



COMMUNITY REVIEW BOARD ON POLICE PRACTICES

MINUTES

**Tuesday, May 28, 2019
Cherokee Point Elementary School
3735 38th Street
San Diego, CA 92105**

Members Present:

Joe Craver, Chair	Steve Hsieh
Brandon Hilpert, 1 st Vice Chair	Bonnie Kenk
Taura Gentry, 2 nd Vice Chair	Ramon Montano
Patrick Anderson	Mary O'Tousa
Doug Case	Maria Nieto-Senour
Maxine Clark	Ernestine Smith
Gregory Daunoras	Pauline Theodore
Diana Dent	Nancy Vaughn
Poppy Fitch	Marty Workman
Kevin Herington	
Sheila Holtrop	

Members Absent:

Alex Hu

CRB Staff Present:

Sharmaine Moseley, Executive Director, CRB on Police Practices

SDPD Staff Present:

Wes Morris Captain, San Diego Police Department
Paul Phillips, Lt. San Diego Police Department

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- I. **CALL TO ORDER/WELCOME:** Chair Joe Craver called the meeting to order at 6:00 p.m.
 - II. **PURPOSE OF THE COMMUNITY REVIEW BOARD ON POLICE PRACTICES:** Chair Joe Craver explained the purpose of the Community Review Board on Police Practices (CRB) to those in attendance.
 - III. **APPROVAL OF MINUTES:** CRB Open Meeting Minutes of April 23, 2019

Chair Joe Craver moved for the Board's approval of its April 23, 2019 Meeting Minutes. Nancy Vaughn seconded the motion. The motion passed with a vote of 18-0-2.

Yays: 1st Vice Chair Hilpert, 2nd Vice Chair Gentry, Members-Case, Clark, Daunoras, Dent, Fitch, Herington, Holtrop, Kenk, Montano, Nieto-Senour, O'Tousa, Smith, Theodore, Vaughn, and Workman

Nays: None

Abstain: Anderson and Chair Craver

Members Absent: Hu

IV. NON-AGENDA PUBLIC COMMENT: None

V. EDUCATIONAL TOPIC: "Mid-City Division Community Relations Officers' Responsibilities, Resources, & Communication with members of the Community"

Presenter: San Diego Police Department Community Resource Officer (CRO) Danny Medina (20 mins): CRO Medina explained what area his Team is responsible for in Mid-City. He covers City Heights. Officer Hall covers North Park. Officer Hoskins covers the Rolando area. They are responsible for addressing community concerns, disputes, issues. The Community has direct access to CRO's. This allows for the patrol officers to better manage priority calls. Patrol officers can send community members to CRO's. CRO's can bring that information straight to the command. CRO's have access to handle complaints. CRO Medina gave an example of an immigration issue where he had to intervene at the request of the community. The interaction between the CRO's and the community gives the community a voice. There are times when its not simple, but they can work towards long term solutions.

There is no specialized community training to become a CRO. CRO Medina reported that he started in an all-Spanish community. He builds relationships with the communities especially those that might be affected by immigration laws. CRO's work for individual commands within SDPD. They are not under the Neighborhood Policing Unit.

VI. UNFINISHED BUSINESS (DISCUSSION/ACTION): None

VII. NEW BUSINESS (DISCUSSION/ACTION)

A. Renewal of Contract for Outside Counsel (Chair Joe Chair) – Chair Craver reported that the CRB's Executive Committee has been very pleased with the services of its outside counsel.

ACTION ITEM: Chair Craver moved for the Board to approve the renewal contract for legal services provided to the Board by Outside Counsel Devaney Pate Morris & Cameron LLP. Nancy Vaughn asked in what ways have the Chair seen the outside counsel demonstrate independence from the City and/or City Attorney. Chair Joe Craver responded that in his opinion the responses to the opinions requested of the outside counsel were an independent legal view. The Board did not consult with the City Attorney which is what the Board wanted. The decision to agree or disagree with the outside counsel's advice is up to the Board. Taura Gentry asked how many of the Outside Counsel's opinions correlated with the City Attorney responses. Executive Director Sharmaine Moseley responded that out of all legal opinions received, one of the responses was slightly different. The difference was that the Board might be able to publish redacted summaries of cases. The Board consulted with its Outside Counsel approximately 15 times since inception. Both are interpreting the law pretty much the same. **1st Vice Chair Brandon Hilpert seconded the motion. The motion passed with a vote of 19-0-1.**

Yays: 1st Vice Chair Hilpert, 2nd Vice Chair Gentry, Members-Case, Clark, Anderson, Daunoras, Dent, Fitch, Herington, Hsieh, Holtrop, Kenk, Montano, Nieto-Senour, O'Tousa, Smith, Theodore, Vaughn, Workman

Nays: None

Abstain: Chair Craver

Members Absent: Hu

Chair Craver mentioned that the CRB leadership is working on getting more money in the budget for its Outside Counsel.

