

**PIMA COUNTY WIRELESS INTEGRATED NETWORK  
(PCWIN)  
EXECUTIVE MANAGEMENT COMMITTEE**

Pima County Sheriff's Administration Building  
1750 East Benson Highway, 3<sup>rd</sup> Floor  
Thursday, June 28, 2007  
9:00 a.m.

**SUMMARY OF MEETING**

Note: The following is a summary of what transpired at the June 28, 2007 EMC meeting. Cassette tape and materials provided are available upon request.

**I. Call to Order: Captain Paul Wilson, Alternate Chairman, 9:02 a.m.**

**Roll Call: Catherine Hanna, Pima County Sheriff's Department**

**Members Present**

Captain Paul Wilson, Pima County Sheriff's Department (*2<sup>nd</sup> Alternate*)  
Lt. Jason Larter, Oro Valley Police Department (*2<sup>nd</sup> Alternate*)  
Asst. Chief Ray Allen, Tucson Fire Department (*1<sup>st</sup> Alternate*)  
Chief Richard Vidaurri, Marana Police Department  
Chief Douglas Chappell, Drexel Heights Fire District  
Asst. Chief Albert Pesqueira, (*1<sup>st</sup> Alternate*)  
Deputy Chief Kermit Miller, Tucson Police Department (*1<sup>st</sup> Alternate*)  
Mr. Kerry Reeve, Pima County OEM & Homeland Security

**Members Absent**

Sheriff Clarence Dupnik, Pima County Sheriff's Department  
Chief Daniel Sharp, Oro Valley Police Department  
Chief Richard Saunders, Tohono O'odham Police Department  
Chief Jeff Piechura, Northwest Fire District  
Chief Dan Newburn, Tucson Fire Department  
Chief Richard Miranda, Tucson Police Department  
Mr. Dennis Douglas, Pima County OEM & Homeland Security

**Others Present**

Manny Barreras, Motorola  
Frank Brzezinski, Raytheon  
Don Cicchetti, IP MobileNet  
Bob Couch, SAIC  
Carl Drescher, City of Tucson  
Woody Dyche, Northrop Grumman  
William Fleming, Motorola  
William Guerra, Lockheed Martin  
Steve Howard, TYCO  
Joe Jakoby, City of Tucson IT  
Pat Joy, PCSD Communications

Chuck Kmet, Tohono O'odham Director of Em. Svs  
Kevin Mayhew, Tucson Police Department  
John Moffatt, PC Office of Strategic Planning  
Patty Moore, IP MobileNet  
Marie Nemerguth, City Manager's Office  
Paul Punske, Motorola  
Mike Sacco, PCSD Communications Section  
Larry Sayers, Pima County Wireless Services  
Rich Scaglione, SAIC  
Rodney Siemiawski, Motorola  
Paul Withington, Lockheed Martin

**II. Approval of Minutes**  
**Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson proposes approval of the minutes for the May 24, 2007, Executive Management Committee (EMC) meeting. Chief Chappell moves to approve the minutes and Asst. Chief Allen seconds the motion. Motion is unanimously carried.

*Materials provided: EMC summary dated May 24, 2007.*

**III. Committee Appointment**  
**Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson explains that the Committee has two (2) nominations for User Committee representation:

- Acting Chief Sharon Hayes, of the South Tucson Police Department, nominates Lieutenant Richard Garcia to represent the police department on the User Committee, replacing Sergeant Richard Munoz.
- Chief Jeff Piechura (via email), of the Northwest Fire District, nominates Battalion Chief Doug Emans to represent the fire department on the User Committee, replacing Captain Matt Janton.

Captain Wilson motions to authorize Lieutenant Garcia and Battalion Chief Emans to represent their respective agencies on the User Committee. Chief Chappell seconds the motion. Motion unanimously carries.

**IV. Budget**  
**Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson refers the Committee to the Fiscal Year 2007/08 Adopted CIP Budget handout, adding that Ms. Cheryl Giggetts, of CTA Communications, is joining the meeting via telephone.

Captain Wilson notes that the Board of Supervisors approved the 2007/08 Capital Improvement Project which was divided into two (2) categories; the radio system, and the communications and emergency operations system. The radio system was budgeted for \$13.2M and the communications/EOC was budgeted for \$2.4M. This program will be moved to Pima County Procurement where funds will be available to spend.

