Clerk's Correspondence

Town of Breed Regular Board Meeting

Tuesday January 9th, 2024, 7:00PM

Breed Town Hall

11155 State Hwy 32 Suring, WI 54174

- Met with Kim Pytleski on December 13th, 2023. She gave good advice on how to move forward as far as record keeping, training, minutes, and elections. Regarding elections, in an email it was stated "Information for Pollworker/Election Inspector training requirements for newly appointed individuals can be found by clicking here: Pollworker Training." (On the Wisconsin Elections Commission website elections.wi.gov) "We will be working with the municipal clerks to host training sessions in January. Training will be conducted in a group setting and information regarding dates and times will be provided to the appointees directly after the first of the year."
  It was discussed that the Town of Breed could host training sessions along with neighboring townships (ie. Town of How) at our townhall once training dates and times were established.
  I will be taking the necessary training through WisVote to be able to submit training data for our appointees.

- Wisconsin Senate has passed Bill 433 2023 Wisconsin ACT 54 amending Section 1. 7.15(1)(cm) of the statutes relating to the timeline for sending/transmitting presidential primary absentee ballots.

- Upcoming Grants: 2 grants through WI Office of Energy Innovation. Rural Energy Startup Program(**RESP**) and the Energy Innovation Grant Program(**EIGP**).
  RESP- funds energy plans and upgrades for units of local government (city, village, town, county) that were not eligible to receive a direct allocation from the US Dept of Energy.
  EIGP- funds renewable energy, energy efficiency, energy storage, microgrids, planning, and more for a variety of eligible stakeholders.
  There is a webinar Tuesday January 9, 2024 at 11:00am on what each program offers.

  WI DOT is offering a FFY 2025 Surface Transportation Program (STP) – Local Supplemental Project Solicitation.
  Projects must be simple, non-controversial projects that have no apparent environmental issues to be considered for funding in this solicitation. The solicitation will

have approx. $2 million in total program funding availability and will exclusively focus on construction project funding. Design activities must be 100% locally funded. Project awards are limited to $500,000 per one eligible sponsor.

- Seven Towns Meeting on January 17th, 2024 in Lakewood.

Kristen Telford

Clerk

Town of Breed

BREED
EMERGENCY OPERATIONS PLAN

d

2024
VERSION

This document needs to be updated by the Town Clerk after each town election or whenever deemed necessary.

Oconto County Emergency Management
301 Washington Street
Oconto, WI 54153
(920)834-6850
Jon.spice@co.oconto.wi.us

Wisconsin Emergency Management
2400 Wright Street
P.O. Box 7865
Madison, WI 53707
608-242-3232
Hotline: 800-943-0003

TABLE OF CONTENTS

PAGE

EMERGENCY TELEPHONE LISTINGS 1

EMERGENCY OPERATIONS CENTER ALERTING LIST 2

LEGAL BASIS 3

ACRONYMS 4

PURPOSE 5

SITUATION AND ASSUMPTIONS 5

CONCEPT OF OPERATIONS 5

ORGANIZATION 7

RESPONSIBILITIES AND TASKS 7

RESOURCE MANAGEMENT 7

PLAN DEVELOPMENT AND MAINTENANCE 7

TOWN OF BREED ADMINISTRATOR/MANAGER 8

TOWN OF BREED EMERGENCY MANAGEMENT DIRECTOR/COORDINATOR 9

TOWN OF BREED CLERK/ASSESSOR/TREASURER 10

WARNING/COMMUNICATIONS 11

LAW ENFORCEMENT 12

HUMAN SERVICES 13

PUBLIC WORKS 14

PUBLIC HEALTH SERVICES/EMERGENCY MEDICAL SERVICES 15

PUBLIC INFORMATION 16

FIRE SERVICES 17

DAMAGE ASSESSMENT 18

OTHER ATTACHMENTS 19

EMERGENCY TELEPHONE LISTINGS for Town of *Breed*

Suring Fire Department ..... ……911
Gillett Ambulance Service ..... ……911
County Sheriff's Department ..... ……911
County Sherrif's Department (non-emergency #)……..920-834-6900
Town of Breed Administrator/Manager
Phillip Christenson……..920-851-3342
Oconto County Office of Emergency Mgt.…….920-834-6850 or cell 920-373-4607
Wisconsin Emergency Mgt. Duty Officer (Contact County EM First) 1-800-943-0003
Electric Companies
Oconto Electric……800-472-8410
WE Energies……800-662-4797
WPS……..800-450-7240
Telephone Company
CenturyLink Residential 800-788-3600
CenturyLink Business……...800-786-6272
Gas Company
WE Energies ……..……..800-261-5325
WPS..... .. 800-450-7280
American Red Cross……..877-618-6628
Salvation Army (Green Bay office)……..920-497-7053
Hospital
HSHS St.Clare - Oconto Falls……....920-846-4444
ThedaCare Medical Center – Shawano……..……...715-526-2111
County Human Services……..…920-834-7000
County Medical Examiner's Office (Coroner)..……..920-448-4185
ChemTrec……..……...1-800-424-9300
Wisconsin DNR (Local Oconto Falls Warden)…… ……...1-800-228-1368
Wisconsin DNR Tip line…… 1-800-847-9367
National Response Center……,,,.....……1-800-424-8802
Building Permits (Tom Smith) …… 1-920-655-1735

EMERGENCY OPERATIONS CENTER
ALERTING LIST

Name/Title	Office Phone #	Home Phone #	Cell Phone #
County Emergency Mgt. Director Jon Spice	920-834-6850		
Town of Breed Board			
Chairman – Phillip Christenson			920-851-3342
Supervisor - Mark Quandt			920-590-1145
Supervisor – Tim Mitchell		920-842-2235	920-590-1288
Clerk – Kristen Telford			920-590-1338
Treasurer – Ethel Firgens		920-842-2991	920-590-0093

LEGAL BASIS

The Legal Basis for the development of this municipal plan is stated in the following documents:

FEDERAL LAW

Public Law 106-390	Robert T. Stafford Disaster Relief and Emergency Assistance Act

