

**Board of Fire Commissioners
District 2, Wall, NJ
January 12, 2011
Meeting Minutes**

The of the Board of Fire Commissioners, District 2, Wall, NJ, was called to order at 6:00 P.M. for public discussion of the 2011 Budget for District 2, Wall, New Jersey
Members present were Gene White, Bill Connellan, Mike Textor, Rob Coman and John Tennissen.

Meeting was called to order and Board members were advised by Mr. Barry Osborn that the approved Budget for 2011 was not returned from the New Jersey Department of Community Affairs

.
Meeting was re-scheduled for Monday, January 24, 2011 at 3404 Belmar Boulevard, Wall, New Jersey at 7:00 P.M.

Accountant Osborn will place the proper notification.

Meeting adjourned at 6:30 P.M.

Respectfully Submitted,
John Tennissen
Clerk of the Board

**Board of Fire Commissioners
District 2, Wall, NJ
January 24, 2011
Meeting Minutes**

The special meeting of the Board of Fire Commissioners, District 2, Wall, NJ, was called to order and members present were Gene White, Rob Coman, Mike Textor, William Connellan and John Tennissen.

The purpose of the meeting was to allow for public comments and the adoption of the 2011 Budget for the Fire District.

Due to no members of the public being present, no comments were heard.

The 2011 Budget for District 2, Wall, New Jersey was adopted with a vote of 5 Yeas, 0 Nays with no abstentions and will be placed as Proposition 1 on the February 19, 2011 ballot as follows:

Whether the Board of Fire Commissioners of Fire District 2, in the Township of Wall, County of Monmouth, State of New Jersey shall operate for the Year of 2011 with a budget reflecting total revenues of \$1,163,467 which includes the amount to be raised by taxation of \$1,105,903 and total appropriations of \$1,163,467.

Meeting adjourned at 7:15 P.M.

Respectfully Submitted,
John Tennissen
Clerk

**Board of Fire Commissioners
District 2, Wall, NJ
January 26, 2011
Meeting Minutes**

The regular monthly meeting of the Board of Fire Commissioners, District 2, Wall, NJ, was called to order and members present were Rob Coman, Mike Textor and John Tennissen. The minutes from the previous meeting were read and approved.

Bills

- Approved

Chief's Report

- 26 calls—2 drills
- Chief requested and was granted approval to purchase airbag restraint system
- Fire Ground class on 2/12 will cost \$450 and cost was approved
- Adelphia wants to use Glendola as FAST team for the east side of their district—Board members were split on the idea and it was tabled until the February meeting

Correspondence

- Sendzik & Sendzik made notification of public hearing for 1/24

House

- Slow progress

Board of Fire Prevention

- Reports filed

Trucks and Equipment

- Report from Capt. Chris Rosenfeld attached

Old Business

- Quick Books is operating
- Workers needed for the election which will be held on 2/19
- Absentee ballots and overlay for voting machines will be handled by Cmr. Tennissen
- Consideration by Township to move fire frequency to County, but no further progress has been reported by the Town

New Business

- New fax machine has been ordered-commercial grade from Shore Business Solutions and will cost \$186.75 per month
- Quotes for insurance for the District have been received and will be considered at the next meeting

Personnel

- Capt. Rosenfeld advised shifts have been filled
- Amount of calls and times are being reviewed by Capt. Rosenfeld and Cmr. Textor

Treasurers Report

- Placed in folder

Meeting adjourned at 7:43 P.M.

Respectfully Submitted,
John Tennissen
Clerk

**Board of Fire Commissioners
District 2, Wall, NJ
February 23, 2011
Meeting Minutes**

The regular monthly meeting of the Board of Fire Commissioners, District 2, Wall, NJ, was called to order and members present were Gene White, Rob Coman, William Connellan, Mike Textor and John Tennissen. The minutes from the previous meeting were read and approved.