Captain Wilson refers to the Committee for questions. He receives no response.

*Materials provided: Public Works Administration Memorandum reference Fiscal Year 2007/08 Adopted Capital Improvement Program Budget, dated June 20, 2007.*

**V. Tohono O’odham Nation MOU Update  
Captain Paul Wilson, Pima County Sheriff’s Department**

Captain Wilson explains that the Staff Office has been tracking the Nation’s response to their MOU with Pima County over the last several months. As noted in the May meeting, the Nation requested additional design maps to show what impact the project would have without the use of Kitt Peak. CTA completed a text document outlining those impacts and included coverage propagation maps. On May 25, 2007, all documentation was forwarded to Mr. Chuck Kmet, Emergency Services Administrator for the Tohono O’odham Nation, where he was asked to share this information with his Legislative Council members for review.

Captain Wilson explains that the MOU has yet to be signed by the Nation and it is unknown when that may happen. Since the May meeting, the Nation has conducted their government elections, where Mr. Ned Norris was elected Chairman of the Nation. Captain Wilson explains that the Nation had scheduled a June 11<sup>th</sup> Legislative Council meeting. Captain Wilson he has made numerous attempts to receive feedback on, both, the status of the MOU and the meeting outcome. Phone messages were left for Mr. Kmet, Asst. Chief Delgado, and Chief Saunders, but no phone calls were returned.

Captain Wilson explains that the project has come to a point where in order to move forward to the procurement phase, key decisions must be made on the future participation of the Tohono O’odham Nation. The RFP document is formed around the conceptual design which incorporated countywide coverage for the 32 agencies specified in the Bond Implementation Plan and included the connectivity network linkage between eastern and western Pima County to create that countywide radio system. Without the Nation’s participation, through their own actions or the actions of the Committee, the project’s conceptual design will be affected. In order to change the design and language in the RFP, decisions will have to be made to move forward.

The project planned to use microwave components that were going to be implemented by the Tohono O’odham Nation by way of federal grant funding. Overall, the Nation has been included in the systems design and several good faith efforts have been made to include their participation over the last three (3) years. Captain Wilson explains that the Nation’s fire and police department representatives have demonstrated a real interest in this project. Specific members have made numerous efforts in bringing their involvement to the attention of their officials to gain support and move the project forward. While participation and feedback has been noted, the fire and police representatives are not the final decision makers. Unfortunately, the decision makers for the Nation have not participated or provided adequate feedback to the project.

Captain Wilson provides the Committee with three (3) options on how to deal with the Nation’s participation:

- Continue to delay procurement and implementation until the Nation and County can agree to a binding agreement committing the Nation’s participation and use of their assets;

Captain Wilson does not see this as a viable or desirable option considering that a number of agencies who are dependent upon this system being deployed and further delay would be costly.

- Modify the implementation to anticipate a phased project that would build out components on tribal land last if we can reasonably expect that the Nation will be a viable long term business partner; or
- Terminate the Nation's participation and adjust the conceptual design accordingly. The Nation can choose to join the system at a later time, bringing their assets to the table and seek authorization from the Executive Management Committee.

The "phased" approach would emplace the necessary connectivity network to support the inclusion of the additional components in the future if the Nation desires. The connectivity network for the project incorporated a number of redundancies to include loop designs for microwave to each of the antenna sites, making the system more robust and reliable for all agencies involved. If the Nation's assets are unavailable (Kitt Peak, Quijotoa Ridge and microwave), the question to be answered is if it's necessary to spend the dollars to build the remainder of the connectivity network out to western Pima County to support approximately 150 radios or should other options from the vendor community be considered?

Captain Wilson explains that if the phased approach was established and the connectivity network was built to the north, PCWIN may incur some unnecessary project expenses on the bet that the Nation would someday be a viable business partner. Terminating their participation would allow CTA to modify the conceptual design, eliminating unnecessary connectivity components and address the specific needs of users in western Pima County.

Depending on what action is taken, Pima County Code specifies a requirement for amending the Bond Implementation Plan if there is a substantial modification to the scope of the project, resulting in an increase or decrease that alters the disclosed project benefits. Captain Wilson explains that action by the EMC, or decision of an individual agency to withdraw participation would be of interest to both the Citizen's Bond Advisory Committee and the Board of Supervisors who may want to authorize an amendment to the plan.

