

Governor's Fire Service Policy Council

1:00 p.m. • Tuesday, October 23, 2012 Office of State Fire Marshal
Mt Hood Conference Room

Minutes

Members

- Greg Keller, OFCA (Chair)
- Bob Reeves, (V Chair)
- Kelly Bach, SFFC
- Bob Borra, Insurance Providers
- Eric McMullen, OFMA
- Tad Pedersen, OSFM
- Bob Reeves, OFDDA
- John Stein, General Public
- David Sellers OVFA

Ex Officio

- Cameron Smith, Gov's Office
- Steven Powers, Gov's Office
- Joel Lujan, OSP
- Eriks Gabliks, DPSST

Executive Director/Staff

- Mark Wallace State Fire Marshal
- Jim Walker, Chief Deputy SFM
- Sally Cravinho, Staff

Visitors

- John Caul, OSFM
- Donna Disch
- Dave Fields
- Claire McGrew
- Mariana Ruiz-Temple
- Michael Harryman
- Todd Anderson DPSST

Welcome/Introductions

Chair Keller welcomed the council and thanked everyone for participating in this important meeting and acknowledged that everyone's time is valuable and appreciates all being here today. He asked if there were any changes to the agenda or the minutes.

Changes to the agenda:

Add draft letter to Governor Kitzhaber regarding legislative concepts under "New Business."

Minutes:

Motion was moved by Bob Reeves and seconded by John Stein to adopt the minutes as presented. All approved.

Communications:

None

Guest/Visitor Input:

Chair Keller welcomed Michael Harryman from DHS/EMS Trauma. He replaces Bob Leopold in his position. Chair Keller expressed how important it is to have him here as part of the council and will value his input in our venue.

Executive Director Report

Jim Walker filled in for Mark Wallace while he was out of the office attending other business. Jim shared that each unit here at OSFM has spent a lot of time setting up our light board, which is located in the front lobby. We have a very nice display out there, the fact that a lot of visitors don't walk down that side of the lobby, he asked the members to take a look at the light board in the lobby. A lot of work has been put into it.

He reported that fire season is officially closed and we escaped having to go out to a conflagration. He talked about projected severe thunderstorm in Central Oregon and how it was to come up through the Northeast. It predominately came up the east side, starting down in southeast Oregon and moved over to Idaho. Idaho took the brunt of the storm. It had a number of large scale fires in the 400,000-500,000 acre range. It was predominately rangeland that burned

in the fire and not structures. A lot of agriculture and rangeland was burned which caused problems for the cattle industry. About two weeks later another storm was forecasted for southeastern Oregon. It started on the northeastern border and ended up in Washington. Jim spoke with Washington and they reported spending \$16 million dollars on this fire, where we spent zero dollars on conflagrations this year. The Department of Natural Resources spent 38 million and this isn't even talking about federal cost or federal lands. He said Mark reported Oregon was only 200 miles from being in the same potential situation.

Jim reported that Mark talked about the reorganization at the last GFSPC meeting regarding HB 4131, which was the manager/employee ratio. Jim stated we have finalized our reorganization over the last couple of weeks. We've gone from five units and merged into three branches. Our current ratio puts us in a good situation all the way through to the next biennium. He stated our numbers are still way down, and with fourteen, possibly sixteen positions open today. We're going to take a strong look at our programs and what we are mandated to do and try to streamline what we can. This has caused us to look at how we do business and what the impact of that business is. He said it is going well.

Action: Jim said he will get an Organizational Chart to committee at next meeting.

Legislative Update:

Jim gave a quick legislative update. There are bills to increase on Fire Insurance Premium Tax, Fireworks definition change, Petroleum Load Fee increase, Hazardous Substance Procession Fee and a Policy Option Package. He and Mark met with Legislative Fiscal Office on October 11. We have a new Legislative Fiscal Officer, Monica Brown. She used to work for Oregon State Police and understood our concerns. They had conversations on what we are proposing. We had a stakeholder meeting over Fire Insurance Premium Tax and the turnout was good. The struggle with this is that it's a tax. We're looking at going from 1% to 1.15%. They met with Department of Consumer Businesses and found out there will be a shift in general fund dollars to the State Fire Marshal's fund. Domestic, which is a small part of where we receive funding for will see an increase, but foreign insurers, which is any company outside of Oregon that pay an excise tax will have no effect on them. That information helped us to proceed. We've gotten a lot of support from the insurance industry because it will have a minimal impact.

