

City Council COMMITTEE OF THE WHOLE

City of Belvidere, Illinois

Alderman Clayton Stevens
Alderman Tom Porter
Alderman Daniel Snow
Alderman Michael Borowicz
Alderman Wendy Frank
Alderman Thomas Ratcliffe
Alderman George Crawford
Alderman Mike McGee
Alderman Marsha Freeman
Alderman Ric Brereton

Vice Chairman Public Works
Chairman Building, Planning & Zoning
Co-Chairman City-County
Vice Chairman Finance and Personnel
Vice Co-Chairman City-County
Chairman Finance and Personnel
Chairman Public Safety
Vice Chairman Building, Planning & Zoning
Chairman Public Works

Vice Chairman Public Safety

AGENDA

September 23, 2019 6:00 p.m. City Council Chambers 401 Whitney Boulevard, Belvidere, Illinois

Call	to	Order _	Mayor	Mike	Chamberlain:
Call	w	Oraer –	iviayor	MIKE	Chamberlain:

Roll Call:

Present:

Absent:

Public Comment:

Public Forum:

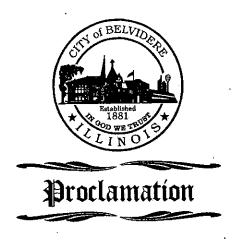
Reports of Officers, Boards, and Special Committees:

Mayor Chamberlain – Proclamation for BraveHearts' Trail to Zero Day.

Police Chief Woody – Alliance against Intoxicated Motorists Recognition of Officers.

- 1. Public Safety, Unfinished Business:
 - (A) Update Traffic Enforcement Garfield and W. 5th Street.

- 2. Public Safety, New Business:
 - (A) Fire Presentation Firefighter Tangye Compliance Engine.
 - (B) Fire Hazmat Monitoring Equipment donation General Mills Foundation Hometown Grantmaking Program.
- 3. Finance & Personnel, Unfinished Business: None.
- 4. Finance & Personnel, New Business:
 - (A) Azavar Governmental Solutions Gas Utility Tax.
 - (B) Acceptance of First United Methodist Church General Mills Park Donation.
 - (C) Sikich Audit Review.
- 5. Other:
 - (A) Special Use Application 300 S Main Street.
 - (B) General Overview Cannabis Regulation and Tax Act.
- 6. Adjournment:



- WHEREAS, BraveHearts is the nation's leading equine rehabilitation program for Veterans; AND
- WHEREAS, Trail to Zero is a 20-mile horseback ride that commemorates the number of Veterans lives lost on average every day to suicide; AND
- WHEREAS, BraveHearts' Trail to Zero not only brings awareness to Veteran suicide but also helps the Veterans on the ride to heal and advance their horsemanship; AND
- WHEREAS, here at the City of Belvidere we respect, admire, and support the efforts of the BraveHearts organization; AND

NOW THEREFORE BE IT RESOLVED that I, Mike Chamberlain, as Mayor of the City of Belvidere, Illinois, do hereby proclaim September 28, 2019 to be:

"Trail to Zero Day"

in Belvidere, and encourage residents to recognize the issues and work together to stand behind BraveHearts' Trail to Zero.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Belvidere to be affixed this 23rd day of September, 2019.

Mike Chamberlain Mayor of Belvidere

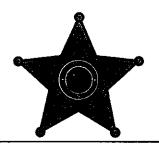


Belvidere Police Department

Shane Woody - Chief of Police

Matthew Wallace - Deputy Chief, Investigations

Patrick Gardner - Deputy Chief, Patrol



615 N. Main Street • Belvidere, IL 61008 • Phone 815-544-9626 • Fax 815-544-9603 • www.ci.belvidere.il.us

TO: Mayor Chamberlain and City Council

FROM:

Chief Shane Woody

DATE:

September 23, 2019

RE:

Alliance Against Intoxicated Motorists Recognition of Officers

Every year, the Alliance Against Intoxicated Motorists (AAIM) recognizes officers for their exceptional D.U.I. enforcement. Four Belvidere Police Department Officers, as shown below, have been acknowledged by this Alliance for their DUI enforcements/arrests in 2018.

*	Officer Joseph McDermott	15
*	Officer Matthew Korn	15
*	Officer Christopher Garcia	11
*	Officer Joseph Danielak	11

Congratulations to these officers for their life-saving efforts and exceptional public service!