Captain Wilson reiterates that action is necessary and supported by the Committee's good faith efforts to include the Nation on a design that would meet their needs.

*NOTE: Items (1-13) are outlined in Captain Wilson's letter to the Executive Management Committee regarding the Tohono O'odham Nation MOU and Participation, dated June 26, 2007.*

Captain Wilson encourages discussion on this item and explains that he has no reasonable expectation that the Nation will deal with the MOU in the near future.

Captain Wilson introduces Detective Charles Hangartner, of the Tohono O'odham Police Department, extending an invitation to speak and answer questions from the Committee. He replies that the Domestic Affairs Oversight Committee (oversee police and fire) may conduct a meeting in July 2007 to discuss the MOU further. In addition, this item would still have to go to the Nation's full Legislative Council for consideration. It is unknown if the MOU is on the agenda. He stresses that the police and fire representatives are committed to the project, but do not make the final decisions.

Captain Wilson explains that he sincerely appreciates the continuous efforts made by police and fire representatives; all of which bring support and commitment to the project. He adds that the Committee has to decide whether to remain stalled or move forward with the project.

Mr. Chuck Kmet, Emergency Services Administrator for the Tohono O'odham Nation, explains that the MOU has been reviewed by the Attorney General's Office and will move on to other Committees for approval. Officially, the Nation's commitment hasn't changed, but there is nothing new to report regarding the MOU's status.

Captain Wilson explains that Mr. Kmet was instrumental in getting the Schuk Toak District Council to pass a resolution in support of development work on Kitt Peak. This resulted in the District Council supporting antenna site improvements on Kitt Peak within the existing footprint, which would limit future expansion. Unfortunately, PCWIN's needs were not presented or considered during that meeting.

Mr. Kmet explains that the resolution in question outlines communications enhancements, but didn't specifically state the PCWIN Project. He adds that regardless, there needed to be enhancements on Kitt Peak. Mr. Kmet states issues have come to light with the National Observatory, but the Nation is working those out.

Captain Wilson refers to the Committee for questions.

Asst. Chief Allen asks if other participating agencies received their MOUs to sign. Captain Wilson states, no, but agencies will be required to sign an MOU in the near future. Asst. Chief Allen suggests that the Nation appears to be treated differently than other participants. He adds that Marana and the City of Tucson are large contributors to the system, but have not been asked to sign their MOU, therefore it is unknown if they will do so. Captain Wilson disagrees, stating that the Nation was approached earlier than other agencies because of prior experience in previous ventures. Captain Wilson adds that the County believes that the City of Tucson and Marana are committed partners in the project and expect that when the Business Plan is adopted by the Committee, MOUs will be sent out for review and signature. Captain Wilson states that he has not heard anything which would make him believe that the City of Tucson or the Town of Marana would terminate their interests and fully expects current participants to continue their support of the project.

Asst. Chief Allen states that the actions taken today may cause the Committee to address a larger, philosophical issue; establishing direction the Committee needs to pay attention to. He adds that the he cannot say that the City of Tucson is backing out of the project, although there have been a lot of questions raised.

Asst. Chief Allen inquires whether the project would see a reduced financial benefit if the Nation's participation was terminated and a change to the Bond Ordinance was approved. Captain Wilson explains that he cannot answer that question until the issue is addressed, although he does not expect that to happen, given that the budget estimate is currently over budget.

Dep. Chief Miller deliberates whether the Committee has given a reasonable amount of time to the Nation to review the MOU. Captain Wilson states that the question of "what is enough time," must be addressed, adding that the Committee is at a point where if the RFP is released to the vendor community, they must be told what antenna sites will be available to them to allow for construction. Captain Wilson explains that the Committee has been working on the project for over three (3) years and the Nation has had seven (7) months to review and discuss changes to the MOU, although no action has occurred. He reiterates to the Committee that the facts have been presented to them for consideration and his recommendation is to terminate the Nation's participation.

Asst. Chief Pesqueira asks if there is a cost associated with the "phased" approach option (#2). Captain Wilson states that there will be a cost, although it is unknown what that would be. He suggests he moves on to agenda item VI, which may provide suggestions and clarify his answer.

