DEPARTMENT OF COMMUNITY AFFAIRS DIVISION OF FIRE SAFETY NEW JERSEY FIRE SAFETY COMMISSION REGULAR MEETING

Meeting of September 15, 2022

The New Jersey Fire Safety Commission meeting was held on Thursday, September 15, 2022 at the Wildwood Crest Volunteer Fire Department in Wildwood Crest, New Jersey.

Commission Members Present: Mr. Kevin Krushinski, Chairman

Senator Samuel Thompson

Asm. Kevin Rooney
Mr. Lawrence D. Wood
Mr. Raymond Heck
Ms. Kathleen O'Leary
Mr. Fred Collender
Mr. Arthur Hayducka
Mr. Armando Roman
Mr. Nelson Wiest

Mr. Charles Siedenburg

Mr. Karl Spinner Mr. Kevin Bellew Mr. George Aleu

Commission Members Excused: Mr. Paul McGrath

Mr. Arthur Londensky Mr. John Wisniewski Mr. Steve O'Gorman Mr. Richard Blohm Mr. Daniel DeTrolio

DCA Staff Members Present: Richard Mikutsky, NJ State Fire Marshal

Louis Kilmer, NJDFS Bruce Tynan, NJDFS Tim Weiss, NJDFS Charles Lavin, NJDFS Tim Weiss, NJDFS Lenny Inzerillo, NJDFS Steven Dyl, NJDFS

Vincent Campagna, NJDFS Ashley Bledsoe, NJDFS Greg Kirkham, NJDFS Ben Berkman, NJDFS Guests: Ronald McGowan Jr.

Lewis Ostrander

John Garton David Kurasz
William J. Cripps William Kramer
Matthew Long James Yates

Thomas Simpson **Edward McDermott** Joseph Palumbo Stanley O'Brien Steven Porth Michael Whalen Vincent Corsaro Chad DiGiorgio Michael Nunn Conrad Johnson Jr. Nick Lombardi Brian Wahler Jr. Tracy Kilmer Justin Henry Helen M. Graham Thomas Scalera Ronald Harwood Aldo Sacco Mark C. Barham Jacob Spier

Michael Weill Dominick McClain
Matt Levine Elizabeth Sweeney

A. Call to Order

Chairman Kevin Krushinski called the meeting to order at 10:07 AM. He led the meeting with the Pledge of Allegiance and a moment of silence for those recently lost in the line of duty and the men and women serving our nation overseas. Assemblyman Rooney called for a moment of silence for K-9 Officer Amber who had recently passed.

B. Approval of Minutes

With no discussion requested or additional corrections, the minutes of the regular meeting of July 20, 2022, were approved as submitted.

C. Correspondence

Chairman Krushinski noted that any and all correspondence for today's meeting was contained in the Commission packets.

D. Public Comment I

Chairman Krushinski opened up the meeting to any members of the public present wishing to address the Commission.

Lee Eggert from Tuckerton spoke on behalf of his son whose certifications have recently been revoked by the NJ Division of Fire Safety. He contended that this was done unjustly and the information provided by NJDFS's Don Nelsen is incorrect and will be proven so during the appeal process. He also questioned taking the Tuckerton Fire Department out of service and questioned the NJDFS as to what can be done to get them back in service as soon as possible. Mr. Eggert also took issue with the notification of his

son's loss of certifications to the State's fire service. State Fire Marshal Rich Mikutsky answered that he would be following up with Mr. Eggert, as well as the NJDFS staff involved, subsequent to the meeting to discuss all of his concerns. That was all the comment he would be able to offer while the appeal process is ongoing.

With no additional members of the public wishing to address the Commission at this time, the meeting was moved to Division of Fire Safety Activities.

E. Division of Fire Safety Activities

Director Richard Mikutsky began his report by giving updates on personnel at the NJDFS. There were two promotional announcements a Fire Code Assistant Rep 2 and a Technical Assistant 1. The NJDFS was also given permission from the DCA Administration to submit freeze exemptions for the backfill of seven other positions. There is also an Inspector 1 list that has 25 individuals who meet the eligibility requirements.

Director Mikutsky spoke about the NJDFS's meetings with the Red Cross Regional Disaster Office – which recently saw a change in leaderships. There are several projects upcoming that the Division of Fire Safety and Red Cross will be working on together. Director Mikutsky also reported that the weekly FireStat calls continue to be held each week – Wednesdays at 9:15am on the HISN network.