WISCONSIN STATUTES

21.11	Call to Active Service [for National Guard]
26.97	Law Enforcement and Police Power (Town Chairs)
59.025	Administrative Home Rule
59.026	Construction of Powers
59.031	County Executive
	(2) Duties and Powers
59.033	County Administrator. (2) Duties and Powers
59.05	Chairperson; Vice Chairperson; Powers and Duties
59.07	General Powers Of County Board. (146) Local Emergency Planning Committees
59.08	Public Work, How Done; Public Emergencies
59.083	Consolidation of Municipal Services, Home Rule, Metropolitan District
59.24	Peace Maintenance
61.34	Powers of Village Board
83.09	Emergency Repairs Of County Trunk Highways
323.30	(1) Powers and Duties of the Governor
	(4) Powers and Duties Of Counties and Municipalities
	(5) Powers and Duties of Heads of Emergency Government Services
323.14	Emergency Powers Of Cities, Villages and Towns
213.095	Police Power Of Fire Chief, Rescue Squads
895.483	(2) Civil Liability Exemption; County Emergency Response Team

COUNTY ORDINANCES

MUTUAL AID AGREEMENTS
- Suring Fire Department
- Gillett Ambulance

ACRONYMS

CP	Command Post
DNR	Department of Natural Resources
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ICS	Incident Command System
NOCCO	Northern Oconto County Community Officer
PIO	Public Information Officer (Chairperson)
UDSR	Uniform Disaster Situation Report
WEM	Wisconsin Emergency Management

MUNICIPAL EMERGENCY OPERATIONS PLAN

A. PURPOSE:

This municipal plan has been developed to provide procedures for the Town of Breed government agencies to respond to various types of emergencies or disasters that affect the community. It provides a link to procedures that will be used by county government since the Town of Breed is part of the county emergency management program. This municipal plan is to be used in conjunction with the Oconto County Emergency Operations Plan (EOP). The municipal plan will be maintained in accordance with current standards of the Oconto County EOP and in accordance with the local/municipal government. Review of this municipal plan shall be accomplished concurrently with the county plan.

B. SITUATION AND ASSUMPTIONS:

Several types of hazards pose a threat to the lives, property or environment in Oconto County. These hazards are outlined in Oconto County Hazard Analysis. A copy of this is located in the County Emergency Operations Center (EOC).

C. CONCEPT OF OPERATIONS:

Municipal officials have primary responsibility for disasters which take place in the municipality. They will activate the appropriate municipal agencies to deal with the disaster. The chief elected municipal official or the municipal emergency coordinator is responsible for coordinating the response of municipal agencies and coordinating the response with county officials if county assistance is necessary.

Actions that the municipality and county should consider if this municipal plan is activated.

1. Municipal agencies assess the nature and scope of the emergency or disaster.

2. If the situation can be handled locally, do so using the procedures in this plan, as appropriate.

    a. The Emergency Management Coordinator advises the Town of Breed Chairperson/Board and coordinates all emergency response actions.

    b. Town of Breed Chairperson/Board declares a local state of emergency and notifies the Oconto County Emergency Management Director of this action.

    c. Forward the local state of emergency declaration to the Oconto County Emergency Office Management office.

    d. The Emergency Management Coordinator activates the municipal EOC. This facility is located at: Breed Community Center, 11155 Hwy 32, Suring WI.

    e. Municipal emergency response officials/agencies respond according to the checklists outlined in the Attachments A-K.

f. Town of Breed Chairperson/Board directs departments/agencies to respond to the situation.

g. Town of Breed Chairperson/Board issues directives as to travel restrictions on local roads and recommends protective actions if necessary.

h. Notify the public of the situation and appropriate actions to take.

i. Keep county officials informed of the situation and actions taken.

j. List any other procedures as may be appropriate for your municipality.

3. If municipal resources become exhausted or if special resources are required, request county assistance through the Oconto County Emergency Management Office 920-834-6850 or mobile 920-737-7690

4. If assistance is requested, the Oconto County Emergency Management Director can assesses the situation and makes recommendations.

5. The county will do the following (to the extent appropriate):

   a. Activate the County EOC.
   b. Implement the County EOP.
   c. Respond with county resources as requested.
   d. Activate mutual aid agreements.
   e. Coordinate county resources with municipal resources.
   f. Notify Wisconsin Emergency Management (WEM) Regional Director.
   g. Forward Uniform Damage Situation Report (UDSR) form.
   h. Assist municipality with prioritizing and allocating resources.

6. If municipal and county resources are exhausted, the County Emergency Management Director can request state assistance through WEM.

7. If state assistance is requested, the WEM Administrator in conjunction with the Regional Director, county emergency management director and municipal emergency management coordinator assess the disaster or emergency situation and recommend that personnel, services and equipment be made available for response, mitigation or recovery.

8. After completing the assessment, the WEM Regional Director immediately notifies the WEM Administrator.

9. The State Administrator of Emergency Management (WEM) notifies the Governor and makes recommendations.

10. If state assistance is granted, procedures will be followed as stated in the Wisconsin EOP and the County EOP.

D. ORGANIZATION:

Town of Breed Board
Chairman – Phillip Christenson
Supervisor – Mark Quandt
Supervisor – Tim Mitchell
Clerk – Kristen Telford
Treasurer – Ethel Firgens

E. RESPONSIBILITIES AND TASKS:

See Attachments A-K for emergency responsibilities of key officials in your jurisdiction.

F. RESOURCE MANAGEMENT:

Additional support from Oconto County Departments may be available by contacting Emergency Management Director.

Mutual Aid Reciprocal Agreements:
Suring Fire Department
Gillett Ambulance

Support from State and Federal Agencies:
Information and assistance in securing state or federal support may be obtained by contacting the County Emergency Management Director. Requests for National Guard assistance should be channeled through the County Emergency Management Director to the WEM Regional Director to the WEM Administrator.

G. PLAN DEVELOPMENT AND MAINTENANCE:

The Town of Breed EOP Development Team is composed of representative from Oconto County Emergency Management and Town of Breed. These agencies are responsible for developing and maintaining this plan.