After this we met with our BAM Analyst and talked about how it's not a tax increase, but a shift in general fund dollars. Michael Kennedy was in support of it and was going to recommend moving forward. The following day they met with Steven Powers and Cameron Smith and others that are impacted to make sure everyone is on the same page.

There a few more stakeholder meetings in the future. The meetings on the Hazardous Substance and Community Right to Know programs are getting positive feedback, because all we are really doing is limiting the number of reporters. Those businesses who reported in the past, who never met a certain threshold, will no longer have to report. Gas stations will not have to report anymore. This Policy Option Package is just limiting the number of business who will be required to report. We did a temporary rule change on Petroleum Load Fee to raise it from \$4.00 to \$5.00.

Legislatively, we're moving forward and the rain has suppressed the fires.

Jim stated Stacy now manages the License & Permits programs and will serve as point person on the fireworks bill. Claire came from the insurance industry and is taking the lead on the Fire Insurance Premium Tax bill. Mariana is the contact for the Hazardous Substance and the Petroleum Load Fee policy option packages.

US&R Program

Mariana stated that over the past two years she has given reports on looking at the future of our Oregon US&R program that began in 2001. It's primarily funded by grants and the funding source out of Department of Homeland Security through Oregon Emergency Management has gone away. We continue to fund that at the local level, but we don't have enough to support it. We've been working over the last two years with fire chiefs and our office to look at sustaining the program and the future of US&R. We made the decision last month to transition all the equipment and those capabilities out of our office back to the local fire departments effect 12-31-2012. We will no longer have the Oregon US&R Task Force 1. Our office has obtained funding and equipment as well as trained over 200 individuals to this capacity. Under ORS 401.390, we will still have the ability to mobilize for structural collapse through the Mobilization Plan. Therefore, we will no longer have a state program. We asked the fire departments to send in proposals and have accepted three of those proposals. The program will be going to Clackamas, Salem and Eugene. Those departments will locally take control of all the capabilities for US&R and have to meet the Department of Homeland Security and Oregon Emergency Management requirements. These three departments had great proposals to continue to train locally and maintain mutual aid. The impact of our training and equipment will be there, but it's sad because we've worked with these departments over the last ten years. We're still in the process of transition, but it should be officially done by December 31st.

Training will go on in Clackamas with hands on inventory and training to use it at the state level. We won't have equipment on site. The proposal states they will keep it locally. We still have the capability to mobilize if asked.

Chair Keller asked about the money for equipment and training. Mariana explained the request was made for training. So they are putting on a two week training class at Clackamas currently. After this is completed there will be no more grant funds and they will be doing inventory and then writing IGA's with those three departments and transitioning equipment. It will be up to them to maintain the same capability and they have all agreed to continue to train locally at the state level. Office of State Fire Marshal will no longer have the budget or program.

The question was asked if these three departments were required to respond beyond their jurisdiction if requested by the state. Mariana explained that if they request the State Fire Marshal's office to respond, we would have to go through the Governor's office and get the approval. If it's OK'd through that process, then we would mobilize and ask them to mobilize as well.

NEW BUSINESS

Legislative Concepts Draft Letter

Chair Keller spoke about the discussion from the last meeting regarding a unified letter to go to the Governor's office. This letter would be on the legislative concepts that would be moving forward from this office to the Governor's office. He asked the committee to take a moment and read the draft letter (handout) and asked for changes/thoughts, etc. Council read the draft letter and asked what FIPT (Fire Insurance Premium Tax) is? It was suggested to spell out the

abbreviations so others would understand. Chair Keller asked Cameron his opinion on how much detail we want to have in the letter. Cameron gave his approval on spelling out FIPT. Chair Keller asked if we should put in the letter how long it has been since there was an increase to the FIPT (1983 when it was raised from .75% to 1%).

Mariana suggested more detail and impact on the introduction. She would like to show the impact of these concepts to the citizens and the fire departments themselves. Chair Keller thought it's better to keep it simpler on the letter and then when OSFM goes before the legislature, add more details that would line up with the presentation.