Nancy Vaughn asked if the members should contact their Council representative to ask for more money for Outside Counsel. Executive Director Sharmaine Moseley reported that she was informed that there will be permanent funding for the CRB's Outside Counsel in the amount of \$15,000 annually.

B. Municipal Code Section 56.30 -Seditious Language (Mary O'Tousa)

Mary O'Tousa reported that during case review, Team 6 became aware that Municipal Code Section 56.30 which states that the use of seditious language is a misdemeanor offense. This is not consistent with a code that was established in the 1930's and was last updated in 1950's. Since, there has been U.S. Supreme Court decisions Cohen v. California in 1971 and Reno v. ACLU (listed incorrectly on agenda) in 1997, where the U.S. Supreme Court decided in favor against seditious language stated that it was constitutionally

protected speech. 2nd Vice Chair Gentry added that the Board feels that the Municipal Code is outdated in the City of San Diego and should be reconsidered for updating.

ACTION ITEM: Mary O'Tousa moved for the Board to send a letter to the Mayor/City Attorney's Office with a recommendation to evaluate and consider updating Section 56.30 of the Municipal Code due to U.S. Supreme Court decisions made in 1971 (Cohen v California) and 1997 (Reno v American Civil Liberties Union). 1st Vice Chair Brandon Hilpert seconded the motion. The motion passed with a vote of 19-0-1.

Yays: 1st Vice Chair Hilpert, 2nd Vice Chair Gentry, Members-Case, Clark, Anderson, Daunoras, Dent, Fitch, Herington, Hsieh, Holtrop, Kenk, Montano, Nieto-Senour, O'Tousa, Smith, Theodore, Vaughn, Workman

Nays: None

Abstain: Chair Craver

Members Absent: Hu

C. CRB Proposed Operational Standing Rule on Review of Shooting Review Reports (Doug Case)

Rules Committee Chair Doug Case reported that this item was on last month's meeting agenda, but the Board needed 10 days' notice prior to voting on it. In the past, the Shooting Review Board Review consisted of only reading the report. The Board decided that a process was needed to do more than just reading it. The Committee came up with a process (handout in meeting packets). The Team who heard the initial case will be the Team who will review the Shooting Review Board Report. The process will be similar to the discipline process. If the Team has any questions, they can now raise those questions with the Shooting Review Board. The Team will then present their summary and findings to the CRB in Closed Session. If the Team has any questions/concerns after consulting with the Shooting Review Board, they can vote to send a letter to the Shooting Review Board or Chief of Police.

ACTION ITEM: Doug Case moved for the Board to approve the CRB proposed Operational Standing Rule on Review of Shooting Review Reports. Pauline Theodore seconded the motion. The motion passed with a vote of 19-0-1.

Yays: 1st Vice Chair Hilpert, 2nd Vice Chair Gentry, Members-Case, Clark, Anderson, Daunoras, Dent, Fitch, Herington, Hsieh, Holtrop, Kenk, Montano, Nieto-Senour, O'Tousa, Smith, Theodore, Vaughn, Workman

Nays: None

Abstain: Chair Craver

Members Absent: Hu

D. Proposed Amendment to CRB Bylaws Article II on Purpose & Objectives
(Doug Case)

Rules Committee Chair Doug Case reported that there are several things in this section that are being proposed. First, under Objectives, the recommendation came from Nancy Vaughn to revise the primary objective of the CRB is case review. Policy recommendations and community outreach are secondary functions. In the Charter, the CRB's primary function is to review complaints and the others are secondary. The second revision is a new section titled "Board Independence." This section is intended for the CRB to operate independently from the police department.

2nd Vice Chair commented on the removal outreach as a primary function of the Board. She stated that the only reason the communities know about this Board is due to the increased outreach the Board did when she was chair of the Committee. It allows the community to understand the function of the Board. The whole Board is responsible for outreach.