SW/sd

Belvidere Police Department

Shane Woody -Chief of Police

Matthew Wallace - Deputy Chief, Investigations

Patrick Gardner - Deputy Chief, Patrol

615 N. Main Street - Belvidere, IL 61008 - Phone 815-544-9626 - Fax 815-544-9603 - www.ci.belvidere.il.us

TO:

Mayor Chamberlain and City Council

FROM: Chief Shane Woody

DATE: September 11, 2019

RE:

Traffic Enforcement Garfield & W. 5th Street

During the committee meeting on August 12, 2019 Public Works Director discussed traffic control devices/signage at the intersection of Garfield and W. 5th St. During the discussion Deputy Chief Wallace informed the council what the process was for the police department when handling a speed enforcement issue including the placement of the speed trailer at the location, collecting data and determine if a speed issue existed, if so, what dates and times of those offenses were most prevalent, then deploying patrol officers to that location during those dates and times to conduct traffic enforcement. At that meeting it was determined the most appropriate course of action to address this issue was to deploy the speed trailer, collect and analyze the data and determine if speed enforcement was necessary.

The speed trailer was deployed in the 100 block of W. 5th St. with a visible speed indicator of oncoming eastbound vehicles. The posted speed limit was input into the speed trailer at 25mph.

The attached bar graph spreadsheet consists of 10 days' worth of speed data from Garfield and W. 5th St. for August 14, 2019 - August 23, 2019. Each sheet shows an hourly breakdown and each bar graph indicates how many vehicles were recorded as speeding in that hour for each day.

This information was disseminated to the patrol sergeants who assigned patrol officers over a period of 2 weeks to conduct speed enforcement for the area of Garfield and W. 5th St. On September 10, 2019 each shift sergeant reported to Deputy Chief Gardner the following results:

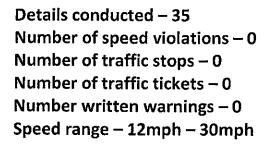
Belvidere Police Department

Shane Woody - Chief of Police

Matthew Wallace - Deputy Chief, Investigations

Patrick Gardner - Deputy Chief, Patrol

615 N. Main Street - Belvidere, IL 61008 - Phone 815-544-9626 - Fax 815-544-9603 - www.ci.belvidere.il.us



Community Policing Officer Blankenship has been in contact with the initial complainant and has informed them of the police departments process for handling these types of issues.

Respectfully,

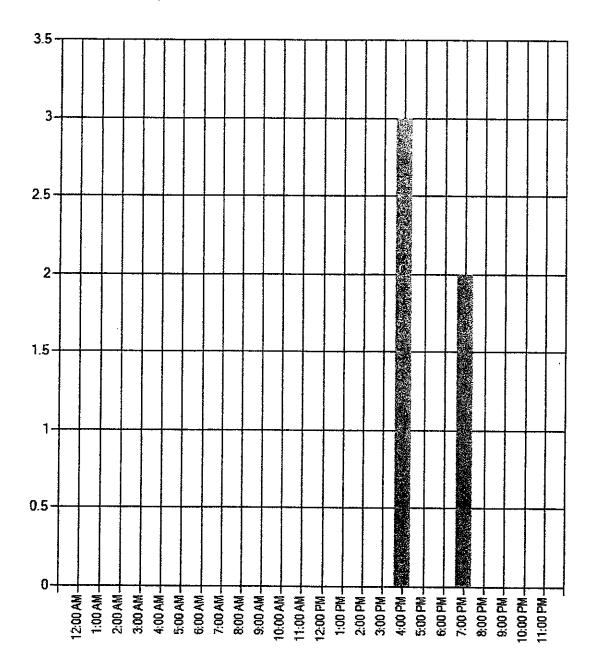
Chief Shane Woody

Date: 08/26/2019 12:00 AM Report Start Date: 08/14/2019 12:00 AM Report End Date: 08/15/2019 12:00 AM

Time Interval: 60 minutes Speed Interval: 5 mph Posted Speed Limit: 25 mph Average Speed: 33 mph Highest Speed: 35 mph 50th Percentile: 33 mph

85th Percentile: 35 mph

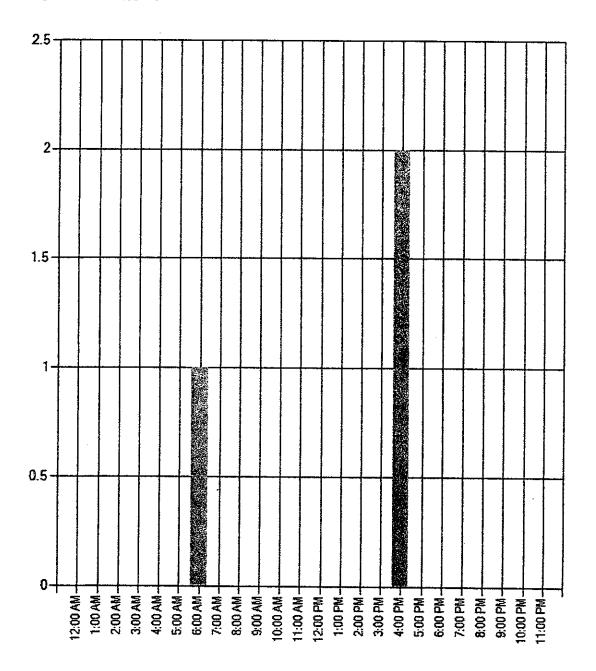
Number Above Speed Limit: 5 Total Number of Vehicles: 5



