West Virginia
Statewide Interoperability Executive Committee
Meeting Minutes

Date: 4-10-2023	Time: 13:41	Location: RETI Flatwoods
Meeting Called To Order: Bobby Hoge		

SIEC Membership & Participation
(X – Present; Blank – Absent; X-CC – Present via Conference Call)

1	Bump, Paul	X	WV Zone 1 Switch Agency
2	Wriston, Jimmie	CC Proxy – Patrick Shea	WV Department of Transportation
3	Channell, Fred	X	RIC 4 Chairman
4	Blosser, Travis	X Proxy – Dave Erwin	WV Municipal League
5	Spence, Josh		WV Office of Technology
6	Zilinski, John	X	RIC 5 Chairman
7	Miller, Jeffrey	CC Proxy – Tyrone Gore	WV Parkways Authority
8	Hart, Tom	CC	RIC 2 Chairman
9	Tatum, Mike	X Proxy – Bob Hoge	WV E-911 Council
10	Cahill, Jan	X Proxy Chris Shrader	WV State Police
11	McConnell, Dustyn	X	WV SWIC
12	McCallister, Roy	X	RIC 1 Chairman
13	Crane, Bill	X Proxy – Danny Kirby	WV National Guard
14	Howard, Tom		WV Sheriff's Association
15	Cadle, Pat		WV County Commission Association
16	Polczynski, Jeff		RIC 3 Chairman
17	Ratliff, Jody	X Proxy – Tim Priddy	WV Health & Human Resources
18	Saffel, Dave	X	APCO
19	Tyree, Ken	X Proxy – Bobby Palmer	WV State Fire Marshal
20	Mccabe, GE	X Proxy Jeff Perry	WVDEM Director
21	Vargo, Lou		WV Zone 3 Switch Agency
22	Vititoe, Steve	X	RIC 6 Chairman
23	Rose, Richard	CC Proxy – Justin Wolfe	WV Emergency Management Council

Non-SIEC Board Members Present
(X – Present; Blank – Absent; X-CC – Present via Conference Call)

1	RC Faulk		Assistant SWIC
2	David Simmons	X	WVSP
3	Greg Hendry	X	DEM
4	Brandon Tice	X	RIC 4
5	Michael Spangler	X	WVDNR
6	Jim Mangus	X	RIC 1
7	Dirk Burnside	X	Technical
8	Tony Novell	X	RIC 2
9	David O'Brien	X	Technical

10	Brooke Hess	X	Loudoun Va, Technical
11	Lori Stone	CC	FirstNet Responder Authority
12	Fred Kinder	CC	Technical
13	Bill Wood	CC	SIRN
14	John Davis	CC	SIRN
15	Steven Singer	CC	CISA

Previous Minutes Reviewed and Approved
- **Motion:** **Dave Saffel**
- **Second:** **Tony Novell**
- **Motion:** **Passed**

Technical Committee Report – Dave Saffel

- Equipment testing – Testing continues on the Motorola NEXT. We have received all of the NEXT radios and we continue to determine what it does and does not do like a standard APX.

- Programming
  - Current Versioning –
    - Motorola **APX 29.00.03** - MEGA Firmware **29.02**.00
      - **APX Tuner – R29.00.00 (Released January 2023)**
    - Motorola CPS 20.01.00 – Firmware 20.50.10
    - Kenwood – KPG-95DGN v 8.30 (10 Series) Firmware – 4.43 (v2) 6.14 (v3)
    - Kenwood – KPG-112DN V2.33 (20 Series) Firmware 2.21
    - Kenwood – KPG-D1N 5.01 (NX-5X00 & 30 Series)–Firmware 5.01-adds their version of ADP to the radios if you get the license (no cost)
    - Armada - **1.36.23**

- System Managers Report – March 2023
  - Calls = 3,115,795
  - PTTs = 10,627
  - Busy = 3,770,741

- Smart Connect and the Motorola NEXT radios – The notes that were provided by the SWIC are the already determined issues. For this to be utilized Statewide, there are huge challenges that we are going to have to work with.

- Combined Radio Equipment Requirements and AEL was discussed with the Policy Committee and will be presented for approval.

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- City of Elkins – Requesting Talkgroups for Ops, Streets, Sanitary, Parks, PSD. Flagger 1 and Flagger 2 should not be repeater based and should use simplex channels and not the SIRN system. Motion Danny Kirby, 2nd Dave Erwin.