Bills

- Approved

Chief's Report

- 31 calls—2 drills
- Chief requested and was granted approval to purchase new gear for Chaz Morrison
- Upcoming events for the Company include the Easter Egg Hunt on 4/16 and a Touch a Truck Day on 4/30

Correspondence

- Minutes from the 12/4/10 meeting of the New Jersey Association of Fire Districts
- Contract for the new Sharp Copier
- Lincoln .Financial Defined Contribution Technology Enhancement

House

- Priorities include painting, the hose tower, door stops and repair of doors and the trim addition will be held for a while
- The attorney for Santorini sent letter for money due and Cmr. Connellan will check with our attorney
- Repair of the floor is also important
- Backroom use will be the responsible of the Company

Board of Fire Prevention

- No meeting in February

Trucks and Equipment

- Report from Capt. Chris Rosenfeld attached

Old Business

- Election results from 2/19 shows that
 - John Tennissen received 92 votes for the position of Commissioner
 - The Budget for 2011 passed with 114 Yes votes and 70 No votes
 - For the purpose of the replacement of a pumper:100 Yes votes and 77 No votes
- After receiving four quotes to replace existing insurance coverage, the Board agreed to bind coverage with Volunteer Fireman's Insurance Service
- The Company will not be permitted to provide a FAST truck to Adelphia

New Business

- Monmouth County OEM is actively pursuing a grant for a Mass Casualty Vehicle which will provide ALS and BLS services and Wall Township is being considered for housing the unit. However, after some discussion, it was decided that District 2 will not house the truck.

Personnel

- Capt. Rosenfeld advised shifts have been filled

Treasurers Report

- Placed in folder

Meeting adjourned at 8:43 P.M.

Respectfully Submitted,
John Tennissen
Clerk

**Board of Fire Commissioners
District 2, Wall, NJ
March 23, 2011
Meeting Minutes**

The regular monthly meeting of the Board of Fire Commissioners, District 2, Wall, NJ, was called to order and members present were Gene White, Rob Coman, William Connellan, Mike Textor and John Tennissen. The minutes from the previous meeting were read and approved.

Bills

- Approved

Chief's Report

- 32 calls—2 drills
- New member, Edwin Carbrera, introduced However, the application was incomplete and a further background investigation will be conducted
- Quotes have been obtained for Mayday Class Day and a funding source will be checked- from other districts and from Board of Fire Prevention
- Drew McClellan is due for new gear and it will be ordered

Correspondence

- 2 quotes received from Whalen for antennas
- Contract for the new Sharp Copier
- Lincoln .Financial 2010 LOSAP request
- Resignation from Commissioner Connellan as of March meeting
- Letters from John Rosenfeld, Daryl Bauter, Jeff Jannarone, Jim Ogle and Dave Newberry expressing interest in being considered for the vacant position

House

- Meeting on 3/22 with USA's structural engineer and Santorini resulted in Santorini attempting to repair doors, exterior front lights, all cracks in floor and gutter USA will address water under the doors with an epoxy or rubber-test to be made on one door
- Repair of the floor is also important
- Backroom use will be the responsible of the Company

Board of Fire Prevention

- Reports filed
- Chief Rizzitiello stated that their cars are becoming worn and may need replacing

Trucks and Equipment

- Report from Capt. Chris Rosenfeld attached
- SCBA's to be tested next month and 5" discharge for tanker is still being worked on
- Progress on new pumper

Old Business

- Santorini will pursue next step in arbitration, but will discontinue if we approve \$30,000 in unpaid funds to be made When considered that Santorini has fulfilled all of our

requests, it was decided that the money will be paid and we will still hold \$12,000 until repairs have been completed

New Business

- The Board reluctantly accepted the resignation of Bill Connellan from the Board
A discussion will be held with each candidate prior to the April meeting and the decision will then be made.
- The Board reorganized and it was agreed that the Coast Star will be the newspaper for public notices, Mr. David Shotwell will remain as the Board's attorney, Barry Osborne will be the accountant and Mr. Jay Sendzik will be appointed special counsel.
The Board will continue to meet on the fourth Wednesday of every month at the Belmar Boulevard firehouse at 7:00 P.M.
Commissioner Tennissen will place the notification in the Coast Star.

Personnel

- Capt. Rosenfeld advised shifts have been filled

Treasurers Report

- Placed in folder

Meeting adjourned at 8:47 P.M.

Respectfully Submitted,
John Tennissen
Clerk

**Board of Fire Commissioners
District 2, Wall, NJ
April 27, 2011
Meeting Minutes**

The regular monthly meeting of the Board of Fire Commissioners, District 2, Wall, NJ, was called to order and members present were Gene White, Rob Coman, Mike Textor and John Tennissen. The minutes from the previous meeting were read and approved.