Nancy Vaughn said it is not being removed as an objective of the Board. She started the Outreach Committee years ago, so she understands how important it was because when she led the Committee no one on the Board did anything. It's important but not primary. The only thing that is primary in the Charter is to review and evaluate complaints.

Public Comment: Evie Kossower commented on Section 3 on Board Independence. She stated that she knows that the Board wants to appear independent when it is not. Adding that section to the Bylaws is misleading. The wording of the paragraph is unclear where it states "fundamental modus operandi..."

ACTION ITEM: Doug Case moved for the Board to approve an amendment to the CRB Bylaws Article II on Purpose & Objectives. Nancy Vaughn seconded the motion. The motion passed with a vote of 17-2-1.

Yays: 1st Vice Chair Hilpert, Members-Case, Clark, Anderson, Dent, Fitch, Herington, Hsieh, Holtrop, Kenk, Montano, Nieto-Senour, O'Tousa, Smith, Theodore, Vaughn, Workman

Nays: 2nd Vice Chair Gentry, Daunoras

Abstain: Chair Craver

Members Absent: Hu

E. Proposed Amendment to CRB Bylaws Article III Section 3A on Voluntary Resignation (Doug Case)

Rules Committee Chair Doug Case reported that the current Bylaws section on voluntary resignation needs to be revised because when a member submits a letter of resignation it is made public. However, the Bylaws states that the letter of resignation is public unless the member requests that it be confidential. The Public Records Act does not allow the letter to remain confidential. It is given to the City Clerk, who then must make it public. The motion will be to strike the phrase “unless confidentiality is requested by the resigning member.”

ACTION ITEM: Doug Case moved for the Board to approve an amendment to the CRB Bylaws Article III Section 3A on Voluntary Resignation. 2nd Vice Chair Taura Gentry seconded the motion. The motion passed with a vote of 19-0-1.

Yays: 1st Vice Chair Hilpert, 2nd Vice Chair Gentry, Members-Case, Clark, Anderson, Daunoras, Dent, Fitch, Herington, Hsieh, Holtrop, Kenk, Montano, Nieto-Senour, O’Tousa, Smith, Theodore, Vaughn, Workman

Nays: None

Abstain: Chair Craver

Members Absent: Hu

F. Proposed Amendment to CRB Bylaws Article III Section 3B on Removal for Cause (Doug Case)

Rules Committee Chair Doug Case explained that the process for removing member for cause in the new Bylaws involves many steps. The Board was informed that the law requires that the discussions for removal must be done in an Open Meeting and not Closed Session Meeting. The revision to Section 3B paragraph 3 includes striking out “to be considered in Executive (Closed) Session” and adding “agenda.” after Board Open Meeting.

ACTION ITEM: Doug Case moved for the Board to approve an amendment to the CRB Bylaws Article III Section 3B on Removal for Cause. Nancy Vaughn seconded the motion. The motion passed with a vote of 19-0-1.

Yays: 1st Vice Chair Hilpert, 2nd Vice Chair Gentry, Members-Case, Clark, Anderson, Daunoras, Dent, Fitch, Herington, Hsieh, Holtrop, Kenk, Montano, Nieto-Senour, O’Tousa, Smith, Theodore, Vaughn, Workman

Nays: None

Abstain: Chair Craver

Members Absent: Hu

G. Proposed Revision to CRB Administrative Standing Rule on Case Format & Presentation Section 1.b, Face Sheet (Doug Case)

Rules Committee Chair Doug Case reported that this revision is in the CRB's Administrative Standing Rule on Case Format & Presentation. The Board previously decided to show respect to officers, complainants, and witnesses by referring to each of them by their titles in the case reports. Those titles would include: Mr. Miss, Mrs., Ms., Mr., Reverend, Dr., Capt., etc.

Board members raised concerns about not being inclusive of gender choices and labeling individuals in ways in which they would not want to be identified. They suggested looking at ways to include alternatives to the gender titles identified by the Committee.

Patrick Anderson and Committee Chair Case suggested that this be sent back to the Committee to be edited.

ACTION ITEM: Doug Case moved for the Board to table Item G and send it back to the Committee to work on the titles. Nancy Vaughn seconded the motion. The motion passed with a vote of 19-0-1.