2nd Bullet: Fireworks – Chair Keller suggested a change regarding Fireworks. He thought it should say we're changing the definitions to come in line with the industry standards. The state isn't just arbitrarily changing the definitions, but doing so with a purpose and to be in line with existing terminology or industry standards. Stacy agreed with the simplicity of it and not having to compare between two different definitions.

3rd Bullet: Petroleum Load Fee – Chair Keller didn't have any changes. No other comments from the committee.

4th Bullet: Community Right to Know – Chair Keller suggested breaking it up a little. He likes the content and subject, but it seems to go on and on. Cameron asked about the timing on the two rules. Mariana stated the temporary rule is effective through the end of June. Then the \$6.00, \$7.00 and \$8.00 increases will take place over a period of time if it's accepted. It was suggested to place the timing in the letter and state the increases are progressive over the next 3 years.

Action:

Cameron will work on the letter and it should go out in the next 2-3 weeks. Mariana will work on the wording with Sally and will get it out to the council in the next week. Chair Keller will approve the final before it's sent out.

Dave Sellers made a motion to move the council supporting the letter going to the Governor and supporting the State Fire Marshal's office on the legislative bullets.

Bob Reeves seconded the motion to send out the letter.

All committee is in favor. It passes.

Drop in Career Fire Marshals

This was brought up in discussion during the council member reports last time. There has been a drop in the numbers of career fire marshals around the state. They wanted to bring it to the attention of the council and asked if there is anything we can do about it? There seems to be a number through budget cuts over the last year or so around the state and fire service. Sadly many of the cuts go to prevention and training. There have been an increased number of fire marshal positions cut on the local level, which shifted the duties to the State Fire Marshal's office to pick up the slack.

Jim spoke about the increase of FIPT and how it will help us to fund the deputy state fire marshals. The rural fire fighters have to focus on the suppression and EMS end of it, and as their services go away, we have to take more responsibilities. The only way we can do it is with the

support on FIPT funds. Tad reported on this at the last meeting and how his area is impacted and how he is taking on more responsibility. In Stacy's program he only has 14 deputies to cover the entire state. This limits us on what we can do when they ask us to cover for them in Josephine and Curry counties. He stated they will be picking up the most important pieces they can and the rest will have to wait in line.

Joel said they are in a similar situation with OSP and they don't have the resources of people to respond, so they are dealing with the life safety issues and triaging the critical needs due to the lack of funding and resources.

Chair Keller asked Stacy what the trend is and should the State Fire Marshal send a letter on information to the Oregon Fire Chiefs Association and the District Directors Association on the decline in the fire marshal positions. We will do all we can with what we've got, but just get the message out to the fire service. There a lot of departments losing positions and some are down 50%.

Bob Reeves believes it is important and would like to know at what extent is this occurring? Chair said there hasn't been any discussion in the Chiefs meetings. He suggested bringing back a percentage at the next meeting, and with real numbers, this will tell the truer story of the impacts it's had across the state. Stacy said he will get some input from the deputies in the field on what their losses have been in their districts and what kind of staff have been cut.

Mariana asked if Oregon Fire Marshals Association had any data on it. Stacy didn't know for sure, but stated there has been a lack of attendance at meetings, partly because they don't have the funds to support the travel and partly because there are fewer of them. Mariana stated it would be interesting to see what the percentages are and recognize this is affecting the locals. It's up to Stacy on how much he is willing to cover.

Bob said he understood the City of Gresham eliminated their fire marshal position and Ted has picked up over 43 schools. Stacy said they gave up their exempt status and cut their staff from 8 deputies down to 1 deputy. Cameron asked the difference between the city and the state's deputy responsibility. Stacy explained this is kind of up to the jurisdiction to decide what level of service they are willing to give their citizens. In comparison to the state, with limited number of staff we have, we try to get in to the schools once every three years if we're lucky. It depends on what the statute states and we're mandated by that to inspect certain things such as hospitals, schools, institutions, licensed facilities, jails and prisons. Some are supposed to be inspected annually but historically we haven't been able to meet that standard, so we do the best we can and get in on a reasonable amount of time but it's difficult to cover all jurisdictions. We have to pick and choose what is most important to be inspected.

Joel asked if we had any statistics and evidence on the demand for the services now that these other agencies aren't available to cover their jurisdictions. He feels this would be critical to show the impact it has on the state. Jim stated it's down and we want to make sure we have the accurate count on this. This will speak to the outcomes and where are they now.