Bills

- Approved

Chief's Report

- 32 calls—2 drills
- 4 new members need Firefighter I and research will be made for instructors and the inclusion of members from other districts for possible classes
- Cost of extrication classes is \$30. per FF and class will be considered
- Extrication wish list for \$17,000 will be considered
- Replacement nozzles are being considered
- Meeting with members of First Aid and Glendola officers went well and 52-165 will be at the fire house for a familiarization drill

Correspondence

- State of New Jersey information with tax information

House

- Santorini has made some repairs but water problem still exists Nevron will continue with working on lights

Board of Fire Prevention

- No meeting in April

Trucks and Equipment

- Report from Capt. Chris Rosenfeld attached
- Progress on new pumper

Old Business

- Problems with 2012 Budget in that the correct amount which should be raised by taxation has been amended to 1,015, 903
- Reorganization notice sent to Coast Star

New Business

- Under the Respirator Protection Program, medical forms will be mandatory for all members for this year
- The installation of locks will be completed with the hiring of a new locksmith.

- A consultant will be hired to assist with the purchase of the new pumper according to DCA regulations
- Research will be made to see if a 500 gallon gas vault could be placed at House 2 or if a split tank could be installed.
- Because no summer classes for Firefighter I will be held at the Monmouth Fire Academy this year, Moriah Burr asked if she could attend the Warren County Fire Academy in August and continue with her college education in the area. Permission was granted for her attendance at a cost of \$150. and the motion was approved with 4 Yeas and 0 Nays

Personnel

- Capt. Rosenfeld advised shifts have been filled

Treasurers Report

- Placed in folder

Meeting adjourned at 8:43 P.M.

Respectfully Submitted,
John Tennissen
Clerk

**Board of Fire Commissioners
District 2, Wall, NJ
May 25, 2011
Meeting Minutes**

The regular monthly meeting of the Board of Fire Commissioners, District 2, Wall, NJ, was called to order and members present were Gene White, Rob Coman, Mike Textor and John Tennissen. The minutes from the previous meeting were read and approved.

Bills

- Approved

Chief's Report

- Daryl Bauter needs new boots and will be ordered
- Moriah Burr is in need of new equipment and it will be ordered

Correspondence

- Minutes of meeting from State Association of Fire Districts
- Letter from Shore Business Solutions thanking Board for recent purchase
- Quote for fuel tank and pump at cost of \$2,853.15
- Notice of Cancellation received for Workers' Compensation coverage This is due to monthly billing cycle and condition will be remedied and bill paid when needed

House

- Keys and locks will be worked on starting next week
- Lt. Spera asked if members could clean out shed 10 yard container will be ordered from town
- Old Coke machine to be thrown out
- Upgrades to sink, plumbing and hood over range will be made

Board of Fire Prevention

- Reports filed

Trucks and Equipment

- Report from Capt. Chris Rosenfeld attached
- 290 Back in service as of 5/27
- Radios need to be programmed with new channel
- Progress on new pumper, although meeting with Pierce had not been scheduled, even after three calls to the rep.

Old Business

- Daryl Bauter was named as the new Commissioner
- Check sent to Lincoln Financial for \$7,599 with no cost of living increase
- Setup of a Joint Board for purchasing is being researched again by District 3

- Letter being prepared by South Wall's Attorney to town for all three districts to be involved in dispatching moves
- Verizon has Fire 9 operating at all three sites
- OSHA representative thought that the original medical exam is adequate with further checks if the company officers, Commissioners or the member requests it

New Business

- Shed will be cleaned by company members

Personnel

- Capt. Rosenfeld advised shifts have been filled
- The Wednesday evening 3-11 shift have been eliminated because of members being present for meetings
- The Friday and Saturday shifts have been changed and will be from 22:00 until 06:00 hours.

Treasurers Report

- Placed in folder

Meeting adjourned at 8:09 P.M.

Respectfully Submitted,
John Tennissen
Clerk

**Board of Fire Commissioners
District 2, Wall, NJ
June 22, 2011
Meeting Minutes**

The regular monthly meeting of the Board of Fire Commissioners, District 2, Wall, NJ, was called to order and members present were Gene White, Rob Coman, Mike Textor, Daryl Bauter and John Tennissen. The minutes from the previous meeting were read and approved.

