

Agenda – March 30, 2021
Group 9 (College of Engineering) Health and Safety Committee

1. Attending

Carter Beamish or Rachel Reichert, AA
Colleen Irvin, BioE
Sean Yeung or Michael Brett, CEE
Michael Pomfret, CEI
Kameron Harmon, ChemE
M. Glidden, CoE DO
Alex Lefort or Adrian dela Cruz, CSE
Mike Kane or Ary Prasetyowati, ECE

S. Honeydew or Erin McKeown, EH&S
Stacia Green, HCDE
Sheila Prusa or Neelu Rajvanshi, ISE
Dzung Tran or Bill Kuykendall, ME
John Young or M. Weaver, MoIES/NanoES
Tatyana Galenko, MSE
Christine Kang, UAW 4121 (ASE)
N. Shane Patrick or Maria Huffman, WNF

2. Previous Meeting Minutes

- February 2021 – approve? Corrections/additions?
- Minutes posted at <https://www.engr.washington.edu/mycoe/safety#> and safety boards. EH&S recommends each department/group post paper copies on their safety board and inform employees of the name of their representative.

3. Department Incident Reports (use “5 Why’s” analysis for one report)

- CEE @ Ben (Dec) – a drop of 70% ethanol entered eye (follow-up on PPE assessment)
- No accident reports for March.

4. Group Business

- Review information provided by EH&S Environmental Programs on lab chemical clean-outs.
- Decide on speaker for next meeting. Environmental Programs has a representative available for next meeting (April), or we may invite a speaker on emergency kits.

5. UW-Wide Meeting

- February minutes attached
- March agenda attached. Highlights:
 - COVID-19 Updates – Report showed improvement in numbers of newly infected Washington residents as well as those vaccinated as of date created. However, information is now outdated.
 - A new U-Wide chair was elected due to Sonia Honeydew's move into a new position. Carmen Parisi, Facilities Manager of the I-School, has been elected by the committee as the new chair.
 - Supply of the COVID-19 vaccine is increasing. Vaccination site will be moving to E1 parking lot by the start of April, depending on supply.
 - Public Health guidance for fully vaccinated persons is constantly evolving. The rules stated are specific to personal life. The University will have restrictions that may differ based on guidance from OSHA and other boards which departments and groups should continue to follow.
 - A presentation on the new UW Field Safety Manual was given by Alex Hagen.

6. Member Updates

Next Meeting: April 27th at 2pm, via Zoom

DRAFT Meeting Minutes
Health and Safety Committee for Group 9 (College of Engineering)

Meeting Date: February 23, 2021 (via Zoom)

Attended

Carter Beamish, AA

Christine Kang, UAW 4121 (ASE)

Colleen Irvin, BioE

Sean Yeung, CEE

Michael Pomfret, CEI

Kameron Harmon, ChemE

Michael Glidden, CoE DO

Alexander Lefort, CSE

Ary Prasetyowati for Mike Kane, ECE

Sonia Honeydew, EH&S

Jane Skau for Stacia Green, HCDE

Sheila Prusa, ISE

Dzung Tran, ME

John Young, MoIES/NanoES

Tatyana Galenko, MSE

N. Shane Patrick, WNF

Absent

Mike Kane, ECE

Stacia Green, HCDE

Previous Meeting Minutes

- January 2021 – approved with a clarifying edit to ISE's departmental updates by Sheila Prusa, as communicated with Sonia Honeydew.
- Previous meeting minutes are at: <https://www.engr.washington.edu/mycoe/safety#>. EH&S recommends each department/group post paper copies on their safety board and inform employees of the name of their rep.

Incident Reports

- CEE (#2020-12-053) - Confirmed that the ethanol was aerosolized via a spray bottle used during cleaning. It sounds like the user was not using goggles. This lab had recently changed standard operating procedures, which may have facilitated the issues here. We have not confirmed yet whether the lab has a finished PPE assessment. Sean Yeung will ask for clarification regarding this from the lab.

