

Board of Fire Commissioners

Greenfield Fire District
P.O. Box 103
Greenfield Center, NY 12833
(518) 893-0723
Fax: (518) 893-7006

The January 25, 2017 Commissioners Meeting of the Greenfield Fire District was called to order at the District Office by Chairman Don Kugler at 7:00 PM.

Present were:

Commissioners Chandler, Dussault, King, Kugler, Sadousky; Legal Counsel, William Young; D/A & Treasurer Petkus, D/P Chouinard, D/T Thurman, S/K Ranck. See sign in sheet for others in attendance.

1. Flag salute/moment of silence for departed members.
2. **Approve Minutes:** January 4, 2017 Organizational Meeting Minutes as written.

RESOLUTION #36 APPROVING THE JANUARY 4, 2017 ORGANIZATIONAL MEETING MINUTES AS WRITTEN.

MOTION: Sadousky

SECOND: Dussault

RESOLVED to approve the January 4, 2017 Organizational Meeting Minutes as written.

VOTE: All in favor, motion carried.

3. Payment of Bills:

Commissioner Kugler explained that prior to each meeting, the Commissioners should review the abstract and compare it to the vouchers that are attached, and then sign off on it. They are located in Joyce's office in the Treasury box and will usually be available for review beginning the Friday before each meeting.

RESOLUTION #37 TO PAY ABSTRACT #2, VOUCHER #170007 THROUGH VOUCHER #170031 FROM THE GENERAL FUND, TOTALING \$21,208.29.

A3410.1	\$ 6,117.52
A3410.2	683.75
A3410.4	10,786.10
A9000.8	3,620.92

Total: \$ 21,208.29

MOTION: Chandler

SECOND: Sadousky

RESOLVED to pay Abstract #2, Voucher #170007 through Voucher #170031 from the General Fund, totaling \$21,208.29.

VOTE: All in favor, motion carried.

4. Reports of the Staff

- **District Administrator – Joyce Petkus:**
 - Notice of Public Hearing about Greenfield Animal Hospital was distributed.
 - Handed out 2017 District Auxiliary Contact cards. Debbie Burwell is the 2017 District Auxiliary Liaison.
 - Co #3 requested Mickey McGrath have special access.
 - Co #1 requested Lt. Marshall have access to both Chief offices.

RESOLUTION #38 GIVING MICKEY MCGRATH AND JERRID MARSHALL SPECIAL ACCESS AS NOTED ABOVE.

MOTION: Sadousky

SECOND: King

RESOLVED to give Mickey McGrath and Jerrid Marshall special access as noted above.

VOTE: All in favor, motion carried.

- Eric Petkus would like to take FF1 at Clifton Park, but he is currently a junior driver. Brief discussion continued; Counsel noted VFBL will cover, and he would think it would be covered as a school event. Chief Burwell will also write a letter for FF Petkus to carry with him at all times.
- Reminder that banquet is February 4th.
- Annual physicals coming up, March 1st through May 31st, will have more information at the February 8th meeting.
- Annual Insurance review meeting is February 1st.
- **Director of Purchasing – Jill Chouinard:**
 - Emerich Pump has been on site; waiting for quote.
 - Member Only section of website is now live. Rules and regulations are currently on there for review.
 - 269 & 290 radios currently at Pittsfield; installation in about a week.
 - Pittsfield will also be looking at the siren at Co #3.
 - Gear fitting will be scheduled for some time in March; please have names to her by the February 8th meeting.
 - Co #3 TIC repaired and back in service.
 - Co #2 TIC still out for repair.
 - D/C Middlebrook's light bar is not working properly; may be under warranty?
 - Orkin was over to look at co #3 mouse issue. Brief discussion continued. Initial fee is \$525, then \$65 per month.

RESOLUTION #39 APPROVING ORKIN CONTRACT FOR CO #3 PEST CONTROL.

MOTION: Sadousky

SECOND: Dussault

RESOLVED to approve Orkin contract for Co #3 pest control.

VOTE: All in favor, motion carried.

- Previously put in a request for additional shelving and a workbench downstairs; Station Keeper put some dollar figures together.
- Still on jury duty.

RESOLUTION #40 GIVING THE DIRECTOR OF PURCHASING AND STATION KEEPER PERMISSION TO BUILD STORAGE AS NOTED ABOVE.