Mariana said she had the same problems with the hazmat teams in succession planning and who's going and what that means. But when Tad brought this issue up, he said Gresham told their citizens the State Fire Marshal will be doing the inspections and other departments will be telling their citizens the same; however, we won't be able to provide them the same level of

service the city does, even if we do what we're required to by statute. Stacy agreed. John said if we can't meet the statutes then maybe we take a look at those and revise them to meet our needs. Greg agrees, but feels the State Fire Marshal Mark should be here to answer this. John Stein said stated as a state agency, we want to be everything to everyone, but we can't always be there for everyone.

Action: Greg asked the staff members to come back at the next meeting with more numbers and data to support going forward, specifically the positions going away. Get in to the discussion at the next meeting with Mark. Are we meeting the letter of law in regards to the service we can provide?

Bob feels having the data is important and having something to present. The public is looking at their taxes and not just as a total, but at each line item and having more criticism of how much money they are paying to the fire service.

Training & Certification

Chair Keller tabled this agenda item until the next meeting when Eriks Gabliks and Eric McMullen can be present.

Emergency Medical Services (EMS):

Chair Keller introduced Michael Harryman, Director of Emergency Operations for Oregon Public Health Division. He joins us as Bob Leopold's replacement.

Michael stated he is responsible for the ESF8 Public Health and Medical Services. He has been in this position since February 2006. He was asked to take on EMS and Trauma Systems after EMS's general funds were cut to zero in the last session and between the two biennium's there was about a \$550,000 difference in the budget; therefore, the EMS Director's position was eliminated.

Michael stated he spends approximately 60% of his time on the EMS Trauma side of the house and has a strong preparedness side with a very qualified deputy he can delegate to. The EMS program has only 11 employees in the state of Oregon. Within this program he has a Medical Director who is a contract employee from OHSU. His contract is set to expire January 31, 2013 and they will be hiring a full time Medical Director. The stakeholders both on the EMS, Trauma and the state committees really wanted a say in the choice of the new director with regard to some stability in this position. Therefore they didn't want a contract employee working from one of the facilities, i.e.; Level 1 hospitals. The stakeholders wanted it to be competitive but also want a say in who was picked for the position. They will use people from each of the four boards, State Trauma Advisory Board, State Emergency Management System (EMS) Committee, State EMS for Children, and The Pulse newsletter.

He stated he has briefed the committees on this process. Originally they were going down the path to do another contract, not necessarily through Oregon Health and Science University (OHSU), but to have a four year contract with a non-profit or individual. They sent it to Department of Justice (DOJ) and it wasn't approved, because they said the contract was written as if it's a state employee and they won't endorse the contract as written. The position description and position authority was sent through Oregon Health Authority (OHA) and it has been approved to recruit and hire. The committees were very pleased with this and there will be a member from each one on the interview panel. A final selection will be made and offer it to Dr.

O'Connor and Dr. Coen, Public Health Director for their decision on who will be chosen for the position. The funding used for the contract will be used for funding this state position.

Michael reported they were affected by the SB4131 as well. A year ago in EMS, there were 9 managers and 6 staff member, so the ratio was out of balance. The Public Health Division went through a reorganization, which went from five offices to three centers effective July 1, 2012. The EMS staff has 11 employees, 1 Deputy Director, 6 Paramedics and 3 administrative staff and 1 employee who are funded through the EMS for Children.

Michael stated they're tracking with the national standards so now we have EMT Advanced, EMT Intermediate and paramedics. These four groups makeup the bulk of the state and most are rural and most are volunteers. We are working on lining up with the national standards in training and rules. Last year we did the advanced EMT's and this year they are working on the intermediate EMT's.

He shared that they have done surveys of the discipline and approximately 600 people responded with feedback. Currently they are working with the Rules Advisory Committee (RAC) who is their statutory state committee that does their rules. They will be meeting with them on training requirements. Right now they have seventeen community colleges around the state that teach the paramedic course and Oregon is one of the few states that require a 2 year paramedic degree. They also do the EMT3. The EMT advanced and intermediate training can be done by the colleges, the agency and OHA. Michael stated he has two paramedics in his mobile unit who are able to do the training across the state. These two work a lot with the rural communities and the volunteers. Other positions that are expected to be filled are the Trauma Manager and Trauma Nurse.