- Upshur County wants 2 new talkgroups for Assessor office staff and Upshur Court security. Motion Danny Kirby, 2nd Paul Bump – Passed.

- USMS request four new talkgroups to share between USMS and state/local partners for interop based on their four regions. Motion by Jim Mangus, 2nd Roy McCallister – Passed.

- Wood County request new talkgroup for Court security – Motion Jim Mangus, 2nd Dave Erwin – Passed.

- Post-Upgrade Report
  - 2021.1 servers have a security update already; RC Faulk will implement this coming week with no impact to user availability.
  - Wallace site work can now resume that upgrade operations are complete; Waiting on state to buy needed items for the site and we plan to begin work within the next few weeks.
  - All main upgrade tasks complete; continuing to work through punch list items.
  - RC fixed the last remaining recorder issue between Motorola and Nice at Flatwoods MedComm.
  - Motorola continues troubleshooting 6 zone apps that do not operate correctly at 2021.1; RC Faulk continues to work with support and engineering to gather data in support of the ticket.
  - TDMA on Kenwood subscribers continues to fail at Zone 3; Steve Vititoe has not reported a TDMA Kenwood issue in Zone 2; Motorola continues to troubleshoot the issue; Pete Marotta has involved Kenwood support staff as well.

Important Technical Information

Channel ID Plan	3 ~~FDMA~~ No longer in use	4 FDMA	5 FDMA	6 TDMA	7 TDMA
Bandwidth	~~12.5 kHz~~	12.5 kHz	12.5 kHz	12.5 kHz	12.5 kHz
Transmit Offset Sign	+	+	+	+	+
Transmit Offset MHz	~~5 MHz~~	5 MHz	9 MHz	5 MHz	5 MHz
Channel Spacing	~~12.5 kHz~~	6.25 kHz	6.25 kHz	6.25 kHz	6.25 kHz
Base Frequency	~~453.025 MHz~~	450MHz	400 MHz	450MHz	460MHz

Important Kenwood Programming information (UPDATED 04/12/16):
Check Background Hunt and RSSI CC Hunt
BER = 4.0 (default)
Hunt Start Time (Hunt) = 300
Hunt Start Time (Idle) = Not changeable version 2
Acceptable RSSI Level = -108 (default)
Good RSSI = -88 (default)
LM1 = 0 (default)
Home RFSS = FE
Home Site = FE
(FE disables the radio from trying to look for a Home RFSS and Home)
PTT Release Hunt = unchecked
Hunt Option > Slot = 99 (ensures all adjacent sites are searched)
Hunt Option > Sampling Rate = 7 (number of adjacent sites)

Cyber Security Sub-Committee Report – Danny Kirby

- No report submitted.

Policy and Procedures Committee Report – John Zilinski

- Discussed the Tower Specifications Policy. Committee recommends to approve the policy. Will be presented for approval at the SIEC meeting.

- Committee recommends approval with the Radio Equipment and Approved Equipment List.

Training/Education/Outreach Committee Report – Bobby Palmer

- Jim Mangus reviewed the ongoing scheduled classes.
  - Next class is WV AuxComm in Morgan County.
  - Committee was also notified that additional INTD classes have been requested by the 911 Council.
  - The WV AuxComm course was recently completed in Raleigh County.

- Bobby Palmer reported on the progress of the SCIP plan update and RC Faulk has already distributed the date reminders of the online webinars. Also previously distributed is the data collection survey that has been distributed already as well.

Conference Committee Report – Steve Vititoe

- Committee recommends to open the Vendor Registration portal as soon as RC Faulk makes final updates so that vendors can register.

- Committee discussed options to replace the Monday Night catered event. RC Faulk will discuss committee recommendations with Camp Dawson staff and report back.

- Members were advised to begin sending agenda topics in.

- Members also advised that we should offer CEU's for disciplines that need them. Additional work will be done to coordinate this action.

- Extended conference courses planned are DlN, Armada and APX. It was recommended to continue to have the prep courses the day before but to put them all in one room.

Planning Committee Report – Bobby Hoge

- Berkeley County adding under the umbrella EPIC Headstart.