Bills

- Approved

Chief's Report

- Masks and gloves will be checked and some may be ordered
- Mayday class would cost total of \$1,100 for first 10 and pricing will be checked for additional participants
- 2 drills

Correspondence

- None

House

- Keys and locks progress
- Electrical and plumbing continues

Board of Fire Prevention

- No meeting in June

Trucks and Equipment

- Report from Capt. Chris Rosenfeld not presented due to computer problems
- 290 Back in service as of 5/27
- Radios need to be programmed with new channel
- Progress on new pumper and specs will be drawn up
- Problems with Channel 9 are being addressed

Old Business

- OSHA representative advised that there has been compliance with recommendations and he will advise in writing
- Sign will be made for grinder
- File cabinets will be ordered for BOFC papers

New Business

- New computer ordered for Capt. Rosenfeld
- Members given permission to take 288 and trailer to Blue Claws game in June

Personnel

- Capt. Rosenfeld advised shifts have been filled
- A price of between \$12,000 and \$15,000 was quoted by Monmouth County Fire Academy for Firefighter I training to be held at Glendola No action will be taken by the Board

Treasurers Report

- Placed in folder

Meeting adjourned at 8:01 P.M.

Respectfully Submitted,
John Tennissen
Clerk

**Board of Fire Commissioners
District 2, Wall, NJ
July 27, 2011
Meeting Minutes**

The regular monthly meeting of the Board of Fire Commissioners, District 2, Wall, NJ, was called to order and members present were Gene White, Rob Coman, Mike Textor, Daryl Bauter and John Tennissen. The minutes from the previous meeting were read and approved.

Bills

- Approved

Chief's Report

- 52 calls 2 drills
- Gloves, hoods and other equipment need to be restocked-approved by Board
- Assistant Chief Burr to obtain pagers on trial

Correspondence

- Point Bay Fuel quote for 500 gallon double vault skid bank with electric pump at a price of \$2,853.15
- AR Communication antenna stand quoted for \$2,846.95
- State of New Jersey, James Revak Ass't Chief letter stating hazards noted for District 2 have been abated
- Monmouth County Inspection Authority survey for future use was filed with no action

House

- Flush valve for Ladies Room at House 2 replaced
- Sign posted for grinder at House 2
- As of 8/1, new codes will be needed for entry to House 1
- Locks to be set for House 2
- For the two dumpsters at House 1, one is in adequate condition and the wheel is off the other. Both will be moved and repair made
- Toilets in House 1 need to flush better and the situation could be alleviated with the cleaning filter and adjustment
- Toilets at House 2 should be flushed at least once a week
- Allison Pest Control will be contracted for both houses.
- Curbs at House 2 are broken, but repairs will be on hold
- Sign in front could advertise rental opportunities
- Ice machine will be monitored

Board of Fire Prevention

- Reports attached
- Auto from Belmar First Aid will be purchased for \$15,000

Trucks and Equipment

- Report from Capt. Chris Rosenfeld not presented due to computer problems
 - 290 needs additional hydraulic fluid for outrigger jacks
 - 274 received new batteries and rewiring for the Knox box key
- Bad charger indicator for 296 was repaired

Old Business

- File cabinets will be placed in basement and more will be ordered
- Progress on I am Responding
- Nevron Electric-progress on bay circuits, box by radio and house switch at House 2

New Business

- Vote to approve Point Fuel quote for \$2,853.15
- TV for First Responder will be considered

Personnel

- Capt. Rosenfeld advised shifts have been filled
- There will be no staffing for the two drill nights and for the company meeting night

Treasurers Report

- Placed in folder

Meeting adjourned at 8:15 P.M.

Respectfully Submitted,
John Tennissen
Clerk

**Board of Fire Commissioners
District 2, Wall, NJ
August 24, 2011
Meeting Minutes**

The regular monthly meeting of the Board of Fire Commissioners, District 2, Wall, NJ, was called to order and members present were Gene White, Rob Coman, Mike Textor, Daryl Bauter and John Tennissen. The minutes from the previous meeting were read and approved.