This Team meets on an as needed basis or as determined by the Town Chairperson. The Team reviews incidents, changes and new information and makes revisions in this plan.

This team also conducts after-action reviews of all exercises and major incidents.

Chairman Phillip Christenson
Municipal Chief Executive

Jon Spice
Oconto County Emergency Management Coordinator

Clerk Kristen Telford
Town Clerk

Sheriff Todd Skarban
Oconto County Sheriff's Office

Fire Chief Mark Zahn
Suring Fire Department

ATTACHMENT A

TOWN OF BREED ADMINISTRATOR/MANAGER

KEY ACTION CHECKLISTS

The Town of Breed Chairperson/Board is responsible for the overall management of the Town of Breed. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

TOWN EMERGENCY MANAGEMENT CHAIRPERSON/BOARD SHOULD:

1. Ensure that the Town of Breed Emergency Management Coordinator/Director or designated person has activated/is activating the Emergency Operations Center (EOC) or Command Post (CP).

2. Report to the EOC/CP.

3. Ensure that the Town of Breed Emergency Management Coordinator/Director or designated person provide an initial damage assessment and casualty report.

4. Ensure that the Town of Breed Emergency Management Coordinator/Director and town officials brief the EOC staff as to the status of the disaster.

5. Be ready to issue a declaration of emergency.

6. Ensure the Town Public Information Officer (PIO) and/or designated person is notified and reports to the EOC.

7. In consultation with the Town Emergency Management Director/Coordinator, determine whether or not county, state or federal assistance should be requested. (Town/county resources must be fully committed before state or federal assistance will be available. If assistance is requested, specify the type and amount of assistance needed.)

ATTACHMENT B

TOWN OF BREED EMERGENCY MANAGEMENT DIRECTOR/COORDINATOR

KEY ACTION CHECKLISTS

The Town Emergency Management Director/Coordinator coordinates all components of the emergency management program in Town of Breed. This includes hazard analysis, preparedness, mitigation, response and recovery activities for all natural and technological disaster/emergencies. The following tasks represent a checklist of actions this department should consider.

TOWN EMERGENCY MANAGEMENT CHAIRPERSON/BOARD SHOULD:

1. Report to the Town EOC/CP.

2. Ensure that town officials and county emergency management director have been notified, key facilities warned, sirens activated,etc.

3. Activate the Town/Municipal EOC (see EOC Alerting List). Make sure that it is fully operational and that EOC staff have reported/are reporting to it.

4. Obtain initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the Town of Breed Chairperson/Board and to the County Emergency Management Director.

5. Conduct regular briefings of EOC staff as to the status of the situation.

6. Evaluate available resources, including personnel, by checking with EOC Staff. If deficiencies exist, take action to obtain the needed resources.

7. Ensure that all department/agency heads have begun to keep separate and accurate records of disaster-related expenditures.

ATTACHMENT C

TOWN OF BREED CLERK/ASSESSOR/TREASURER

KEY ACTION CHECKLISTS

The Town Clerk/Treasurer is responsible for their assigned activities in Town of Breed. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

TOWN CLERK/TREASURER SHOULD:

1. Report to the Town EOC/CP.

2. Maintain records indicating city expenses incurred due to the disaster.

3. Assist in the damage assessment process by:

   -- Provide information regarding the dollar value of property damaged as a result of the disaster.
   -- Provide information (name, telephone number, etc.) regarding the owners of property which has been damaged/destroyed as a result of the disaster.

4. Delegate authority to department directors to permit acquisition of equipment and supplies needed following a disaster.

5. Assign department directors account numbers to which emergency expenditures may be charged.

ATTACHMENT D

WARNING/COMMUNICATIONS

KEY ACTION CHECKLISTS

The Warning and Communications function is responsible for warning and communications in Town of Breed. The following tasks represent a checklist of actions this function should consider in an emergency or disaster situation.

The EOC, located at Breed Community Center, 11155 Hwy 32, Suring, WI, is responsible for warning and communications activities in Town of Breed. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Warn the following:

    a. Municipal Elected Official
    b. Municipal Emergency Management Coordinator
    b. County Emergency Management Director/Coordinator
    c. Municipal Emergency Operations Center representatives
    e. Special Facilities (list)

2. Ensure all agencies represented in the municipal EOC have communications both to their staff at their department offices and their staff at the incident site. This equipment consists of personal cell phone.

3. Activate public warning system. This may consist of an alert on the town official website and FaceBook page. Also, a Code Red alert. Develop assignment on how alert, watch and warning would be handled prior to a disaster or emergency situation.

4. Establish communications with the county EOC if activated or the county emergency government office. The communications equipment available is landlines and cell phones.

5. Establish communications with Command Post if established.

ATTACHMENT E

LAW ENFORCEMENT

KEY ACTION CHECKLISTS

The Oconto County Sheriff Department is responsible for law enforcement activities in the Town of Breed. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Ensure that all Sheriff's Department staff have been notified and that they report as situation directs.

2. Direct the designated law enforcement representative to report to the Town EOC/CP.

3. Secure the affected area and perform traffic and crowd control.

4. Participate in warning the public as situation warrants.

5. Determine scope of incident as to immediate casualties/destruction and whether the incident has the potential to expand and escalate.

6. Direct deputies to close off the damage site area and to stop all in-bound traffic. Set up an emergency pass system.

7. Report above information to appropriate law enforcement agencies.

8. Establish a staging area in the municipality; designate a CP; and establish initial command until relieved.

9. If appropriate and if available, dispatch a communications vehicle to the scene of the disaster.

Other responsibilities may include:

Enforce curfew restrictions in the affected area.

Coordinate the removal of vehicles blocking evacuation or other response activities.

As necessary, shelter in-place or evacuate prisoners as may be appropriate from the affected area.

Assist the medical examiner with mortuary services.

Assist with search and rescue activities.

If the County EOC is activated, establish and maintain contact with the person representing law enforcement.

