

Incident Report from the Board of Directors of the Ladies Auxiliary of the Prince George's County Volunteer Fire and Rescue Association – 10-2-23

The Board of Directors of the Ladies Auxiliary of the Prince George's County Volunteer Fire and Rescue Association prepared this report to be submitted to the Fire Commission, Prince George's County Fire/EMS, Prince George's County Volunteer Fire and Rescue Association for this evening.

We had an incident happen last week and this will make the third time that someone has gone into our Ladies Auxiliary office without permission. The first was when the Association and Ladies Auxiliary had one office that had 2 smaller offices inside. One office was the Ladies Auxiliary and the other was the Association. And someone from Prince Georges County government was given the order without any notice to the Ladies Auxiliary to remove our items out of the office. Our items were put into the hallway to be trashed the next day. We received a phone from the person who was in charge of the building to tell us that our stuff was in hall way and there was someone there about to cut our 12-foot mahogany conference table in half, so it would be able to go into the dumpster the next day. He stated he was just checking that is what we wanted to do before they did it. We told him no we didn't know anything about it and stop what they were doing and we would be at the building ASAP. The Auxiliary Board of Directors, Officers and Ginny Wilhite went over to the FSB that day and we removed everything from the hallway and took it to our homes. Later on, it was determined it was a misunderstand and they found a closet for us to put our files in. Then eventually we were given our old office that was up towards the front of the building. It was not big enough to bring back the conference table but we made due. The Ladies Auxiliary appreciated the space given to us.

The second time was during the first year of the COVID period of time, we were told that we could not come into the building. So we stayed out of the building until When we needed to get some items out of our office to do our audit, we discovered that someone was using our office for storing COVID Supplies and COVID use and unused test without permission to use our offices. We were told that this is the COVID pandemic and we were not in there so the County can use any office they needed in the building to work through the pandemic. So after discussion meetings, the items were removed and our ladies Auxiliary Board of Directors and Officers went in and clean the office. During the pandemic we were meeting via Zoom and the Ladies Auxiliary tried to use the office to do our Zoom meetings but were not able to because our Wifi was pulled and disconnected.

We as the Board of Directors tell you all this back information to setup why the Ladies Auxiliary for the past three years have communicated to the Fire Commission, the representatives of the Prince George's Fire/EMS and the Prince Georges County Volunteer Fire and Rescue Association certain requests or statements. That we don't need anyone to come into our office without permission and we don't need anyone to move anything of the Ladies Auxiliary. The following is a breakdown of the past 3 years that proves we told all the powers to be we didn't need anything.

Under Sharon Walker Presidency of the Ladies Auxiliary. She was told that we had to move to the end of the hallway. She told the Chief James McClelland and the Association that the Ladies Auxiliary did not want any new furniture and we would take care of moving our own items. It was explained about the issues we have had in the past as mention above and we would do the move ourselves. Chief James McClelland reported that there would be a delay in moving because of the permit process and the change of other offices moving into their new offices before we could move into their offices. Chief James McClelland kept the Ladies Auxiliary up to date very well throughout the year with the status of when EMS Department would be moving out and we would talk about the renovation layout of the office at that time.

Then under Susan Fricke Presidency of the Ladies Auxiliary. Chief James McClelland, Vic Whipple, President of the Association, Susan Fricke, Marion Nicholson and Ginny Wilhite met at FSB and went over the layout of the new office and it was draw up and approved by everyone. Chief James McClelland asked if we wanted any furniture and any help or assistance when we moved. We told him we didn't want any furniture and we would move ourselves. During that year under the Fire Commission zoom meetings Susan and Ginny both reported at different times that the Ladies were good with what furniture they had and the Ladies Auxiliary would move their own items, just let us know when we can move in.

Under Ginny Wilhite Presidency of the Ladies Auxiliary. The offices were ready to move in but there would be a delay in moving into our offices because the Fire Commission offices were being redone and they moved into the Association and Ladies Auxiliary offices during renovations. During that year both Ginny Wilhite and Sharon Walker both spoke to Chief James McClelland, Asst Fire Chief Mike White, Lt Steve Mandragos on the status. And also reported on the Fire Commission Zoom Meetings that the Ladies Auxiliary did not want any furniture and we did not want any help in moving. But what we needed was to be reconnected to the Wifi so we could do our Zoom meetings and connect the phone back up in our office. And when we move into our new office, we wanted to have a lock put on the new offices. Because half of the County knew the combo lock that was on the new office and we didn't want anyone going into our office without us knowing and we wanted the office to be secure. We said if need be the Ladies Auxiliary could pay to have a Locksmith install the locks and give the building manager a copy. Lt. Steve Mandragos said that we have to use their locksmith.