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Health and Safety Committee for Group 9 (College of Engineering)

- WNF (#2021-01-032) - Shane Patrick confirmed that the crates of laundry were suits for use in the clean room environment. The student involved was attempting to rush through the work by lifting ten flip-top bins at one time by themselves and, in doing so, sprained their back muscles. Shane stated that they do have carts and other moving equipment to assist with moving these bins, as well as others in the lab who may assist. There was also no obvious reason for rushing, as these bins may be moved at any time during the week and there are only ever a maximum of 15 bins on any given week. If carrying bins individually, there would be minimal risk of strain, as they are fairly light. The student no longer seems to be experiencing back pains and has since been made to re-take EH&S' lifting and back safety training and has been reminded of available assisting devices for help transporting the bins.

Group Business

- Elected Alexander Lefort as the new Chair for the Health & Safety Committee Group 9. Sonia Honeydew has stepped down due to accepting a new position with Environmental Health & Safety (EH&S)! Sonia will still attend Group 9 meetings as the EH&S representative.
- Group 9 has agreed to table voting for a new Vice Chair - previously held by Alexander Lefort - until the next meeting to allow members to decide whether they would like to run for this position.
- Elected Stacia Green as the new secondary U-Wide Representative, with permission granted via email during her absence.

UW-Wide Meeting

- January minutes attached
- February agenda attached. Highlights:
 - COVID-19 Updates – UW messaged yesterday that UK variant B.1.1.7 identified on campus. This week EH&S article on variants. This Friday, biweekly reevaluation of WA roadmap to recovery. Phase B criteria updated. EH&S emailed re: counterfeit 3M N95 specific lots and models. EH&S publishing article soon on identifying counterfeit masks.
 - Double-masking and New Variants – Brandon Kemperman reviewed purpose of cloth face coverings, research, and option for second layer for increased effectiveness. See UW Med video. Soon ASTM establishing standard for barrier face covers. Exhalation valves “with filters” untested; wear surgical mask on top. Variants' spread, differences, effect on therapies/vaccines/tests are unknown but under study. Use standard prevention strategies. (PPT available.)

DRAFT Meeting Minutes

Health and Safety Committee for Group 9 (College of Engineering)

- Group Reports – (UW Med) You may need a sick day after dose 2 of vaccine. (UAW 4121) TA's concerned about social distancing in teaching labs, and their inclusion in educator vaccinations. (UWEM) Snow expected.
- EH&S Updates – Soon releasing updated Fall Prevention Manual and Checklist, with updates for ladder safety and walking/working surface safety.

Department Updates

- ChemE – Still working on chemical clean-out. Chemical clean-out contractor came out after three weeks and only picked up half of the chemical inventory. Now ChemE has to wait to get back onto the schedule for the other half. In the meantime, EH&S Environmental Programs' Chemical Waste Disposal team is coming by every day to remove a small amount at a time. It seems that quantity of chemicals was not as large an issue as the number of individual kinds of chemicals presented in this situation.
- Dean's Office - Will be holding its first meeting on creating a back-to-work plan for the office proper shortly.
- CSE – The Allen School will be losing its Director of Facilities, Tracy Erbeck, soon to a great job opportunity. A search for someone to fill her position will be underway shortly.
- ME – Electrical fire that happened in ME has been submitted as an OARS report now. Should see this next month.
- MSE – Currently going through lab inspections, with Tatyana Galenko's lab going through one today. No obstacles foreseen.
- WNF – Seeing a continued increase in demand for use of the clean room facilities. This has been exacerbated due to new findings in the fire permit for the space, which seems to limit the number of people allowed in the space more than was initially assumed. The permit limits occupants even more than the COVID-19 restrictions demand. They are working on how to go about resolving this issue. WNF has also experienced a bit of clouded responsibility with regards to chemical pick-up bins: EH&S Environmental Programs has complained about the carboys that hold used chemicals having an unsanitary outside when received. However, WNF also complained about receiving empty carboys in an already unsanitary state. Shane Patrick is working on a tracking list for these carboys to figure out where they may be dirtied along the disposal route.

Next Meeting

- March, 30th, 2021 at 2pm via Zoom.