Date: 08/26/2019 12:00 AM Report Start Date: 08/15/2019 12:00 AM Report End Date: 08/16/2019 12:00 AM

Time Interval: 60 minutes Speed Interval: 5 mph Posted Speed Limit: 25 mph Average Speed: 39 mph Highest Speed: 48 mph 50th Percentile: 38 mph 85th Percentile: 48 mph

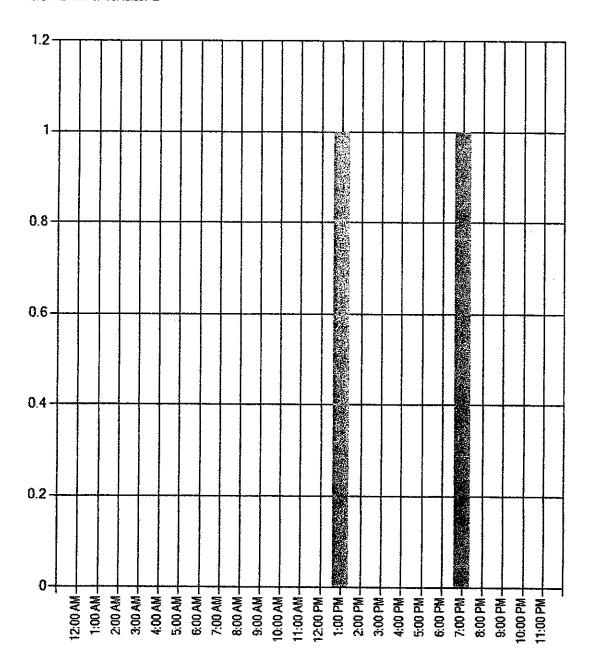
Number Above Speed Limit: 3 Total Number of Vehicles: 3



Date: 08/26/2019 12:00 AM Report Start Date: 08/16/2019 12:00 AM Report End Date: 08/17/2019 12:00 AM Time Interval: 60 minutes

Speed Interval: 5 mph
Posted Speed Limit: 25 mph
Average Speed: 35 mph
Highest Speed: 36 mph
50th Percentile: 36 mph
85th Percentile: 36 mph

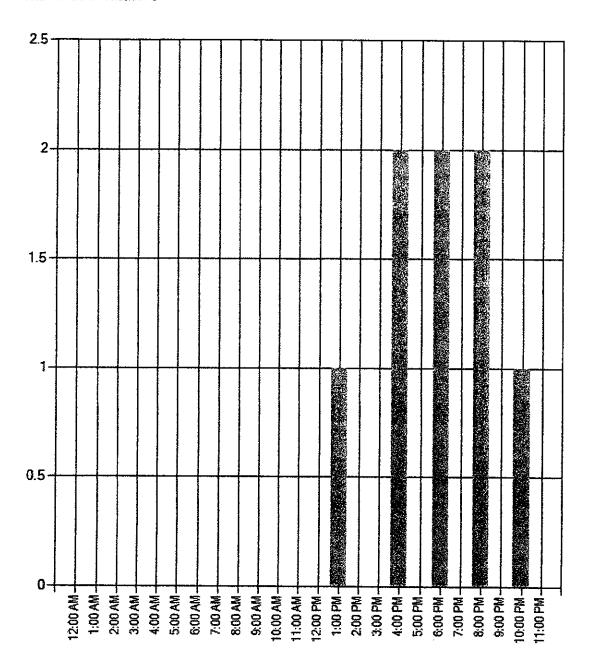
Number Above Speed Limit: 2 Total Number of Vehicles: 2



Date: 08/26/2019 12:00 AM Report Start Date: 08/17/2019 12:00 AM Report End Date: 08/18/2019 12:00 AM

Time Interval: 60 minutes Speed Interval: 5 mph Posted Speed Limit: 25 mph Average Speed: 35 mph Highest Speed: 44 mph 50th Percentile: 35 mph 85th Percentile: 41 mph