Yays: 1st Vice Chair Hilpert, 2nd Vice Chair Gentry, Members-Case, Clark, Anderson, Daunoras, Dent, Fitch, Herington, Hsieh, Holtrop, Kenk, Montano, Nieto-Senour, O'Tousa, Smith, Theodore, Vaughn, Workman

Nays: None

Abstain: Chair Craver

Members Absent: Hu

H. Proposed Revision to CRB Administrative Standing Rule on Case Format & Presentation Section 1.b, Face Sheet (Doug Case)

Rules Committee Chair Doug Case explained that there has been confusion on the Board as to where comments should go in the case report. Should the comments go in case notes or concerns and issues. The Committee tried to address these concerns by creating the comments matrix. He explained what

comments into case notes and what goes into issues and concerns. When the Team disagrees then those comments go with the allegation.

ACTION ITEM: Doug Case moved for the Board to approve the proposed addition of Section 2, Writing the CRB Case Review Report to the CRB Administrative Standing Rule on Case Format and Presentation. Nancy Vaughn seconded the motion. The motion passed with a vote of 19-0-1.

Yays: 1st Vice Chair Hilpert, 2nd Vice Chair Gentry, Members-Case, Clark, Anderson, Daunoras, Dent, Fitch, Herington, Hsieh, Holtrop, Kenk, Montano, Nieto-Senour, O'Tousa, Smith, Theodore, Vaughn, Workman

Nays: None

Abstain: Chair Craver

Members Absent: Hu

VIII. COMMITTEE REPORTS (DISCUSSION/ACTION)

- A. Continuing Education Committee (Taura Gentry)
- Upcoming Educational Topics - Committee Chair Taura Gentry reported that today the Community Relations Officers from Mid-City Division gave a presentation. In July, we will have the Southeastern Division Juvenile Services Team come and speak to the Board about what they do. The Committee is working on scheduling the Police Perjury Panel for the end of June so the whole Board can participate. The Board is scheduled to go on a tour of the Family Justice Center on June 18th.
 - Request for Additional Community Forums & Opportunities - The Committee is asking for more Community Forums & Opportunities for the Board. The Community wants the Board to be active in the community.
 - Ideas for Future Educational Topics, Field Trips, Trainings
- B. Outreach Committee (Mary O'Tousa)
- Update on 5/24 Outreach Committee Meeting - Committee Chair Mary O'Tousa reported that the Committee met last Friday. All members (except for one) was present for the meeting. The Committee is on task with getting the CRB's community events centralized by each division. We are re-working the script and waiting to obtain email addresses for those CRO's who will be contacted to find out about community events that are sponsored by

the department and organizations. The goal is for the CRB to have a presence at these events for educational purposes.

- Summary of Past Events – No report given on this item.
- Upcoming Events/Outreach Opportunities - Committee Chair O'Tousa reported that the CRB will have a table at the Better A Block community event on June 8th. Sheila Holtrop, Bonnie Kenk, and Taura Gentry agreed to staff the table. We need someone to take the tent, table, and chairs down and bring over to the CRB office. The CRB will also be participating in the Coopers Family Foundation Juneteenth Celebration which will take place on June 15 from 11-6pm. It is an opportunity for the Board to interact with the public. We will not have a booth but will walk around. Ramon Montano agreed to help the Committee with youth outreach. On June 20, Committee Chair O'Tousa and 1st Vice Chair Hilpert will give a presentation to the Public Defenders Office. 1st Vice Chair Hilpert mentioned that the presentation will be broadcasted across the State.

C. Rules Committee

(Doug Case)

- Update on 5/13 Committee Meeting – The action items reported on earlier tonight was a result of the Rules Committee Meeting.
- Next Scheduled Meeting Date (June 13 at 9:30) - Committee Chair Case reported that the next meeting is scheduled for June 13th. The primary topic will be the redacted summaries of cases. Executive Director Moseley reported that we must find another meeting date. The Committee would like the Police Officer's Association and its Deputy City Attorney to review the draft summary proposal and attend the meeting to provide any feedback. The Committee already received feedback from the CRB's Outside Counsel.