MOTION: Kugler

SECOND: Dussault

RESOLVED to give the Director of Purchasing and Station Keeper permission to build storage as noted above.

VOTE: All in favor, motion carried.

- **Station Keeper – Don Ranck:**
 - Cost for stage as discussed will be about \$500 for materials.
 - Verified that Co #4 is looking for 100 ft. garden hose.
 - Co #1 burned out lights will be covered under warranty.
 - Needs to do some minor maintenance at co #3 before Orkin can come in.
- **Treasurer/Deputy Treasurer – Joyce Petkus/Chris Thurman:**
 - Requested AUD extension as per auditors; Mr. Young reminded everyone the extension is only good for 60 days.
 - Annual audit is scheduled for March 28th and March 29th.
 - All 2016 W2's distributed, year end payroll taxes were paid, 1099's were filed.
 - OSC webinar is scheduled for 1/31, if anyone is interested in sitting with her.

RESOLUTION #41 GIVING THE TREASURER PERMISSION TO APPROPRIATE UNAPPROPRIATED FUNDS OF \$7,839.02 FROM INSTALLATION BANQUET PROGRAM SPONSORS TO .4 INSTALLATION INSPECTION.

MOTION: Sadosky

SECOND: Chandler

RESOLVED to give the Treasurer permission to appropriate unappropriated funds of \$7,839.02 from Installation Banquet Program Sponsors to .4 Installation Inspection.

VOTE: All in favor, motion carried.

RESOLUTION #42 GIVING TREASURER JOYCE PETKUS PERMISSION TO ATTEND THE OSC INTRODUCTION TO GOVERNMENTAL ACCOUNTING CLASS AT THE TOWN OF COLONIE, ALBANY COUNTY, MARCH 21-23, 2017. FEE TO ATTEND: \$85.

MOTION: Kugler

SECOND: Sadosky

RESOLVED to give Treasurer Joyce Petkus permission to attend the OSC Introduction to Governmental Accounting Class at the Town of Colonie, Albany County, March 21-23, 2017. Fee to attend: \$85.

VOTE: All in favor, motion carried.

RESOLUTION #43 GIVING THE FOLLOWING OFFICERS PERMISSION TO ATTEND THE FIRE & EMS LAW & MANAGEMENT CONFERENCE AT THE TURNING STONE RESORT IN VERONA, NY, MARCH 30 – APRIL 2, 2017: CHIEF JUSTIN BURWELL, D/C JAY ELLSWORTH, D/C BRYAN CHOUINARD, CAPTAIN EDWARD PETKUS. PERMISSION TO TAKE CARS 26, 260, 280.

MOTION: Sadousky

SECOND: Dussault

RESOLVED to give the following officers permission to attend the Fire & EMS Law & Management Conference at the Turning Stone Resort in Verona, NY, March 30 – April 2, 2017: Chief Justin Burwell, D/C Jay Ellsworth, D/C Bryan Chouinard, Captain Edward Petkus. Permission to take Cars 26, 260, 280.

VOTE: All in favor, motion carried.

RESOLUTION #44 GIVING THE FOLLOWING COMMISSIONERS PERMISSION TO ATTEND THE FIRE & EMS LAW & MANAGEMENT CONFERENCE AT THE TURNING STONE RESORT IN VERONA, NY, MARCH 30 – APRIL 2, 2017: JOHN (JACK) KING, JACK SADOUSKY.

MOTION: Sadousky

SECOND: Dussault

RESOLVED to give the following Commissioners permission to attend the Fire & EMS Law & Management Conference at the Turning Stone Resort in Verona, NY, March 30 – April 2, 2017: John (Jack) King, Jack Sadousky.

VOTE: All in favor, motion carried.

Mr. Young noted that it is important that those resolutions be in the minutes in writing to be covered by VFBL.

- Brief discussion regarding Co #1 purchasing brushes on their own then getting 2 additional brushes from the Director or Purchasing, and submitting the invoice for reimbursement although they did not follow the Purchasing policy.

RESOLUTION #45 GIVING THE TREASURER PERMISSION TO ADD THE INVOICE SUBMITTED BY CO #1 TO THE NEXT ABSTRACT FOR THE PURCHASE OF TWO BRUSHES ONLY AFTER THEY RETURN THE OTHER TWO.