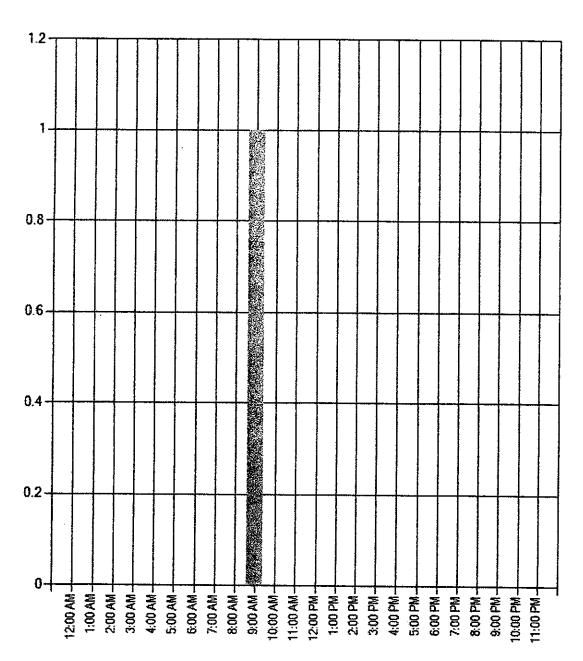
Number Above Speed Limit: 8 Total Number of Vehicles: 8



Date: 08/26/2019 12:00 AM Report Start Date: 08/18/2019 12:00 AM Report End Date: 08/19/2019 12:00 AM

Time Interval: 60 minutes Speed Interval: 5 mph Posted Speed Limit: 25 mph Average Speed: 36 mph Highest Speed: 36 mph 50th Percentile: 36 mph 85th Percentile: 36 mph

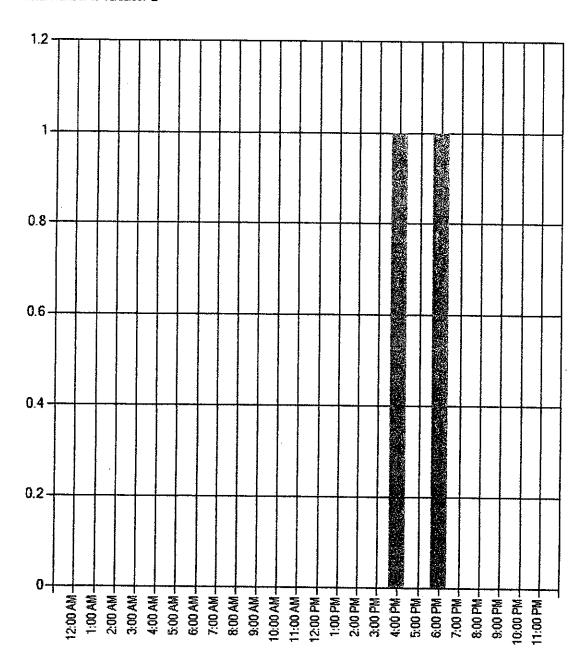
Number Above Speed Limit: 1 Total Number of Vehicles: 1



Date: 08/26/2019 12:00 AM Report Start Date: 08/19/2019 12:00 AM Report End Date: 08/20/2019 12:00 AM

Time Interval: 60 minutes Speed Interval: 5 mph Posted Speed Limit: 25 mph Average Speed: 33 mph Highest Speed: 34 mph 50th Percentile: 34 mph 85th Percentile: 34 mph

Number Above Speed Limit: 2 Total Number of Vehicles: 2

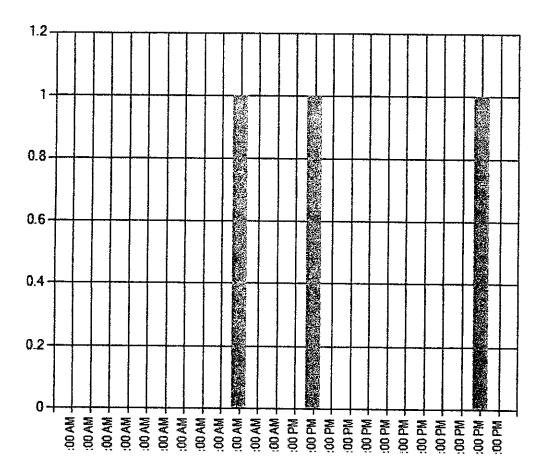


Date: 08/26/2019 12:00 AM Report Start Date: 08/20/2019 12:00 AM Report End Date: 08/21/2019 12:00 AM

Time Interval: 60 minutes Speed Interval: 5 mph Posted Speed Limit: 25 mph Average Speed: 32 mph Highest Speed: 32 mph 50th Percentile: 32 mph