Try to anticipate your department's needs for manpower and equipment 24-hours in advance. If additional assistance is needed, utilize mutual aid agreements with other law enforcement agencies.

ATTACHMENT F

HUMAN SERVICES

KEY ACTION CHECKLIST

Town Chairperson/Board from The Town of Breed will serve as the Human Services Coordinator in Town of Breed and is responsible for human services activities in Town of Breed. The Coordinator will organize human services activities with a representative from the Oconto County Department of Social Services. This person will keep the County Human Services Officer informed of all human services activities performed, underway, or planned within the municipality. The following tasks represent a checklist of actions this person must consider in an emergency or disaster situation.

1. Coordinate activities of municipal agencies/departments which provide human services type services.

2. Report to the emergency operations center.

3. Coordinate with Red Cross in opening and managing shelters in the municipality.

4. Ensure a canteen is set up to feed emergency workers in the municipality.

5. Work with Red Cross/Salvation Army in providing food and clothing to disaster victims.

6. Provide emergency assistance to persons with special needs. See list of people.

7. Provide necessary outreach services to citizens affected by emergency or disaster.

8. Distribute emergency literature to disaster victims given instructions and assistance pertaining to their immediate needs.

9. Provide psychological counseling and crisis intervention to disaster victims.

10. If County EOC is activated, establish, and maintain contact with the person representing Human Services. If the County EOC is not activated, establish and maintain contact with the County Human Services Officer directly at the county Department of Social Services.

ATTACHMENT G

PUBLIC WORKS

KEY ACTION CHECKLISTS

The Town of Breed Chairperson/Board is responsible for public works activities in Town of Breed. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Ensure that all department personnel have been alerted and that they report as the situation directs.

2. Report to the Town EOC/Command Post.

3. Review the disaster situation with field personnel and report situation to the Town Emergency Management Director.

4. Maintain transportation routes.

5. If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.

6. Coordinate with Law Enforcement travel restrictions/road closures within the municipality.

7. Assist with traffic control and access to the affected area.

8. Assist with urban search and rescue activities as may be requested.

9. Assist private utilities with the shutdown of gas and electric services.

10. As necessary, establish a staging area for public works.

11. Report public facility damage information to the Damage Assessment Team.

12. If the County EOC is activated, establish and maintain contact with the County Highway Commissioner.

ATTACHMENT H

PUBLIC HEALTH SERVICES/EMERGENCY MEDICAL SERVICES

KEY ACTION CHECKLISTS

Town of Breed Chairperson/Board will serve as the Public Health and Emergency Medical Services Liaison in Town of Breed and is responsible for public health and emergency medical services activities in Town of Breed. They will coordinate health services activities with a representative from the Oconto County Public Health Department and the county Emergency Medical Services Officer. The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation.

1. Coordinate emergency medical care to victims (hospitals and ambulances).

2. Assure that public health needs of disaster victims are met.

3. Assume primary operational control for health-related emergencies such as pollution, contaminations, diseases and epidemics.

4. Establish a triage area for victims.

5. Coordinate medical transportation for victims.

6. Establish a staging area in the municipality.

ATTACHMENT I

PUBLIC INFORMATION

KEY ACTION CHECKLISTS

The Town of Breed Chairperson/Board is responsible for public information activities in the Town of Breed. The following tasks represent a checklist of actions this department/agency should consider in an emergency or disaster situation.

1. The Town of Breed Chairperson/Board will function as the sole point of contact for the news media and public officials.

2. Maintain liaison with the EOC and CP in order to stay abreast of situation.

3. Establish news media briefing room and brief the media at periodic intervals.

4. If the situation escalates and the county EOC is activated, coordinate with the County PIO to prepare news releases.

5. Conduct press tours of disaster areas within the town as the situation stabilizes.

6. Assist the county in establishing a Joint Public Information Center.

7. Assist the county with establishing a Rumor Control Center.

8. Issue protective action recommendations or public service advisories as directed by the chief elected official.

ATTACHMENT J

FIRE SERVICES

KEY ACTION CHECKLISTS

The Suring Fire Department is responsible for fire services activities in the Town of Breed. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Establish and/or respond to designated staging area, Command Post or Town EOC as directed by on-scene personnel.

2. Assist Law Enforcement in warning the affected population.

3. Rescue injured/trapped persons.

4. Protect critical facilities and resources.

5. Designate a person to record the arrival and deployment of emergency personnel and equipment.

5. Assist Law Enforcement with evacuation, if needed.

6. Assist the municipal public works department and utilities with shutting down gas and electric services, if necessary.

Other responsibilities may include:

Assist with traffic control.

Assist with debris clearance.

If the County EOC is activated, establish and maintain contact with the person representing fire services.

If the Regional Hazardous Materials Team is needed for a Level A response, obtain assistance through the WEM Duty Officer (1-800-943-0003).

If additional assistance is necessary, utilize mutual aid agreements and/or contracts with other fire departments.

ATTACHMENT K

DAMAGE ASSESSMENT

KEY ACTION CHECKLISTS

The Town of Breed Chairperson/Board is responsible for damage assessment activities in the Town of Breed. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Report to the Town EOC or Command Post.

2. Record initial information from first responders such as law enforcement, public works or fire services.

3. Activate the damage assessment team which consists of the following municipal department/agencies: Town of Breed Chairperson/Board responsible for public damage assessment and those responsible for individual damage assessment.

    a. Within first 2-3 hours: Complete <u>preliminary</u> UDSR:
        1) Number of fatalities.
        2) Number of critical/minor injuries.
        3) Number of home/businesses damaged/destroyed.
        4) Number of power/telephone lines, poles damaged.
        5) Number of public facilities such as highways, roads, bridges, etc. damaged.
        6) Number of people who are homeless or in shelters.

    b. Within 8 hours:
        1) Recount items 1-6 above.
        2) Complete another UDSR, estimating public and private damage.
        3) Video tape and/or take photos of major damage.

    c. Within 24 hours:
        1) Update items 1-6 above.
        2) Complete updated UDSR.