MOTION: Kugler

SECOND: Sadousky

RESOLVED to give the Treasurer permission to add the invoice submitted by Co #1 to the next abstract for the purchase of two brushes only after they return the other two.

VOTE: All in favor, motion carried.

**5. Firefighter/Auxiliary Applications/Changes in Membership:
Firefighter New Members:**

Co #1: Brianna Ahern;
Co #2: Levi Barss;
Co #4: Kyle Bell, under 18.

Firefighter Changes in Membership:

Co #2: Connor Romanzo-Bertoldo, resignation; Chris Stanton, transferring to Co #3;
Co #4: Don Kugler, life; Zak King, 16/17 to active firefighter.

Co #4 also has an out of district resident, Kim Chamberlain; brief discussion.

RESOLUTION #46 GIVING THE CHAIRMAN OF THE BOARD PERMISSION TO SIGN OFF ON FIREFIGHTER NEW MEMBERS, FIREFIGHTER CHANGES IN MEMBERSHIP, AND GIVING CO #4 PERMISSION TO MOVE FORWARD WITH APPLICATION OF OUT OF DISTRICT RESIDENT, KIM CHAMBERLAIN.

MOTION: Sadosky

SECOND: Dussault

RESOLVED to give the Chairman of the Board permission to sign off on firefighter new members, firefighter changes in membership, and giving Co #4 permission to move forward with application of out of district resident, Kim Chamberlain.

VOTE: All in favor, motion carried.

Auxiliary Applications/Changes in Membership: None.

6. Report of the Chief – Justin Burwell

- Training:
 - Working on OSHA through Centrelearn.
- Repairs to Apparatus:
 - 282: KME did emergency repair to pump transmission; also working on other minor repairs.
 - 282: ongoing driver seat issue; light tower issue and lens also replaced.
 - 293: door alarm repaired.
 - 26: rear brakes replaced and oil change completed.
- Nicole Thurman is the 2017 District EMS Coordinator.
- Paging has switched over to one tone paging as of last Friday; has been working with Sheriff's department regarding some minor bugs in the system.
- CAD system is updated.
- Spoke with EAP representative via phone conference; moving forward.
- KME was here last Saturday to do video advertising.
- District ran a total of 1000 calls for 2016.

7. Reports from the Companies

- **Co #1: D/C Chouinard**
 - Would like to replace the radio room printer. Jill to take care of.
- **Co #2: D/C Middlebrook**
 - Would like to form a committee to replace 273.

RESOLUTION #47 GIVING CO #2 PERMISSION TO FORM A TRUCK COMMITTEE TO REPLACE 273.

MOTION: Sadousky

SECOND: Kugler

RESOLVED to give Co #2 permission to form a truck committee to replace 273.

VOTE: All in favor, motion carried.

- Also questioned if the District standardized with KME. Discussion continued; Mr. Young noted that unless the Board has passed a standardization resolution, specs should not be drafted as to preclude anyone else who might bid on the project. Drafting your own specs is the best way to go.

RESOLUTION #48 THAT ALL COMPANIES CAN GO OUT TO BID WHEREVER THEY WANT TO GO.

MOTION: King

SECOND: Sadousky

RESOLVED that all companies can go out to bid wherever they want to go.

VOTE: All in favor, motion carried.

- **Co #3: D/C Ellsworth**
 - Thanks to the Station Keeper, he has done a great job moving trucks.
 - Asked if the Commissioner have made a decision regarding the roof issue. Discussion continued; a new vapor barrier may need to be installed. It was noted by counsel that no motion needs to be made until the Board is ready to go out to bid. Commissioner Chandler and D/C Ellsworth to work on project together.
- **Co #4: D/C Bogardus**
 - Firefighter John King was not active last year because he never completed OSHA; he has now completed the six hours of OSHA and would like to have his access reactivated. Chief Burwell noted he is okay with it; it was also noted he never fit tested last year so he is Class C until completed.

RESOLUTION #49 GIVING THE DISTRICT ADMINISTRATOR PERMISSION TO REACTIVATE FIREFIGHTER JOHN KING'S ACCESS.

MOTION: Sadousky

SECOND: Dussault

RESOLVED to give the District Administrator permission to reactivate Firefighter John King's access.

VOTE: All in favor, motion carried.

8. Report of the District EMS Coordinator – Nicole Thurman

- Not present this evening.