University of Washington Accident / Incident Report

Report Number: 2020-12-053

Contact EH&S at 206-543-7262

Person Reporting Incident

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: [REDACTED]	Department: ENG: Civil and Environmental Engineering-Winkler Lab JM Student
Date Reported (yyyy/mm/dd): 2020/12/28	Time of Reporting: 01:11 PM

Person Involved or Affected

Last Name: [REDACTED]	First Name: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Occupation/Position: [REDACTED]	Department: ENG: Civil and Environmental Engineering-Winkler Lab JM Student

Incident Details

Date of Incident (yyyy/mm/dd): 2020/12/14	Time of Incident: 2:30 PM	When Shift Begins: N/A
Campus: Seattle	Incident Location/Parking Lot: BEN HALL INT. RSCH	
Room: 476F	Other:	

Incident Details:

While sterilizing some materials for sterile work in a laminar flow hood, an aerosolized drop of 70% ethanol got into my eye. I didn't realize that happened at the time, so I didn't immediately seek medical attention or wash out my eye.

My eye bothered me (irritation and stinging sensation) a few days after the incident. I tried to resolve the issue by flushing my eye with water and saline drops, but the irritation persisted. I went to the UW Ballard urgent care clinic to have it looked at. The doctor informed me that my eye was dry and irritated; they did not observe any scratches or indication of a chemical burn.

The eye is no longer irritated; the issue has resolved itself without medical treatments.

Attachment: **No**

Supervisor

Last Name: Winkler	First Name: Marikaroliina
Phone: 2067479363	Email: mwinkler@uw.edu
Occupation/Position: ASSISTANT PROFESSOR	Department: ENG: Civil and Environmental Engineering

Classification

Level 1:
Injury or Exposure, no first aid required,

Type of Incident

Injury Description: Pain, Irritation, Inflammation, Swelling,
Body Parts Affected: Eyes,
Cause of Injury or Damage: Chemicals,

Slip, Trip, Fall Details

Slip:
Trip:

Fall From Same Level:			
Fall From Elevated Height:			
Stairs:			
Contributing Factors			
Equipment:			
Environment:			
Policies / Procedures:			
Human Factors: Rushing, Phobia, Anxiety,			
Suggested Corrective Actions to Prevent Reoccurrence			
Suggested corrective action by the affected party			
No corrective action is suggested			
Supervisor's Comments			
Root Causes: (Please look at all the factors that may have contributed to the accident. Such factors may include equipment, environment, policies, procedures, and personnel.) personnel must wear protective goggles and follow policies.			
Recommendations/Preventive Measures: wear protective goggles			
Corrective Actions Target Date (yyyy/mm/dd): 2020/12/28		Corrective Actions Complete Date (yyyy/mm/dd): 2020/12/28	
Other Comments:			
EHS Review			
Last Name: Konnur	First Name: Manisha	Phone Number: +1 206 221-1759	Email: mkonnur@uw.edu
Occupation/Position:		Department:	
Comments: forwarded to Tracy Harvey, Ellie Wade - MK			

