

**SEELEY LAKE RURAL FIRE DISTRICT**  
**REGULAR BOARD MEETING 6:00PM FIRE HALL**  
**MEETING DATE: March 20, 2018**  
**MINUTES FOR: February 20, 2018**

**MINUTES OF THE BOARD MEETING**

**PRESENT**

Scott Kennedy, Chair

Rachel Jennings, Secretary

Connie Clark

Rita Rossi

Michael Greer, Fire Chief

Lynn Richards, District Administrator

**ABSENT**

Gary Lewis, Vice Chair

**I. REGULAR MEETING CALL TO ORDER/ROLL CALL:**

Scott Kennedy called the meeting to order at 6:00 p.m. Four trustees were present along with the Fire Chief and District Administrator.

**II. MINUTES:**

Connie Clark made a motion to approve the January 16, 2018 minutes. Scott Kennedy seconded the motion. Voting by voice, motion carried with none opposed or abstaining.

**III. VISIT WITH GUESTS/PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA/CORRESPONDENCE:**

Guests present were Matt Jennings, Missoula Deputy County Attorney and Officer White with Animal Control.

Community members present were: Bonnie Connell, Michael & Jenny Lindemer, Jack & Becky Neibauer, Scott Newpower, Michael Triplett, Shawn Ellinghouse, Mark Kues, Shirley Goudswaard and JoAnn Wallenburn.

Department volunteers present were Amanda Greer, Laura Wood, Martin Cahoon, Kody Kelley, John Homen, Jim Sackett and Kyle Zumwalt. Also present was Andi Bourne with the *Pathfinder*.

Scott Kennedy moved to suspend the rules of order to address item number three under New Business; request from Animal Control for a proposed dog kennel at Station #2. After item three was finished, Matt Jennings, Missoula County Deputy Attorney, spoke in regard to the district's operations plus a question/answer period.

**IV. FINANCIAL REPORT AND APPROVAL OF WARRANTS:**

Rachel Jennings requested getting the board/financial packets prior to five minutes of walking in the door. Scott Kennedy stated the financial reports were ready by Friday as previously requested at the last month's meeting. Both Connie and Rita stated they picked up the financial reports on Friday (February 16). Connie Clark made a motion to approve the January 2018 financial report in the amount of \$27,309.57. Scott Kennedy seconded the motion. Voting by voice, motion carried with none opposed or abstaining.

**V. REPORTS:**

- 1. Call Volume** – Chief Greer reported that in January 2018 there were 19 calls compared to 18 in January 2017.
- 2. Recruitment** – Chief Greer reported there are several people requesting information. There have been no new members recruited in the last month.
- 3. Grants** – Chief Greer reported thanks to Cory Calnan and Randy Gazda, we have received the Montana Wildfire Relief Grant through the Montana Community Foundation. Thanks to the grant we will order six new Bendix King Radios along with associated equipment and vehicle charging bases for 711 & 710. Also, the monies will go

towards reimbursement for the two IPADS and we're in the process of ordering 18 high visibility jackets as a thank you to the members.

Rachel stated it's her understanding coming from one of the officers, that there is an issue with the IRS, that the district isn't in good standing with the IRS so the district can't receive that money and the money has to go through the fire company. Both Scott and Chief Greer stated there's no issue, it has been resolved. Rachel questioned what the issue was. Lynn Richards stated the person/lady in charge of the grant needed an EIN number. Lynn gave her the district's number by mistake, so when she entered that number she received a notice saying the EIN number was revoked as the district is not a 501c3 entity. So to correct the mistake, Lynn gave her the company's EIN number and have since received the check for \$15,000. Rachel questioned where the money was deposited. Lynn stated upon approval from the foundation, the money was deposited into the district's account. The district needs to keep track of the invoices of purchases ear marked for the grant such as the radios, reimbursement for the two IPADS and the jackets. Rachel stated she was still confused and questioned if the money was to go to the fire company. Scott stated the foundation made the check payable to the Seeley Lake Rural Fire District, so we ensured that it was okay. Bonnie Connell stated that grant monies go to the district and donations go to the company. Rachel questioned if grants go to the district then why wasn't the district's EIN number approved? Scott stated the district is on the grant application as the public entity which is what initiated Scott's phone call to the foundation to make sure we could receive those funds and deposit them to comply with MCF's regulations.

**4. SCBA Update** – Chief Greer reported there's been a little delay with the development as Mike Lyons with General Fire, who was working with us has quit General Fire after 27 years so there isn't anyone else who services this area. Chief Greer stated he's been in contact with L.N. Curtis and MSA directly trying to work new deals as one quote from L.N. Curtis was \$100 cheaper but Chief Greer wants to make sure the comparison is the same.

**5. Updates /Actions** – Chief Greer reported on the following:

- Firefighter One training is ongoing and going really well; there's been a lot of involvement.
- EMT Refresher was this last weekend; did a lot of scenario based training creating realistic training. Many may have witnessed Chief Greer as a patient after participating in the Chamber Plunge. With over 25 years of Fire/EMS experience, Amanda Greer, also helped teach and participated as a patient. There were 14 EMTs who participated; had a great time; a lot of laughter; a lot of questions; the training was excellent.
- Call response is up; we're not having a hard time getting on-call covered and things are good, things are moving in a very positive direction.

At this time, Scott Kennedy asked if there was any public comment for matters not on the agenda. Jenny Lindemer asked for clarification between the company and the district as she is having a hard time understanding the difference. Scott Kennedy stated his analysis is when someone comes in and fills out an application, they become a member of the Seeley Lake Rural Fire District/Fire Department. One umbrella for workers comp; they receive all the benefits from the district which doesn't need to be provided, like the insurance etc.; so all the volunteers, employees, equipment, the Chief and the board are all under one. The fire company which maybe the name should be changed, is a separate 501c3 entity. Chief Greer stated generally, the membership of the district mirrors the membership of the fire company but one could become a member of the fire company and fundraise and not be a member of the district. Rachel stated the only overlap as of now, is the Fire Chief is a member of the fire company board which is recommended for the Chief not to be as it creates a link which shouldn't be there.

## **VI. OLD BUSINESS:**

**1. Mill Levy Rate Increase** – This item was tabled.

**2. Alternative Gas Card** – Rita stated not to move forward on this topic.

**3. 61 Lot Subdivision** – Martin Cahoon stated he brought copies of a petition for the subdivision to be annexed into the fire district in accordance with section 7-33-2125 MCA. This is not the complete petition as it is a Powell County subdivision so this petition only has the pertinent parts that pertains to our fire department. Scott questioned if there were any time frames that was needed to pay attention to. Martin stated yes, as they were hoping to go before the board of adjustments in the middle of March. Rachel stated the time frame could be a problem as the district board meets every third Tuesday of the month. Chief Greer stated he has met with Kurt, the developer, several times and Kurt's plans are based on Minnesota's standards and was very open to making changes per advice from Chief Greer. The pond will be made available to the fire department as a water source for any fire we may be fighting in the area. In estimating an average sales price of \$100,000 per lot, there's a provision within the CC&R's that .5%, \$500, of each of those sales will come straight to the fire district. In addition to that because of the issues

surrounding Powell & Missoula County providing fire & EMS services, the CC& R's will also state that once a lot is purchased, \$500 per year will be directly paid either to Missoula County for the district or to the district which may double of what is now being received based on the taxation in the area and will be reviewed every couple of years if needed to keep up with the tax base.

Chief Greer stated the agreements also include taking care of or paying to have 1.7 miles of road outside their gated community maintained; there will also be three access points. The statute reads that an adjoining development to an adjoining fire district shall be annexed in unless the residents there don't want to be; so as the properties bump up against one another and it's an area we currently cover, it sounds like our district is obligated to do so and the developers have worked really hard to make it as beneficial to our department as possible. Chief Greer stated in reviewing everything he hasn't seen anything to give him pause in annexing the development. Chief Greer stated that a previous chief made a promise via a letter stating once everything is done and closed on the property, they're annexed in as that's how it works; so the developers are hoping to move forward based on that promise and additionally will do all the things that was added into the CC&Rs for the department.

This information will be reviewed and discussed again in a future meeting. Martin Cahoon stated he would like to get this resolved tonight if possible. Scott stated he could call a special meeting to be held next week which will give the board time to review the petition. The meeting was scheduled for Tuesday, February 27<sup>th</sup> at 5:00 p.m.

**4. Maintenance Position Ratification** – Scott reported Jim Sackett was hired for the position two weeks ago and wants to get final approval of the board plus any wage discussion. Rachel questioned how long the probationary period is. Scott stated nine months which was questioned. Matt Jennings stated it's up to the district's policies but anything in excess of one year is unusual where six months is standard. Chief Greer stated in the time Jim has been here, he's done a fantastic job and prior to being hired has put in about six weeks of 40 to 60 hour weeks for free.

Mark Kues stated, "You can't do that." Chief Greer stated he (Jim) wasn't an employee at that time, he was a volunteer and had not yet been hired. Mark stated, "As a citizen, why are you hiring a volunteer to do the same job?" Chief Greer stated he didn't understand Mark's question. Mark stated, "In other words, your volunteer was doing it for free, now you're going to hire him to do the same job?" Chief Greer stated, "You're ok with abusing somebody putting in those kinds of hours for free and just going with it and them not getting paid?" Mark stated they're a volunteer. Chief Greer stated he (Jim) applied for an open job position, and he was the only applicant; he's qualified so we hired him. Mark stated now he can't volunteer. Chief Greer stated he can't volunteer in that capacity and he doesn't as firefighter duties are not part of his job description. Scott stated the job duties have been revised. Rachel questioned how is it different when Lynn volunteers off hours. Scott stated Lynn is not a volunteer and gets paid when she responds all the time as responding is in her job description.

Chief Greer stated based on the amount of time he's put in; the qualifications he has having done it previously and the job performance to date; Chief recommends that his probationary period be six months instead of nine since he almost put in two before he was hired and would like to bump his pay as the initial wage was \$11.00 per hour and believes Jim is worth as much as the previous maintenance person was getting paid when he left which was \$11.83; give Jim the \$.83 raise and make \$11.83 his initial pay and at his 90 day mark, evaluate his performance and see if a raise is in order at that point. Rachel stated she's comfortable in waiting after the probationary period in Jim getting the \$.83 raise and is also comfortable with a nine month probationary period given his previous experience with the company. Connie stated she's comfortable with a six month probationary period and comfortable with him making \$11.83 per hour. Rita stated she agreed with Connie. Chief Greer stated if anyone has spent time in the station before and time in it now, it's pretty evident what Jim has already done. Scott agreed how everything looks really good.

Connie Clark made a motion to approve the hiring of Jim Sackett with a six month probation at a wage of \$11.83 per hour. Rita Rossi seconded the motion. Voting by voice, motion carried with Rachel opposing and none abstaining.

**5. Narcotics Follow Up** – Scott stated he will be picking up paperwork this week from Dr. Gee.

**6. Stericycle Contract** – Scott stated our current contract expires in November and he's been going round and round with them trying to get a better deal which he was able to obtain but is very hesitant to use them as we've had a lot of problems with them in the past and doesn't believe they're a straight forward company. They've been willing to negotiate but if we sign a new contract it will bind us to a guaranteed rate for two years but yet it's a three year



contract. Matt Jennings stated we've dealt with them in the past and it's very difficult getting a straight answer from them on cost. The county has other contracts with Stericycle and we're not alone in dealing with their behavior and they're the only ones who provide services like this and advises to definitely be cautious. Scott stated his recommendation is to let the contact terminate.

#### **VII. NEW BUSINESS:**

**1. County Attorney Discussion** – Matt Jennings, Missoula Deputy County Attorney, stated there have been a lot of questions lately regarding the roles & responsibilities of the fire district and the fire company. Matt prepared a memorandum/analysis based upon reviewing recorded documents filed with the Missoula County Clerk & Recorder. The fire district was created in 1983 and the fire company predates the district. There was statutes until recently that led to the impression that a fire company was necessary for the Volunteer Firefighters Compensation Act which is a retirement program that the volunteers get to participate in but some of these statutes have changed. If the district or company was trying to make sure they had a service year for volunteers, they needed to call themselves a "company" and it needed to fit under the fire company statutes of Montana. Those were some specific provisions on how to form a fire company but there were other provisions on how to form a fire district which led to some confusion. Ten years ago, the legislature started changing some of those statutes; changed the definition of what it means to be a fire company which is much more expansive and broad. It's no longer essential to have a specific statute for a fire company to participate in the retirement program. A few years ago, the fire company incorporated as a 501c3 which is its own individual entity, separate and distinct from the fire district. The fire company can't control the district and vice versa. In researching fire companies in Montana, it's more common for a fire company to be a philanthropic arm of a fire district; raising money for the district that the district can't raise money for as a taxing entity. Matt stated that the intermingling of duties between the district and fire company need to be clarified more. The language in the company's by-laws can cause some confusion as does the district's.

Rachel Jennings questioned the effects of certain actions that have happened in regard to these confusions as a couple of people have been terminated recently in accordance to district and company by-laws. Rachel doesn't believe it's appropriate for a person taking an action as a company member being disciplined on a district level. Plus, what are the complications that can arise from that as a district for what has happened in the past that isn't legit among the by-laws of either the district or company; what are the whistleblower statutes that pertain to volunteers if any and what are the due processes if any, that are required for the termination of volunteers like employees may have? Matt stated it depends on how those individuals may want to proceed, but a volunteer is not considered as an employee in Montana so the protections for an employee are not the same for a volunteer. The Chief or board member of the district can't terminate a volunteer from the fire company; similarly the fire company can't determine who is a volunteer of the district. Matt is unsure of the consequences that has happened in the last few months but he encourages that the by-laws and operation guidelines address these issues.

Chief Greer stated the heading of the termination letters were modified as soon as he received the email from Shawn's attorney stating that it couldn't be done and in reviewing the information, realized the attorney was correct, that there is a division between fire company and the district, so there was a new termination letter clarifying the termination was from the district only. Rachel stated her issue is that the actions were by a company member. One of the things involved was regarding a password for a company email which the Chief mandated and also mandated that the people meet with him and Rachel doesn't believe the Chief had the authority to do that as a member of the company board. Chief Greer stated the termination was not from the fire company, it was not done as a board member of the company. Rachel stated the Chief's reasoning in the termination letters were for issues involving the company. Chief Greer stated the terminations were for insubordination. Rachel questioned how the action of someone on the company be insubordinate on the district. Scott Kennedy stated when one applies to the district they're applying to the fire department. Rachel questioned how is it insubordinate for a completely different company president to not provide someone with access to something to which they have no authority; how is that insubordinate on a district level. Scott Kennedy cautioned the discussion as there were privacy issues as there were three different instances. Rachel asked Shawn (Ellinghouse) if he would like to waive his rights to privacy. Shawn answered "sure." Chief Greer stated the incident to which Rachel is referring to is one issue of seven pages of issues that resulted in termination. Chief Greer stated district information such as training records and documents were being kept in an on-line company google account which was being maintained by Shawn and others. Chief Greer was originally given access to the account and then for no reason or explanation at all, wasn't given access to. Rachel again stated Chief Greer didn't have the authority to mandate access to that account. Chief Greer stated it was a company account; he is a board member of the company and yet was told he had no authority to access a



company account that contained district records for the district. Over a period of months, Chief Greer was told the password would be given to him, then he was given fake passwords, then was ignored over and over again. Rachel questioned why district records were in company hands. Chief Greer stated it has been addressed and it's been fixed as the records are no longer kept in company accounts. Rachel stated her problem is that Chief Greer has no authority to demand anything from the fire company as Chief Greer is the Fire Chief of the district, not of the fire company. Chief Greer again stated that district records were kept inappropriately in a company account; he needed those documents and were denied those documents. Rachel questioned the Chief if this issue was brought before the fire company board. Chief Greer answered "no." Rachel stated why not because that is who you should have taken it to as it was a board issue. Chief Greer stated it wasn't a board issue as discipline is a Chief issue. Rachel stated her problem is the Chief is disciplining an action from a company president that has nothing to do with the district, that the Chief is crossing the line between company and district. Chief Greer stated not once has Rachel ever come to him to ask about what happened to get some clarification as every other board member did go to him and visit with him and get an explanation to their satisfaction. Rachel stated the Chief is never going to convince her that he has the authority to demand company property from a company president or member so it doesn't matter. Chief Greer stated again he was told that the on-line account was a shared account for everyone for training documents, training schedules and plans, rosters etc. The Chief was told he would be given access immediately so everyone could share and collaborate and was that way for about a month.

Matt Jennings stated this is a good example of how your by-laws are silent on some of the issues that Rachel is bringing up and understands the frustration with some of the things that have went on but the by-laws does not necessarily address some of those roles and responsibilities and so in the absence of direction of this board, in your by-laws, you refer back to the statute. Montana statute gives a lot of authority to a Fire Chief of a governmental entity and for most fire districts, those decisions of the volunteers and what not, are controlled by the Chief. A volunteer is not an employee under Montana law; they are not protected by the Wrongful Discharge Act; they're not unionized as some other employees might be and that is an authority in the absence of anything is in the hands of your Chief. Rachel asked about due process implications. Matt stated due process applies to your governmental employee; the volunteers are not employees so there's nothing under the law. There's no statute in Montana that states that is true. Rachel questioned again that there's nothing to worry about with this blurred line and amiss direction of authority. Matt stated there's a lot of things this board needs to do to learn from some of the experiences you've had over the last couple of months and try to make sure the functionality of the board and the district can improve and move forward. Matt stated he doesn't necessarily think a board meeting is an appropriate time to talk in a room full of people about every possible way that a government entity can get sued and working for the county, I can promise you that the number of ways are endless. Matt stated the district has not made an error under Montana law but some of these issues has caused strife on the board; among the district and among the company and there's nothing that's going to happen that will settle these down in the course of this meeting or in the next couple of weeks. The board can make the policy decisions in how volunteers are selected; what kind of application process they need to go through; if there is a problem with an applicant or an existing volunteer; whether you want to come with a termination policy or procedure for that to occur as there's no such things that exist.

Rachel questioned if the retirement program garners some due process. Matt stated it definitely doesn't make someone an employee and both state and federal laws make it very clear that that type of value is not something that makes one an employee because if that was the case, minimum wage and overtime requirements kick in.

Rachel questioned what the district implications of a district employee using district resources and district time for company business. Matt stated in visiting with other people, over the last three decades, made the two organizations almost inseparable and in fact, until 2013 they were one and the same. Until the 501c3 was created, the fire company was not a separate entity; it was part of the fire district. Under the law, forming that 501c3 is a really big deal; it severed the legal tie between the district and the company. You could recreate that if it's wanted as a contract for certain services could be made but it doesn't currently exist. When the company was formed, it changed its analysis under the law but Matt is unsure how a whole lot changed on how the volunteers and members of the district were operating. If it didn't change on how they were operating, that may be what caused the confusion because you were continuing to do what was done in the past but everything changed once it (the company) became a 501c3. What are the implications? If the Chief was performing tasks on behalf of the district and that required an involved participation in the company, day to day working with the members of the company and officers and all the

other activities, Matt doesn't think that one could say the Chief was working outside his job duties. Historically for the last 35 years, that was something that was expected because the district and company were the same until 2013.

So now that things are different between the 501c3 entity and the district, now is the time that some of these things are clarified in moving forward. The questions were good and reasonable, but doesn't believe they're legal problems for the district but has caused frustration and communication difficulties with people. Rachel questioned if Matt agreed that the Chief shouldn't be on the company board of directors at all. Matt stated in light of the issues, yes, that's true but it's completely reasonable for the Chief to appear at the company meetings for updates etc. Rachel questioned how one can delineate electronic assets. Matt stated those are things that need to be figured out. Your volunteers are of the district and they can have a Seeley Fire email address but it needs to be owned and controlled by the district to avoid confusion.

Scott stated the district has jumped on the problems to correct them and make it right. Chief Greer stated there were multiple attempts at due process; multiple requests for meetings, not demands but requests which stated as a friend, as a fellow firefighter and brother, please sit down and talk to me and didn't include Scott until there was no replies. The due process failed through the non-cooperation and refusal to cooperate of others parts. Rachel again questioned the Chief's authority stating her questions are not questions of fact but of the law.

There was discussion of historical documents/events between the district, the IRS and the fire company's 501c3 status involving the filing of the 990N post card.

There was more discussion regarding the volunteer's retirement program. Matt stated there's nothing that happens in one year that would affect a prior year's or any future year with another fire district as volunteers can volunteer with multiple districts as it is accumulative, there's no starting over.

Andy Bourne asked if approving membership is a role that the fire company should legally have or is that a district role and specifically the Chief's. Matt stated that is solely a role and the power of the district and in reading the company bi-laws could definitely cause some confusion. Andi also stated the district has a new web-site and because there's the two entities, when a donation is made on-line via PayPal, who is the donation going to. Chief Greer stated that has not been linked to any account yet and is a good question and more research will be done. Bonnie Connell stated any donations cannot be deposited into the district account, it goes to the members.

There was discussion as to how the roster of the district would not necessarily mirror the roster of the company. Chief Geer stated that is why the terminations were from the district. Chief Greer stated under his delineation and under his job description, one of those things is being the Training Officer which is to make sure people are getting the proper training and those records were being maintained by Kristy (Pohlman) that he needed access to. Shawn Ellinghouse questioned Chief Greer if he just used his wife's name without her permission; simple answer, yes or no. Chief Greer stated yes, they were being maintained by Kristy in the company google account which he previously had access then was denied access to. Rachel questioned Chief Greer if he specifically asked for district property or solely asked for access to company property. Chief Greer stated he asked for documents in that file and as the training officer, the liability falls on him if people aren't properly trained, not on the fire company but on him and that's why he needed those documents so in fixing that, the fire company no longer maintains documents that the Chief is responsible for; this problem won't happen again. Again for clarification, Rachel asked Chief Greer if he solely asked for district property or was his request for the company. Chief Greer stated his request was for the documents in that account; for access to those documents in that account. Rachel stated that was an outright lie.

Scott Kennedy asked if any board members had any other questions. Scott then moved the rules of order back to the approval of the January 16, 2018 minutes.

**2. Accident & Sickness Insurance Policy Renewal** – Scott stated he has reviewed the renewal and everything looks good. Even though it is not required, the district provides this (policy) to the volunteers in addition to work comp. The volunteers have accidental death benefits of \$100,000 plus other \$100,000 benefits such as vision impairment or dismemberment etc. and this policy is up for renewal. The premium is \$4,514.00 a year. Normally this just gets renewed but since there was time, Scott wanted to bring this to the board for approval. Rachel Jennings

made a motion to approve the renewal. Rita Rossi seconded the motion. Voting by voice, motion carried with none opposed or abstaining.

**3. Animal Control – Station #2 Dog Kennel Approval** – Officer White, Missoula Animal Control (MAC), read a letter, dated January 29, 2018, written by Jeff Darrah, Missoula Animal Control Supervisor, requesting to build some temporary dog kennels at Station #2. Missoula Animal Control obtained a \$3,000 grant to build these kennels which can also be used for evacuation or problematic animals or fleeing animals due to fires etc. All continual maintenance, food etc. will be provided by MAC as well. After discussion, Rita Rossi made a motion to approve the construction and services of MAC as referenced in the letter including a clause stating that MAC will remove kennels within six months if property is sold. Rachel Jennings seconded the motion. Voting by voice, motion carried with none opposed or abstaining.

**4. Mobile Radios Purchase Approval** – Chief Greer stated in talking with Bob Stine, none of our apparatus radios are digital capable including the brush rigs which get contracted out for wildland purposes and they're supposed to be. Bob Stine has four of the newer rebuilt BK mobile mount radios which would be an easy swap out. Bob will give the district \$100 credit per old radio so would cost around \$3,000 then we would be digital capable and in compliance. It's nothing urgent that has to happen right away. We have the capability to program our own radios so in working with Bob, will work on getting some people trained in doing so. After discussion it was decided to give Chief Greer the authorization to spend up to \$4,000 for the new radios. It was decided no motion was required as the money for this purchase is in the budget.

**5. District Operations Manual** – Chief Greer stated Cory Calnan has been working on this and presented it to the fire company back in November. It is extremely well written and reflects the district policies as they stand. Chief Greer doesn't see any conflicts as it stands. There's two versions, one by Cory and one by Chief Greer. The new parts are highlighted for easy comparisons. These are very basic procedures and will have new additions made to them and will work on them as quickly as possible. These will be distributed to the members for review and give any feedback back to him, then have a special meeting for approval as he doesn't want to wait another month. Scott stated he agreed as a lot of the items would have solved some of the recent problems. Andi Bourne questioned if these can be made available to the public for comment. Chief Greer and Matt Jennings stated yes as they are public documents. Bonnie Connell asked if they could be put on the web-site. Chief Greer stated he had no problem with that.

### III. NEXT MONTH AGENDA ITEMS:

Reports;

### VIX. ADJOURNMENT/NEXT MEETING:

Upon motion duly seconded, the meeting adjourned at approximately 19:52 p.m. The next regularly scheduled monthly meeting will be held on Tuesday, March 20, 2018.

Approved:

  
Chair of the Board

  
Clerk of the Board