9. Reports of the Commissioners

- **Chandler:**
 - Confirmed 282 will be out of service for a few days beginning February 6th to

have seat fixed. Commissioner King questioned if they are going to be charging us for picking up the truck; Chief Burwell noted he made it very clear to KME that he is not happy and they would not be charging us for it.

- **Dussault:**
 - Questioned if the sign guys were contacted. A/C Bullard noted that one side of the electronic is not working, and he is handling it.
- **King:**
 - Feels that we should not be limiting ourselves to just one vendor regarding future apparatus purchases.
 - Questioned the status of the phantom hydrants. Brief discussion; Jill to get new quotes for three, the one at Co #2 is currently working.
- **Sadousky:**
 - Would like the Board to purchase two laptops, docking stations and screens for the other two Commissioner offices.

RESOLUTION #50 GIVING THE DIRECTOR OF PURCHASING PERMISSION TO LOOK INTO PURCHASING TWO LAPTOPS, DOCKING STATIONS AND SCREENS FOR THE COMMISSIONER OFFICES.

MOTION: Kugler

SECOND: Sadousky

RESOLVED to give the Director of Purchasing permission to look into purchasing two laptops, docking stations and screens for the Commissioner offices.

VOTE: All in favor, motion carried.

- Noted that this was before his time, but he understands that there was a previous permissive referendum made giving Co #3 \$30,000 for a pavilion. Joyce gave a brief background history. Counsel recommended that a new resolution to advertise a permissive referendum be done.

RESOLUTION #51 GIVING THE DISTRICT ADMINISTRATOR PERMISSION TO ADVERTISE A PERMISSIVE REFERENDUM TO WITHDRAW AND EXPEND THE AMOUNT OF THIRTY THOUSAND (\$30,000.00) DOLLARS FROM THE BUILDING RESERVE FUND FOR THE CONSTRUCTION OF A PAVILION AT MIDDLE GROVE CO #3 FIREHOUSE.

MOTION: Sadousky

SECOND: King

RESOLVED to give the District Administrator permission to advertise a permissive referendum to withdraw and expend the amount of Thirty Thousand (\$30,000.00) dollars from the Building Reserve Fund for the construction of a pavilion at Middle Grove Co #3 Firehouse.

VOTE: Chandler, no; Dussault, yes; King, yes; Kugler, yes; Sadousky, yes.

Motion carried.

- Commissioner Dussault questioned if there would be a building committee; Commissioner Sadousky noted that he would like to see a building committee formed with two Commissioners on it to go around and look at all the

buildings and make recommendations. Chief Burwell noted that they already have a building committee and it consists of the following:

- Co #1: A/C Davis, President Gibbins;
 - Co #2: Captain Barss, Captain Richards;
 - Co #3: A/C Jennings, Captain Petkus; President Miller;
 - Co #4: President Nate King and Vice President Bennett; Commissioners Dussault and King to also be on the committee.
- **Kugler:**
 - Nothing at this time.

10. Planning Board

- **Town of Greenfield: Mike Chandler**
 - Upcoming Public hearing in reference to Greenfield animal Hospital.
 - Rosie's last day is sometime next week.
 - Polo Club is trying to trying to switch PUD's over to single family homes.
- **Town of Wilton: Gary Bullard**
 - Cumberland Farms is waiting on DOT engineering study. Brief discussion regarding entrance/exits on Route 9 and Daniels Road.

11. District Policy Review

Joyce reminded the Board that the changes made to tonight's policies were previously forwarded to the Board for their review.

- **Code of Ethics:** Mr. Young noted to leave the word 'posted' as it is used in the statute and add 'and placed'.
- **Meeting Conduct:** Mr. Young noted that five minutes is fine, and suggested that the Board should determine at what point in the meeting they would allow public comments, rather than throughout the meeting. Board agreed to add it to the end of the meeting. Joyce noted this would be one policy that she would like placed on the website as it affects the public.
- **Code of Conduct:** Mr. Young agreed the changes made were reasonable, including taking away the blue light, and also deleting the 'subject to law enforcement' and replacing with 'misdemeanor/felony'.

RESOLUTION #52 ACCEPTING THE CHANGES TO THE THREE POLICIES WITH CHANGES AS DISCUSSED, AND GIVING THE DISTRICT ADMINISTRATOR PERMISSION TO POST THE MEETING CONDUCT POLICY ON THE DISTRICT WEBSITE.