New & Emerging Technologies – Paul Bump

- Lori Stone reported that FirstNet is at the end of the first 5-year buildout scope of work. Now FirstNet and AT&T will be visiting each state to show the status of the FirstNet project to date West Virginia is scheduled for April 27, 2023 with additional information forthcoming on that. There is also a new CEO named Joe Wassel with FirstNet.

RIC Region 1 Report – Roy McCallister
Kanawha, Clay, Putnam, Jackson, Roane, Calhoun, Ritchie, Wirt, Wood, and Pleasant

- Meeting minutes are attached.

RIC Region 2 Report – Tom Hart
Hancock, Brooke, Ohio, Marshall, Wetzel, Tyler, Doddridge, Harrison, Marion, Monongalia, Preston, Taylor

- Meeting minutes are attached.

RIC Region 3 Report – Jeff Polczynski
Grant, Hardy, Hampshire, Berkeley, Jefferson, Mineral, Morgan

- Nothing reported.

RIC Region 4 Report – Fred Channel
Pocahontas, Pendleton, Webster, Randolph, Tucker, Barbour, Upshur, Braxton, Gilmer, Lewis

- Have not met since the last meeting.

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RIC Region 5 Report – John Zilinski

Mercer, McDowell, Wyoming, Raleigh, Summers, Monroe, Greenbrier, Nicholas, and Fayette

- Meeting minutes attached.

RIC Region 6 Report – Steve Vititoe

Cabell, Boone, Lincoln, Logan, Mason, Mingo

- Next meeting is April 27, 2023 at 10am.

Business Conducted

- Technical committee recommends all new talkgroups as presented be approved with the exception of Flagger 1 and Flagger 2. **Committee makes the recommendation, Second by Dave Erwin. Motion passed.**

- Policy Committee recommends the approval of the combined Radio Equipment and Approved Equipment List and the Tower Policy. **Committee makes the recommendation, Second by Dave Erwin. Motion passed.**

- Next meeting is May 8th 2023 at Flatwoods RETI.

Meeting adjournment.
- **Motion:**   **Danny Kirby**
- **Second:**   **Dave Saffel**
- **Motion:**   **Passed**

West Virginia
Statewide Interoperable Network Region-1 Interoperability Committee Meeting Minutes

February 23, 2023
Ripley VFD, Ripley, WV

Opening:

The meeting was opened at 10:17 AM by **Jim Mangus**, Vice-Chairman presiding.

Jim Mangus – Metro-911 stated that Roy McCallister was unable to attend as he has been assigned additional assignments. Roy has also stepped down as Chair of the SIAC Training Committee and has ask Jim Mangus if he would like to apply for the position. Jim has replied that he would be interested in the position.

Roy McCallister has indicated that he <u>does not</u> want to step-down as Chairman of Ric-one.

Jim Mangus – Metro-911 noted that there will be an election coming up for Ric-One positions which everyone should be thinking about.

Introductions:

Jason Wade – Homeland Security We take care of all emergencies in the state of West Virginia.

Ed Osborne – Jackson County Amateur Radio Club

Larry Cook – Jackson County Amateur Radio Club

David Poe – Jackson County Amateur Radio Club

Kenny Harris – Wood County Emergency Communications

Rick Sawyer – Wood County Emergency Communications

Bill Davidson – Mid-Ohio Valley Health Department, secretory Ric-One, MOVHD CSC, member of Wood County Emergency Communications.

Jim Mangus – Metro 911 Kanawha County, Communications Coordinator, Assistant Chair Ric-One. Member of the Technical Committee of SIAC

Montana Boggess – Director Jackson County 911

Jim Mangus discussed the upcoming Motorola upgrades. As the upgrade progresses there will be a freeze on the database until March 10th. Clients should refrain from adding new equipment to the database until the freeze is lifted.

We now have 105 sites with an average of six repeaters per site.

Due to the update freeze on the database the system report is not available.

Programming – we are now up to version 29.01 and there have been no issues with this version.

Three counties have requested new talk groups; Kanawha, Brook and Wood which were granted.

There have been request for UHF frequencies the can be utilized as simplex communications state wide for events and groups that need communications for their own use. This seems like a good idea and we are looking into it.

Audio Drops – The SIAC is looking into audio drops in Gilmer and Lewis county. These are frequently caused by front end overload and radios not being updated and checked for being off frequency.