85th Percentile: 32 mph Number Above Speed Limit: 3

Number Above Speed Limit: 3 Total Number of Vehicles: 3

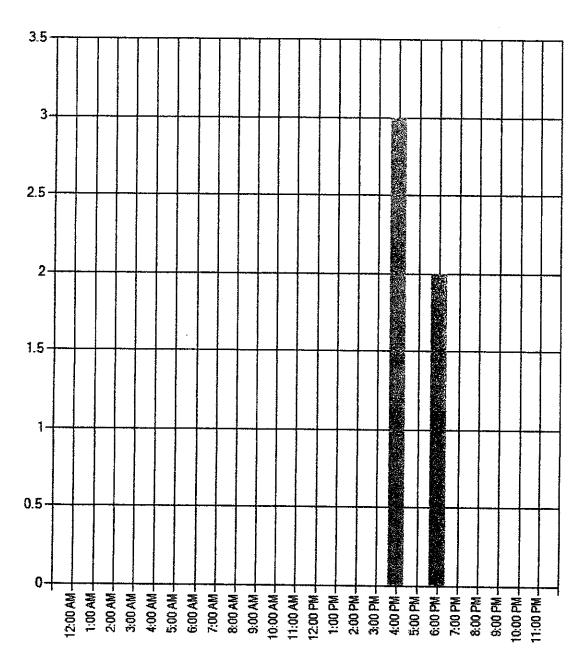




Date: 08/26/2019 12:00 AM Report Start Date: 08/21/2019 12:00 AM Report End Date: 08/22/2019 12:00 AM Time Interval: 60 minutes

Speed Interval: 50 minute Speed Interval: 5 mph Posted Speed Limit: 25 mph Average Speed: 34 mph Highest Speed: 36 mph 50th Percentile: 34 mph 85th Percentile: 36 mph

Number Above Speed Limit: 5 Total Number of Vehicles: 5

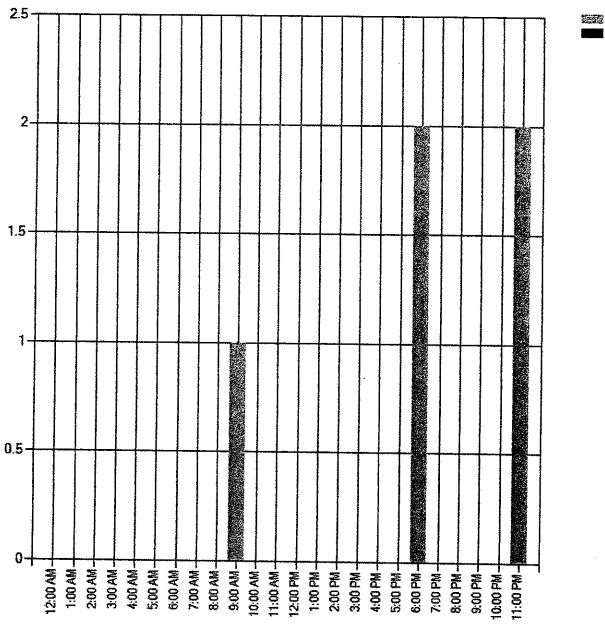


Date: 08/26/2019 12:00 AM Report Start Date: 08/22/2019 12:00 AM Report End Date: 08/23/2019 12:00 AM

Time Interval: 60 minutes Speed Interval: 5 mph Posted Speed Limit: 25 mph Average Speed: 36 mph Highest Speed: 39 mph 50th Percentile: 36 mph

85th Percentile: 39 mph

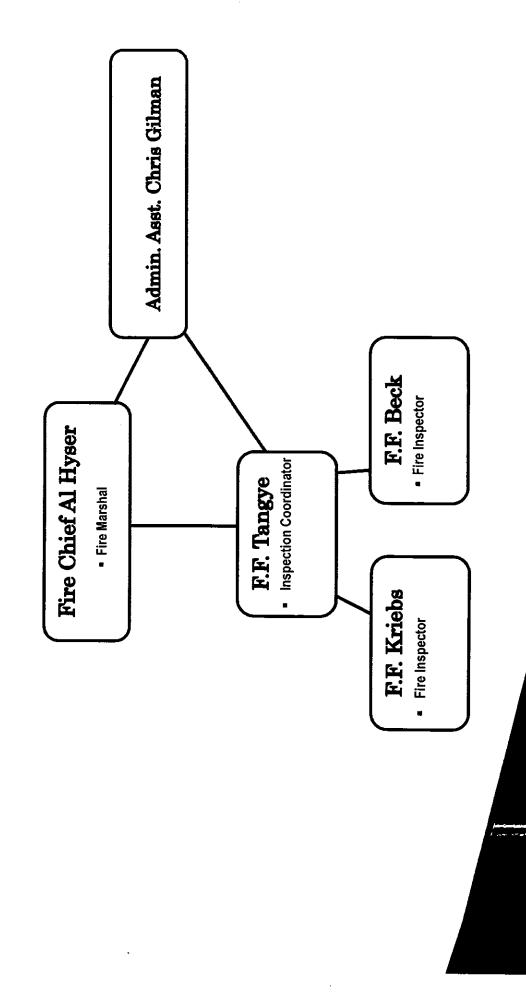
Number Above Speed Limit: 5 Total Number of Vehicles: 5



Belvidere Fire Department Inspection Bureau

Travis Tangye Firefighter/Paramedic Inspection Coordinator

Organizational Chart for Inspections



What we do

- Apartment building inspections On duty crews inspect (Annually)
 - Highest life safety hazard
- Fire Inspectors reinspect (since 2017)
- After 3rd non-compliance → City Attorney
- School Inspections (Annually)
- New Construction Plan Reviews
- New Construction Inspections
- Compliant Inspections
- FOIA requests
- TIER 2 hazard chemicals
- Drop everything must come today requests