In August, Director Mikutsky attended the National Association of State Fire Marshals Conference. In addition, Chief Lou Kilmer will be participating in the Governor's Housing Conference at the end of September where he will be part of a roundtable discussion session.

Next month the nation's fire service will celebration the 100th anniversary of Fire Prevention Week from October 9-15. This year's theme is "Fire Won't Wait. Plan Your Escape." NJDFS staff is gearing up to participate is several activities and educational events throughout the state during October.

The Office of Fire Department Preparedness reported that, after a lengthy and comprehensive investigation, the NJDFS issued a revocation of certifications. This is currently under appeal by the individual in question. The OFDP also announced a job vacancy for Senior Planner for the Delaware River Region – which is open until September 21st. OFDP members also attended the Weapons of Mass Destruction pilot class that was held by the FBI.

The Office of Fire Department Preparedness is supporting the ESF9 (Search and Rescue) and the State Search and Rescue Working Group, the FEMA NIMS typing of all resources including fire department resources, training for water and land based search teams, and equipment/vehicle training for high wheel vehicles. The OFDP has standardized its audit/complaint investigations document and is now at 37 complaints/investigations for the year. The OFDP is also moving forward with the

CODES project, which will provide laptops and support software for County Fire Coordinators and certain DFS staff.

The Office of Fire Department Preparedness is continuing to support the ROIC-Threat Assessment Unit, School Security Initiatives, and OHS&P Training Bureau with ASIM (Active Shooter Incident Management) courses. The OFDP has also reestablished its biannual joint meetings with the NJ Forest Fire Service. The bi-annual State Fire Coordinators meeting will be held today after this meeting.

The Fire Threat Task Force has been working on developing awareness training for the following: Active Threat Awareness for the First Responder, UAS (Unmanned Aircraft Systems) Best Practices Overview Training, and Education Emergency Planning. Under OHS&P the New Jersey Fire SAR's program is up and running, materials and training is available upon request for individual departments.

The Regional Operations and Intelligence Center recently released the NJ Educational Sector Fire Code Deconfliction guidance. NJDFS staff is also assisting with conducting statewide School Security Assessment Training with the Infrastructure Protection Unit under the Governor's School Security Initiative. As part of that, we are working on ways to provide fire departments with CRG (Critical Response Group) mapping of educational facilities. In addition, NJDFS staff members Ben Berkman and Vince Campagna continue to work as partners with the FBI – the Division once again has a desk at the Newark Field Office – and they are now representatives for Region II (NJ, NY, PR, USVI).

Director Mikutsky reported that the Arson Investigations Unit has had an extremely busy summer, and busy 2022 as a whole. As of September 7th the Unit is at 275 investigations for the year, which is 30 above last year's pace.

Under Training & Certification, the Kean University contract for FY23 was initiated on July 26th by the Department of Community Affairs. The performance period of the contract is from July 1, 2022 through June 30, 2023.

The Kean University Fall Training Semester Courses have been finalized and are listed in the Fall 2022 Training Brochure – available on the Kean University Fire Safety Training Program webpage. The Fall 2022 semester course statistics are:

- *213 total CEU programs scheduled
- *32 total administrative programs scheduled
- *85 total technical programs scheduled
- *122 in-person classes
- *91 classes delivered online
- *10,688 maximum student capacity available for semester

The NJDFS Training Unit is working with Kean University staff to deliver Train-the-Trainer sessions for the ProBoard approved Hazardous Materials: Technician accreditation program. Once delivered the Division will be pushing the program down to our Tier 1 fire academies for delivery locally. This program has been approved by ProBoard with all accreditations processed through the Office of Training and Certification.

The NJDFS Training Unit is also working with Kean University staff to deliver Trainthe-Trainer sessions for the ProBoard approved ARFF (Aircraft Rescue Fire Fighter) accreditation program. The two-day session will September 27 & 28. The Train-the-Trainer will be made available to Tier 1 fire academies and select airports through the NY/NJ Port Authority. This program has also been approved by ProBoard for accreditation with processing through the Office of Training and Certification.