SIRN Conference will be held September 25th and 26th with Radio Programming on Sept. 27th and 28th.

Training

March 11th and 12th at Ripley VFD State Specific AUXCOMM running from 8am to 5pm.

Charleston Hamfest at a new location is March 18th so we have scheduled another AUXCOMM course on the weekend of March 25th and 26th.

Additionally there will be an AXCOMM class at Berkley Springs in April

Jim ask for conference topics for the upcoming SIAC Conference.

There was a brief discussion on how to get answers to questions and the and the importance of starting at the Ric level.

Agency Reports:

FBI Nothing to report

Bill Davidson - Mid-Ohio Valley Health Department we are doing a lot of rearranging of office space in anticipation of hiring new employees. We are no longer traveling to give inoculations.

We have hired a new director of Threat Preparedness Derek Wilson who is in training this week.

Dr. Rick Sawyer – Wood County Emergency Communications, Nothing new to report.

Kenny Harris – Director Wood County Emergency Communications, our calendar is filling up with safety communication events. We now have 50 nodes in our evolving MESH system. The building for our October Hamfest has been rented.

Larry Cook – Jackson County Amateur Radio Club, getting information out to entice more membership.

Working on developing our communications trailer.

David Poe – Jackson County Amateur Radio Club

We are trying to increase participation of the membership.

Ed Osborne – Jackson County Amateur Radio Club

Same as David, need to solicit more participation

Jason Wade – Homeland Security, working with Homeland Security at Dumbar to update our software.

Jim Mangus – Metro 91, We have put in all new furniture. Each communicator has their own heating and cooling

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**Statewide Interoperable Network
Region-1 Interoperability Committee
Meeting Minutes**

Next Meeting:

The next meeting will be Held in Spenser at the Volunteer Fire Department on April 13th.

There was a motion to accept the minutes of the previous meeting which was seconded and adopted.

Adjournment:

There was a motion to adjourn which was seconded and passed.

17 members attended.

Called meeting to order.

Approval of February 22, 2023, minutes

> Tim Curry motion
>
> George Eidel seconded the motion.
>
> Passed

Training and exercises

> Auxcomm courses WV Specific Raleigh March 25-26
>
> Berkeley Springs April 22-23
>
> INCM- Incident Communications Center Manager Feb 27- March 1
>
> INTD Incident Tactical Dispatch Course March 20-23
>
> WV Public Safety Expo May 10-12, Charleston Coliseum & Convection Center
>
> APX-Wednesday May 10th, Armada Thursday May 11th and NX Series Friday May 12th at Expo.

Old Business

Tower *site updates*

> Wallace/Five   Should be on air by end of summer.
>
> Wileyville/Barker-Grounding HALO done. Grounding of the fence. Cable entry ports into building done. Steel not on site yet

VP 8000

> Approved and added to Approved Equipment List.

APX Next

> Testing still being done.

System upgrades

> Went well with a few exceptions. Lost few devices, Kenwood's in Marshall having problems.

ISSI connection

> Will be completed week of March 27th.

New Business

Wave

App tested and approved.

Upgraded Devices

1387 during radio upgrades.

Kenwood Armada

Current software version 1.36.23

Motorola APX

Current software version R29.00.03, last good firmware R29.00.02 bbf.

Kenwood NX

Current software version 5.01, latest firmware 5.01.

Rewiring

Needed at all three master sites, left from 7.18.

Structural Analysis

Should be done anytime cell companies change any equipment. New antennas are heavier than old ones. Cellular radio are now included into antennas.

TDMA Channels

Grant money is available for areas wanted to add TDMA channels to the sites in your area.

Good of the order   System report-January

Calls= 2,966,677
PTT= 3,506,583
Busy= 8,507

                                        System report-February

Calls=2,749,424
PTT= 3,271,581
Busy= 7,057

Next Meeting   May 10th @ 10:00am

Fairmont State Police Barracks

320 Lafayette Street

Fairmont, WV

Adjournment   Jay Thomas-Motion   Jason Wright-seconded   Passed by body.

CALL TO ORDER

- The meeting was called to order at 10:00 by RIC Chair John Zilinski.