After completing his presentation on Item VI, discussion continued on this item:

Dep. Chief Miller suggests tabling agenda item V until the July meeting. Captain Wilson explains that in order to move the project forward, the Committee must move to the next step, which is to adopt the Business Plan and distribute the MOUs to participating agencies for review and signature. The RFP document cannot be distributed until the Business Plan is published and the MOUs are on file. He adds that the Business Plan will have to change whether the Nation remains a part of the project or not.

Asst. Chief Allen explains that terminating the Nation's participation is a mistake. He suggests that the Business Plan report may be further away from completion than the Committee recognizes, stating that substantial issues have been noted and need to be addressed before moving forward. Asst. Chief Allen states that the Committee needs to be careful in allowing the schedule to become the project. The project must be done correctly rather than quickly, making it mechanically and technically sound and protecting personal safety. He believes that based on Captain Wilson's presentation, the personal safety of the Nation's fire and police are in jeopardy at this point. Asst. Chief Allen explains that it is safe to assume that the Nation will possibly seek alternative emergency services to respond to the Nation and suggests that responding agencies with inadequate coverage will be at risk.

Asst. Chief Allen explains that in regards to the Business Plan, a number of participating agencies have yet to see the draft report and views the Committee approving the final draft as a problem if other agencies are not given that chance. He adds that some agencies may find that they cannot pay the outlined costs and find themselves unable to join the system. Asst. Chief Allen states that the Committee needs to decide if the larger entities will assist smaller entities with costs to PCWIN or meet every other month and kick other agencies out because they can't afford to be part of the system.

Asst. Chief Allen explains that one of Captain Wilson's reasons for terminating the Nation's participation is based on "prior experience with the Nation." He suggests that the Committee focus on the future instead of previous actions by the Nation.

Asst. Chief Allen motions that the Committee continue to move the project forward, include the Tohono O'odham Nation and continue with the RFP document, releasing it in a reasonable timeframe. He requests that the Nation's fire and police representatives express a need for action on the part of the Nation's Legislative Council members and recommends the Committee send a letter to the Nation expressing the need to take action on their MOU with Pima County.

Dep. Chief Miller seconds the motion. Captain Wilson refers to the Committee for discussion.

Chief Chappell explains that based on his experience with MOUs with the Nation, it has become routine for their review and signature process to take in excess of a year to complete. He supports Captain Wilson's urgency in beginning the Nation's MOU process early for that reason. He understands the Nation is a large organization and includes several areas of government who must review documentation, but has experienced lengthy review periods with the Nation to execute agreements.

Chief Chappell explains that he does not want to see the project come to a halt over the inability of one agency committing to the project or not. He ponders the reaction of the Committee if there is no action taken on behalf of the Nation by the Committee's July meeting. Chief Chappell explains that there is bond money which needs to be spent within a certain period of time or the project loses that funding.

Captain Wilson asks Mr. Kmet to explain the Nation's process when reviewing MOUs. Mr. Kmet states that there has been a recent change in government. The resolution and the MOU would be scheduled and discussed during the oversight committees, who meet on a weekly basis. Consideration is followed by the Legislative Council, who meet the first full week of each month. Mr. Kmet cautions that it is unknown if the MOU will be addressed during July's Legislative Council meeting, although the Council can call for a special session to discuss the item. If a special session cannot be scheduled, the oversight committees can request the MOU item to be addressed during the Council's August meeting.

Captain Wilson explains that during the User and Technical Committee meeting on June 27, 2007, both Committees motioned to recommend to the Executive Management Committee to terminate the Nation's participation with the PCWIN Project, proceed with the RFP document, but allow for the Nation to rejoin the system if done so by the time the RFP document is released. If the Nation chooses to rejoin the project, the original RFP will be utilized and the Executive Management Committee will make the decision to allow the Nation back into the project. The vote was as follows:

User Committee:

- 10 members present; 8 voted for the recommendation, 2 voted against

Technical Committee

- 15 members present; 13 voted for the recommendation, 2 voted against

Captain Wilson feels that the motion did not consider the impact to the Business Plan and a decision as to whether or not the Nation is participating will change that plan. He adds that whether the decision is made today, July or August, it has to be made.