MOTION: Chandler

SECOND: King

RESOLVED to accept the changes to the three policies with changes as discussed, and giving the District Administrator permission to post the Meeting Conduct Policy on the district website.

VOTE: All in favor, motion carried.

12. Special Topics of Discussion

- Request from out of State fire department for PPE: Commissioner Sadousky felt that this request, or any similar request falls under the purview of Chief Burwell to accept or deny request. He is also concerned that removing our name

compromises the protective purposes of the turnout gear, and then there is also the liability issue. Discussion continued; Mr. Young advised against allowing district equipment being used out of state with a department other than ours. If our firefighters are responding out of state, then they should have their own turnout gear, but if we are sending gear to another department that has no connection with us, he would be opposed to that.

- Training Building: Captain Barss gave a brief update. Based on information received from Bill Reid, the cost of the building is expected to cost about \$100,000, the foundation about \$20,000 from S & L Construction, with excavation from the Town at a cost of about \$20,000 for materials. These figures are before prevailing wage is considered. They would also like a new smoke machine. Question arose as to when to bring in a Clerk of the Works; it was noted by Mr. Young that the Board would want to first have a management company that could assist in drafting bid specifications. Commissioner Chandler noted he and Captain Barss would get together to draft those specs for a management company. He had also asked Captain Barss to give the building specs to the Town for an extra set of eyes looking at the plan. Mr. Young noted the district will have to go through the competitive bidding process, labor law and prevailing wage unless it is one or two individuals who own the company and will be doing all the work. If anyone other than the owners are doing the work, they must be paid prevailing wage, which typically drives up the cost of a project 20-30%. He also asked if any thought has been given to looking into an intermunicipal agreement with surrounding districts; brief discussion continued. D/C Middlebrook questioned if the specs could state preference given to company self-owned; Mr. Young noted that the preference will be that the companies will know if they have to pay prevailing wage and they could possibly lose out. Chief Burwell added that the Town will be doing the excavating. Captain Barss noted he already met with the Town and they have a set of the prints and the site plan, so the process of getting a building permit has already begun. Mr. Young noted it is good that the District and the Town are working together.
- Water Rescue suits: Jill received two quotes:
 - \$745 for the Mustang suits, which the District currently uses;
 - \$725 for the Imperial suits.

RESOLUTION #53 APPROVING THE PURCHASE OF TWO MUSTANG RESCUE SUITS AT A COST OF \$745 EACH; MONEY TO COME OUT OF THE RESCUE ACCOUNT.

MOTION: Chandler

SECOND: Sadosky

RESOLVED to approve the purchase of two Mustang Rescue suits at a cost of \$745 each; money to come out of the Rescue account.

VOTE: All in favor, motion carried.

- EMS CME Program Overview and Responsibilities Document: Board needs to approve the changes previously sent to them for their review.

RESOLUTION #54 APPROVING THE CHANGES TO THE GREENFIELD FIRE DISTRICT EMS CME PROGRAM OVERVIEW AND RESPONSIBILITIES DOCUMENT AS SUBMITTED.

MOTION: Chandler

SECOND: Kugler

RESOLVED to approve the changes to the Greenfield Fire District EMS CME Program Overview and Responsibilities document as submitted.

VOTE: All in favor, motion carried.

- Commissioner Kugler explained that the NYS Association of Fire Districts has three candidates running for two positions for the Regional Board of Directors; Joyce Petkus, John Erickson and Norm Petricca.

RESOLUTION #55 VOTING FOR JOYCE PETKUS AND JOHN ERICKSON FOR AFDSNY REGIONAL DIRECTORS.

MOTION: Kugler

SECOND: Sadousky

RESOLVED to vote for Joyce Petkus and John Erickson for AFDSNY Regional Directors.

VOTE: All in favor, motion carried.

RESOLUTION #56 ENTERING INTO EXECUTIVE SESSION AT 8:15 PM REGARDING POSSIBLE DISCIPLINARY ACTION OF A SUSPENDED FIREFIGHTER.

MOTION: Sadousky

SECOND: Chandler

RESOLVED to enter into executive session at 8:15 pm regarding possible disciplinary action of a suspended firefighter.

VOTE: All in favor, motion carried.

RESOLUTION #58 RECONVENING FROM EXECUTIVE SESSION AT 8:31 PM.