SIGN IN SHEET

- **Present:** John Zilinski, David Lord, Steve Lipscomb, Tim Ellison, Kevin White, Richard Filipek, Cody Fortner, Brant Whittaker
- **Virtual:** Bobby Bowman, Mark Pickett, Chris Hatcher, Sheena McClung, Annette Taylor, Kevin Walker, Jordan Clendenin.
- A copy of the sign in sheet is attached for reference.

APPROVAL OF AGENDA

- Motion By: David Lord
- Seconded By: Steve Lipscomb
- Motion Carried

APPROVAL OF MINUTES

- There was not a quorum present at the last meeting in December. No minutes were prepared or presented.

TECHNICAL MEETING

- Mr. Zilinski spoke on the technical items from the agenda. There was a general discussion regarding the Motorola APX 29.00.03 – MEGA Firmware 29.02.00. He indicated that he updated his radios with no issues however, Mr. Lord updated to the same software and firmware and his radio will no longer connect or affiliate to the system. The only difference between Mr. Zilinski and Mr. Lord's radios are TDMA capability. Mr. Zilinski sent an email to Dustyn McConnell advising him of the situation and no response has been received at this time. Kevin White also offered to assist with this issue.
- There were no changes on Motorola CPS or the Kenwood 10 or 20 series. There were minor changes to the Kenwood 30 and Armada radios and there was a general discussion among the group regarding those.
- Mr. Zilinski also provided the statistics from February 2023 and they are as follows:

    Calls: 2,749,424   PTT: 3,271,581   Busy: 7,057

    Additionally, he requested everyone to please notify a technician should they experience and extreme number of busy signals.

- Mr. Zilinski presented information regarding the policy of Radio Equipment Requirements and the Approved Equipment List. Hopefully updates to these will be done by April 21, which is when the HSGP (Homeland Security Grant Program) Applications are due.
- The SIRN update is almost complete. Still working on several recorders through the state. Richard Filipek indicated there were some issues in Raleigh County. All updates should be finished by next week.
- The database is now unlocked to add or change ID's. A total of 1,387 pieces or equipment were updated.
- VP 8000 radios were approved at the last SIEC meeting.
- APX NEXT radios have been received and are being tested.
- WAVE App has been tested. The second round of testing is scheduled to go out. This app is for cell phones and basically turned the phone into a radio. A subscription is required but there is no information on pricing at this time. If interested, contact Pete Marotta for pricing.

POLICY AND PROCEDURE

- Approved Radio Equipment Requirements
- The policy committee is developing a SOP for working on Communication Towers for SIRN.

TRAINING AND OUTREACH

- The INCM class was completed a few weeks ago in Flatwoods. This was a very good class and there should be another offering later in the year.
- INTD class coming up next week in Flatwood was overbooked. FEMA is bringing in a second instructor to assist. There was a big push by the E-911 Council TERT Committee for Telecommunicators that were interested in being apart of the WV TERT Team to take this class. An overview of the TERT Committee was given by Mr. Fortner. Theresa White requested to add herself and Sandy Green on the project and there was a general discussion of the current items that the TERT Committee were beginning to work on.
- AUXCOM class is being held at the Raleigh County 911 Center on March 25-26. The instructor is Jim Mangus from Kanawha Metro 911 Center. If anyone is interested, please register through CourseMill. Jim Mangus indicated that people can still take the class, even if they haven't taken their test yet. He will hold their certificate until they have their license. Chris Hatcher indicated there was a test session on Thursday, 3/16 at WJLS in uptown Beckley.
- Several programmer trainings coming up at the WV Public Safety Expo. If interested, send programmer application to RC Faulk and register for the individual courses through the public safety expo website.
  - Wednesday, May 11 – Motorola APX
  - Thursday, May 12 – Armada (Kenwood VP Series)
  - Friday, May 13 – NX Series

CONFERENCE

- The SIRN Conference is September 24-28 at Camp Dawson in Preston County.
- The Conference committee is looking at training sessions that would be of interest. Mr. Zilinski asked the group if they had any thoughts or suggestions on what they would like to see at the conference.
  - Kevin White indicated that Motorola was looking into having a user group session for those agencies that use the Motorola Flex CAD. Currently, WV is apart of the SERSUN group however, Motorola is looking to make a user group just for the state of WV since there are so many Flex customers. This conference may be a good place to host this meeting.
  - Cody Fortner proposed a training session for console patching for user that utilize the MCC7500. He indicated that this isn't something that used a lot but, may be a good training opportunity on how to use the functionality and the affects that it would have on the system.
  - Mark Pickett spoke on the regional exercise that he did with the regional health departments, hospitals, and emergency management. Hospice of Southern WV seemed to have some issues and they have since been in contact with Mr. Zilinski to have those resolved.
  - Kevin White also stated that the WV COML class was a good class and it would be good to bring it back to the conference.
  - Mr. Zilinski indicated that he would like to see a RADO class at the conference and if there were any other ideas, to let him know.