4. Provide damage assessment information to the appropriate town officials and county emergency management director to assist in the preparation of the UDSR.

5. If the situation warrants, assist the Town of Breed Chairperson/Designated with the preparation of a local state of emergency declaration and forward to the Oconto County Emergency Management Director.

6. Plot damage assessment information on status boards in the municipal EOC and locate damaged sites on a map.

7. Record all expenditures for municipal personnel, equipment, supplies, services, etc., and track resources being used.
8. Prepare reports for the town public information officer.

OTHER POSSIBLE ATTACHMENTS YOU MIGHT WANT TO CONSIDER INCLUDING IN YOUR MUNICIPAL PLAN

1. *List of Frequencies (local, state and federal agencies)*

2. *Shelter List and/or Maps (include locations outside the city limits)*
   Suring Fire Department
   604 Main St
   Suring WI 54174

3. *List of EPCRA Facilities and Chemicals Present (available from county emergency management director)*

4. *Equipment/Personnel Resource List*

5. Town of Breed Map

6. *Debris Disposal Locations* – Town Recycle Center

7. *Sample Disaster Declaration*

8. *SOP on Requesting Guard Assistance*

9. *List of Clean-Up Contractors* – Provided by County

10. *Establish a Pass System*

11. *Emergency Purchasing Policy/Procedures* – Town *of Breed* Chairperson

12. *Fiscal and Administrative Procedures and Records – Town of Breed Clerk*

13. *Other Situations* That *May Be Unique to Your Community*

MUNICIPAL DISASTER PROCLAMATION

WHEREAS, a disaster, namely _____ has struck the Town of Breed; and

WHEREAS, because of such emergency conditions, the Town of Breed Board is unable to meet with promptness:

NOW THEREFORE, pursuant to State Statute 323.14(3) & (4), as Chief Elected Official of the Town of Breed, I do hereby proclaim a state of emergency in effect until further notice.

IN TESTIMONY WHEREOF I have hereunto set my hand and have caused the great seal of the Town of Breed to be affixed.

Done at the Town of Breed hall this _____ day of _____, 20____.

_____

Town Chairperson

Ratified by Resolution No. _____ of the Town of Breed Board on the _____ day of _____, 20____ by a vote of ___ for, ____ against.

STANDING OPERATING PROCEDURE TO BE USED BY LOCAL OFFICIALS IN REQUESTING WISCONSIN NATIONAL GUARD ASSISTANCE*

Whenever an emergency exists and a request for National Guard assistance is made, certain essential information about the emergency and the desired form of Guard assistance is needed by the Governor to assist him in making a decision. The situation must be extremely serious and clearly beyond the capability of the requesting agency and/or local government to cope with it before the Guard would be committed.
To expedite requests for use of the Guard, the following procedure will be used. When you wish to request the assistance of the National Guard, telephone Wisconsin Emergency Management on a 24-hour basis at (800)943-0003. Advise who you are and give the information to the officials who answer the call:

1. What is the situation? Give all the facts available.
   a. If it is a flood--How serious? Which river and/or streams? What are the casualties? What is the level of river now? Is the water level rising or falling? How many homes, businesses, etc., are flooded? Give any other information you have about the situation.
   b. If it is a civil disturbance--Who are the persons or groups causing the disturbance? How many people are involved among the people causing the disturbance, among bystanders, among the police, and so forth? Has anyone been killed or injured, and in what way (guns, firebombs, other weapons, etc.)? How much violence has occurred, and of what sort (buildings burned, looting, etc.)? How many weapons, and what type, have been used and/or are at the disposal of the persons causing the disturbance? What is the stated or apparent purpose, if any, of the persons causing the disturbance? What specific incident(s) precipitated the disturbance?
   c. On all other emergencies--Complete information, comparable to that indicated above, will be required.

2. Exactly what is being asked of the National Guard? That is, what task(s) is the National Guard being asked to perform? For how long? How many Guardsmen and what support equipment do you believe would be necessary?

3. On whose authority is the request being made (name, title, telephone)? When can this individual be reached?

4. Have local and/or county resources been committed or expended? Explain local action taken or contemplated.

5. Could the resources necessary to handle the problem be supplied through mutual aid or other regional cooperative arrangements? If the problem cannot be fully handled through mutual aid, to what extent can it be partially handled?

6. How long can an acceptable level of order be maintained without the assistance of the National Guard?

7. If the decision is made to send assistance from the National Guard:
   a. Where do you suggest the National Guard liaison officer go?
   b. To whom do you suggest the liaison officer report?

8. The person communicating the request should provide the following information: his or her name, title, telephone number, and when he or she can be reached again.

Your full cooperation in utilizing this procedure for obtaining the assistance of the National Guard is important and will greatly expedite requests.

CliftonLarsonAllen LLP
https://www.claconnect.com

Master Services Agreement

Town of Breed Wisconsin
11155 State Highwat 32, Suring, WI, 54174
MSA Date: January 5, 2024

This master service agreement ("MSA") documents the terms, objectives, and the nature and limitations of the services CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") will provide for Town of Breed Wisconsin ("you," or "your"). The terms of this MSA will apply to the initial and each subsequent statement of work ("SOW"), unless the MSA is changed in a communication that you and CLA both sign or is terminated as permitted herein.

1. Scope of Professional Services

CLA will provide services as described in one or more SOW that will reference this MSA. The SOW will describe the scope of professional services; the nature, limitations, and responsibilities related to the specific services CLA will provide; and the fees for such services.

If modifications or changes are required during CLA's performance of requested services, or if you request that we perform any additional services, we will provide you with a separate SOW for your signature. Such SOW will advise you of the additional fee and time required for such services to facilitate a clear understanding of the services.

Our services cannot be relied upon to disclose all errors, fraud, or noncompliance with laws and regulations. Except as described in the scope of professional services section of this MSA or any applicable SOW, we have no responsibility to identify and communicate deficiencies in your internal controls as part of any services.

2. Management responsibilities

You acknowledge and understand that our role is to provide the services identified in an SOW and that management, and any other parties engaging CLA, have responsibilities that are fundamental to our undertaking to perform the identified services.