MOTION: Kugler

SECOND: Sadousky

RESOLVED to reconvene from executive session at 8:31 pm.

VOTE: All in favor, motion carried.

Commissioner Sadousky explained that the Board will be continuing the suspension of Firefighter Reale until the February 8, 2017 Board of Fire Commissioners Meeting.

- Chief Burwell would like to move forward with the creation of the Greenfield Fire Department with the help of Mr. Young.

RESOLUTION #59 THAT COUNSEL ASSIST CHIEF BURWELL IN THE FORMATION OF THE GREENFIELD FIRE DEPARTMENT.

MOTION: Sadousky

SECOND: King

RESOLVED that Counsel assist Chief Burwell in the formation of the Greenfield Fire Department.

VOTE: All in favor, motion carried.

- Truck committee met to come up with a long term truck replacement plan. Replacement of Chief's vehicles was first discussed and there is currently a plan in place to replace one every three years, as well as to standardize those vehicles. The sitting Chief would receive the new vehicle and the other handed down. Would like to begin with the replacement of 280; preliminary cost to replace is approximately \$63,000, delivery would be in 2017. Brief discussion continued.

RESOLUTION #60 GIVING THE TRUCK COMMITTEE PERMISSION TO MOVE FORWARD WITH THE PURCHASE OF A NEW CHIEF'S VEHICLE.

MOTION: Sadousky

SECOND: King

RESOLVED to give the Truck committee permission to move forward with the purchase of a new Chief's vehicle.

VOTE: All in favor, motion carried.

- 273 is the next fire apparatus to be replaced; the committee will also come up with a long term plan before year end.
- Rescue committee met; 292 pump needs to be upgraded from a 2-stage to a 3-stage; the new pumps will not fit in the current compartment so Holmatro is working on options. They also agreed to stay with Core technology going forward only on new equipment, and not to upgrade current equipment. Brief discussion continued.
- Commissioner Kugler noted that he sent Commissioner Sadousky over to the Town to ask about the \$10,000 they were going to give to the District toward the water tanks, but according to the Town Clerk there is no money in the budget. Commissioner Chandler was not aware and thought that Councilman Chandler would be here this evening to talk about it. Brief discussion; Commissioner Chandler to look into it.
- A/C Bullard noted that McDonald's at exit 15 is going to be demolished and replaced with a new one. He has requested that it be used as a training prop before demolitions; looks like they may give the District permission and it may happen in early February; there will be no live fire involved. Mr. Young agreed there should be no live fire, and also noted there will be paperwork they will probably want. A/C Bullard to will keep everyone updated.

13. Final Comments from the Commissioners

- None.

14. Dispense with the reading of the minutes

RESOLUTION #61 TO DISPENSE WITH THE READING OF THE MINUTES.

MOTION: Kugler

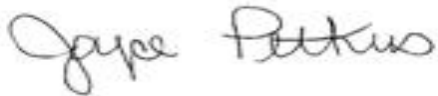
SECOND: Sadousky

RESOLVED to dispense with the reading of the minutes.

VOTE: All in favor, motion carried.

Motion made by Commissioner Kugler with a second from Commissioner Dussault to adjourn the meeting at 8:45 PM. All in favor.

Respectfully submitted,

A handwritten signature in cursive script that reads "Joyce Petkus".

Joyce Petkus

District Administrator/Treasurer

Re: Suspension of Firefighter Corey Reale

Present: Commissioners Chandler, Dussault, King, Kugler, Sadousky; D/A Petkus, Counsel Bill Young, Chief Burwell.

Firefighter Reale allegedly sent D/C Bogardus a vulgar and inappropriate text. Firefighter Reale was not able to be here this evening to answer to the charges.

The Board would like Firefighter Reale to attend the February 8th meeting to answer to the charges. The possibility of resignation was discussed.

RESOLUTION #57 CONTINUING THE SUSPENSION OF FIREFIGHTER CORY REALE UNTIL THE BOARD OF FIRE COMMISSIONERS MEETING ON FEBRUARY 8, 2017.

MOTION: King

SECOND: Chandler

RESOLVED to continue the suspension of Firefighter Cory Reale until the Board of fire Commissioners meeting on February 8, 2017.

VOTE: All in favor, motion carried.

Executive session ended at 8:30 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Joyce Petkus".

Joyce Petkus
District Administrator/Treasurer