AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: 2018 Emergency Management Performance Grant – Loca

Action Requested: County Manager Signature

Parties to the Agreement: Gunnison County and State of Colorado DHSEM

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:

2018 Annual Emergency Management Program Grant paperwork.

Fiscal Impact: Federal match is $75,000

Submitted by: B. Lucero for S. Morrill **Submitter's Email Address:** smorrill@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:
No concerns. On-going program, included in budget. ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 12/22/2017

County Attorney Review: (●) Required ( ) Not Required

Comments:
ok db 12/20/17

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 12/20/2017 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 12/22/2017

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted: 0

Agenda Date: 1/2/2018

Revised April 2015

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Part I
Calendar Year 2018 EMPG-LEMS Grant Activities
Annual Work Plan Template (v.010118)

Instructions

Use the 15 EMF categories as a framework for planning your annual work program and consider identified capability gaps or shortfalls that need to be addressed. This can be done in four steps.

1. First, consider your community's long-term strategy for developing and sustaining an all-hazards preparedness strategy, including initiatives that can be accomplished during the grant performance period as well as those objectives that will need to be phased over multiple years.
2. Second, identify Planned Activities that, when completed, will assist you in achieving your long-term strategy. Complete the Work Plan Template by identifying Planned Activities for each Emergency Management Function (EMF) that is relevant to your strategy. Identify to the extent possible the measurable outcome for each Planned Activity.
3. Third, place those activities that can be accomplished during the current performance period in the quarter that you expect the activity to be completed (it is recognized that schedules and priorities change and that activities may actually be accomplished in a different quarter than the one projected).
4. Fourth, determine if the products/activities you have identified combine to make your program eligible for 100% of your award (use the product/activity table from the guidance)
5. Finally, submit the finished document to your assigned DHSEM Regional Field Manager.

Please don't hesitate to contact your DHSEM Regional Field Manager for assistance in completing this Work Plan Template.

Signatures

Must be signed (in ink) or (Adobe Acrobat digital signature) by the emergency manager and forwarded to the assigned DHSEM Regional Field Manager for approval.

By signing, the applicant acknowledges that he/she has read and understands the calendar year 2018 Program Guidelines and Application Kit.

Jurisdiction: _**Gunnison County**_____

Gunnison County Manager_____ _____ Date: _____

Emergency Manager of Jurisdiction: _____Date: _____

DHSEM Regional Field Manager: _____Date: _____

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Part I
2018 EMPG-LEMS Grant Activities
Work Plan Template

2018 EMPG-LEMS Grant Activities		
EMF-1		
Finance and Administration		
Objective(s) of Planned Activities: *Budget preparation, grant administration, LEMS application, expense tracking, quarterly reimbursement requests, quarterly performance reports, equipment monitoring*		
Mandatory Federal Activities for this EMF: Submit updated FFATA		
1st Quarter	Planned Activities: Submit 1st Quarter report and reimbursement request.	Results:
2nd Quarter	Planned Activities: Submit 2nd Quarter report and reimbursement request.	Results:
3rd Quarter	Planned Activities: Submit 3rd Quarter report and reimbursement request.	Results:
4th Quarter	Planned Activities: Submit 4th Quarter report and reimbursement request.	Results:

2018 EMPG-LEMS Grant Activities		
EMF-2		
Laws and Authorities		
Objective(s) of Planned Activities: *Ordinances, resolutions, emergency declarations, EMAP accreditation, compliance with laws and regulations*		
Mandatory Federal Activities for this EMF: None		
1st Quarter	Planned Activities:	Results:
2nd Quarter	Planned Activities: Review Gunnison County BoCC Guidelines	Results:

3rd Quarter	Planned Activities:	Results:
4th Quarter	Planned Activities: Review Emergency and Disaster Management and Procedures 2017-19	Results:

2018 EMPG-LEMS Grant Activities		
EMF-3		
Risk Assessment		
Objective(s) of Planned Activities: *Development/upgrade of local/tribal THIRA (Threat and Hazard Risk Identification and Assessment) or (HIRA Hazard Risk Identification and Assessment), development of corresponding risk management strategies*		
Mandatory Federal Activities for this EMF: None		
1st Quarter	Planned Activities:	Results:
2nd Quarter	Planned Activities:	Results:
3rd Quarter	Planned Activities:	Results:
4th Quarter	Planned Activities:	Results:

2018 EMPG-LEMS Grant Activities		
EMF-4		
Hazard Mitigation Plans and Projects		
Objective(s) of Planned Activities: *Development of local/tribal hazard mitigation plans, implementation of hazard mitigation projects, coordination of Environmental and Historic Preservation (EHP) reviews*		
Mandatory Federal Activities for this EMF: None		
1st Quarter	Planned Activities: Review FEMA Local Mitigation Planning Handbook by Jan 8. Review current HMP to ID areas needing work by Jan 15. Notify all stakeholders by Dec 22 of HMP update and meeting Jan 24. Begin Review of HMP to ID areas needing updates.	Results:

2nd Quarter	Planned Activities: Update the HIRA and conduct a second meeting that wraps up the hazards and starts the mitigation strategy update.	Results:
3rd Quarter	Planned Activities: Update the mitigation strategy and have the planning team review the draft plan update. Conduct a public review of the draft and incorporate public feedback. Submit draft plan to DHSEM.	Results:
4th Quarter	Planned Activities: State and FEMA plan reviews. Revise plan if necessary. Receive Approvable Pending Adoption (APA) for plan from FEMA.	Results:

2018 EMPG-LEMS Grant Activities		
EMF-5		
Emergency Operations Plans		
Objective(s) of Planned Activities: *Development/upgrades of local/tribal emergency operations plans (EOPs) in accordance with CPG-101, Version 2.0, fostering partnerships with EOP stakeholder agencies and organizations.*		
Mandatory Federal Activities for this EMF: All EMPG Program grantees/sub-grantees must maintain, or revise as necessary, jurisdiction-wide all-hazards Emergency Operations Plans that are consistent with CPG-101 v.2 (November 2010) and provide copies of new and revised EOPs/Annexes to DHSEM Regional Field Manager.		
1st Quarter	Planned Activities: Review and update EOP Annexes using DHSEM EOP review tool	Results:
2nd Quarter	Planned Activities: Ensure EOP and	Results:

	Recovery Plan align	
3rd Quarter	Planned Activities:	Results:
4th Quarter	Planned Activities: Ensure EOP and Resource Mob align	Results:

2018 EMPG-LEMS Grant Activities		
EMF-6		
Recovery Plans		
Objective(s) of Planned Activities: *Development/upgrades of local/tribal recovery plans, fostering partnerships with recovery stakeholder agencies and organizations*		
Mandatory Federal Activities for this EMF: None		
1st Quarter	Planned Activities: Draft plan reviewed and inputs due by Jan 16. BoCC adoption late Feb or early March Complete Rapid Needs Assessment Plan	Results:
2nd Quarter	Planned Activities: Assist Public Works with development of Debris Management Plan. Assist Sheriff's Office with development of Re-Entry Plan. Orientation to Recovery Plan with Executive Staff.	Results:
3rd Quarter	Planned Activities:	Results:
4th Quarter	Planned Activities:	Results:

2018 EMPG-LEMS Grant Activities
EMF-7
Training
Objective(s) of Planned Activities: *NIMS training delivery, staff professional development, development of Training & Exercise Plans (TEPs)*

Mandatory Federal Activities for this EMF, (1) all EMPG program funded personnel (State/Local/Tribal) must complete the following NIMS training courses and record proof of completion: IS 100; IS 200; IS 700; and IS 800; FEMA Professional Development Series: IS 139; IS 230.a; IS 235.a; IS 240.a; IS 241.a; IS 242.a; and IS 244.a, (2) all grantees and sub-grantees are required to develop a Multi-Year TEP that incorporates linkages to core capabilities and update it annually.		
1st Quarter	Planned Activities: Implement the CY18 TEP Update CY 19 of the multi-year training and exercise plan. This plan should include required training for EMPG funded personnel. • Weekly EOC ESF trainings • NIMS 700-100 (Classroom) • G-191 ICS/EOC Interface (will likely hold this in Montrose) • ESF 7 Logs/ResMob Workshop • Evac and Re-Entry Report completed training for EMPG funded personnel.	Results:
2nd Quarter	Planned Activities: Submit updated TEP to FM • Weekly EOC ESF trainings • ESF 2 Communications • Situation Unit (for EOC) • Finance for EOC • Evac Ex (TableTop) Report completed training for EMPG funded personnel.	Results:
3rd Quarter	Planned Activities: Work with MAC group to determine training and exercise goals for 2019 and 2020. • Weekly EOC ESF trainings Participate in TEPW	Results:
4th Quarter	Planned Activities: • Weekly EOC ESF trainings	Results:

	• Debris Management Report completed training for EMPG funded personnel.	

2018 EMPG-LEMS Grant Activities		
EMF-8		
Exercises		
Objective(s) of Planned Activities*: Participation in exercises as "Sponsoring" and/or "Participating" agencies. Conduct at least one resource management drill/functional exercise.*		
Mandatory Federal Activities for this EMF: (1) All EMPG program funded personnel (State/Tribal/Local) must participate in at least three exercises in a 12-month period. Sub-grantees may sponsor and/or participate in other sponsor's exercises to fulfill this requirement, (2) all grantees and sub-grantees are required to develop a Multi-Year TEP that incorporates linkages to core capabilities and update it annually.		
1st Quarter	Planned Activities: Implement exercise program as outlined in the TEP Develop plan to meet grant exercise requirement and review with FM. • Monthly EOC Tabletop Report on completed exercises include AAR or CAP	Results:
2nd Quarter	Planned Activities: Implement exercise program as outlined in the TEP • Monthly EOC Tabletop • GMUG Functional Ex Report on completed exercises include AAR or CAP	Results:
3rd Quarter	Planned Activities: Implement exercise program as outlined in the TEP • Monthly EOC Tabletop • PH Vaccination Clinic Report on completed exercises include	Results:

	AAR or CAP	
4th Quarter	Planned Activities: Implement exercise program as outlined in the TEP • Monthly EOC Tabletop Report on completed exercises include AAR or CAP	Results:

2018 EMPG-LEMS Grant Activities		
EMF-9		
Incident Management		
Objective(s) of Planned Activities: *EOC management, COG, multi-agency coordination, support of incident command operations*		
Mandatory Federal Activities for this EMF: None **State Requirement: Hold a meeting with the jurisdiction's emergency services and partner agencies to include: law enforcement, fire, EMS, public works, health and medical, behavioral health, mass care (human services, Red Cross, VOAD), school districts, public utilities, public information, and other relevant stakeholders. These are the agencies and entities which constitute your partners during an EOC activation and any significant incident response. Prepare an agenda for these meetings with the Regional Field Manager.**		
1st Quarter	Planned Activities: MAC Group March 22 Weekly EOC ESF trainings	Results:
2nd Quarter	Planned Activities: MAC Group June 21 Weekly EOC ESF trainings	Results:
3rd Quarter	Planned Activities: MAC Group Sept 20 Weekly EOC ESF trainings	Results:
4th Quarter	Planned Activities: MAC Group Dec 20 Weekly EOC ESF trainings	Results:

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2018 EMPG-LEMS Grant Activities		
EMF-10		
Communications		
Objective(s) of Planned Activities: *Activities supporting interoperability, including cooperative planning, equipment tests, drills, radio checks, purchases, etc*		
Mandatory Federal Activities for this EMF: None		
1st Quarter	Planned Activities: Monthly EOC radio checks/tests	Results:
2nd Quarter	Planned Activities: Monthly EOC radio checks/tests	Results:
3rd Quarter	Planned Activities: Monthly EOC radio checks/tests	Results:
4th Quarter	Planned Activities: Monthly EOC radio checks/tests	Results:

2018 EMPG-LEMS Grant Activities		
EMF-11		
Operations Procedures		
Objective(s) of Planned Activities: *Development/maintenance of systems (e.g., Web EOC), processes (e.g., resource order process), capabilities (e.g., EOC management training), and Plans (e.g., COOP) to support incident operations*		
Mandatory Federal Activities for this EMF: None		
1st Quarter	Planned Activities: Departmental COOP updates Job aid development and updates (WebEOC)	Results:
2nd Quarter	Planned Activities: Job aid development and updates Public Warning	Results:
3rd Quarter	Planned Activities: Job aid development and updates Resource Mob	Results:
4th Quarter	Planned Activities: Job aid development and updates	Results:

2018 EMPG-LEMS Grant Activities		
EMF-12		
Mutual Aid		
Objective(s) of Planned Activities: *Maintenance of local, interagency, regional and statewide intergovernmental agreements. Meet with stakeholder groups to go over mutual aid agreements for currency and validity.*		
Mandatory Federal Activities for this EMF: None		
1st Quarter	Planned Activities: Encourage agencies to update resources in CRRF, WebEOC Etc. Provide assistance if needed. Requested copies of MAA, IGA, MOU documents from all agencies in Dec. Check current status, need of updates	Results:
2nd Quarter	Planned Activities: Review MAA documents with Montrose, Delta and Hinsdale	Results:
3rd Quarter	Planned Activities: Encourage agencies to update resources in CRRF, WebEOC Etc. Provide assistance if needed	Results:
4th Quarter	Planned Activities:	Results:

2018 EMPG-LEMS Grant Activities		
EMF-13		
Resource Management		
Objective(s) of Planned Activities: *Development/maintenance of resource mobilization plans and processes, including database management systems, financial controls and relevant forms*		
Mandatory Federal Activities for this EMF: None **Colorado Requirement: In order to meet the requirements of the Colorado Disaster Emergency Act CRS 24-33.5, Part 7, a Colorado priority for the 2017 EMPG program is the development and implementation of state and local resource management systems. (Please see program requirements in guidance)**		
1st Quarter	Planned Activities: Resource Mob plan should be completed first quarter. Update resource database in WebEOC.	Results:

	This is up to the agencies. We will remind them but we're not doing the actual update.	
2nd Quarter	Planned Activities: Conduct a table top with EOC staff, using Resource Mob Plan	Results:
3rd Quarter	Planned Activities:	Results:
4th Quarter	Planned Activities: Conduct table top with all agencies using Resource Mob plan.	Results:

2018 EMPG-LEMS Grant Activities		
EMF-14		
Facilities Management		
Objective(s) of Planned Activities: *Monitoring & maintenance of EOC/Alternate EOC facilities and equipment*		
Mandatory Federal Activities for this EMF: None		
1st Quarter	Planned Activities: Check and test all EOC equipment and systems weekly. Equip: Computers, Dispatch computer, projectors, phones, radios (and ear fobs), door access. Systems: CodeRED, ReadyOp, WebEOC, County Interactive Maps, Safety Center	Results:
2nd Quarter	Planned Activities: Check and test all EOC equipment and systems weekly. Equip: Computers, Dispatch computer, projectors, phones, radios (and ear fobs) door access. Systems: CodeRED, ReadyOp, WebEOC, County Interactive Maps, Safety Center	Results:
3rd Quarter	Planned Activities: Check and test all EOC equipment and systems weekly. Equip: Computers, Dispatch computer, projectors, phones, radios (and ear fobs) door access. Systems: CodeRED, ReadyOp, WebEOC, County Interactive Maps, Safety Center	Results:
4th Quarter	Planned Activities: Check and test all EOC equipment and	Results:

	systems weekly. Equip: Computers, Dispatch computer, projectors, phones, radios (and ear fobs) door access. Systems: CodeRED, ReadyOp, WebEOC, County Interactive Maps, Safety Center	

2018 EMPG-LEMS Grant Activities		
EMF-15		
Crisis Communication, Public Information and Education		
Objective(s) of Planned Activities: *Development/maintenance of Joint Information System (JIS) protocols and procedures, web page management, and procedures for utilizing social media. Development and maintenance of Alert and Warning Plans and procedures.*		
Mandatory Federal Activities for this EMF: None		
1st Quarter	Planned Activities:	Results:
2nd Quarter	Planned Activities: Code Red IPAWS county-wide and or regional test	Results:
3rd Quarter	Planned Activities: Update Alert and Warning annex to EOP	Results:
4th Quarter	Planned Activities:	Results:

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2018 EMPG-LEMS Annual Program Paper
Part II Jurisdiction Information and Signatures (v.010118)
Note: This document serves to meet the requirements of §24-33.5-707(7), C.R.S.

Jurisdiction Name: Gunnison County

Emergency Program Manager

Name: Scott Morrill
Job Title: Emergency Manager

Mailing Address: 200 E. Virginia Av, Gunnison CO 81230

Physical Address (if different): 510 W. Bidwell Av, Gunnison CO 81230

Phone Contact Information

Office Phone number: 970-641-2481
24 Hour Emergency Line: 970-641-8201 (Gunnison Dispatch)
Office Fax: 970-641-7649
Cellular: 970-275-1370 (Scott) 970-640-2443
Pager:
E-Mail Address: smorrill@gunnisoncounty.org or blucero@gunnisoncounty.org

Employment Status (Please indicate how many)
Paid Full Time: X Paid Part Time: Volunteer: Other:

Jurisdiction Job Title Program Manager Reports to: County Manager

Hours worked per week for jurisdiction in all job titles: 40

Hours worked per week devoted to Emergency Management: 40

Additional Emergency Management Staff			
Type of Employment	How many?	Total staff hours/week	Total E.M. hours/week
Paid full time professional	**1**	**40**	**28**
Paid full time clerical			
Paid part time professional			
Paid part time clerical			
Volunteer			
Other personnel			

Senior Elected Official (Name and Title) __Phil Chamberland, Chair Gunnison County BoCC_____

Chief Executive Officer (if different from above) _Matthew Birnie, Gunnison County Manager_____

Signature/Chief Executive _____

Signature/Emergency Manager/Coordinator _____ Date _____

Signature/DHSEM Regional Field Manager_____ Date _____

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Department of Public Safety

Emergency Management Program Grant (EMPG)
Local Emergency Manager Support (LEMS)
Program Funding Application: Part III (v.010118)

Staffing Pattern for Calendar Year 2018

Note: This for MUST be resubmitted *whenever the jurisdiction has personnel changes* .

JURISDICTION: Gunnison County

1a) Employee Name	2) Classification Specification/Full Position Title	3) Date of Appoint-ment or Date Hired	4) Employee Status- Type of Appointment SEE INSTRUCTIONS
Scott Morrill	Emergency Manager	10/25/2004	
Bobbie Lucero	Deputy Emergency Manager	1/1/2015	

1b) PAID Employee Name	5) Jurisdiction Gross Annual salary (All job titles)	6) Gross Annual Employer-Provided Benefits	7) Total Hours/ Week	8) LEM Hours/ Week	9) Percent LEM Hours/ Week	10) LEMS Eligible Salary	11) LEMS Eligible Benefits
Scott Morrill	$73,726	$20,644	40	40	100%	$73,726	$20,644
Bobbie Lucero	$52,800	$7,021	40	28	70%	$36,960	$4,915
					0%	$0	$0
					0%	$0	$0
					0%	$0	$0
					0%	$0	$0
					0%	$0	$0
					0%	$0	$0
					0%	$0	$0
					0%	$0	$0
Totals	$ 126,526.00	$ 27,665.00				$110,686	$25,559
						Enter in Slot A On Funding Request	Enter in Slot B On Funding Request

COLORADO
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Department of Public Safety

Emergency Management Program Grant (EMPG)
Local Emergency Manager Support (LEMS)
Program Funding Application: Part III (v.010118)

Staffing Pattern and Program Funding for Calendar Year 2018

Note: This for MUST be resubmitted *whenever the jurisdiction has personnel changes* .

JURISDICTION: Gunnison County

	Salaries & Benefits			
A	LEMS Eligible Salary (Staffing Report Block 10 Total):	$110,686		
B	LEMS Eligible Benefits (Staffing Report Block 11 Total):	$25,559		
C	***Total Salary and Benefits (a+b): $***		***$136,245***	
	Travel Expenses			
D	Local Travel (mileage, fleet expense, or other):	$ 1,000.00		from 6310
E	Out of State Travel:			
F	Conference & Seminars (Registration Fees, Hotels, etc.):	$ 810.00		from 7313,7331, 7332, 7430, and split w/G
G	Training (Registration Fees, hotels, etc.):	$ 810.00		
H	Per Diem:	$ 325.00		from 7312
I	Other (Dues, Certifications and Membership Fees):	$ 3,174.00		Software subscription
J	***$***		***$ 6,119.00***	
	Office Support Expenses (more than $200 for year)			
K	Office Supplies and Materials:	$ 319.00		from 6110, 6120
L	Equipment Purchase:			
M	Equipment Lease:	$ 6,084.00		from 7492
N	Rent, Utilities, etc.:			
O	Printing & Copying:	$ 280.00		from 6180
P	Postage:	$ 25.00		from 6170
Q	Other (Advertising, Cell Phones, Aircards, etc.):	$ 39,969.00		Mapping, telephone service, computer, cell ph
R	***Total Office Support Expenses (K+L+M+N+O+P+Q): $***		***$ 46,677.00***	
S	**Total Request (C+J+R):**			$ 189,040.70
T	**Federal (Eligible for Reimbursement) Amount (One half of S):**			$ 94,520.35

Jurisdiction Emergency Manager Signature _____ Date

Jurisdiction Chief Financial Officer Signature _____ Date

COEM Regional Field Manager Signature _____ Date

FFATA/FSRS Data Report

v.010118

Due to the implementation of the FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA), the COEM must enter the information for each subaward into the SUB-AWARD REPORTING SYSTEM (FSRS). This information is required by the Office of Management and Budget (OMB) and must be submitted by the COEM within 30 days of making the subaward, so is being collected at the time of each grant application.

Unless otherwise indicated, all fields must be completed in order to be an eligible subgrant recipient.

Information Field	Field Description	Response
Agency or Jurisdiction DUNS #	DUNS number assigned to your jurisdiction or specifically to your agency	133115220
Parent Organization DUNS number, if applicable	If the Jurisdiction has a DUNS number and the Agency has one as well, insert the Jurisdiction's DUNS here.	
Name of Entity Receiving Award	Jurisdiction or Agency Name to which the DUNS number is assigned	Gunnison County, Colorado
Location of Entity Receiving Award	Full Street Address of the Recipient Agency	200 E. Virginia Av Gunnison, CO 81230
Primary Location of Performance of the Award	Include City, State and Congressional District	510 W. Bidwell Gunnison, CO 81230
The Information Below MAY be Required – See Determining "and" statements		
Names and Total Compensation of the Five (5) most highly compensated officers	If **all** of the Conditions Below are true then the names and compensation information is required – otherwise mark Box 1 as "Not Required"	Information if Required
The entity in the preceding fiscal year received 80% or more of its annual gross revenues in federal awards, and;		1. Not required
The entity received $25,000,000 or more in annual gross revenues from Federal awards, and;		2.
The public does not have access to this information through periodic reports filed with the IRS or SEC		3.
		4.
		5.

Signature: _____ Date: _____

Agency's Authorized Representative (usually the Grant Administrator named in the application and the grant contract)

By signing above, I certify that the information contained in this FFATA data report is complete and accurate to the best of my knowledge.

FFY 18 EMPG

Targeted Training of EMPG Funded Personnel

Gunnison County

EMPG funded personnel shall complete the follwing training requirements and record completion:

To complete the form, list employees on the Staffing Pattern by name. Place the date of all training certificates received for each employee (mo/year).

Last Name	First Name	ICS-100	IS-200	ICS-700	IS-800	IS 120a	IS 230b	IS 235b	IS 240b	IS 241b	IS 242b	IS 244b	ICS-300	ICS-400	Requirement Completed
Lucero	Bobbie	05/17/11	05/17/11	04/01/11	03/14/12	11/26/14	05/24/12	08/22/12	05/13/13	06/24/13	08/22/13	11/21/13	10/21/13	01/31/14	
Morrill	Scott	11/22/11	07/20/05	06/02/08	06/02/08	01/19/07	11/15/11	11/15/11	11/15/11	11/17/11	11/20/11	11/22/11	03/28/07	07/27/07	