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# RACES

## Position Manual

RACES SEOC Representative Duties



### Michigan Section ARRL

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**Abstract**

When the State Emergency Operations Center is activated, a RACES representative sits in the State EOC. This document outlines the duties of that representative. In addition, useful reference material is provided.

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## 1. General Responsibilities

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### 1.1. Team Objectives

ARES/RACES is present at the SEOC to provide backup communications between the area of an incident or emergency and the various state agencies. The "agency coordinator" (SEC or alternate) sits in on the EOC proceedings and stays alert to communications needs of the other agencies. The station staff operates the radio station at the direction of the coordinator, but, depending on the incident status, may need to provide status information and/or direction to the coordinator.

Because emergencies are by nature unpredictable, the specific actions taken by all team members must necessarily react to the incident. Leadership and creativity are required at all levels, and each participant must be willing to help the others as the need arises.

In order to meet the communications needs of the incident, resources are required at the SEOC station as well as in the field. The station manager is responsible for recruiting operators for the SEOC station and marshalling those operators as needed. The Emergency Coordinator in the affected area is primarily responsible for local resources. However, should the capabilities of the local county be exceeded, the SEC or alternate must marshal additional resources, typically by contacting the DEC of the affected area, adjacent DEC's or in some cases, nearby ECs directly.

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### 1.2. Resource Needs

The SEC or alternate is the top ranking ARES official for the incident. As a consequence, it falls to him to ensure that the event is adequately staffed. Depending on the needs of the particular incident, this will require contacting other individuals around the state, and perhaps applying some persuasion to achieve the desired result.

Most commonly, the SEC will contact the DEC for the area affected by the incident. The DEC is aware of the resources of the affected county and the surrounding counties. If the EC can be reached, he is typically the most able to respond quickly. However, when an incident is underway, the EC can often be difficult to reach.

At times the local DEC is unreachable or has exhausted all resources. The SEC must then exploit the resources of other Districts. Nearby Districts are obviously preferred due to travel times, but any District may have the needed resources and must be considered.

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## 2. Specific Duties

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### 2.1. Checking In

On arrival, sign in at the front door. The door to the downstairs stairway will be locked. If the rep or alternate does not have a pass card, an officer will escort him to the security station.

The rep must pick up a badge at the security station outside the EOC room. Because of overcrowding at the SEOC, RACES often does not have a designated position. Select a position that is available.

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### 2.2. Liaison with the station

The rep's primary function is to provide a communications path between the station status and the various agencies.

- Apprise the various agencies of the current station status if needed
- Communicate the current status of the field situation, as understood by the SEOC, to the station.
- Alert the station of any communications needs of the agencies.

If possible, spend some time with the operators prior to the exercise to understand the situation there.

Ideally, the rep will have an HT and will agree with the station on an available frequency. Note that the station's VHF radio will likely be in use, so communication between the rep and the station will probably be HT to HT.

If HTs are not available or do not work, the telephone may be used. Keep in mind, however, that the SEOC rep will likely not have the same number as in previous drills. Be sure the station has the number.

Stay in regular touch with the station; be aware of their situation and whether they are in contact with the site. Keep them up to date as to site changes as announced in the SEOC.

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### 2.3. Agency Announcements

Periodically, the IC or Ops Section Chief will ask for agency updates. Give a brief status of the station for each update. Keep in mind that the agency reps are non-technical, but most realize that we are their backup plan. Give a meaningful status without getting technical.

Pay at least passing attention to the other agency reports. Should they need us our job will be eased if we at least have some familiarity with their situation.

Consider updating the station with any interesting items from the other agencies. Depending on the drill and players, there may be EOCs on the converse bridge unaware of the situation at the site and in need of update.

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## **2.4. Debrief**

At the end of the exercise, there will be a debrief from all agencies. Prior to this check with the station operators to be sure you are aware of any contact with the site or nearby jurisdictions.

Make a positive, brief presentation when asked. As usual, avoid technical details and focus on capability.

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## 3. E-Team

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### 3.1. Introduction

As a general rule, the station staff maintains the RACES Situation Report (SitRep) since the SEC frequently does not have a terminal. However, if for some reason the station staff is unable to maintain the SitRep, it falls on the SEC or his delegate to do so.

It is important to many agencies to be alert to the state of readiness of the RACES station. Agencies have discovered that their communications circuits are sometimes fragile, and they may require our services. An up to date and accurate SitRep gives them some confidence about our status.

In any case, be sure the Agency SitRep is complete, accurate, and up to date.

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### 3.2. Logging On

- Log on to E-Team using the password provided by the DIT rep (typically Rich Law or Jacqueline Barcroft). They will usually log you on.



**Use SEOC-specific password**

Do not use your personal password when logging on at the SEOC.

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### 3.3. Initial Duties

- Review the incident report
- Add an Agency SitRep

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### 3.4. Repetitive Duties

- Update the agency sitrep approximately hourly (generally the station operators manage this).
- Add Duty Log entries if needed
- Review the incident report and other agency SitReps

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## A. SEOC Contacts

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### A.1. Collins Road

- HF/VHF Phone Position - 517-336-3984
- CW Position - 517-324-2381

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### A.2. Leadership Cell Phones

- SEC WB8RCR - 989-430-4855
- ASEC N8ERF - 989-948-5427
- SM - WA8EFK - 313-920-2785

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### A.3. MSP Contacts

The following are key Michigan State Police contacts. If these individuals are on duty, they will typically be in the SEOC:

Operations Section Chief - Jim Porcello

Director EMHSD - Capt. Thomas Sands

Assistant Director EMHSD - Tony Katarski

Logistics Section Chief - Tom Newell

Incident Commander - F/Lt. Ralph Hobrat

E-Team contact - Jaclyn Barcroft

I/T assistance - Rich Law

MSP Training Director - Dan Sibbo

Operations Director - Lt. Bonnie Kanicki-Wilson

REP training contact - Sgt. Mardella Hohn

## B. District Map

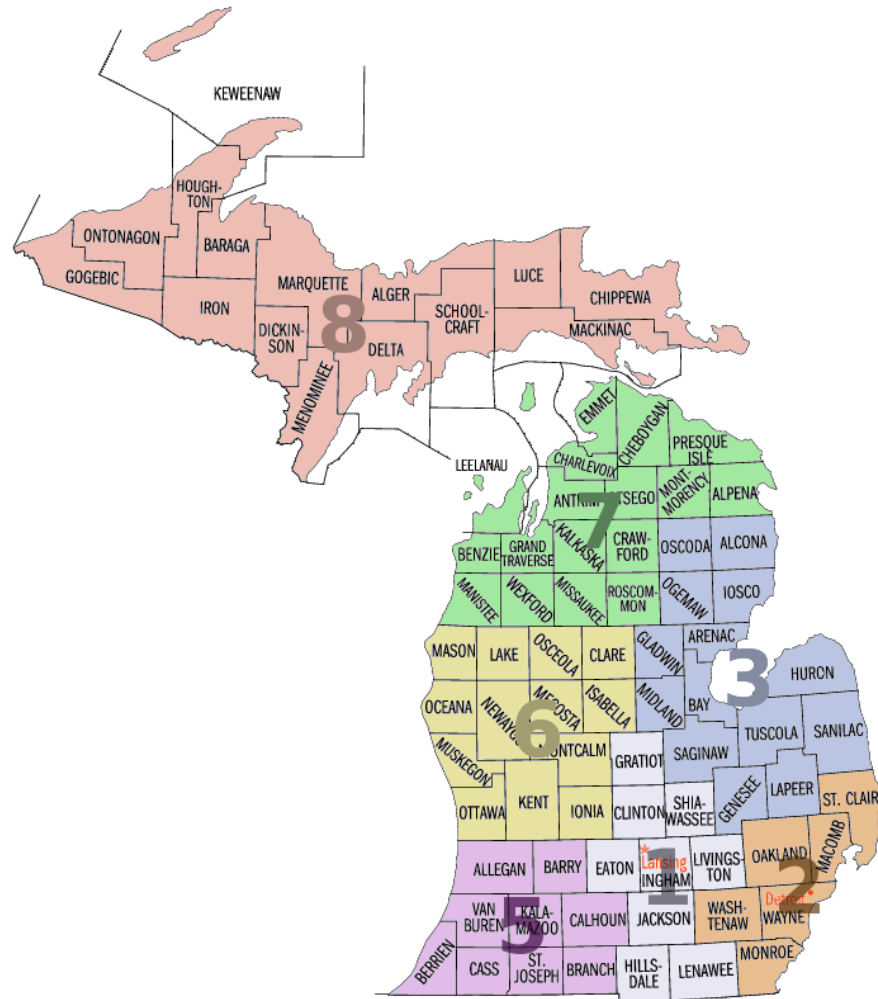


Figure B.1. District Map



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## C. District Emergency Coordinators

District	Call	Name	Phone
1	K8YZA	Joe Pullen	517-263-2181
2	K8UP	John Fleming	248-542-9573
3	N8OSL	Joe Tuscher	810-908-3089
5	KB8FQJ	Carl Flickinger	269-873-7891
6	KB8VEE	Tom van der Mel	231-206-0422
7	WA8RLI	Red Duggan	586-413-2831
8	KG8NK	Lou Gembolis	906-485-5442
APX	KC8YTK	Chris Stinson	989-430-2375
DTX	N8ZSA	Ted Davis	248-842-4077
GRR	N8VLN	Michael Gage	616-538-0502
MQT	KI8AF	Greg Hanson	906-225-1594

Table C.1. District Emergency Coordinators

## D. EC Contact Information

### D.1. District One



Figure D.1. District One

County	EC	Contact
Clinton	David Oulette, WB8MWG	•
Eaton	Jeff Frank, N8HEE	<ul style="list-style-type: none"> <li>• Day Phone: 5175438200</li> <li>• Night Phone: 5175432643</li> <li>• Cell Phone: 5176673015</li> <li>• eMail: n8hee@n8hee.com</li> <li>• ampr.org address: n8hee@hamgate.eaton.ampr.org</li> <li>• repeater: 443.625 (100)</li> </ul>
Gratiot	Bill Rogers, KC8OUF	<ul style="list-style-type: none"> <li>• Night Phone: 9896815349</li> <li>• eMail: kc8ouf@mail.com</li> </ul>
Hillsdale	Daniel Sprow, KC8RYF	<ul style="list-style-type: none"> <li>• Day Phone: 5174373677</li> <li>• Night Phone: 5174371410</li> <li>• eMail: dsprow@comcast.net</li> </ul>

County	EC	Contact
Ingham/ Lansing	Thomas Shaver, KC8NJK	<ul style="list-style-type: none"> <li>Night Phone: 5176481550</li> <li>eMail: tom@cema.biz</li> </ul>
Jackson	Tim Bair, WD8PMD	<ul style="list-style-type: none"> <li></li> </ul>
Lenawee	Joseph Pullen, K8YZA	<ul style="list-style-type: none"> <li>Day Phone: 5175476794</li> <li>Night Phone: 5172632181</li> <li>Cell Phone: 5172601185</li> <li>eMail: jpullen007@comcast.net</li> </ul>
Livingston	Bruce Pollock, N8WWX	<ul style="list-style-type: none"> <li>Day Phone: 5175407681</li> <li>Night Phone: 7348780138</li> <li>eMail: n8wwx_bruce@hotmail.com</li> </ul>
Shiawassee	Thomas Carpenter, KI8AS	<ul style="list-style-type: none"> <li>Night Phone: 5175790599</li> <li>eMail: ki8as@charter.net</li> </ul>

Table D.1. District One - Joseph Pullen, K8YZA

## D.2. District Two



Figure D.2. District Two

County	EC	Contact
Macomb	Paul Reinhardt, KC8BDK	<ul style="list-style-type: none"> <li>Day Phone: 5867381861</li> </ul>

County	EC	Contact
Monroe	Jerry Stone, WB7RUM	<ul style="list-style-type: none"> <li>eMail: jerrys8410@verizon.net</li> </ul>
Oakland	Larry A. Hornsby, Sr., KB8POD	<ul style="list-style-type: none"> <li>Day Phone: 2488860855</li> <li>Cell Phone: 2484212617</li> <li>eMail: kb8pod@aol.com</li> </ul>
Saint Clair	(vacant)	
Washtenaw	Doug Cox, N8ZLR	<ul style="list-style-type: none"> <li>Day Phone: 7349364387</li> <li>Night Phone: 7346650625</li> <li>eMail: doug@dougcox.com</li> </ul>
Wayne	Shanon Herron, KA8SPW	<ul style="list-style-type: none"> <li>Night Phone: 7344219221</li> <li>Cell Phone: 7342776724</li> <li>eMail: ka8spw@sbcglobal.net</li> </ul>

Table D.2. District Two - John Fleming, K8UP

### D.3. District Three

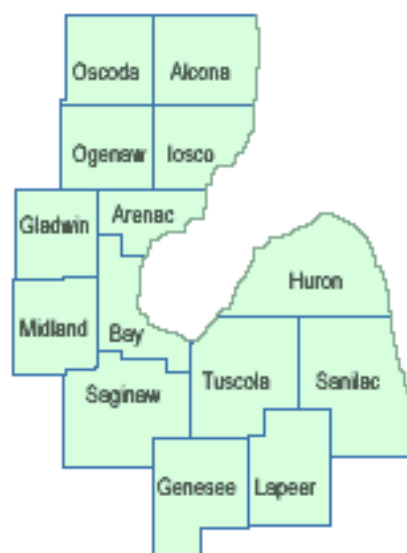


Figure D.3. District Three

County	EC	Contact
Alcona	Stanley Darmofal, W8SZ	<ul style="list-style-type: none"> <li>• Day Phone: 9063780270</li> <li>• Night Phone: 9063873898</li> <li>• eMail: w8sz@arrl.net</li> </ul>
Arenac	Lester Eichman, KD8ERK	<ul style="list-style-type: none"> <li>• Cell Phone: 4899424098</li> <li>• eMail: eichman@yahoo.com</li> </ul>
Bay	Harold Beauchamp, KC8QMH	<ul style="list-style-type: none"> <li>• Day Phone: 9899921890</li> <li>• eMail: kc8qmh@arrl.net</li> </ul>
Genesee	James E. Bowers, KD8IRG	<ul style="list-style-type: none"> <li>•</li> </ul>
Gladwin	Bruce Wagner, N8LYL	<ul style="list-style-type: none"> <li>• Night Phone: 9895392950</li> <li>• eMail: tinarrow@toast.net</li> </ul>
Huron	(vacant)	

County	EC	Contact
Iosco	Kelly Karpp, KB8RWG	<ul style="list-style-type: none"> <li>• Day Phone: 5177392911</li> <li>• Night Phone: 9897352091</li> <li>• eMail: kb8rwg@netzero.net</li> <li>• ampr.org address: kb8rwg@ioseoc.ampr.org</li> </ul>
Lapeer	Tom Oliver, KD8EBY	<ul style="list-style-type: none"> <li>• Night Phone: 8104072461</li> </ul>
Midland	John C. Wolters, W8QN	<ul style="list-style-type: none"> <li>• Day Phone: 9896361920</li> <li>• Night Phone: 9898329122</li> <li>• eMail: wb5pbl@aol.com</li> </ul>
Ogemaw	Lester Eichman, KD8ERK	<ul style="list-style-type: none"> <li>• Cell Phone: 4899424098</li> <li>• eMail: eichman@yahoo.com</li> </ul>
Oscoda	John Shearer, KC8CMQ	<ul style="list-style-type: none"> <li>• Day Phone: 9897867227</li> </ul>
Saginaw	Ron Huss, KC8YVF	<ul style="list-style-type: none"> <li>• Day Phone: 9897992679</li> <li>• eMail: kc8yvf@rhuss.cncfamily.com</li> </ul>
Sanilac	Theodore Davis, KF8ZO	<ul style="list-style-type: none"> <li>• Day Phone: 8106729504</li> <li>• Night Phone: 8106729504</li> </ul>
Tuscola	Roger Edwards, WB8WJV	<ul style="list-style-type: none"> <li>• Day Phone: 9896735722</li> </ul>

Table D.3. District Three - Joe Tuscher, N8OSL

## D.4. District Five

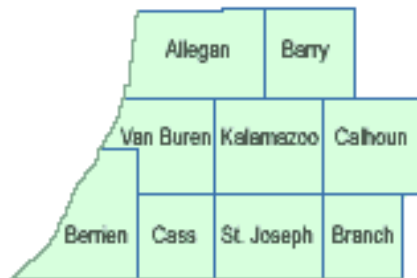


Figure D.4. District Five

County	EC	Contact
Allegan	Jim Cance, AB8SF	<ul style="list-style-type: none"> <li>• Day Phone: 2696851189</li> <li>• Night Phone: 2696851189</li> <li>• eMail: jimandkarencance@att.net</li> </ul>
Barry	(vacant)	
Berrien	Thomas Dumminger, KC8MGD	<ul style="list-style-type: none"> <li>• Day Phone: 2699236999</li> <li>• Night Phone: 2695560570</li> <li>• Cell Phone: 2698769619</li> <li>• eMail: tommyd578@sbcglobal.net</li> </ul>
Branch	Larry Camp, WB8R	<ul style="list-style-type: none"> <li>• Night Phone: 5172780406</li> <li>• Cell Phone: 5176174883</li> <li>• eMail: wb8r@arrl.net</li> </ul>
Calhoun	Dave Smith, KC8COT	<ul style="list-style-type: none"> <li>• Day Phone: 6169685006</li> <li>• eMail: kc8cotham@aol.com</li> </ul>
Cass	(vacant)	

County	EC	Contact
Kalamazoo	Art Snapper, NK8X	<ul style="list-style-type: none"> <li>• Day Phone: 2694918874</li> <li>• Day Phone: 6163723300</li> <li>• Night Phone: 2693723906</li> <li>• Night Phone: 6163818871</li> <li>• eMail: art@nk8x.net</li> </ul>
Saint Joseph	Bill Douglas, AE8K	<ul style="list-style-type: none"> <li>• eMail: ae8k@arrl.net</li> </ul>
Van Buren	Paul Reissmann, WD8MWT	<ul style="list-style-type: none"> <li>• Night Phone: 2696216138</li> <li>• Cell Phone: 2158177594</li> <li>• eMail: wd8mwt@comcast.net</li> <li>• repeater: 444.800+ 94.8 PL</li> </ul>

Table D.4. District Five - Carl Flickinger, KB8FQJ

## D.5. District Six



Figure D.5. District Six

County	EC	Contact
Clare	Richard J. Johnson, KA8DCJ	<ul style="list-style-type: none"> <li>• Day Phone: 9895397463</li> <li>• Day Phone: 9892204623</li> <li>• Cell Phone: 9894807342</li> <li>• eMail: ka8dcj@gmail.com</li> </ul>



County	EC	Contact
Ionia	Roger Packard, KD8KLI	<ul style="list-style-type: none"> <li>• Night Phone: 6165276410</li> <li>• Cell Phone: 6165402794</li> <li>• eMail: rpackard@hughes.net</li> </ul>
Isabella	Gustave Glass, K8GUS	<ul style="list-style-type: none"> <li>• Day Phone: 9893390851</li> <li>• Night Phone: 9895883220</li> </ul>
Kent	Jeffrey Nawrot, N8JSN	<ul style="list-style-type: none"> <li>• Day Phone: 6162911869</li> <li>• Night Phone: 6162911869</li> <li>• eMail: jnawrot@kcvrm.net</li> </ul>
Lake	(vacant)	
Mason	Gary Berk, KC8MWF	<ul style="list-style-type: none"> <li>• Day Phone: 2318454219</li> <li>• Night Phone: 2318432945</li> <li>• eMail: kc8mwf@charter.net</li> </ul>
Mecosta	Steve Cowan, KD8DHZ	<ul style="list-style-type: none"> <li>• Day Phone: 9893829452</li> <li>• eMail: doorman444@gmail.com</li> </ul>
Montcalm	Paul Odem, KC8ZMO	<ul style="list-style-type: none"> <li>• Day Phone: 9896204605</li> <li>• Night Phone: 9893040340</li> <li>• eMail: rockyroster@yahoo.com</li> </ul>
Muskegon	James Duram, K8COP	<ul style="list-style-type: none"> <li>• Day Phone: 2318286306</li> <li>• eMail: jimk8cop@afo.net</li> <li>• eMail: k8cop@arrl.net</li> </ul>

County	EC	Contact
Newaygo	Tim Deater, KC8MSE	<ul style="list-style-type: none"> <li>• Day Phone: 2319248806</li> <li>• Night Phone: 2318541694</li> <li>• eMail: kc8mse@gmail.com</li> </ul>
Oceana	David Robertson, N8UKH	<ul style="list-style-type: none"> <li>• Day Phone: 2317981736</li> <li>• Night Phone: 2318541065</li> <li>• Pager: 2313150218</li> <li>• Nextel: 2312258569 131*538466*15</li> </ul>
Osceola	Bill Kelso, N8NJA	•
Ottawa	Jim Miller, W8JRM	<ul style="list-style-type: none"> <li>• Day Phone: 6164027891</li> <li>• eMail: jrmiller@gmail.com</li> </ul>

Table D.5. District Six - Tom VanderMel, KB8VEE

## D.6. District Seven



Figure D.6. District Seven

County	EC	Contact
Alpena	John Thomas, N8JWH	<ul style="list-style-type: none"> <li>• Day Phone: 9898840292</li> <li>• Cell Phone: 9894644798</li> <li>• eMail: n8jwh@arrl.net</li> </ul>

County	EC	Contact
Antrim	Mike Cleary, W8VPC	<ul style="list-style-type: none"> <li>• Day Phone: 2135448181</li> <li>• eMail: xp1@torchlake.com</li> </ul>
Benzie	Tom Schoonover, K8BTE	<ul style="list-style-type: none"> <li>• Day Phone: 2318824249</li> <li>• eMail: schooner@charter.net</li> </ul>
Charlevoix	(vacant)	
Cheboygan	Charles J. Brew, N8NXP	<ul style="list-style-type: none"> <li>• Night Phone: 2314365570</li> <li>• Cell Phone: 2314996478</li> <li>• eMail: brewfire@upnorth.net</li> </ul>
Crawford	Thomas 'Red' Duggan, WA8RLI	<ul style="list-style-type: none"> <li>• Day Phone: 8107772443</li> <li>• Day Phone: 9892752443</li> <li>• Night Phone: 9892533247</li> <li>• Cell Phone: 5864132831</li> <li>• eMail: wa8rli@arrl.net</li> </ul>
Emmet	Charles P. Scott, N8DNX	<ul style="list-style-type: none"> <li>• Day Phone: 2314870692</li> <li>• Night Phone: 2313479941</li> <li>• Cell Phone: 2313304517</li> <li>• eMail: cscott@gaslightmedia.com</li> <li>• Pager: 2313304517@message.alltel.com</li> </ul>
Grand Traverse	(vacant)	
Kalkaska	(vacant)	
Leelanau	Gerald Gorrell, W8WFN	<ul style="list-style-type: none"> <li>• Day Phone: 6163343793</li> <li>• eMail: w8wfn@aol.com</li> </ul>
Manistee	(vacant)	
Missaukee	(vacant)	

County	EC	Contact
Montmorency	George Brand, WA8SCO	<ul style="list-style-type: none"> <li>• Night Phone: 9893448607</li> <li>• Night Phone: 9893449762</li> <li>• Cell Phone: 9893701395</li> <li>• eMail: georgeb@i2k.com</li> </ul>
Otsego	Richard Nelson, WB8AKH	<ul style="list-style-type: none"> <li>• Day Phone: 9899398020</li> </ul>
Presque Isle	Michael Horn, WB8TQZ	<ul style="list-style-type: none"> <li>• Day Phone: 9897344170</li> <li>• Night Phone: 9897344956</li> <li>• eMail: wb8tqz@arrl.net</li> </ul>
Roscommon	(vacant)	
Wexford	Thomas Warnock, WB8WIV	<ul style="list-style-type: none"> <li>•</li> </ul>

Table D.6. District Seven - Thomas 'Red' Duggan, WA8RLI

## D.7. District Eight



Figure D.7. District Eight

County	EC	Contact
Alger	Raoul Revard, W8RDR	<ul style="list-style-type: none"> <li>• Day Phone: 9063871655</li> <li>• Night Phone: 9063871655</li> <li>• eMail: rrevord@jamadots.com</li> </ul>
Baraga	Randall F. Bell, K8HRO	<ul style="list-style-type: none"> <li>• eMail: rfb@up.net</li> </ul>
Chippewa	(vacant)	
Delta	Mark Seymour, N8XAH	<ul style="list-style-type: none"> <li>• Day Phone: 9067865911</li> <li>• Night Phone: 9062802062</li> </ul>
Dickinson	Dennis Beurjey, KC8SWX	<ul style="list-style-type: none"> <li>•</li> </ul>
Gogebic	Andrew Tate, KD8EBO	<ul style="list-style-type: none"> <li>•</li> </ul>
Houghton	John Swift, N8WAV	<ul style="list-style-type: none"> <li>• Day Phone: 9064820530</li> <li>• Night Phone: 9064827766</li> <li>• eMail: js swift@up.net</li> </ul>

County	EC	Contact
Iron	James Rye, W8IFI	<ul style="list-style-type: none"> <li>Night Phone: 9068753582</li> <li>eMail: jimrye@up.net</li> </ul>
Keweenaw	Gary Hansen, K8YSZ	<ul style="list-style-type: none"> <li>Day Phone: 9063371436</li> </ul>
Luce	David Dake, KC8QZG	<ul style="list-style-type: none"> <li>eMail: daved@forestinsurancecenter.com</li> </ul>
Mackinac	Ron Peterka, WA8OOH	<ul style="list-style-type: none"> <li>Night Phone: 9066437133</li> <li>eMail: wa8ooh@lighthouse.net</li> </ul>
Marquette	Richard Schwenke, N8GBA	<ul style="list-style-type: none"> <li>Day Phone: 9062493837</li> <li>Night Phone: 9062493837</li> <li>eMail: n8gba@chartermi.net</li> </ul>
Menominee	Paul Sorensen, NS8V	<ul style="list-style-type: none"> <li>Night Phone: 9068642551</li> <li>eMail: royalfeathers@earthlink.net</li> </ul>
Ontonagon	Alfred Trainer, KC8OCK	<ul style="list-style-type: none"> <li></li> </ul>
Schoolcraft	Howard A Baker, KD8DBF	<ul style="list-style-type: none"> <li>Night Phone: 9064942557</li> </ul>

Table D.7. District Eight - Lou Gembolis, KG8NK

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## E. Revision History

Revision 6	Mon Jun 07 2010	John McDonough <a href="mailto:wb8rcr@arrl.net">wb8rcr@arrl.net</a>	Update phone numbers
Revision 5	Fri May 14 2010	John McDonough <a href="mailto:wb8rcr@arrl.net">wb8rcr@arrl.net</a>	Update Newaygo Update Clare
Revision 4	Mon Mar 01 2010	John McDonough <a href="mailto:wb8rcr@arrl.net">wb8rcr@arrl.net</a>	Additional phone numbers Rescale District 8 map Correct typos Remove draft status
Revision 3	Mon Feb 22 2010	John McDonough <a href="mailto:wb8rcr@arrl.net">wb8rcr@arrl.net</a>	Tweak some images for PDF Change format of Appendix D to allow for less wasted space Improve/correct E-Team chapter
Revision 2	Fri Feb 19 2010	John McDonough <a href="mailto:wb8rcr@arrl.net">wb8rcr@arrl.net</a>	Still more expanding of duties Tables of EC contact information District map Move reference materials to appendix
Revision 1	Wed Feb 17 2010	John McDonough <a href="mailto:wb8rcr@arrl.net">wb8rcr@arrl.net</a>	Additional details on duties DEC Contact Information
Revision 0	Wed Jan 27 2010	John McDonough <a href="mailto:wb8rcr@arrl.net">wb8rcr@arrl.net</a>	Initial creation of book by publican