U-WIDE HEALTH AND SAFETY COMMITTEE

2/10/2021 Meeting Minutes | 1:00 p.m. - 2:30 p.m. |

Elected Member*	Appointed Member*	Faculty Senate Member*
<input checked="" type="checkbox"/> Ryan Hawkinson (1)	<input checked="" type="checkbox"/> Mark Pekarek (2)	<input type="checkbox"/> Ian Bennett
<input checked="" type="checkbox"/> Carmen Parisi (1)	<input checked="" type="checkbox"/> Kurt Oglesby (3)	
<input type="checkbox"/> Erick Rostad (2)	<input checked="" type="checkbox"/> Beth Hammermeister (4)	
<input checked="" type="checkbox"/> Tony Colinares (3)	<input checked="" type="checkbox"/> Liz Kindred, Vice-chair (5)	
<input checked="" type="checkbox"/> Christine Aker (4)	<input checked="" type="checkbox"/> Sheila Prusa (9)	
<input checked="" type="checkbox"/> Michael Sage (5)	<input checked="" type="checkbox"/> David Zuckerman (10)	
<input checked="" type="checkbox"/> Eric Camp (6)		
<input checked="" type="checkbox"/> Tamara Leonard (6)		
<input checked="" type="checkbox"/> Martin Arroyo (7)		
	Labor Union Member*	Env Health & Safety Member**
<input checked="" type="checkbox"/> Alexa Russo (7)	<input type="checkbox"/> Ann Aumann, SEIU 925	<input checked="" type="checkbox"/> Katia Harb
<input checked="" type="checkbox"/> Wade Haddaway (8)	<input type="checkbox"/> Paula Lukaszek, WFSE Local 1488	<input checked="" type="checkbox"/> Denise Bender
<input checked="" type="checkbox"/> Christopher Barrett (8)	<input checked="" type="checkbox"/> Christine Kang, UAW 4121	<input type="checkbox"/> Erin McKeown
<input checked="" type="checkbox"/> Sonia Honeydew, Chair (9)	<input type="checkbox"/> Amanda Clouser, UAW 4121	<input checked="" type="checkbox"/> Manisha Konnur
<input type="checkbox"/> David Warren (10)	<input type="checkbox"/> Vacant, ASUW	<input checked="" type="checkbox"/> Jenna Gravley
		<input type="checkbox"/> Doug Gallucci
		<input checked="" type="checkbox"/> Brandon Kemperman
Guests**	Ex-Officio Member**	Ex-Officio Member**
	<input checked="" type="checkbox"/> Tracey Mosier, UWF	<input type="checkbox"/> Susan Wagshul-Golden
<input type="checkbox"/>	<input checked="" type="checkbox"/> Chris Pennington, UWF	<input type="checkbox"/> Felicia Foster, AGO
<input type="checkbox"/>	<input checked="" type="checkbox"/> Ken Nielsen, Risk Services	<input checked="" type="checkbox"/> Nancy Gwin, AGO
<input type="checkbox"/>	<input checked="" type="checkbox"/> Rick Gleason, DEOHS	<input type="checkbox"/> Lt. Chris Jaross, UWPD
<input type="checkbox"/>	<input checked="" type="checkbox"/> Steve Charvat, UWF EM	<input checked="" type="checkbox"/> Allyson Long, UWB
<input type="checkbox"/>	<input checked="" type="checkbox"/> Barry Morgan, UWF EM	

Quorum is 12 or more of voting members

X - attended meeting

*** voting members**

**** non-voting member**

Agenda

- 1. Call to Order**
- 2. Attendance/Quorum**
- 3. Approval of the 1/13/2021 meeting minutes**
- 4. COVID-19 Update**
- 5. Double Masking and New SARS-CoV-2 Variants**
- 6. Organizational Group Reports**
- 7. Union Reports**
- 8. Ex-Officio Reports**
- 9. EH&S Updates and L&I Updates**
- 10. Good of the order**
- 11. Adjourn**

Recorded by Manisha Konnur

This meeting was conducted on Zoom to adhere to physical distancing protocols during the COVID-19 pandemic per guidance from the Washington State Department of Health, and the Centers for Disease Control and Prevention. The meeting was recorded.

- 1. Call to Order**
Sonia Honeydew called the meeting to order at 1:00 pm.
- 2. Attendance/Quorum**
Sonia conducted attendance and quorum was met.
- 3. Approval of January meeting minutes**
January meeting minutes were approved.
- 4. COVID-19 Update**
Katia Harb provided the following COVID-19 updates.

Katia announced that the first B.1.1.7 variant case was detected at UW through the Husky Testing Program. The person infected has recovered and EH&S has contact traced and reported the case to the local public health agencies. EH&S has also published an article about the [new coronavirus](#)



[variant strain](#). Katia said that the new variant is more transmissible and is expected to be the predominant strain in the United States by March.

Katia displayed the UW COVID-19 Dashboard and said that the cases have been declining since the start of winter quarter. Currently, UW has about 16 people in their isolation period. Surges in cases are predicted in late winter and possibly spring due to variants.

Katia provide an update on Governor Inslee's [Healthy Washington - Roadmap to Recovery](#). She said that the Governor's website is updated every Friday. Currently, Puget Sound region is in Phase 2 (The UW Bothell, Tacoma and Seattle are all part of the Puget Sound region on the Governor's map).

Katia indicated UW Medicine is following Washington's Covid-19 vaccine distribution plan. Currently, Washington is working at completion of Phase A-1, A-2 and B-1. Phase A-1 includes health care workers in high risk jobs, high-risk first responders, long-term care facility residents, and all other workers at risk in health care settings. Phase B1 includes vaccinating individuals who are 65 years or more of age, and 50 years or more of age who live in a multigenerational household. Approximately 900,000 people have started getting vaccines and over 200,000 people have completed both doses of vaccinations in WA. UW Medicine is planning to expand their Montlake vaccination site to the E-1 parking lot.