Bills

- Approved

Chief's Report

- 42 calls 2 drills
- Gloves, hoods and other equipment need to be restocked-approved by Board
- Assistant Chief Burr to obtain pagers on trial

Correspondence

- Statement for Exempt Property Furtherance received and will be handled by Cmr. Tennissen

House

- Work needed for utility room
- Trim on 2nd floor
- Signs to be posted for FF Parking only in parking lot at House 1
- Company and Board will work together to pay for kitchen renovations
- Paint on hold and Board will work with company for painting plans and to hang pictures
- House 2 was struck by lightning which blew out repeaters
- Heat is on in rear building and will be monitored
- Ice machine continues to be monitored with freeze frames

Board of Fire Prevention

- No meeting in August

Trucks and Equipment

- Another meeting with Pierce will be held
- Antenna for So. Wall is lower than the antenna for Glendola and adjustments have to be made
- Base station will be installed at House 1

Old Business

- County was advised that both 6x's are out of service
- Progress on I am Responding
- Keypad entry system has been completed

New Business

- Claim being prepared for Moriah Burr's accident
- Possibility of Joint Board meeting being considered
- \$2,500 approved 5-0 to purchase two new security cameras and eventually a new server-However, the project was put on hold
- 55" screen to be considered for I Am Responding

Personnel

- Capt. Rosenfeld advised shifts have been filled

Treasurers Report

- Placed in folder

Meeting adjourned at 8:12 P.M.

Respectfully Submitted,
John Tennissen
Clerk

**Board of Fire Commissioners
District 2, Wall, NJ
September 28, 2011
Meeting Minutes**

The regular monthly meeting of the Board of Fire Commissioners, District 2, Wall, NJ, was called to order and members present were Gene White, Rob Coman, Mike Textor, Daryl Bauter and John Tennissen. The minutes from the previous meeting were read and approved.

Bills

- Approved

Chief's Report

- 142 calls 2 drills
- Damage to surge protectors brought up by Chief and Nevron will repair it this coming Friday, the 30th

Correspondence

- Privacy statement received from Glatfelter Insurance
- Information from NJ Manufacturers regarding claim for Moriah Burr
- Minutes from the June 11 meeting of the New Jersey State Association of Fire Districts
- N.J. Assembly letter regarding the Reorganization of the N.J. Division of Fire Safety

House

- Front lights of House 1 will be addressed
- Plumbing in toilets will be checked by Rymar
- Garage doors need to be lubricated
- Radio room on 1st floor to be used for used for storage and cabinets and shelves will be added
- Company door on 2nd floor to be repaired, as well as the 1st floor closet and door
- New dumpster area to be established
- Additional cracks found in basement
- Gutter near rear door is clogged and moldy
- Solid door to be added for Engineer's closet at House 2

Board of Fire Prevention

- Reports filed

Trucks and Equipment

- Report from Cap't. Rosenfeld attached
- Pierce to add more features and then the advertisement can be placed for bids and the application for financing will be completed later

- Old 6x to be taken away
- Tanker sensor shows 1 ½ gallons low in antifreeze and the truck has not been serviced in two years
- Gas tank to be delivered for Chief's vehicles and log book is needed
- Progress on alarm notification systems
- Consideration of the idea of removing the rear of 2-88 and replacing it with a utility body with power tailgate

Old Business

- Attorney advised that drug testing would be permitted, but due to the various types of tests and expenses involved, testing will be on a case by case basis

New Business

- Company will use House 1 for Steak Bake on October 15

Personnel

- Capt. Rosenfeld advised shifts have been filled
- Cleaning of house by paid members needs improving

Treasurers Report

- Placed in folder

Meeting adjourned at 8:09 P.M.

Respectfully Submitted,
John Tennissen
Clerk

**Board of Fire Commissioners
District 2, Wall, NJ
October 26 2011
Meeting Minutes**

The regular monthly meeting of the Board of Fire Commissioners, District 2, Wall, NJ, was called to order and members present were Rob Coman, Mike Textor and Daryl Bauter. The minutes from the previous meeting were read and approved.

Bills

- Approved

Chief's Report

- 2 drills

Correspondence

- None

House

- Approval for purchase of cabinet for janitor
- Two locks installed at House 2 and two additional ones have been ordered, one for each house
- Rymar called to check on water pressure for toilets

Board of Fire Prevention

- No meeting in October

Trucks and Equipment

- No report available

Old Business

- None

New Business

- New vacuum to be purchased for rug in firehouse
- E-Dispatch package approved for \$129.00 per month
- Final payment of \$20,181.74 to Santorini
- Tabled for next month was the discussion of renting House 2 for exercise class

Personnel

- Capt. Rosenfeld advised shifts have been filled

Treasurers Report

- Placed in folder

Meeting adjourned at 7:22 P.M.