The Office of Training and Certification is also working on creating additional Subject Matter Expert Groups for RIC and Driver/Operator. All SME's will be managed via Kean University's Fire Safety Training Program with oversight by the NJDFS. The Office of Training and Certification will also be purchasing an additional 1,750 Firefighter student textbooks/workbooks/eBooks and full lecture series licenses in the fall semester. The State contract vendor is Jones & Bartlett.

The Junior Firefighter regulations should be in the DCA Commissioner's Office within a week for review before going to the Governor's Office. It will then go on to publishing and comment.

The Division of Fire Safety's NFIRS Unit gave the following statistics (running from 1/1/2022 to 9/8/2022):

*Civilian Burn Reports: 354 *Fatal Fire Reports: 45 *Residential Fatal Fires: 33

*School Fires: 59

According to the NFIRS Unit, only 61% (434 out of 704) of fire departments have reported. This is below expectations, however invalid reports have decreased significantly. The NFIRS Unit does recognize fire departments are promptly and diligently correcting errors when notified. They will continue to hold fire incident training on report writing statewide. NFIRS Report Read Receipts will be reinstated soon as well. Within the NFIRS Unit, Jenna Ventres will be the lead in NFIRS Office Support and Ashley Bledsoe is now the NFIRS Representative for the South Region (including all counties south of Mercer/Monmouth). Vince Campagna is the NFIRS Representative for the North Region (Mercer/Monmouth Counties and up).

Director Mikutsky followed up on the lithium-ion battery issue – the main fire hazard in which is the presence of a flammable electrolyte. They are referenced in numerous fire service documents - NFPA 855, NFPA 1, NFPA Sprinkler Protection Chapter 52, IFC Chapter 12, etc. UL has issued standards for testing and safety. As far as disposal, Home Depot has partnered with Call2Recycle which is a nonprofit battery recycling program. Any rechargeable battery under 11 pounds can be dropped off, no charge. As far as extinguishment, info is all over the map with a lot of contradictory information. They are

considered Class B fires, so standard ABC or dry powder extinguishers should be used on them.

Director Mikutsky also followed up on the topic of sprinkler head replacement, which was discussed at the previous meeting. According to NJAC 5:74-2.2, unless it is an emergency, sprinkler heads can only be replaced by a permitted and certified NJDFS contractor. Emergency work has provisions for replacement by building maintenance staff, but is then required to be checked by a certified NJDFS contractor within 48 hours. There is nothing that addresses the return to service of a system by a fire department, so if they were to do it someone would have to check it within 48 hours.

Bureau Chief Lou Kilmer began his report by talking about Fire Code update from the 2015 edition to the 2018. NJDFS staff has given it a very intensive review with many edits and additions. One of those additions has to do with combustible mulch adjacent to buildings that Chief Kilmer said was particularly notable and has been a growing problem over the past decade. At this point, the new Fire Code is in the review process. It will be published in the New Jersey Register once complete. Chief Kilmer asked for the fire service's support in getting this through. On this topic, Assemblyman Rooney asked how the legislators and/or the Fire Safety Commission to get the Fire Code as up to date as it can possibly be. Chief Kilmer said there could potentially be legislation requiring adoption of the most up-to-date Fire Code, but this would require further discussion – not to mention staffing, etc.

Chief Kilmer spoke about Sober Living Facilities that were discussed at the previous meeting. He spoke about a Bulletin that was released in July outlining the requirements and the fact that these facilities do fall under the Fire Code. The Bulletin was sent to all fire officials, as well as the facilities themselves.

Chief Kilmer reported that the NJDFS is preparing for Annual Reports season and is still using the RIMS system for this, running similarly to last year's process. Chief Kilmer also commented on the civil service list that was out for inspectors and the need for more candidates statewide. He also echoed Director Mikutsky's sentiment that this administration has been great about working with the NJDFS on getting staff up and positions filled. Assemblyman Rooney asked for some insight on what could be done to drive up interest/participation in getting candidates – whether that means legislatively or not. Chief Kilmer said they have reached out to training academies, colleges, etc., and also discussed licensing. He said the message needs to get out regarding the career path/position available and start this aimed towards younger people. A discussion followed surrounding the pros and cons of licensing, as well as doing outreach aimed at the volunteer firefighting service throughout the state.