The ACCD subcommittee will be meeting this month to recommend vaccine policy for fall quarter. Katia reiterated that being vaccinated does not change current public health or workplace requirements for COVID-19 prevention such as social distancing, masking, isolation or quarantine. EH&S will adjust UW requirements, as the public health guidance changes.

EH&S has published an article about [counterfeit N95 models](#) on the website. Katia said that the user must check the lot numbers and notify EH&S Respirator Program Administrator (uwresp@uw.edu) if they come across a counterfeit model. EH&S will provide them with additional guidance.

Katia encouraged everyone to regularly check the [EH&S COVID-19 resources](#) page for new information.

5. Double Masking and New SARS-CoV-2 Variants

Brandon Kemperman from EH&S updated the members on double masking and the SARS-COV-2 variants. He reminded the committee that the principle mode of infection is exposure to respiratory droplets through close contact. However, airborne transmission is possible in an enclosed space or in a space with inadequate ventilation.

Brandon said that as per CDC, cloth face coverings may provide upwards of 80% blockage of personal droplets depending on the cloth materials. As per CDC guidance, cloth face coverings



should have multiple layers of tightly woven, washable and breathable fabric, snug fit to face, covers mouth and nose, allows breathing without restriction and should be secured with ties or loops. Brandon said that as per a study conducted by the Chest Clinic in July 2020, double masking and surgical mask helped minimize droplet dispersion and aerosolization. He also said that there might be an ASTM standard for barrier face coverings by February 2021. *(F3502-21 has since been published and EH&S can provide a copy upon request.)*

Michael Sage asked if N95 masks with valves which contain filters are effective. Brandon said that EH&S is recommending to avoid masks with valves altogether. But if absolutely necessary, they should wear a surgical mask on top of a mask with a valve.

Brandon gave a brief explanation about the new SARS-COV-2 variants – UK B.1.1.7 variant, South African B.1.351 variant, Brazil P.1 variant and an emerging Nigerian strain. He encouraged members to check the [CDC webpage](#) for updated information. He also said that more research is needed about the new variants but there is no evidence to suggest a major change in the prevention strategy (wash hands, wear mask and watch distance).

6. Organizational Group Reports

HSC 1 – Ryan Hawkinson said HSC-1 met this morning and reviewed OARS reports and the U-Wide meeting.

HSC 2 – Mark Pekarek said HSC-2 met on January 14 and discussed the U-Wide meeting. They also discussed an action item for OARS report involving lockout-tagout at the Art building.

Mark said that the Building Services continue to clean and flush the fixtures in the buildings.

Mark mentioned that the surge of COVID-19 cases due to the use of van pools has subsided.

Project Delivery group reported an incident at one of their projects at Eagleson Hall where a homeless man had entered the construction site and tried to attack the contractors. Mark said that the members were encouraged to call the UWPD phone line directly instead of calling 9-1-1. *(Follow-up note: if you call 911 from a non-UW line like your cell phone, you get the Seattle dispatcher; first tell them you are on UW Seattle campus, and they will redirect you to UWPD.)*

HSC 3 – Tony Colinares said HSC-3 met on January 20. They approved December meeting minutes and reviewed OARS reports. They also discussed the U-Wide meeting.

HSC 4 – Beth Hammermeister said that HSC-4 reviewed OARS reports. They had an incident with a possible COVID-19 person-to-person transmission at a research lab in SLU. The incident is still being investigated. The lab members were reminded to be more careful and have food/drinks in the designated places only. Christine Aker said that they will have a speaker present on the effects of COVID-19 on facilities workers in their April group meeting.



HSC 5 – Liz Kindred said HSC-5 met in January. They welcomed few new members from UW neighborhood clinics. They discussed the downward trend of COVID-19 cases in their patients as well as staff. Over 70,000 first and second dose of COVID-19 vaccines have been administered amongst their staff and people in the community. They have seen a few incident reports involving staff having adverse reactions to the second dose. Liz said that there have been fewer incident reports regarding unsafe conditions involving COVID-19 and PPE. At Harborview they have a new occupational therapist in their employee health department.

HSC 6 – Eric Camp said HSC-6 met in January and reviewed OARS reports and discussed U-Wide meeting.