3. Fees and terms

See the applicable SOW for the fees for the services.

Work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagements will be deemed to have been completed even if we have not completed the services. You

will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Payments may be made utilizing checks, Bill.com, your online banking platform, CLA's electronic payment platform, or any other client-initiated payment method approved by CLA. CLA's electronic online bill pay platform claconnect.com/billpay accepts credit card and Automated Clearing House (ACH) payments. Instructions for you to make direct bank to bank wire transfers or ACH payments will be provided upon request.

4. Other Fees

You agree to compensate us for reasonable time and expenses, including time and expenses of outside legal counsel, we may incur in responding to a subpoena, a formal third-party request for records or information, or participating in a deposition or any other legal, regulatory, or other proceeding relating to services we provide pursuant to a SOW.

5. Finance charges and collection expenses

You agree that if any statement is not paid within 30 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

6. Dispute Resolution

Any disagreement, controversy, or claim ("Dispute") that may arise out of any aspect of our services or relationship with you shall be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties (i.e., you and CLA). The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

7. Limitation of remedies

These limitation of remedies provisions are not applicable for any audit or examination services provided to you.

Our role is strictly limited to the services described in an SOW, and we offer no assurance as to the results or ultimate outcomes of any services or of any decisions that you may make based on our communications with you. You agree that it is appropriate to limit the liability of CLA, its partners, principals, directors, officers, employees, and agents (each a "CLA party").

You further agree that you will not hold CLA or any other CLA party liable for any claim, cost, or damage, whether based on warranty, tort, contract, or other law, arising from or related to this MSA,

the services provided under an SOW, the work product, or for any plans, actions, or results of an SOW, except to the extent authorized by this MSA. In no event shall any CLA party be liable to you for any indirect, special, incidental, consequential, punitive, or exemplary damages, or for loss of profits or loss of goodwill, costs, or attorney fees.

The exclusive remedy available to you shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by a CLA party of our duties owed under this MSA and the specific SOW thereunder, but any recovery on any such claims shall not exceed the fees actually paid by you to CLA pursuant to the SOW that gives rise to the claim.

8. Governing Laws, Jurisdiction, and Venue

The MSA is made under and shall be governed by the laws of the state of Minnesota, without giving effect to choice-of-law principles. This includes dispute resolution and limitation of remedies.

9. Time limitations

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any dispute that may arise between you and any CLA party. The parties (you and CLA) agree that, notwithstanding any statute or law of limitations that might otherwise apply to a dispute, including one arising out of this MSA or the services performed under an SOW, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against any CLA party must be commenced as provided below, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery. An action to recover on a dispute shall be commenced within these periods ("Limitation Period"), which vary based on the services provided, and may be modified as described in the following paragraph:

Service	Time after the date we deliver the services or work product*
Tax Consulting Services	36 months
Tax Return Preparation	36 months
Examination, compilation, and preparation services related to prospective financial statements	12 months
Audit, review, examination, agreed-upon procedures, compilation, and preparation services other than those related to prospective financial information	24 months
All Other Services	12 months

* pursuant to the SOW on which the dispute is based

If the MSA is terminated or your ongoing relationship with CLA is terminated, then the applicable Limitation Period is the lesser of the above periods or 12 months after termination of MSA or your ongoing relationship with CLA. The applicable Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a dispute.

10. Confidentiality

Except as permitted by the "Consent" section of this MSA, CLA will not disclose any of your confidential, proprietary, or privileged information to any person or party, unless you authorize us to do so, it is published or released by you, it becomes publicly known or available other than through disclosure by us, or disclosure is required by law, regulation, or professional standard. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us. You also consent to our disclosure of information regarding the nature of services we provide to you to another independent network member of CLA Global, for the limited purpose of complying with professional obligations regarding independence and conflicts of interest.

The Internal Revenue Code contains a limited privilege for confidentiality of tax advice between you and our firm. In addition, the laws of some states likewise recognize a confidentiality privilege for some accountant-client communications. You understand that CLA makes no representation, warranty or promise, and offers no opinion with respect to the applicability of any confidentiality privilege to any information supplied or communications you have with us, and, to the extent that we follow instructions from you to withhold such information or communications in the face of a request from a third party (including a subpoena, summons or discovery demand in litigation), you agree to hold CLA harmless should the privilege be determined not to apply to particular information or communications.

The workpapers and files supporting the services we perform are the sole and exclusive property of CLA and constitute confidential and proprietary information. We do not provide access to our workpapers and files to you or anyone else in the normal course of business. Unless required by law or regulation to the contrary, we retain our workpapers and files in accordance with our record retention policy that typically provides for a retention period of seven years. After this period expires, our workpapers and files will be destroyed. Furthermore, physical deterioration or catastrophic events may shorten the time our records are available. The workpapers and files of our firm are not a substitute for your records.

Pursuant to authority given by law, regulation, or professional standards we may be requested to make certain workpapers and files available to a regulator for its regulatory oversight purposes. We will notify you of any such request, if permitted by law. Access to the requested workpapers and files will be provided to the regulator under the supervision of CLA personnel and at a location designated by our firm. Furthermore, upon request, we may provide copies of selected workpapers and files to such regulator. The regulator may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

11. Other provisions

You agree that CLA will not be assuming any fiduciary responsibility on your behalf during the course of this MSA, except as may be assumed in an SOW.

CLA may, at times, utilize external web applications to receive and process information from our clients; however, any sensitive data, including protected health information and personally identifiable information, must be redacted by you to the maximum extent possible prior to uploading the document or file. In the event that you are unable to remove or obscure all sensitive data, please contact us to discuss other potential options for transmitting the document or file.

CLA and certain owners of CLA are licensed by the California State Board of Accountancy. However, CLA has owners not licensed by the California State Board of Accountancy who may provide services under this MSA. If you have any questions regarding licensure of the personnel performing services under this MSA, please do not hesitate to contact us.

During the course of the engagement, there may be communication via fax or email. You are responsible to ensure that communications received by you or your personnel are secured and not shared with unauthorized individuals.