Respectfully Submitted,
Daryl Bauter
Acting Clerk

**Board of Fire Commissioners
District 2, Wall, NJ
November 22, 2011
Meeting Minutes**

The regular monthly meeting of the Board of Fire Commissioners, District 2, Wall, NJ, was called to order and members present were Gene White, Rob Coman, Mike Textor, Daryl Bauter and John Tennissen. The minutes from the previous meeting were read and approved.

Bills

- Approved

Chief's Report

- 45 calls, 3 drills
- 2 new member, Justin Carlsen and Wes Devereaux, were introduced to the Board
- South Wall will cover for District 2 during the evening of the 25th while the members attend the services for Chief Burr's father

Correspondence

- Hedinger and Lanicki notice of settlement for arbitration for Santorini
- Minutes of the Sept. 16 meeting of the NJ State Association of Fire Districts
- ISO result for study of Public Protection Classification

House

- Meeting with Santorini, USA Architects and floor representative to discuss and to provide suggestions to solve the problem with bumps in front of House, with one idea to cut concrete and adding epoxy to allow for lip in front of doors
- Gas tank installed but not connected
- The electrician and Township Electrical Inspector to consider solution for the generator and gas tank being less than 15' away from each other
- Rymar has still not made an appointment to work on the plumbing system and Commissioner Coman will follow up-again
- Progress on locks

Board of Fire Prevention

- Reports attached

Trucks and Equipment

- Report attached from Capt. Rosenfeld

Old Business

- Tabled discussion for exercise classes until the November meeting
- Firehouse Software connection considered again but will be placed on hold

New Business

- Draft of Financial Report for 2011 and Board passed Resolution 1130-01 to accept
- Workshop scheduled for Dec. 14 at 6:00 P.M. to discuss 2012 Budget Notice will be placed in Coast Star
- The Cigar and Lingerie show has been tabled by the Company until next year
- Occupancy sign needed for 2nd floor hall at House 1

Personnel

- Capt. Rosenfeld advised shifts have been filled

Treasurers Report

- Placed in folder

Meeting adjourned at 8:02 P.M.

Respectfully Submitted,

John Tennissen
Clerk

**Board of Fire Commissioners
District 2, Wall, NJ
December 28, 2011
Meeting Minutes**

The regular monthly meeting of the Board of Fire Commissioners, District 2, Wall, NJ, was called to order and members present were Gene White, Rob Coman, Mike Textor, Daryl Bauter and John Tennissen. The minutes from the previous meeting were read and approved.

Bills

- Approved

Chief's Report

- 28 calls, 2 drills
- New member Wes Devereaux was taken of the company roll

Correspondence

- US Department of Commerce-follow up on Census Form and Commissioner Tennissen will handle

House

- Gas tank must be twenty feet from the structure and plans continue to find a solution
- Rymar came to the house for problems and will come back
- Wiring to be added for window ceiling of second floor of House 1 and WiFi hotspots will be added to House 1
- Progress on solving other problems at both houses

Board of Fire Prevention

- No meeting in December

Trucks and Equipment

- Report attached from Capt. Rosenfeld with progress on the repairs
- District 1 has asked if we would consider housing their antique engine if their building is sold Consideration will be given if the sale progresses

Old Business

- Petitions provided for four candidates for the February 2012 election and petitions must be returned by Jan. 20.
- Progress on specifications for new engine-still needs DCA approval
- Workshop of Dec. 14 for the 2012 Budget was held and public meeting will be scheduled under New Business

New Business

- Public meeting for the 2012 Budget will be held on January 17, 2012 at 6:00 P.M. at House 1 Notification to the Coast Star will be made
- After some discussion, it was decided that the District will not reimburse members for trips to the Fire Academy
- Components for an apparatus floor intercom system will be ordered
- Consideration will be given to provide an incentive program for members for next year

Personnel

- Capt. Rosenfeld advised shifts have been filled and per-diem staff will be asked to improve quality of labor around both houses

Treasurers Report

- Placed in folder

Meeting adjourned at 7:40 P.M.

Respectfully Submitted,

John Tennissen
Clerk