Michael said in the last 30 days he has given this update to the Emergency Management System section at the Oregon Fire Chiefs Association, the Oregon State Ambulance Association and at the EMS conference in Bend. There was a lot of Q & A during the conference on what his office does.

The scope of practice is important because the Oregon Medical Board sets the official scope of practice, and then delegates it to the supervising physicians who then say how the paramedics can conduct business.

Their current dialog the past is their temporary rule that will expire on December 27th for the drug shortage. He stated there is always a drug shortage across the nation and from November until February it was at its highest. There are approximately 250 different brands of drugs shortage across the nation where the vendors are just done making them. They believe there is no demand for these. So, they are seeing a big spike across the nation in this. They took it to the EMS committee and they suggested OHA make a motion to create a temporary or permanent rule. Michael stated they didn't believe they had enough data to make a permanent rule to change it and this rule impacts the Ambulance Rule. They also do ambulance inspections. They only have one individual doing these inspections across the state and there is no way for one individual to accomplish what they are required to do. It's a similar situation the fire marshals are in. So, she does the best she can as the only person doing this. The fees for ambulances are written in statute and they don't want to open them up in taking the chance of losing them. Therefore, they have been the same for the last 20 years. Last year's EMS SB234 was going to address this issue.

In February they were inspecting the City of Bend's ambulances and cited them for outdated drugs. Bend made the decision to carry the outdated drugs because they don't have any alternative solution. OHA connected with the National EMS Association and looked at how other states were handling this. After working with Department of Justice (DOJ) they decided on a one page "Mitigation Policy" and put it into rule. The rule was put into 3 steps.

1. Supervising physician must authorize it to be on the ambulance.
2. Prove you've gone to three different vendors above and beyond who you are contracted with to find out if there is another source of this drug.
3. Mutual Aid with someone else e.g. another fire department or hospital.

Michael stated when this rule went out, the supervising physicians felt like they were being "hung out to dry" on the liability issues. He said they didn't address the liability issues and those remain with them. They just addressed the ambulance inspections and what to do when you come across this situation.

The question was asked by a supervising physician if the temporary rule was going to be expanded. Michael informed him it would not and he wanted to know why. Michael said Dr. Goldberg didn't want to extend the temporary rule and they don't have any data that anyone is even using it. In twenty ambulance inspections they have not found one expired drug on one ambulance. He stated either they are hiding it or they've figured out how to manage their inventory. This is both on fire and private sector ambulances, which are both inspected by EMS.

This temporary rule will expire September 27th.

Mark Stevens TVF&R is a good person to get information from and Randy Lauers is a good contact for the private sector side of the house.

Michael touched on having discussions with the fire service and the State Ambulance Association regarding the Triple K Standards and the NFPA 1970 standards. He found out these are to expire at the end of this year, but hears there will be a one year extension. The Gold Life Star is referred to in statute and what are the standards at the national level. What does Oregon want to see out there? He wanted to find out what the fire service is doing because they purchase fire trucks.

He would like to thank the Fire Marshal's office for letting them sign an Interagency Agreement. He stated it has bailed them out. They have been collecting data for 2 years and no one even knew they were collecting it. Michael said he read all the old news letters from 1982 and the one in 2010 was an EMS newsletter talking about the Interagency Agreement with OSFM, FireBridge, ImageTrend and EMSBridge. This was the last time it was spoken about in his office. Because of SB234 Senator Bates directed them to continue a task force around stroke and stemming (heart attack), because he wanted data on these from the division. The American Heart Association, the Chronic Disease Program has data and Oregon EMS didn't have a data use agreement and they never pushed it to the national level. They recently signed an agreement with National EMS Information System in August and did their first push in early September. They found out 36% of their providers has been giving them data and their goal is to get to 90%.

They have a proposal with ODOT in which they have two major strategic goals;

1. Retention and recruitment of rural EMS providers
2. Decrease deaths to zero on their traffic side of the house

Michael stated his office is using ImageTrend and they love it. At the national level for years Oregon never had any data available. So he gave approval to his staff to use the Data Use Agreement and continue to increase the push for data. The goal is to maintain their relationship with OSFM and with ImageTrend. If they want to tell a story to legislatures they will need data to back it up.