Under Margie Morris presidency of the Ladies Auxiliary. Fire Commission move out and we were told by Asst Fire Chief Mike White, there had to be a few repairs that needed to be done to the flooring before we could move in. We reminded him that before we move in, we need to have the lock installed on the hallway door and we wanted to have the back door key and the hallway key to match. Asst Fire Chief Mike White and Lt. Steve Mandragos told us they put in requests to have the lock brought and installed and they would check on the Wifi connections and phone installed. We needed the Wifi installed so we could print to our large copier/printer. Lt Steve Mandragos reported to Sharon Walker and Ginny Wilhite the following month that the lock order was approved by the Fire Commission and it would be just a matter of time for the County Locksmith to install it. So, the Ladies Auxiliary though it would be done pretty quickly, since it was approved by the Fire Commission. And we were also told the people moving into our old office wanted to move in as soon as they can. The Ladies Auxiliary moved into our new offices on May 20, 2023. By the June Ladies Auxiliary meeting the lock had not been installed yet and we asked Lt Steve Mandragos to check and see when it would be installed. We also told him that we had 3 items of furniture in our old offices because we had too much furniture. We also left empty moving

boxes for the Association to use for their move. We want to check with them and see if they wanted the furniture and if not, maybe the people moving into our old office could use it. Steve said there was not a rush now to move the items out of our old office but to just let him know after we talk to the Association if they wanted anything. And if they didn't he would schedule to have the items taken to Logistics and Facilities warehouse.

Sorry to be so long in this report, we wanted to establish the chain of events that have happened, in where there should be no reason for anyone to come into our office except to change the lock and installed the Wifi and connect the phone lines.

On September 30, 2023, we had scheduled to have the 2023 Founder's Circle Program at the FSB Building. When we entered our office to get the supplies to setup for this event at 10:00 am we discovered that someone had gone into our office since the weekend before when we were in our office and had taken out many items and moved our stuff around in the office and brought in a new L-shape desk and three 2 drawer file cabinets. Ginny Wilhite immediately came back to the front of the building and addressed the problem to Asst Fire Chief Mike White and PGCVFRA President Lee Lutz. We went back to our office together to look at what had happened. Vice President Dorothy Talbert-Burket contacted President Regina Malito. We looked closely to discover our things were moved around and all of our furniture, our desk top computer and 4 printers and a few Catering Committee boxes were removed from the room. Ginny was quite upset because not only did anyone have any authority to go into our office, someone had obtained a 4 drawer file cabinet keys and open and went through our secured locked file cabinets and move around items and took items out. In these file cabinets we have our Income tax form files with people social security number on them and we have our scholarship application files with people personal information, and we had our bank account information. All of these items have always needed to be under lock and key. We as a Ladies Auxiliary organization only have one person with a key, so the person who opened the file cabinets got keys made to go into them. Also, on our desk top computer we have our Ladies Auxiliary Bank Accounts and financial information. Asst Fire Chief Mike White made several phone calls to try and find out who went into the office and who removed our stuff and where did it go. We also spoke to the Fire Chief Tiffany Green on Saturday and we followed up with an email of the incident. It was discovered that the Fire Commission was handling the Association furniture order and used a private contractor to move the items. As of this morning of this report, we do not have any answers as to where our items went and who moved them.

We had done a complete inventory of everything in the room as of 7-3-23. We had a small group of members meet on Saturday 9-23-23 and everything was the same as it was from our last meeting when we had our Audit on 8-26-23. The Board of Directors and President Regina Melito did a complete inventory on Monday 10-2-23 and discovered the following items were missing:

1. 1 – Dell desk top computer (computer, Monitor and keyboard)
2. 4 - desk top printers (HP and Dell)
3. 1 - 12-foot long by 4-foot-wide mahogany conference table
4. 8 – Black Conference Chairs
5. 1 – Blue Desk Chair
6. 2 – Brown Desk Chairs
7. 2 – 10-foot-long mahogany bookshelves with access to both sides of the bookshelves
8. 1 – 4 drawer oak credenza file cabinet

9. 2 – 2 drawer metal file cabinet
10. 1 – 4 – foot long printer table
11. 1 – Brass table lamp
12. Files
 - a. Notebook for LAPGCVFRA & PGCVFRA Fund Raising Committee Reports
 - b. State Presidents Fund Reports
 - c. Secretary - Minutes form 10-13-17 to 8-2-18
 - d. Canteen reports 4-2-20 to 6-1-20
 - e.
13. Certificates and Plaques
 - a. 75th Anniversary Governor's Citation
 - b. Letter Certificate from Fire Chief Marc Bashoor for 83 smoke detectors Donation 2014
 - c. 75th Anniversary Celebration Photo Album
 - d. MSFA Certificate of Recognition for 75 years
14. Catering Supplies
 - a. Serving Bowls
 - b. Napkins, plates
 - c. 5 paper table cloths
 - d. Half of the Hot and cold cups
 - e. Serving utensils
 - f. Serving plastic platter trays

Now that we have completed our inventory and as of today, we have not found the above listed items. We will be filing a police report, because beside the fact that the furniture is missing. Our computer that has our bank accounts and financial information is missing and our file cabinet that has our members income tax form files information which contain their social security number of our members and scholarship personal information drawer was breached and opened and moved around by someone.

We want to know by what authority someone can come into our secured office and have the right to move around our furniture, files, Supplies and computer and printers. And decide to take out items our property without notice. We want to know who did and where did it go. What is going to be done from today forward about it.

Submitted by Board of Directors

Susan Fricke
Ginny Wilhite
Margie Morris