HSC 7 – Martin Arroyo said that HSC-7 met on February 9. They discussed the OARS reports and Allyson Long reported on mitigations implemented to prevent recurrent incidents. They also discussed the COVID-19 dashboard and talked about establishing a process to ensure monthly safety topics are being regularly scheduled.

HSC 8 – Chris Barrett said that HSC-8 met in January. They discussed the U-Wide meeting and reviewed OARS reports.

HSC 9 – Sonia Honeydew said that HSC-9 met on January 26. They reviewed the OARS reports and discussed the new EH&S focus sheet on working safely with sharps. They also did a brief administrative update to their Charter. In reviewing the January U-Wide meeting, HSC-9 noted the new APS 12.7 on oversight of chemical and physical safety requirements in research and academic environments and wondered if this will slow any processes or approvals for labs. Sonia also said that UW has renamed Sieg Hall to Sieg Building.

HSC 10 – David Zuckerman said HSC-10 met on January 25 and approved their December meeting minutes. They discussed their one OARS report. Scott Nelson from EHS presented on AEDs at the meeting.

7. Faculty Senate Reports: Ian Bennett was not present.

8. Union Reports:

Paula Lukaszek, Ann Aumann and Amanda Clouser were not present.

Christine Kang said that they have been receiving emails from Teaching Assistants (TAs) over concerns about social distancing and their safety while teaching in-person classes. TAs are wondering if the UW will allow the graduate TAs to be vaccinated once the WA state allows teaching staff to be able to get vaccinated. Denise Bender from EH&S said that they should have a department COVID-19 prevention plan that addresses the requirements for TA's when returning

to work on campus. Christine said that in the future if they receive any additional concerns, they will ask for the department COVID-19 prevention plans and reach out to EH&S for guidance.

9. Ex-Officio Reports:

UW Facilities: Tracey Mosier had no updates.

Emergency Management: Steve Charvat said that they continue to produce the Situation Report (SitRep) that gives an overall COVID-19 updates about what is happening at the UW and at other local and national higher education institutions, and Emergency Management is coordinating with UW Medicine and the City of Seattle on a proposal to manage a vaccination clinic located at the E1 parking lot. Steve also talked about the upcoming winter storm alert and the possible challenges if the campus suspends operations.

UWPD: Lt. Chris Jaross was not present.

DEOHS: Rick Gleason had no updates, but thanked EH&S and Brandon Kemperman for the double-masking presentation.

Attorney General's Office: Nancy Gwin had no updates.

Claims Services: Ken Nielsen had no updates.

10. L&I Updates:

Denise Bender said that there was a concern at Harborview Medical Center on January 25 regarding blocked egress and electrical wiring in the NE entrance of the emergency department. EH&S corrected these issues and provided information to L&I which they accepted and the investigation results were accepted by LNI on February 2.

There is an outstanding LNI phone/fax investigation at HMC's 908 Jefferson Building. There were concerns about front entrance screening practices and COVID-19 transmission. EH&S provided the requested information and is waiting to hear back on the outcome of the investigation.

There have been two other investigations at UWMC Montlake and UWMC Northwest regarding N95 respirators and their access to healthcare workers who provide treatment to both, suspected and positive COVID-19 patients. The inspection findings are based on a joint alert for healthcare workers published in September 2020 from L&I and WDOH. EH&S is currently appealing the citation which was issued at the closing conference.

An L&I investigation took place in August at Eastside specialty clinic. EH&S was issued a citation and a monetary fine related to concerns about face coverings while eating and drinking and social



distancing, at the closing conference in November. The UW is appealing the violation and monetary penalty.

EH&S Updates:

Denise Bender announced that Sonia Honeydew will be joining EH&S as the new Accident Prevention Specialist.

EH&S will be releasing the [updated version of Fall Protection Manual](#) and the associated checklists to reflect the new Washington state standard which merged fall protection standards across multiple industries.

Denise also said that EH&S has published an article about the upcoming [inclement weather](#).

11. Good of the Order: Sonia Honeydew thanked the committee and is looking forward to working with safety committees intimately as the new Accident Prevention Specialist. Liz Kindred also thanked Sonia and wished her the best. Liz announced that she will be the interim U-Wide Committee Chair until the new U-Wide Chair is voted.

12. Adjourn: The meeting was adjourned at 2:26 pm