Senator Bates wants data on stroke and stemming and Michael believes they will be able to provide some of this information before December. Senator Bates would like to introduce a bill around trauma. He might introduce a bill under stemming and Stroke. He would like some data from American Heart Association, Chronic Disease Program and EMS/Trauma.

Michael stated he needs ImageTrend for a couple of reasons to validate, are we having a drug shortage on the drugs out there, training purposes. Are we training on the right stuff? They are trying to put thoughts together.

On the federal side he has two federal grants;

1. CDC cooperative agreements for the local health departments
2. Hospital preparedness which started in 2002.

In 2006 they had approximately 20 million dollars come into the state and as of today they dropped 60%. These do not have general funds in them, only federal funds.

Michael stated they are working on plans for long term care facilities, dialysis centers and ambulatory care centers. They haven't focused on these in the past and tied them back in to the Emergency Management System. Based on statutory requirements it's nice they have the federal funds to put this into motion. He stated they should have a full time employee (FTE) within the next five weeks who will focus on pre-hospital and long term care facilities.

Michael has lined up meetings with the management team to occur every Tuesday to stay in touch with the trauma world. These boards include the Area Trauma Advisory Boards (ATAB) and the State Trauma Advisory Board.

Chair Keller summarized what EMS/Trauma does is regulate the ambulances whether they're public or private, but they don't inspect the fire trucks (non-transporting) who might have the same drugs on board for their paramedics. The EMS/Trauma is a system that provides the best local service to the customer.

Cameron thanked Mike for taking on this position and commended his hard work.

Michael stated because he is the Administrator of State Committee he's trying to get them to change from their old traditions. He explained that the burden is on the state staff to put the committee and meetings together and not on them to show up for four hours of meetings. He's trying to make it easier by putting on webinars so they don't have to come to a state office. He's trying to build trust with the stakeholders and the doctors.

Mutual Aid

Mariana passed out a sheet on mutual aid. Since 2006 she has been a representative on the board of International Association Fire Chiefs for International Mutual Aid System (IMAS). She was surprised to find out that several states never had this or even a mobilization plan. A lot of the states in the Western region already have this because of wildland fires. She is working on the Interstate Mutual Aid with Washington. This project is for states from Alaska to Arizona.

They want to be able to move resources across state lines in the absence of EMAC and a declaration. Right now this is the only way we can get out of the state to assist other states in need. In the case of a declaration, we don't have an agreement. She wants to work on a template for each state to be able to use. She and Chief Wallace had their first meeting with Oregon Fire Chiefs Association, Washington Fire Chiefs Association and Washington and Oregon EMD to share the concept.

Mariana shared there is a City of Portland agreement with the Snake River Association; however there isn't any legal documentation allowing this. The issues are liability, worker's compensation and reimbursement. Marty Plotner, Oregon Emergency Management (OEM) has agreed to work with the committee to identify obstacles. This would be in the instance of an absence of resources. Hopefully, we will work with other states in the future, but currently just Washington, because we work closely with them. They want to share this with Oregon Fire Chiefs Association and Oregon Volunteer Firefighters Association as well and feel they would be a big partner in this. Mariana said they will be talking about it in the chief's conference in November. Mariana stated it was written for FEMA and IAAC.

Michael Harryman spoke about the way they use their mutual aid agreements. They do it for life saving issues, not for the mutual aid portion of it.

Action:

Mariana stated she will include Michael Harryman on the updates.

OLD BUSINESS

OTHER BUSINESS

REPORTS

Council Member Reports

Chair Keller and Bob Reeves will be at the annual joint chief's conference.

Todd Anderson from DPSST informed the committee George Jamieson, a longtime trainer, is retired now. They went from 8 regional trainers to 7 and they have the skid truck program in PDX and trained 800 firefighters and will be training 300 more.

Bob Reeves stated this will be the last joint conference this year. In 2013 the 1st Annual Oregon Fire Service Conference will be hosted by OFDDA.

Dave Sellers stated OVFA will be at the OFCA/OFDDA joint conference. OVFA had their monthly meeting last Friday night and their next conference will be hosted by Clackamas. They are moving forward.

Adjourn:

Meeting adjourned at 2:50 p.m.

Next meeting dates:

January 22, 2013

April 23, 2013

July 23, 2013

Meeting location:

Office of State Fire Marshal

Mt. Hood Conference Room

Meeting time:

1:00 pm