12. Consent to use financial information

We regularly aggregate anonymized client data and perform a variety of analyses using that aggregated data. Some of these analyses are published to clients or released publicly. However, we are always careful to preserve the confidentiality of the separate information that we obtain from each client, as required by the AICPA Code of Professional Conduct and various laws. Your acceptance of this MSA will serve as your consent to our use of Town of Breed Wisconsin anonymized data in performing and reporting on these cost comparison, performance indicator and/or benchmarking analyses.

Unless authorized by law or the client consents, we cannot use a client's tax return information for purposes other than the preparation and filing of the client's tax return. By signing and dating this MSA, you authorize CLA to use any and all information furnished to CLA for or in connection with the preparation of the tax returns under this MSA, for a period of up to six (6) years from the date of this MSA, in connection with CLA's preparation of the types of reports described in the foregoing paragraph.

13. Consent to send you publications and other materials

For your convenience, CLA produces a variety of publications, hard copy and electronic, to keep you informed about pertinent business and personal financial issues. This includes published articles, invitations to upcoming seminars, webinars and webcasts, newsletters, surveys, and press releases. To determine whether these materials may be of interest to you, CLA will need to use your tax return information. Such tax information includes your name and address as well as the business and financial information you provided to us.

By signing and dating this MSA, you authorize CLA to use the information that you provide to CLA during the preparation of your tax returns to determine whether to offer you relevant materials. Your

consent is valid until further notice.

14. Subcontractors

CLA may, at times, use subcontractors to perform services under this MSA, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this MSA.

15. Technology

CLA may, at times, use third-party software applications to perform services under this MSA. You acknowledge the software vendor may have access to your data.

16. Termination of MSA

This MSA shall continue for five years from January 5, 2024, unless terminated earlier by giving appropriate notice. Either party may terminate this MSA at any time by giving 30 days written notice to the other party.

Upon termination of the MSA, the provisions of this MSA shall continue to apply to all services rendered prior to termination.

17. Agreement

We appreciate the opportunity to be of service to you and believe this MSA accurately summarizes the significant terms of our relationship. This MSA, along with the applicable addendum(s) and SOW(s), constitute the entire agreement regarding services to be performed and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. If you agree with the terms of our relationship as described in this MSA, please sign, date, and return.

CliftonLarsonAllen LLP
Frank Rudewicz
Principal
617-221-1978
frank.rudewicz@claconnect.com

Response:

This MSA correctly sets forth the understanding of Town of Breed Wisconsin

CLA
CliftonLarsonAllen LLP

Frank E Rudewicz

Frank Rudewicz, Principal

SIGNED 1/5/2024, 9:21:37 AM CST

Client
Town of Breed Wisconsin

SIGN:

Philip Christenson, Chairman

DATE:

CliftonLarsonAllen LLP
https://www.claconnect.com

Date: January 5, 2024

Forensic Services

Submitted Electronically –Confidential
Forensic audit

This agreement constitutes a Statement of Work (SOW) to the Master Service Agreement (MSA) made by and between CliftonLarsonAllen LLP (CLA, we, us, and our) and Town of Breed Wisconsin (you, your, or the entity) dated January 5, 2024, or any superseding MSA. The purpose of this SOW is to outline certain services you wish us to perform in connection with that agreement.

The purpose of this SOW is to summarize our understanding of our engagement with you ("Town of Breed Wisconsin") in the above referenced matter. You have requested that we assist you with analysis and forensic accounting services with regard to this matter as you may direct.

We would also be prepared to provide testimony at deposition and trial should you decide that to be appropriate.

Appropriate CliftonLarsonAllen LLP (the "Firm") resources will be used on this engagement, as we deem necessary. Frank Rudewicz, Principal will be responsible for this engagement.

We will hold any documents or records provided to us concerning this matter subject to your direction with respect to possession and control. We will treat our work for you and any work papers we create about this matter as confidential. We will treat our work papers as privileged and confidential and will not disclose them to anyone unless required to do so by court order. We will immediately notify you of any requests or demand to inspect or copy either the documents in our possession or our work papers.

The scope of our engagement will be as determined through discussion with Town of Breed Wisconsin. The Phase 1 scope of the engagement is a forensic review of a limited, specific time period of 1 or 2 fiscal years to review and test all expenditures, vendors, payments in the period to identify anomalies. The scope of review would include, at a minimum, the following:
1. Review of expenditures and approvals
2. Analysis of approved vendors compared to process and payments
3. Due Diligence background of select individuals

Depending on the results, further tasks may be identified.

While our work may involve analysis of accounting records, our engagement does not include an audit in accordance with generally accepted auditing standards or any other attest function. It is our understanding that the primary intent of engaging our services is for the benefit of management of Town of Breed Wisconsin. Our services are not intended to benefit or influence any other person or entity.

Fraud and irregularities by their very nature are most often hidden, and no absolute assurance can be given that all such matters will be detected. Our engagement cannot be relied on to disclose all irregularities or illegal acts, including fraud that may exist. However, we will inform you of any such matters that come to our attention.

Our responsibilities

If we issue a written report to you in connection with this engagement, you may not reproduce, distribute, or extract our report in whole or in part for any purpose other than this engagement without our express written permission. If we grant limited permission in this SOW or elsewhere and/or you reproduce or extract our report in whole or in part, we must approve the masters or printer's proofs of the reports we prepare before they are reproduced or published for distribution outside your management if the Firm's name is to be connected with the report in any way.

Fees

Our professional fees will be billed based on the time involved and the degree of responsibility and skills required. We will also bill for expenses (including travel, internal and administrative charges) plus a technology and client support fee of five percent (5%) of all professional fees billed. Please note that if an estimate is provided they are used for information purposes and cannot be relied on as a budget. CLA notes that estimates can change for varying reasons and they are to be used solely for informational purposes.