The NJDFS is now coming out of its busy season in terms of fireworks, which did see a handful of incidents but overall was handled relatively well. Chief Kilmer gave an update on the new computer system that will be replacing RIMS – which will be interactive. It will include much more information on a given building in real time for the fire departments, fire officials, and fire protection contractors to access. Meetings

continue to be held regarding the security of the system and safeguarding the information contained in it. The NJDFS is still anticipating it rolling out in January 2023 and has dedicated staff to ensuring the accuracy of the information that is moving to the new system.

The Peer Review Board is in the process of being reestablished. The NJDFS sent out a letter asking for participants and the deadline for applications is today, September 15th. These individuals will be vetted and then recommendations will be made to the DCA Commissioner for appointment. The Fire Safety Commission will have an opportunity to weigh in on this process as well. Chairman Krushinski suggested holding a special meeting before November to discuss the candidates and asked Chief Kilmer to reach out when the time comes.

Chief Kilmer spoke about surgical centers and the ongoing discussion whether the Fire Code applies to them. The fact that they are subject to the Fire Code was appealed and a judge recently made a determination confirming this. Chief Kilmer also gave an update on the school survey of fire suppression systems. This goes back to the Christie Administration and the NJDFS is working to get information on this. Thus far, they have not gotten much cooperation from school districts or the Department of Education on this.

Chairman Kevin Krushinski asked about the NJDFS using Instagram as a tool for Community Risk Reduction and recruitment purposes. Director Mikutsky answered that it is a great idea, but the DCA Communications Office runs everything related to social media for the department. This can be discussed with them to increase outreach going forward. Chairman Krushinski also asked about the possibility of live-streaming the Commission meetings going forward. The NJDFS will look into this heading into 2023 and examining how this could be done. Chairman Krushinski complimented the personnel of the NJDFS on all they do and expressed his full support of their efforts.

With no additional questions raised regarding Division of Fire Safety Activities at this time, the meeting was moved to Advisory Council reports.

F. Advisory Council Reports:

1. Codes Advisory Council

In the absence of Commissioner Arthur Londensky, Commissioner George Aleu reported that the Codes Advisory Council had no new business to report to the Fire Safety Commission at this time. The next meeting is scheduled for October 19, 2022.

2. Training and Education Advisory Council

Commissioner Lawrence Wood reported that the Training and Education Advisory Council met on August 16th at the Burlington County Emergency Services Training Center in Westampton. The minutes of that meeting were contained in the

Commissioner's packets for their review. Commissioner Wood noted that the Acquired Live Burn Structure Committee had been dissolved by a unanimous vote at this meeting.

Commissioner Wood noted that, under new business, he would be making a motion for mandatory Firefighter 1 certifications for those operating on the fireground. This had been discussed and recommended by the Training and Education Advisory Council at the most recent meeting.

The next meeting of the Training & Education Advisory Council is scheduled for October 18th at the Burlington County Emergency Services Training Center in Westampton.

3. Statistics and Information Advisory Council

In the absence of Commissioner Gerard Naylis, no formal report was available at this time.

4. Master Planning and Research Advisory Council

Commissioner Raymond Heck reported that the Master Planning and Research Advisory Council is continuing to work on a rough draft of a report outlining both long-term and short-term goals. This will also include the work of the Ad-Hoc Legislative Committee, as they are a vital part in getting things done for the fire service going forward. Commissioner Heck reported that the Council is also continuing to examine certifications and the ICS training system. Commissioner Heck has forwarded the report to Chairman Krushinski for his consideration.

5. Public Education Advisory Council

In the absence of Commissioner Daniel DeTrolio and Commissioner Paul McGrath, no formal report was available at this time.

6. Firefighter Safety and Health Advisory Council

Commissioner Richard Blohm was not present at the meeting, but did provide the most recent copy of the meeting minutes of the Firefighter Safety and Health Advisory Council from August 22nd.

7. Youth Firesetter Prevention Advisory Council

Commissioner Kathleen O'Leary reported that the Youth Firesetter Prevention Advisory Council had met yesterday, September 14th, at Wildwood Crest Fire Department. There was not enough time to get the minutes done prior to today's Commission meeting, so they will be distributed at a later date.

Commissioner O'Leary reported that the Council discussed the ongoing Operation Savea-Life smoke alarm distribution and the National Fire Academy's Youth Firesetter Intervention Specialist and Program Manager courses. The Council discussed the upcoming changes to those training programs, as well as coming changes to how states will deliver the programs and select instructors for them.