What we haven't

- Business Inspections
- maintenance of life safety systems in our ▶ Track, follow up, or enforce required businesses
 - Fire sprinkler systems
- Fire alarm systems
- Private fire hydrants
- Kitchen hood systems
- Fire Escapes
- Smoke control systems
- Special suppression systems

Why we haven't

- Lack of manpower
- 7 man minimum
- No part-time or full-time inspectors
- Only 1 Administrative Assistant

Why we haven't

- Over 3,000 calls for service/year
- Company level training
- Required training/maintaining of certifications/continuing education
- Structural Firefighting
- **Emergency Medical Services**
 - Vehicle Extrication
- Hazardous Materials Release
- Water/Dive Rescue
- Rope Rescue (Low & High Angle)。Hydrant Maintenance
 - **Building Construction**
- Incident Command

- Active Shooter Incidents
- Natural Gas Leak Mitigation **Confined Space Rescue**
- Trench Rescue
- Boat Operations
- Fire Investigations
- **CPR Instruction**
- Child Safety Seats Technician

How can we promote fire and life safety in our businesses with our current staffing levels?

- One option: Using a tracking company to:
 - Collect
- · Organize
- · Categorize
- · Track
- Provide written mailed violation notices
- Provide follow up phone calls
- Notify the fire department of discrepancies

For all of the required maintenance of life safety systems in our businesses

The Compliance Engine

- Collects and organizes 3rd party inspection reports of life safety systems
- Helps verify life safety systems are maintained and operational
- Reduces administrative tasks
- Reduces false alarms
- · Free for municipalities
- 3rd party companies pay \$15 fee to submit reports

Code Officials Need Help

Commercial premises are legally required to maintain:

Fire Alarm Systems

Fire Sprinkler Systems (Wet/Dry)

5 Yr. Sprinkler Obstruction Tests

Standpipes

Fire Pumps

Commercial Kitchen Hood Suppression Systems

Commercial Hood Cleaning

Special Suppression System

Paint/Spray Booths

Private Hydrant Systems

Active Smoke Control Systems

Fire Escapes

Emergency Power Generators

40%

of Life Safety Systems are not inspected or serviced every year!

29%

of Fire Code Officials time is spent on administrative duties pertaining to inspection, testing, & maintenance!

Current Costs: False Fire Alarms



2.62 million False alarms in the US for 2016.

According to Statista & National Fire Protection Association



Due to lack of maintenance and testing.

NFPA Study – False Alarm Activity in U.S.



Cost to Respond to a False Call.

Brycer surveying 3000 AHJs across the Country (Range is \$400 - \$1200)

In a 5-year span (9/17/14 – 9/17/19) Belvidere Fire Dept. has responded to 1,052 false alarms which per the above minimum standard comes out to over \$400,000 in costs to respond.

Illinois Fire Departments currently using the Brycer Compliance Engine:

DEPARTMENT	CITY	STATE	ZIP DEPARTMENT	CITY	STATE	ΔIZ
BLUE ISLAND FIRE DEPARTMENT	BLUE ISLAND	=	60406 📑 MACOMB FIRE DEPARTMENT	MACOMB	=	61455
BURBANK FIRE DEPARTMENT	BURBANK	=	60459 MATTESON FIRE DEPARTMENT	MATTESON	_	60443
CALUMET CITY FIRE DEPARTMENT	CALUMET CITY	=	60409 MCCOOK FIRE DEPARTMENT	MCCOOK	=	60525
CENTRAL STICKNEY FIRE PROTECTION DISTRICT	CHICAGO	=	60638 MINOOKA FIRE PROTECTION DISTRICT	MINOOKA	=	60447
CHICAGO FIRE DEPARTMENT/FIRE PREVENTION BUF CHICAGO	JF CHICAGO	<u></u> !	60610 MOKENA FIRE PROTECTION DISTRICT	MOKENA	=	60448
CITY OF CRYSTAL LAKE	CRYSTAL LAKE	=	60014 MORRIS FIRE PROTECTION AND AMBULANCE DISTRICT	MORRIS	=	60540
CITY OF NAPERVILLE	NAPERVILLE	=	60540 NEW LENOX FIRE PROTECTION DISTRICT	NEW LENOX	=	60451
CITY OF SYCAMORE	SYCAMORE	=	60178 NORTH PARK FIRE PROTECTION DISTRICT	MACHESNEY PARK	=	61115
COAL CITY FIRE PROTECTION DISTRICT	COALCITY	=	60416 NORWOOD PARK FIRE PROTECTION DISTRICT	HARWOOD HEIGHTS	_	90209
CRESTWOOD FIRE DEPARTMENT	CRESTWOOD	=	60445 OAK FOREST FIRE DEPARTMENT	OAK FOREST	=	60452
DARIEN - WOODRIDGE FIRE PROTECTION DISTRICT DARIEN	r darien	<u></u>	60561 PALATINE FIRE PREVENTION	PALATINE	=	29009
DOWNERS GROVE FIRE DEPARTMENT	DOWNERS GROVE	=	60515 PEKIN FIRE DEPARTIMENT	PEKIN	=	61554
EAST DUNDEE FIRE PROTECTION DISTRICT	EAST DUNDEE	=	60118 PEORIA FIRE DEPARTMENT	PEORIA	_	61603
ELMHURST FIRE DEPARTMENT	ELMHURST	=	60126 QUINCY FIRE DEPARTMENT	QUINCY	_	62301
ELK GROVE VILLAGE FIRE DEPARTMENT	ELK GROVE VILLAGE	=	60007 RICHTON PARK FIRE DEPARTMENT	RICHTON PARK	=	60471
ANTIOCH TOWNSHIP FIRE PROTECTION DISTRICT	ANTIOCH	=	60002 ROCK ISLAND FIRE DEPARTMENT	ROCK ISLAND	=	61201
FRANKFORT FIRE PROTECTION DISTRICT	FRANKFORT	=	60423 ROSELLE FIRE DEPARTMENT	ROSELLE	-	60172
FRANKLIN PARK FIRE DEPARTMENT	FRANKLIN PARK	=	60131 TROY FIRE PROTECTION DISTRICT	SHOREWOOD	ᆜ	60404
FREEPORT FIRE DEPARTMENT	FREEPORT	=	61032 VILLAGE OF ALSIP	ALSIP	=	60803
HARLEM-ROSCOE FIRE PROTECTION DISTRICT	ROSCOE	_	61073 VILLAGE OF ARLINGTON HEIGHTS	ARLINGTON HEIGHTS	ᆜ	60004
HOMEWOOD FIRE DEPARTMENT	HOMEWOOD	=	60430 VILLAGE OF LIBERTYVILLE	LIBERTYVILLE	⊒	60048
ITASCA FIRE PROTECTION DISTRICT	ITASCA	=	60143 VILLAGE OF NILES	NILES	=	60714
LEMONT FIRE PROTECTION DISTRICT	LEMONT	=	60439 WARRENVILLE FIRE PROTECTION DISTRICT	WARRENVILLE	=	60555
LEYDEN FIRE PROTECTION DISTRICT	FRANKLIN PARK	=	60131 WAUCONDA FIRE DISTRICT	WAUCONDA	=	60084
LISLE-WOODRIDGE FIRE DISTRICT	WOODRIDGE	=	60517 WESTCHESTER FIRE DEPARTIMENT	WESTCHESTER	=	60154
LOMBARD FIRE DEPARTMENT	LOMBARD	=	60148			

Fax (815)544-2278



Belvidere, IL 61008

Motion...

From:	Chief Hyser	Today's Date:	September 18, 2019	
To:	City Council	Effective Date:	September 23, 2019	
Subject:	ubject: Agenda Item for Public Safety Meeting			

The Belvidere Fire Department is pleased to have been chosen to receive grant money from the General Mills Foundation Hometown Grantmaking Program and would like permission to accept a check in the amount of \$15,000. This check will be utilized for hazmat monitoring equipment which will come out of the equipment budget 01-5-220-8200.

Chief Al Hyser

FIRST UNITED METHODIST CHURCH

610 BONUS AVE BELVIDERE, IL 61008-2305



(FERRE

08/27/2019

PAY TO THE ORDER OF_

City of Belvidere

\$ **9,778.94

Nine Thousand Seven Hundred Seventy-Eight and 94/100****

DOLLARS

City of Belvidere 401 Whitney Blvd. Belvidere, IL 61008

MEMO

General Mills Park Project

Susan L. Meyer

AUTHORIZED SIGNATURE

FIRST UNITED METHODIST CHURCH

08/27/2019

42281

City of Belvidere

Date Type Reference 08/27/2019 Bill

Original Amt. 9,778.94

Balance Due 9,778.94 Discount

Check Amount

Payment 9,778.94 9,778.94

Midland Bank General General Mills Park Project

9,778.94

····	5ep7 18,2019
	I am requesting a motion to waive the
	Special use application fee of \$ 700 for the
	Droperty at 300 S. main Street. The
	applicant Previously applied for, paid for
	and was granted a special use for the
	same property.
	Monada Maria
	Wendy Index 312 Ward Alderman
	•

GENERAL OVERVIEW

- The Cannabis Regulation and Tax Act is over 600 pages long.
- Extensive / Arguable over bureaucratic regulation of growing, transporting, selling and transporting cannabis products.
 - Creates two growing licenses including a general growing license and a "craft growers license". Only 30 adult cultivation center licenses will be issued for the state and no more than 100 craft grower licenses issued.
- Dispensaries are very limited and regulated. Between 1/1/20 and 1/1/21 only 75 dispensary licenses may be issued in specific locations identified in the Act. <u>Belvidere and Boone County do not qualify for a dispensary in that year. Rockford will receive 2 available licenses</u>. These 75 licenses are in addition to any "early adopting" medical marijuana dispensaries that are approved for retail sales.
- Commencing 1/1/21 an additional 110 dispensing licenses will be available and commencing
 1/1/22 additional dispensing licenses may be issued but not to exceed 500 statewide.
- Licenses are <u>not</u> issued on a first come first served basis. The state will look at each application
 and rank the application based upon multiple criteria, including, but not limited to, area need
 and market saturation.
- The Act permits personal consumption and possession of cannabis up to a specific amount for
 private use. The Act prohibits public consumption of cannabis with one significant exception. A
 Public Place is any place where a person may reasonably be expected to be observed by others
 (excluding private residences).
- The Act prohibits the personal cultivation of cannabis with the exception of holders of a medical marijuana card. However, the criminal code was also amended. Possession of 5 plants or less is now a civil violation with a \$200.00 maximum fine.
- The Act prohibits the sale of cannabis at the same location where alcohol is sold with the exception of certain tinctures.

LOCAL REGULATION AND TAX (ASSUMING BELVIDERE RECEIVES A DISPENSARY AFTER 1/1/21)

- Home Rule is preempted by the Act. However, the Act specifically authorizes certain local regulation and taxation consistent with the Act.
- Municipalities may <u>NOT</u> prohibit the personal use or possession of cannabis in conformance with the Act.
- Municipalities may prohibit growers and dispensaries within their boundaries.

- Municipalities may place reasonable zoning restrictions upon the location of growers and dispensaries including, but not limited to, time, place and manner restrictions and limits on the number of dispensaries similar to what Belvidere has done with video gaming.
- Municipalities may enact a local retailers occupation tax of up to 3% of the purchase price of any cannabis products sold at a dispensary. This is in addition to all other existing taxes.
- The Act regulates dispensary and grower operations including the age of employees, who may
 be an employee and all record keeping and security requirements. The municipalities may not
 regulate in this area unless it is consistent with the Act.

Cannabis Lounges:

- The Act allows a municipality to adopt an ordinance allowing for the on-premises consumption of cannabis. The on-premises consumption is prohibited unless specifically allowed by a municipality. This is the exception to the no public consumption provision mentioned earlier.
- At first blush this would seem to be akin to a bar where a dispensary, if permitted by the municipality, could operate as a cannabis bar and allow consumption on premises.
- However, potentially it could be greater. The Act, if also authorized by ordinance, would seem to allow a BYO type of facility where individuals could bring their own cannabis to a permitted location and consume the cannabis socially at that location.
- Municipalities appear to be free to enact reasonable license fees and other regulations, including zoning regulations in the administration of on-site cannabis consumption.

EMPLOYMENT ISSUES

- Employees subject to federally mandated drug testing (e.g. CDL holders) are at risk if they use cannabis in any form. Cannabis is still illegal under federal law. Testing positive may result in the loss or suspension of a CDL. So City employees who hold a CDL may not test positive for cannabis. If they do, they may lose their CDL under federal law and therefore their job. This puts the CDL employees and the City in a very tricky situation.
- Public Safety Employees (Police and Fire). Section 10-35(a)(8) of the new statute specifically prohibits and makes it illegal for a police officer or firefighter to use cannabis while on duty. This obviously means they may be free to use cannabis off duty and raises concerns of determining whether an officer is under the influence if they use cannabis off duty and then return to duty. In theory, the same concerns surround alcohol use. However, testing for alcohol is much more refined at this point. We will seek to clarify our drug use and testing policies in light of the new act.

Section 10-50 of the new statute preserves an employer's right (including the City of Belvidere) to adopt zero tolerance drug free workplace policies that would prohibit the use of cannabis while on duty and prohibit being under the influence of cannabis while at work. However, we cannot prohibit the recreational use of cannabis off duty. Interestingly, the Act creates a "good faith belief" test an employer may use to determine if an employee is under the influence of cannabis. Specifically, the statute provides that the employer may base a determination on whether the employee "...manifests specific, articulable symptoms...that decrease or lessen the employee's performance...including symptoms of the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior...disregard for the safety...or accidents..." Once training becomes available, we should provide that to all supervisory personnel.

If the employer makes a "good faith" determination that the employee has used cannabis at work or is under the influence of cannabis at work, in violation of established work place policies, then the employer is free to discipline the employee up to and including termination. We will begin to address the personnel manual to cover these new employment issues.