Staff Level	Rate per hour
Principal/Signing Director	$400 - $625
Director/Manager	$280 - $535
Senior	$200 - $300
Associate	$150 - $250

If this matter goes to trial or mediation, all fees, including estimated fees for expert witness testimony and completion of the engagement, must be paid in full before any testimony will be provided. This requirement may be waived if satisfactory arrangements are made in advance.

We do not anticipate any difficulties. However, in the unlikely event that there are any disagreements regarding our services, any claims against the Firm as a result of this engagement must be brought within one (1) year from the date our report is delivered or our work is completed.

We bill at our cost, direct expenses incurred during the course of the engagement.

We are certain that you recognize that it is difficult to estimate the amount of time that this engagement may require. The time involved depends upon the extent of our involvement and the nature of available information as well as developments that may occur as work progresses. However, based upon past similar engagements and the limited information known at this time, a Phase 1 scope of this limited nature would cost anywhere from $7,500-$12,000, depending on the time period selected and the volume of transactions. It is our intention to work closely with you to structure our work so that it is appropriately and efficiently staffed.

Bills for services are due when submitted and Town of Breed Wisconsin is responsible for payment. Fees will be billed on a monthly basis, and are due and payable upon presentation. Due to the nature of services provided and the need for us not to be in a situation where our payment might be considered a contingent fee, we will discontinue an engagement where substantial fees are outstanding or fees are more than 90 days past due. Fees unpaid 30 days past the billing date are subject to an interest charge of 1.5% per month. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and costs shall be recoverable by us.

All outstanding invoices must be paid in full prior to the release of any final reports to Town of Breed Wisconsin.

Estimates. Estimates are provided only for the accommodation of our clients and are not quotes. We cannot anticipate or control the amount of time required to properly complete the matters that we are retained to handle. For example, a client may ask us to perform tasks that do not require a CPA/forensic accountant's expertise and that are normally carried out by our clients themselves. Or the other party may take unexpected actions that result in a greater expenditure of our time than is ordinarily required. Many other factors, too numerous to describe, can have a similar effect. Accordingly, despite our desire to provide our clients with useful estimates, it is difficult to do so and our actual fees normally vary, in some cases considerably, from the estimates we provide.

In the event the Firm, its principals and employees are requested pursuant to subpoena or other legal process to produce its documents or appear in person relating to this engagement in judicial or administrative proceedings to which the Firm is not a party, Town of Breed Wisconsin shall reimburse the Firm at standard billing rates for its professional time and expenses, including reasonable attorney's fees, incurred in responding to such requests.

This SOW constitutes the entire agreement regarding services to be provided to you and supersedes all prior agreements, understandings, negotiations, and discussions between us, whether oral or written. This agreement may be supplemented by a replacement statement of work.

The Firm and Town of Breed Wisconsin mutually agree that both parties may execute this SOW electronically.

The Firm reserves the right to withdraw or stop work immediately on this engagement for one or more of the following reasons: (1) if fees or invoices, including any retainer that has not been paid as agreed; (2) if

sufficient, relevant documentation, materials or information is not available, or has not been received to allow for an objective, appropriate work product to be produced under the professional standards; or (3) if you inhibit the application of our professional judgements in applying the best approach based on the available information. If the engagement is terminated prior to completion of the report, the Firm will bill for services rendered to the date of termination and the bill will be due upon presentation. Failure to make the payments required by this agreement, or failure by you to comply with the terms of this agreement give us the sole option to terminate the agreement.

Right to Access

You warrant that you have lawful right to possess and utilize forensic analysis, eDiscovery and other services on the devices or data provided to us. You understand that our activities may can cause damage or disruption to vulnerable systems and that forensic analysis can subject any data recoverable on a device to disclosure. You therefore agree to indemnify, defend and hold CLA harmless for any claim arising out of damages, loss of productivity and unlawful possession or examination of the systems, devices or devices provided. Without limiting the foregoing, you agree to indemnify, defend and hold CLA (and its officers, directors, agents and employees) harmless from any and all losses, liabilities, suits, damages, claims, demands, and expenses (including, without limitation, reasonable attorneys' fees), whether based on contract or tort (including strict liability), resulting from a claim by a third party of improper access to the data or devices provided.

Limitation on remedies

Our role is strictly limited to the tasks and projects described in this SOW, and we offer no assurance as to the results or ultimate outcomes of this engagement or of any decisions that you may make based upon our communications with, or our reports to, you. You will be solely responsible for making all decisions concerning the contents of our communications and reports, for the adoption of any plans, and for implementing any plans you may develop, including any that we may discuss with you. CLA has no duty to ensure that the organization's accounting, billing, coding, compliance, or reimbursement practices, systems, or reports comply with applicable laws or regulations, all of which remain the organization's sole responsibility.

Non-Solicitation

You agree that during the term and for a period of one year after the expiration or termination date of the MSA, you will not solicit, hire, contract with, or engage the services of any person providing services to you on behalf of CLA without the prior written consent of CLA. If you breach this non-solicitation provision, you shall pay $100,000.00 to CLA as liquidated damages within two weeks of the date on which the former CLA employee or consultant begins his or her new employment with you.

Indemnity

For the services described in this SOW, you agree to indemnify and hold harmless CLA, its successors and affiliates, officers, employees, and agents from any claims brought or asserted by any other person, third party, or governmental body for any loss, damages, liabilities, remedies, or cause of action, and from any reasonable expenses incurred in defending against any such claims or actions (including attorney fees) arising from or relating to the services performed by any CLA party.

Other

This agreement will remain in effect until it is terminated by either party on thirty (30) days written notice, with or without cause. In the event of termination, the terms of this agreement shall survive and remain in effect.

Agreement

We appreciate the opportunity to provide the services described in this SOW related to the MSA. All terms and provisions of the MSA shall apply to these services. If you agree with the terms of this SOW, please sign below to indicate your acknowledgment and understanding of, and agreement with, this SOW.

CLA
CliftonLarsonAllen LLP

Frank E Rudewicz

Frank Rudewicz, Principal

SIGNED 1/5/2024, 9:38:15 AM CST

Client
Town of Breed Wisconsin

SIGN:

Philip Christenson, Chairman

DATE: