Official Newspaper

On motion of Commissioner Turner, seconded by Commissioner Barry, the following resolution was adopted: 5 Ayes; 0 Nays

WHEREAS, the Board of Fire Commissioners are required to publish various items in order to comply with requirements of statutory law; and

WHEREAS the Board of Fire Commissioners desire to designate a newspaper or newspapers with a general circulation within the Victor Fire District for the publication its various items during the calendar year 2022; now, be it

RESOLVED that the Messenger Post is designated as the official newspaper for the Victor Fire District.

k. Resolution #2022-0011 –Designation of Official Undertaking for the Treasurer

On motion of Commissioner McConnell, seconded by Commissioner Turner, the following resolution was adopted: 5 Ayes; 0 Nays

WHEREAS, WHEREAS, Town Law §176(4) requires that the Board of Fire Commissioners shall, by Resolution, designate the Treasurer of the Victor Fire District to have an official undertaking, conditioned for the faithful performance of his duties; and

WHEREAS, the Commissioners of Victor Fire District deem it necessary to provide an official undertaking for the Treasurer of the Victor Fire District for the calendar year 2022; therefore, be it

RESOLVED that the Treasurer, be bonded/ insured in the amount of \$1,000,000 and \$500,000 for each of the Commissioners who serve as signatories; and

RESOLVED that a copy of this resolution and official undertaking be delivered to the Town of Victor Clerk, pursuant to Town Law §176(4).

l. Resolution #2022-0012 –Designation of Fire District Banks

On motion of Commissioner Turner, seconded by Commissioner Kowal, the following resolution was adopted: 5 Ayes; 0 Nays

WHEREAS, the Board of Fire Commissioners are required to designate bank(s) to serve as depository for Fire District Funds; and

WHEREAS the Board of Fire Commissioners have reviewed the available financial institutions; therefore, be it

RESOLVED that the Board of Fire Commissioners designate the Canandaigua National Bank has the official depository for Fire District funds for calendar year 2022.

RESOLVED that the Board of Fire Commissioners receive a copy of the AUD and proof of filing of the same at the regular business meeting after the filing; and,

RESOLVED to deliver a copy of this resolution to Deputy Treasurer Sean McAdoo

m. Resolution #2022-0013 –Authorizing Signatories for Checks

On motion of Commissioner McConnell, seconded by Commissioner Turner, the following resolution was adopted: 5 Ayes; 0 Nays

WHEREAS Town Law §176 provides that payment of claims by the Fire District shall be by check and it is the policy of the Victor Fire District that all checks be signed by the Treasurer and countersigned by a designated Fire Commissioner;

WHEREAS, it is the policy of the Victor Fire District that the Board of Fire Commissioners, at its organizational meeting, to designate by Resolution the individuals

whose signatures shall appear on checks drawn upon the Treasury of the Board of Fire Commissioners; and

WHEREAS the Board of Fire Commissioners recognizes that there are certain utility and employee bills that timely payment is necessary for efficient business operation; therefore, be it

RESOLVED that the checks authorized by the Board of Fire Commissioners for payment of claims shall be signed by the Treasurer and countersigned by a Commissioner in compliance with the rules and regulations promulgated by State Finance Law and as set forth herein, including that electronic signatures on checks will not be utilized in place of handwritten signatures.;

RESOLVED that authorized signatories for the Victor Fire District shall be:

Sean McAdoo, Treasurer

Gerald Barry, Fire Commissioner

John Turner, Fire Commissioner; and

RESOLVED that the Treasurer of the Victor Fire District is authorized to promptly pay in advance of an audit by this Board of Fire Commissioners the following routine invoices:

Rochester Gas & Electric

Verizon Wireless (monthly fees only, not purchases)

Empire Access

QuickBooks subscription fee

TIAA Bank (copier rental fees only)

Postage

Full time employee salaries

n. Resolution #2022-0014 -Renewal of all Fire District Leases and Recurring Contractual Agreements

On motion of Commissioner Keyes, seconded by Commissioner Kowal, the following resolution was adopted: 5 Ayes;0 Nays

WHEREAS at the time of formation of the Fire District, there were several leases and recurring contractual agreements in place; and

WHEREAS the Board of Fire Commissioners have reviewed these obligations and finds it is in the best interest of the Fire District to continue with these agreements; now, therefore, be it

RESOLVED that the Board of Fire Commissioners agrees to continue all Fire District leases and recurring contractual agreements, including:

Building Lease with the Village of Victor

Shared Services for Lawn Mowing & Plowing with the Village of Victor
Fuel Contract with Town of Victor
Emergency Reporting (NFRIS Management)
I Am Responding (Member call in system)
TIAA Bank & BXI Consultants (Copier contract, including usage)
Brite Computer (Managed Computer Services)
Healthworks, Inc (Member Physicals and Exposure Control Program)
Brown and Brown of Rochester (Medical Benefits)
Anderson VanHorne (Insurance services)
Quickbooks Online (financial software)
Vector Solutions (Target Solutions/ online training platform)
Zoom (online video meeting subscription)
Amazon Prime Membership; and

RESOLVED that the District Treasurer is authorized to sign any renewal of contracts required with these firms and organizations.

o. Resolution #2022-0015 -Adoption of Policies and Forms

On motion of Commissioner Barry, seconded by Commissioner Keyes, the following resolution was adopted: 5 Ayes; 0 Nays

WHEREAS Town Law 176 and best practices of a Fire District requires an annual review and adoption of policies and forms, including vouchers; and

WHEREAS the Board of Fire Commissioners have reviewed the previously adopted policies and forms and finds they are consistent with known expectations and best practices; now, therefore, be it

RESOLVED that the Board of Fire Commissioners adopts the policies and forms on file.

p. Resolution #2022-0016 -Review of Expenditures for 2021

On motion of Commissioner McConnell, seconded by Commissioner Kowal, the following resolution was adopted: 5 Ayes;0 Nays

WHEREAS, Town Law §177 requires the Fire District Treasurer to provide a written statement showing receipts and disbursements for the preceding fiscal year at the organizational meeting and produce all books, records, et.al.;

WHEREAS, the Fire District Treasurer has provided on a monthly basis such documentation for the review by the Board of Fire Commissioners; and,

WHEREAS, the Board of Fire Commissioners have reviewed such documentation and found the same satisfactory; therefore, be it

RESOLVED that the Board of Fire Commissioners waives the submission of the annual written statement showing receipts and disbursements for the preceding fiscal year at the organizational meeting in favor of the preparation of the preparation and filing with the NYS Office of the Comptroller the annual update document (AUD) report, as required by General Municipal Law Section 30, within the first 60 days of 2022;

RESOLVED that the Board of Fire Commissioners will receive a copy of the AUD and proof of filing of the same at the regular business meeting after the filing; and,

RESOLVED to deliver a copy of this resolution to Treasurer Sean McAdoo

q. Resolution #2022-0017 –Approval of Membership in Organizations

On motion of Commissioner McConnell, seconded by Commissioner Kowal, the following resolution was adopted: 5 Ayes; 0 Nays

WHEREAS, there exists a variety of organizations for the purpose of maintaining connections within the fire service field, sharing of critical information, and find opportunities for training; and

WHEREAS the Board of Fire Commissioners recognizes the importance of these organizations and supports the development of Commissioners, Officers, and Firefighters; therefore, be it

RESOLVED the Board of Fire Commissioners authorizes the continued membership in the following professional organizations:

Association of Fire Districts of the State of New York

Fireman’s Association of the State of New York

New York State Association of Fire Chiefs

Ontario County Fire Chiefs’ Association

Ontario County Fire Police Association

International Association of Fire Chiefs

Third Battalion Fire Police Association

Monroe County Fire Marshals and Inspectors Association

6. Motion to close organizational meeting and open regular meeting

Commissioner McConnell motioned to close the organizational meeting and open the regular business meeting; seconded by Commissioner Barry and carried, 5 Ayes and 0 Nays.

7. Motion to approve Minutes from August 24, 2021 Meeting

Commissioner Turner motioned to approve the minutes from the December 7, 2021 Regular Business Meeting; seconded by Commissioner Keyes and carried, 5 Ayes and 0 Nays.

8. Motion to Pay Bills:

- a. Commissioner McConnell motioned to confirm authorization was granted via email for payment of invoices distributed via email to the Commission on December 21, 2021, listed as Abstract of December 28, 2021, totaling \$ 51,279.00; seconded by Commissioner Keyes and carried 5 Ayes, 0 Nays.
- b. Commissioner Turner motioned to approve payment of invoices shown on the Abstract of January 11, 2022, totaling \$ 83,180.60; seconded by Commissioner McConnell and carried 5 Ayes, 0 Nays.

9. Correspondence

Secretary Hauf read into record a letter received from Victor Fire Department, Inc., regarding the storage of the 1931 Buffalo

10. Reports

- a. **Treasurer Report:**
Read and is on file.
- b. **District Secretary Report:**
Read and is on file.
- c. **Chief's Report:**
Read and is on file.
- d. **Commissioners Reports:**
none

11. Old Business

None

12. New Business

a. Resolution #2022-0018 - Purchase Authorizations

On motion of Commissioner Barry, seconded by Commissioner Keyes, the following resolution was adopted: 5 Ayes; 0 Nays

WHEREAS Chief Mark Eifert requested authorization to make the following purchases:

Item	Budget Code	Amount
Motorola Radio Head	405.10	\$799.50
Outgoing Chief Gift	408.16.1	\$648.90
Work Uniforms (6)	405.8.2	\$1,900.00

WHEREAS, the Board of Fire Commissioners have reviewed the purchases, found they meet the District's Procurement Policy, and are needed for the safe and efficient operation of the Fire District; now, therefore, be it

RESOLVED to authorize the Chief to purchase the items as indicated.

b. Resolution #2022-0019 -Motion to approve budget transfers

On motion of Commissioner Turner, seconded by Commissioner Barry, the following resolution was adopted: 5 Ayes; 0 Nays

WHEREAS in order to maintain balanced budget lines within the 2021 budget, Treasurer McAdoo recommended inter-budget transfers as fully described in Attachment A; and,

WHEREAS the Board of Fire Commissioners have reviewed and discussed the transfers and found they are consistent with good financial practices; now, therefore, be it

RESOLVED the Board of Fire Commissioners approve the inter-budget transfers as shown.

c. Resolution #2022-0020 -Authorization for Career Firefighters to Attend Training

On motion of Commissioner McConnell, seconded by Commissioner Barry, the following resolution was adopted: 5 Ayes; 0 Nays

WHEREAS, prior to receiving a permanent appointment as a firefighter from an open competitive list, individuals are required to complete a basic fire training program certified by the State Fire Administrator as meeting the requirements of Part 426 and 427, pursuant to General Municipal Law §209-w and Civil Service Law §58-a;

WHEREAS the Victor Fire District Policies require training opportunities, where costs or fees are involved must be authorized by the Chief and approved by resolution of the Board of Fire Commissioners prior to attendance;

WHEREAS training opportunities that meet Parts 426 are available the Henrietta Fire District Recruit Firefighter Training Program starting February 28, 2022 or the New York State Fire Academy Recruit Firefighter Training Program (RFFT) starting around mid to late April, 2022;

WHEREAS the Henrietta Fire District has accepted a request from Chief Mark Eifert to include Firefighters Abigail Miller and Robert Wihlen in their program, which they have indicated the cost will be at or less than the quoted cost of attending the New York State Fire Academy;

WHEREAS the Board of Fire Commissioners have reviewed these requirements and finds that attending Henrietta Fire District RFFT is timely, necessary, and in the public interest; therefore, now, be it

RESOLVED the Board of Fire Commissioners authorizes Firefighters Abigail Miller and Robert Wihlen to attend this training;

RESOLVED to authorize Chief Mark Eifert the authority to sign all agreements necessary for this training;

RESOLVED that the expenses for this training will be assigned to A3410.403.13 – Training – Paid FF; and,

RESOLVED that a copy of this resolution be delivered to Chief Mark Eifert, Treasurer Sean McAdoo, Firefighter Abigail Miller, and Firefighter Robert Wihlen.

d. Resolution #2022-0021 –Authorization for FF 118 to attend Training.

On motion of Commissioner Turner, seconded by Commissioner Keyes, the following resolution was adopted: 5 Ayes; 0 Nays

WHEREAS, General Municipal Law 72-g and Victor Fire District Policies require training opportunities at the state level must be authorized by the Chief and approved by resolution of the Board of Fire Commissioners prior to attendance;

WHEREAS, Firefighter Sean McAdoo is currently nationally certified Fire Officer II and desires to become certified at the Fire Officer III level;

WHEREAS, the New York State Academy of Fire Science in Montour Falls, NY, has a Fire Officer III course starting March 7, 2022;

WHEREAS Chief Mark Eifert has authorized this training, Firefighter McAdoo is available to attend; now, therefore, be it

RESOLVED that the Board of Fire Commissioners authorizes Firefighter McAdoo to attend the Fire Officer III course at the New York State Academy of Fire Science, that commences March 7, 2022;

RESOLVED that in the event the application is waitlisted, the approved extends to the next available course date;

RESOLVED, that any necessary expenses will be paid for by the Fire District as is consistent with the Travel Expense and School & Training policies; and

RESOLVED, that the expenses for this training will be assigned to A3410.403.11.2 Training – NYS Fire Academy;

e. Resolution #2022-0022 –Authorization to enter NYS Police & Fire Retirement System

On motion of Commissioner McConnell, seconded by Commissioner Keyes, the following resolution was adopted: 5 Ayes; 0 Nays

WHEREAS, the Board of Fire Commissioners previously agreed to enter the NYS Police & Fire Retirement System for the career firefighters;

WHEREAS, the New York State and Location Retirement System has provided the District the initial cost of participated and annual employer contribution amounts and the resolutions necessary to enroll into the program, which are shown in attachment A;

RESOLVED that the Victor Fire District does hereby elect to participate as an employer in the New York State and Local Police and Fire Retirement System and approves inclusion of its offers and employees in such system, in accordance with any and all of the laws governing such participation as set forth in the Retirement and Social Security Law, as presently or hereafter amended, together with any administrative rule, regulation, or directive governing the same;

RESOLVED that the Victor Fire District does hereby elect to provide the pension benefit of Sections 375-c and 375-e of the Retirement and Social Security Law for Police Officers and paid Firefighters, as presently or hereafter amended; and,

RESOLVED to authorize Treasurer Sean McAdoo the authority to sign all documents necessary to achieve enrollment.

13. Comments from Public:

none

14. Adjournment:

Chairman McConnell made a motion to adjourn at 7:20 p.m.