Commissioner O'Leary spoke about the upcoming 2022 New Jersey Youth Firesetter Intervention Conference – scheduled for December 1st and 2nd at Middlesex County Fire Academy. Registration should be opening soon for the 2-day event. Commissioner O'Leary called attention to the Conference flyer contained in the meeting packets and thanked Charles Lavin for his efforts in planning the event.

The Youth Firesetter Prevention Advisory Council spoke about the continuing need for involvement from the NJDFS and the Attorney General's Office to ensure that intervention programs on the county and local levels are doing what they are supposed to do. The Council members will continue to provide examples of incidents where our current system is falling short. Commissioner O'Leary asked for Director Mikutsky's assistance and support, and he said he is continuing his efforts to work with the Attorney General's Office on this.

The next meeting of the Youth Firesetter Prevention Advisory Council is scheduled for Thursday, November 10th at Monmouth County Fire Academy in Freehold.

G. Committee Reports

1. Residential Sprinkler Committee

In the absence of Commissioner Gerard Naylis, no formal report was available at this time.

2. Ad-Hoc Committee on Legislation

Commissioner Kevin Bellew reported that a meeting was held on September 13th with Assemblyman Rooney and several Commission members. The Committee went over a number of bills relative to the NJDFS and the state's fire service as a whole. A list of bills was provided to the Committee, which were then forwarded to the Fire Safety Commission. David Kurasz will be following up with Secretary Charles Lavin on providing a report that can be sent out to the Fire Safety Commission as well.

Commissioner Bellew reported that the Committee has earmarked nine specific bills that they will be putting in front of the Commission Chairman and Commission members for their review/support. This will be done within the next couple days and discussed at the November Fire Safety Commission meeting in Atlantic City.

3. NJ Utility Safety Team

Commissioner Steve O'Gorman reported progress on the NJ Utility Safety Team.

4. Cannabis Committee

Assemblyman Rooney reported that the Cannabis Committee met at his office on August 10th. The main topic of discussion was the use of cannabis by New Jersey's firefighters – both career and volunteer – and the difficulty in regulating this. Assemblyman Rooney also outlined the concept of "Bud Buses" – which are trailers that sell cannabis products. These are a fire safety and public safety issue; they are also very difficult to regulate. These are the types on issues that will crop up and need to be discussed going forward. Assemblyman Rooney also spoke about several possible avenues for recruiting volunteer firefighters.

Assemblyman Rooney will be directing his staff to reach out to Committee members and planning the next meeting shortly. He will also be speaking on the cannabis issue at the Firemen's Convention here in Wildwood tomorrow at roughly 1pm.

H. Old Business

Chairman Krushinski asked if anyone had any Old Business to bring before the Commission. Commissioner Kevin Bellew asked about the school fire suppression survey and what was being done to get participation from school districts – especially considering all the shelter-in-place drills being done. He stressed the need for fire protection because these buildings are vulnerable for several reasons. Chief Kilmer commented that the NJDFS has gotten zero help from other state agencies on this. So it will take people going out to the schools to get information, as well as working with local fire officials and, unfortunately that is going to take some time. Director Mikutsky and Chief Kilmer have been meeting with those lawmakers who advocated for this to find out what information is exactly being sought and how to obtain it. Director Mikutsky commented that the previous administration signed the bill, but did not want to do the work on it.

Assemblyman Rooney commented on the school survey as well. He suggested the possibility of going to the local authorities (rather than schools) or looking into additional regulations/legislation to get this done. His fear is that it will drag on and not get done in a reasonable amount of time – currently there is no timeline to require a school district to report. Assemblyman Rooney said he and his staff will look into an amendment for a time requirement.

I. New Business

Chairman Krushinski thanked the Cape May County Fire Prevention & Protection Association for providing the refreshments for this morning's meeting, as well as the Wildwood Crest Volunteer Fire Department for their hospitality. Chairman Krushinski asked if anyone had any New Business to bring before the Commission.

Commissioner Nelson Wiest introduced Eriks Gabliks, Superintendent of the National Fire Academy. Superintendent Gabliks – who has a long history and New Jersey roots - spoke on number of topics relative to the nation's fire service. He gave updates on the work the United States Fire Administration is doing in terms of addressing the fire problem across the county – training and education, NFIRS reporting and data, codes and standards, wildland fires, reaching out to underrepresented communities, preventing firefighter injuries and deaths, among others. Superintendent Gabliks also spoke about the serious and growing issue of firefighter suicides, in both the career and volunteer fire service. He thanked the New Jersey Division of Fire Safety for working closely with the USFA in recent years, as well as thanked the New Jersey Fire Safety Commission for their hard work and dedication. The NJ Fire Safety Commission applauded Superintendent Gabliks and thanked him for coming to New Jersey to support our fire service.