Asst. Chief Pesqueira explains that the Nation's delay in action is disturbing, but appreciates their change in leadership. He adds that sooner or later, it needs to come to an end, although he remains patient.

Asst. Chief Allen motions to amend the first motion and requests that the formal letter to the Nation include a response deadline by August 31, 2007.

Dep. Chief Miller seconds the motion. Captain Wilson refers to the Committee for discussion.

Mr. Reeve explains that in regards to personal safety, the Pima County Office of Emergency Management and Homeland Security is one agency which will be responding to the Nation in the event of a national emergency. He stresses that he does not want to respond somewhere with poor communication ability. Mr. Reeve believes that it is imperative that the Legislative Council consider what is best for the public safety aspect, noting that a hazardous material storage facility will be located 20 miles from the border and upon an emergency, several agencies will be responding to that location.

Captain Wilson motions to amend the response deadline date, recommending the date of August 21, 2007, which is prior to the next EMC meeting scheduled for August 23, 2007. Asst. Chief Allen agrees to the amendment.

Dep. Chief Miller seconds the motion. Captain Wilson refers to the Committee for further discussion.

**Vote:**

With 8 members present; 7 vote for the motion; 1 opposes the motion. Motion carries.

*Materials provided: PCWIN letter to Mr. Chuck Kmet, Emergency Management Administrator for the Tohono O'odham Nation, dated May 24, 2007; PCWIN Memorandum from Captain Paul Wilson to the Executive Management Committee, dated June 26, 2007; The Tohono O'odham Nation Withdrawal – Technical Design Options PowerPoint Presentation presented by Captain Paul Wilson, dated June 28, 2007.*

**VI. Future Participation of the Tohono O'odham Nation – Impact to Conceptual Design  
Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson explains that his presentation provides a brief outline of site layout, connectivity network and coverage issues regarding the conceptual design of the project. He adds that he will include options on how to deal with coverage issues if the Nation's participation is terminated. Captain Wilson states that even if the Nation is excluded from the design, it does not necessarily mean that other project participants will go without radio coverage on the Nation. It will mean that the system design would not provide for the level of reliability to provide dispatch communication level services for the Tohono O'odham users. Coverage will come from conventional stand alone sites, providing limited communications, but users will be given opportunities for communication over large portions of the Nation.

**Tohono O'odham Nation Withdrawal – Technical Design Options  
Captain Paul Wilson, PCWIN Project Manager**

Review Design Elements

- Site Layout
- Connectivity Network
- Coverage

Design Consideration

- Present and Future Requirements
- Coverage
- Interoperability
- Performance
- Capacity
- Systems Reliability
- Maintainability
- Features
- Cost Factors

Users in Western Pima County

- Pima County Sheriff's Department
- Ajo/Gibson Volunteer Fire
- Why Fire District

## Design Options for Western Pima County

- Dependent System Connected to a System Controller in Tucson
- Independent Stand Alone System
- Expansion of Yuma County System into Western Pima County

## Recommendations

### Maps

- Countywide Voice Radio Tower Site Layout
- Pima County Site Locations and Connectivity
- Voice System Coverage Predictions (Confidence Peak)
- Voice System Coverage Predictions (Keystone Peak)
- Voice System Coverage Predictions (Ajo Mountain)
- Voice System Coverage Predictions (Three Peaks)

## **VII. Legacy Communications System – Cost Survey Spreadsheet Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson explains that CTA has completed the cost survey spreadsheet requested by the Executive Management Committee which was distributed to User Committee members. A deadline date of June 21<sup>st</sup> was given. A number of surveys have not been returned. The Staff Office will begin making phone calls to check the status of those surveys and Captain Wilson asks that those surveys be returned to CTA as soon as possible.

## **VIII. Business Plan Status Report Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson explains that the City of Tucson has completed review of the document and raised some concerns and questions about its content. Captain Wilson has asked Captain Kevin Mayhew, of the Tucson Police Department, to forward the City's concerns and will schedule a meeting with City representatives to discuss those issues. Captain Wilson explains that once the document is published and approved by the Committee, MOUs will go out to the remaining agencies for review and signature.