D. Policy Committee

(Brandon Hilpert)

- Update on 5/14 Committee Meeting
 - Procedure & Guideline for SDPD Complaint Intake – Committee Chair Hilpert reported that the process for filing a complaint will be on the back of the new joint complaint form. The form is being revised and is still in draft form.
 - Development of Third-Party Mediation – Nancy Vaughn and Committee Chair Hilpert will be working on this item.
 - Best Practices Research for Law Enforcement Investigations Involving Discrimination Allegations -Patrick Anderson is researching this item. The issue discussed by the Committee was possibly changing the finding for discrimination allegations to either be not sustained or sustained.

- Procedure and Statistics for Internal Affairs Tolling of Cases – The Committee also worked with IA in looking at the procedure for when and why a case is tolled as well as how many cases are tolled.
 - Complaint Process Guide Card Issued to All Sworn Personnel – The process card will be like what is on the back of the complaint form. The idea is to get a card for the officers to give a person when the person is interested in filing a complaint.
 - Policy Referrals from Public to CRB – Currently, policy referrals to the CRB Policy Committee can only be made by a CRB member. The Committee will be looking at how we can work into the process members of the public who have policy recommendations.
 - Next Scheduled Meeting Date – The next Policy Committee Meeting is on June 11th.
- E. Recruitment & Training Committee (Maria Nieto-Senour)
- Update on 5/21 Recruitment & Training Committee Meeting – Committee Chair Nieto-Senour reported that the Committee updated the interview questions.
 - New CRB Training Academy: Implementation/Process, Marketing, Timeline – The Committee will start the training as soon as we have at least 7 interested candidates. We are hoping to begin in the summer with a 10-hour training on what people need to know.
 - Interview Panel Improvements – The Committee will invite people from various organizations to sit on the interview panel.
 - Recruitment Script/Information Card – The Committee revised its script for recruitment purposes and information card.
 - Next Scheduled Meeting Date – The next Committee meeting is scheduled for June 18 at 10am.
- F. Red Binder Committee (Doug Case)
- Update on 5/8 Committee Meeting – Committee Chair Case reported that we were going to have a copy for everyone tonight. It should be done soon. Staff has a prototype. We will be changing the name of it from Red Binder to CRB Handbook. The second phase is to reorganize the CRB website. Some items that are no longer in the Red Binder will be on the website for members and public. The purpose of putting some of the items online is for transparency purposes.
 - Next Scheduled Meeting Date (June 5 at 10am) – The Committee will be meeting with the City's IT Department to discuss the website.

Patrick Anderson asked if there was a way for the public to comment on the CRB Handbook. Committee Chair Case responded that we can ask the City's IT staff to see if that is possible.

- G. Citizens Advisory Board on Police Community Relations (Taura Gentry)
2nd Vice Chair Taura Gentry reported that the Union Tribune recently published an article on CAB. CAB made 30+ recommendations for SDPD to the City Council.
- H. 30th Anniversary Celebration Date (July 2019) (Brandon Hilpert)
 - Date and Location – Committee Chair Brandon Hilpert reported that he is working on finding a location for the celebration.
- I. Nominations Committee (Sheila Holtrop)
Nominations of Candidates for CRB Officer Positions for FY2020 (July 1, 2019–June 30, 2020) – Nominating Committee Chair Sheila Holtrop reported that based on feedback from the Board the following names were presented to the Board for the upcoming election in June. All nominees will be expected to prepare a 1-2-minute presentation with their qualifications, leadership qualities, accomplishments, and abilities and present to the Board at that meeting.

CRB Chair Position: Nominees Joe Craver & Brandon Hilpert

First Vice-Chair: Taura Gentry

Second Vice-Chair: Doug Case & Mary O'Tousa

- III. CHAIR'S REPORT (Chair Joe Craver)
 - A. Reminder–3rd Quarter Volunteer Hours Report (**Past Due April 1, 2019**)
 - B. Rescheduled June 15th Special Meeting – Training of CRB on Case Review and Presentation Procedures & Policy Perjury Panel

2nd Vice Chair Taura Gentry reported that the Committee is looking to conduct the panel on June 29th as a tentative date. Doug Case mentioned that he will not be there. Chair Craver mentioned it's his birthday. A poll of the Board will take place to select a date in which all members can attend.
 - C. NACOLE Annual Conference –September 22-26, Detroit Michigan

IX. EXECUTIVE DIRECTOR'S REPORT

(Sharmaine Moseley)

Executive Moseley informed the Board that Jasmine Ribada's internship with the CRB has ended. She acknowledged and thanked Ms. Ribada for all her hard work with the CRB.

A. Caseload Update & Status of Case Reports

Earlier today, the Board started off with 16 active cases. Two of those active cases were placed on tonight's Closed Meeting agenda for review. Two of the cases were deliberated on and one voted on and closed by the Board. As a result, the Teams now have a total of 15 active cases. In fiscal year 2019, the CRB deliberated on and closed out a total of 54 cases.

Team 1- 3 cases, Team 2 - 4 cases, Team 3 - 2 cases, Team 4 - 1 case, Team 5 - 3 cases, Team 6 - 1 case, Team 7 - 1 case

Executive Director Moseley reported that Team 2 received the first Category II case to audit. Category II cases are now coming in and will be assigned to Teams. Team 4 will not be assigned any new cases until further notice because they are reviewing a large officer-involved shooting case. The Team is also down a member. Executive Director Moseley will assign Chair Joe Craver and 1st Vice Chair Brandon Hilpert to assist Team 4 with the review of the case.

B. Status of Ride-Alongs for New Members

Executive Director Moseley reported that as of last month's meeting CRB newest members Patrick Anderson and Maxine Clark still need to go on a ride-along. This is a CRB requirement. Mr. Anderson reported that he scheduled his ride-along for next Friday. Mrs. Clark is still working on scheduling her ride-along.

C. Joint Complaint Form

Executive Director Sharmaine Moseley stated that 1st Vice Chair Brandon Hilpert gave an update on this item during his report. Poppy Fitch suggested that we include on the form that not every section needs to be filled out on the form and to add (if known) in each field.

D. Audit of Category II Cases Procedure

Executive Director Moseley reported that this procedure was approved by the Board in March and signed by the Mayor in May. It was emailed to the Board for their records. It will be included in the new handbook and is available on the CRB's website under the CRB Procedures tab.

E. Status of Open Data Portal

It was reported that Executive Director Moseley and staff from the Performance & Analytics Department are finalizing the creation of the Open Data Portal.

F. Other Items/Reminders: None

- X. SAN DIEGO POLICE DEPARTMENT REPORT (Assistant Chief Albert Guaderrama): Assistant Chief Guaderamma was not present. Captain Wes Morris reported that Executive Assistant Chief Jarvis has been away at the Academy for the last several weeks. He should be back at the next CRB Open Session Meeting. Captain Morris reported on the new tablets for the CRB as they are moving towards going paperless. There is still a learning curve but it's going to work out well. He thanked Lt. Bennett and CRB Executive Director Moseley for work done on the new complaint form. This is just one more way that someone can make a complaint. The supervisor can make a copy and give it to the complainant on the scene. It's just one more way to make ourselves accessible.

Executive Director Moseley reported that she has been discussing with IA ways to get the case reports onto the tablets several days in advance of the CRB Closed Meetings, so that members can read the reports several days in advance of the Closed Meetings. This will be helpful to the members to better prepare for case deliberation because currently many are hearing the cases for the first time at the Closed Meeting.

Doug Case mentioned that the Board will recommend that the contents of the handbook be included on the tablets. Captain Morris reported that there is enough room on the tablets to put the handbook, procedures, and many more documents on the tablets.

XI. BOARD MEMBER RIDE-ALONG REPORTS:

Mary O'Tousa reported that she did a ride-along in Hillcrest during second watch that involved a 4th waiver. She will be doing a ride-along with the GST on Friday.

2nd Vice Chair Taura Gentry reported that she did her ride-along on 5/9 with the GST which is now known as the Special Operations Unit. They explained the operations that they were performing which gave her insight as to how they encounter individuals. She mentioned that she was on a Cop Watch video which gave her insight as to hearing the narrative as to what the public perceives compared to what they knew about the call opened her eyes. The ride-along was excellent, professional, and educational.

1st Vice Chair Brandon Hilpert acknowledged Ms. Gentry because after her comments at the last meeting, the members all got their ride-alongs scheduled. He also did a ride-along with the Special Operations Unit. It was low key because there was a gang shooting. They were in City Heights, Linda Vista, and the Beach area. The biggest topic were the scooters. A girl flew off the scooter and hit her head on a tree and was unconscious when they arrived.

XII. ANNOUNCEMENTS/COMMENTS: None

XIII. ADJOURNMENT: 7:46 p.m.