Chairman Krushinski announced that it was time for the bi-annual reorganization of the New Jersey Fire Safety Commission – which was last done in September 2020. Chairman Krushinski began this process by calling for nominations for the position of Chairman. Commissioner Kevin Bellew nominated Chairman Kevin Krushinski for another two-year term. This nomination was seconded by Commissioner Raymond Heck. With no other nominations, a vote was held. The NJ Fire Safety Commission voted unanimously, 14-0, for Chairman Kevin Krushinski to remain in his position until September 2024.

Chairman Krushinski called for nominations for the position of Vice-Chairman. Commissioner Nelson Wiest nominated Vice-Chairman Arthur Londensky for another two-year term. This nomination was seconded by Commissioner Armando Roman. With no other nominations, a vote was held. The NJ Fire Safety Commission voted unanimously, 14-0, for Vice-Chairman Arthur Londensky to remain in his position until September 2024.

Commissioner Lawrence Wood made a motion that the Fire Safety Commission support mandating that all those on a fire ground have Firefighter 1. Following a motion, there was a discussion centering around the ramifications mandating Firefighter 1 on the fire ground would have. Chairman Krushinski explained the problem of those training (juniors, etc.) on the fire ground doing jobs like rolling hose, moving ladders, etc. — which still technically takes place on the fire ground. His contention is that this would negatively affect recruitment and training, which is facing enough challenges as it is. Assemblyman Rooney spoke in agreement with this, highlighting the challenges of maintaining the volunteer ranks and asked for instances where this has posed a problem. Commissioner Wood's contention is that there should not be on the fire ground without having taken Firefighter 1 for safety purposes, as this was proposed by the Training and Education Advisory Council. Chairman Krushinski ultimately decided to table the

motion pending more information from Commissioner Wood and the Training and Education Advisory Council.

As part of the bi-annual reorganization, Chairman Krushinski appointed Commissioner Nelson Wiest as Chairman of the Training and Education Advisory Council. He reassigned Commissioner Lawrence Wood to serve as Vice-Chairman of the Master Planning and Research Advisory Council.

There being no further New Business to conduct at this time, the meeting was moved to Public Comment II.

J. Public Comment II

Chairman Krushinski asked if anyone from the public wished to comment at this time. Lee Eggert from Tuckerton spoke once again, this time concerning getting the Tuckerton Fire Department back in service. Director Mikutsky reiterated that the Office of Fire Department Preparedness is dealing with the ongoing problems in Tuckerton and has coordinated with departments in the surrounding area as well to ensure coverage. Mr. Eggert also asked about the letter that was sent out statewide regarding his son having his certifications removed and took the time to read it aloud. Director Mikutsky answered that he and his staff will address this upon their return to Trenton next week and correspond with Mr. Eggert accordingly from there.

Matt Levine from North Brunswick spoke in opposition to the motion made previously by Commissioner Wood regarding all those present on a fire ground needing Firefighter 1 certification. He cited the various types of individual recruits that trained in a timely manner and the negative impact this would have on the volunteer fire service in particular. Mr. Levine thanked Chairman Krushinski for tabling the motion.

Mrs. Eggert from Tuckerton asked if there was a statewide outreach program in high schools that recruits EMTs and volunteer firefighters. She suggested establishing a uniform program across New Jersey. Director Mikutsky answered that the NJDFS once had a statewide recruitment and retention unit, but due to cuts over the years it no longer exists. At this point it is generally done but individual departments and companies, whether it is during the day or at night, to do outreach in the community. Mrs. Eggert suggested using part of the training budget to establish a high school program. Assemblyman Rooney mentioned that they would be looking into this with the Ad-Hoc Committee on Legislation.

K. Adjournment

With no further discussion requested, Chairman Kevin Krushinski called for a motion to adjourn. Commissioner Raymond Heck made the motion, which was seconded by Commissioner Armando Roman and passed unanimously. The meeting adjourned at 12:07 PM.