PLANNING COMMITTEE

- Mr. Zilinski gave an update on the following items:
  - T-Mobile equipment going on Greenbrier Tower
  - Chris Hatcher – License frequency to change names and renew at Beckley site.
  - Hinton – Perry still working to get contract for building at construction. There was a general discussion with Steve Lipscomb on this project.
  - Nicholas County was approved for direct connect console connected from the Lone Tree site to the new 911 Center at the old Summersville Post Office with an Aviat microwave.
  - Richwood – Dave Saffel has five pairs of frequencies for this site. He has requested the SWIC and a technician to cist the site and report on building and generator size, electricity, and other items that may need attention.

CURRENT AND EMERGING TECHNOLOGIES

- Mr. Zilinski gave an update and presented information regarding the AT&T miniCRD for Firstnet. Battery last for about 2 hours. Requires a power source. Base price listed at $34,995. This did not include satellite data.

COUNTY / AGENCY NEWS

- McDowell – AT&T wanting to install antennas on a few towers. Also requested to know if anyone was having issues with Pocahontas Land Co. on Lease Agreements. There was a general discussion from the group regarding lease and rent agreements.
- Nicholas – New center should be done by July.
- Fayette - Met with contractor last week on Aviat microwave. Mr. Walker indicated he woudl get with Philip to get an update on the MCC7500 project. He also requested additional information on the approved equipment list for purchasing requirements. Mr. Zilinski explained the reclassification process. Mr. Walker also requested a copy of the by-laws to see what positions need to be filled. Mr. Zilinski indicated that he will be sending those out to review and update in the future meetings.
- WVEMD – Train the Trainer course on the AAIR T3 class. Theresa will send the flyer to Mr. Zilinski, in which can send out to the RIC members.
- Greenbrier – Still working on funding for their MCC7500 project. Wasn't aware of the T-Mobile project that was discussed in the planning committee.
- AT&T / HAM Radio / Chris Hatcher – If anyone is interested in a HAM radio class, let him know and they will schedule one, if possible.
- Wyoming – They were approved to purchase the MCC7500 console. A few other issues must be resolved in order to determine if they will be able to direct connect to the core or not.
- Summers – Nothing further to report other than the Hinton site as previously discussed.
- Raleigh General - Brant Whittaker has been named the new Emergency Manager and Manager of Regional Command. He asked the group if anyone would know how many radios were issued to RGH. He currently has two portables. Mr. Zilinski asked him to look at the radio ID to determine if they were issued by DHHR.
- WVSP – Went through the update, everything went well on their side.
- Southern WV Community and Technical – Nothing further to report other than radio issues that were discussed under technical.

NEW BUSINESS

- Mr. Zilinski announced Teresa VanDyke's retirement to the group. Mrs. VanDyke previously was the recorder and represented EMS for the region. Mr. Zilinski asked for volunteers for the recorder position. Cody Fortner volunteer to assist in any way possible and Mr. Zilinski appointed Mr. Fortner to the position for the remainder of the term, which is up in 2024.
- There are several other vacancies within the membership for the following positions:
    - Public/Mass Transit
    - EMS
    - Search and Rescue
    - Public Health
    - Local Government
- Updated By-Laws – Mr. Zilinski indicated that the by-laws will need to be updated over the next several meetings. He will send those out to the group at a later time.

OLD BUSINESS

- There was no old business to discuss

NEXT MEETING

- Next meeting will be on Thursday, April 13, 2023 at the Wyoming County 911 Center. Meeting will convene at 10:00 hours.

ADJOURNMENT

- Motion By: Tim Ellison
- Seconded: Steve Lipscomb
- Motion Carried – Meeting was adjourned at 11:27 hours.

Meeting Transcribed by D. Cody Fortner, RIC 5 Recorder