Captain Wilson explains that in regards to Asst. Chief Allen's comments on other agencies not reviewing the Business Plan, it may prove difficult to obtain a consensus decision over the contents of the document. It takes the leadership of the Committee to review, accept, and distribute the plan to other agencies along with the MOUs.

The plan would be to accept a final document and post it on CTA's website for all participating agencies to review. A consensus decision among 32 agencies to agree to all the language of that document will prove difficult.

Asst. Chief Allen asks what the expectation of the Committee will be when the final Business Plan is presented. Captain Wilson explains that there are several PCWIN representatives who have reviewed each draft of the document, including each EMC member, and are very familiar with the documents contents. The final draft of the Business Plan will be distributed among the Executive Management Committee for review and accepting the document will follow. Captain Wilson reminds the Committee that the Business Plan is a living document; a “road map or frame work” for the project. Policies, procedures and IGAs will follow, providing more detail.

Chief Chappell agrees, stating that the Business Plan remains a “plan.” He doesn’t view it as a contract, but views it as a plan for conducting business. Adjustments will be made as the years go by.

**IX. RFP Status Report  
Captain Paul Wilson, Pima County Sheriff’s Department**

Captain Wilson explains that Sections 1-6 (Procurement Policies) was reviewed by Pima County Procurement who provided feedback to CTA for updating. CTA made changes and forwarded those sections back to Procurement for an additional review. Progress is being made and the status of this document has not delayed the project.

**X. 22<sup>nd</sup> Street Facility Activities  
Captain Paul Wilson, Pima County Sheriff’s Department**

Captain Wilson explains that the County is working with the Mosaic Church to relocate their business. A tour was scheduled to find potential sites, although there may be challenges in finding a store front location that will accept a church as its tenant.

Captain Wilson explains that in regards to purchasing parcels at 1212 S. Palo Verde, the County had scheduled a meeting with the owner on June 22, 2007, to present an offer. The Pastor was receptive to the idea of selling the church to the County and will speak to a couple of his congregants and review the County’s agreements and appraisals with them. The Pastor is out of the country from July 4<sup>th</sup> – July 19<sup>th</sup> and an offer may not be negotiated until the Pastor returns.

Captain Wilson states that he has asked Pima County Real Property to provide him with bi-weekly updates regarding these issues and will update the Committee on their progress.

**XI. Grant Proposals  
Captain Paul Wilson, Pima County Sheriff’s Department  
Lt. Mike Sacco, Pima County Sheriff’s Department**

Captain Wilson refers to Lt. Mike Sacco to provide the Committee with a status update on grant proposals.

Lt. Sacco explains that the Tucson Police Department received an invite from the COPS Office for the 2007 Technology Grant, which was thought to have fit very well with the interests of the project. The decision was made to transfer that grant, totaling \$6M, to the Pima County Sheriff's Department on behalf of the PCWIN Project. The grant will fund three major components of the project:

- \$600,000 estimate to upgrade the Tucson Police Department's mobile data computer system software, which can be used in the project to assist other agencies in the mobile data network;
- Infrastructure parts for the PCWIN project; one (1) system controller, two (2) simulcast controllers, and 424 repeaters; all directly used for the project;
- Microwave infrastructure upgrades for the City of Tucson, which is currently at 98% capacity. Approximately \$770,000 worth of upgrades was requested for the City's network. It will provide the opportunity to quadruple the system's capacity.

Lt. Sacco refers to the Committee for questions.

Captain Wilson extends his appreciation to Dep. Chief Miller for his assistance with this grant application.

## **XII. New Business, Captain Paul Wilson, Pima County Sheriff's Department**

Captain Wilson asks if anyone would like to address the Committee. He receives no response.

## **XIII. Call to the Public**

Captain Wilson asks if anyone in the audience would like to address the Committee. He receives no response.

## **XIV. Date-Time-Location of Next Meeting(s)**

Thursday, July 26, 2007 @ 9:00 AM  
Pima County Sheriff's Department  
1750 East Benson Hwy  
SOC/3<sup>rd</sup> Floor

## **XV. Adjournment**

Captain Wilson asks for a motion for adjournment. Chief Chappell moves to adjourn the meeting. Asst. Chief Allen seconds the motion. Motion is unanimously carried.

Meeting adjourns at 10:24 a.m.

Minutes prepared by: Catherine Hanna