

LEELANAU TOWNSHIP BOARD MEETING AGENDA
TUESDAY, MARCH 9, 2021 5:30 P.M.

231-386-5138

JOIN MEETING VIA ZOOM
MEETING ID: 820 4250 4076
PASSCODE: 496700

TENTATIVE AGENDA

*AGENDA CAN BE AMENDED AT THE MEETING.
CHANGES CAN/WILL OCCUR UP UNTIL AND AT THE MEETING
ORDER OF AGENDA ITEMS CAN/WILL CHANGE UP UNTIL AND AT THE MEETING*

- I. CALL TO ORDER, ROLL CALL,
- II.
- III. SET AGENDA
- IV. PUBLIC COMMENT – FIRST – LIMITED TO 3 MINUTES MAXIMUM
- V. GENERAL BUSINESS
 - A. APPROVAL OF MINUTES OF FEBRUARY 9, 2021 REGULAR BRD MEETING
 - B. APPROVAL OF MINUTES OF FEBRUARY 17, 2021 SP MEETING W/AUDITOR
 - C. APPROVAL OF BILLS FOR MARCH
- VI. REPORTS
 - A. LEELANAU COUNTY COMMISSIONERS – TY WESSELL
 - B. EMERGENCY SERVICES – HUGH COOK
 - C. FACILITIES MANAGER – BEN PURDY
- VII. ACTION ITEM(S)
 - A. GTB LETTER OF SUPPORT – SANDERS
 - B. RUN AD'S FOR NEW HIRE FIRE/EMS 3 FULLTIME EMPLOYEES - COOK
 - C. ADD KATHRYN DUNKLOW TO EMS RESERVE POOL – COOK
 - D. APPROVE NEW BOARD OF REVIEW CANDIDATE – DIAZ
- VIII. DISCUSSION ITEM(S)
 - A. CHRISTMAS COVE – BEN PURDY

PUBLIC COMMENT – SECOND – LIMITED TO 3 MINUTES MAXIMUM
- IX. CORRESPONDENCE AND ANNOUNCEMENTS

ADJOURN

**LEELANAU TOWNSHIP BOARD MEETING MINUTES
TUESDAY, FEBRUARY 9, 2021, 5:30PM**

DRAFT MINUTES

CALL TO ORDER, ROLL CALL:

Monica Diaz, Denise Dunn, Gina Harder, Georgie Murray, John Sanders and Host: Steve Patmore, with Scribe: Georgienne Hammer

Zoom Meeting of the Leelanau Township Board called to order at 5:30p.m.

Guests: Ty Wessell, John Petoskey and David Arroyo

SET AGENDA:

John Sanders asked to move ACTION ITEM: D to be first under Action Items. John also asked to move CORRESPONDENCE to before PUBLIC COMMENT #2. Gina Harder asked to table DISCUSSION ITEMS A, Website Feature until the March meeting.

PUBLIC COMMENT: None

None

GENERAL BUSINESS:

- A. **Approval of Minutes of 1-26-2021 Regular Board Meeting:** Denise Dunn moved to approve the minutes of January 26, 2021 as presented. Gina Harder seconded the motion. John Sanders noted his appreciation of the new minutes format and thanked Monica and Georgienne for their work. Yea: Diaz, Dunn, Harder, Murray and Sanders. Nay: 0.

- B. **Approval of Bills for February 2021:** Monica transmitted all the bills via email to the board. Grand total was \$67,256.96. There were others but were held up due to the amount already spent. Georgie Murray and Gina Harder appreciated the communication and would like to see an added column regarding where the dollars come from. Gina asked if the video equipment was included in the Credit Card bill. Yes. Did we get reimbursed from the CARES grant? Not at this time. John Sanders will follow up. Hurst Mechanical is the heating/AC, etc., for all buildings operated by the township. Georgie Murray moved to accept the bills as presented. Gina Harder seconded the motion. Yea: Diaz, Dunn, Harder, Murray and Sanders. Nay: 0.

REPORTS:

- A. **Leelanau County Commissioners:** Ty Wessell
Meeting Updates: The Health Department continues to administer COVID-19 vaccines, both the sheriff and prosecuting attorney submitted nice reports and the board agreed on

four goals today for the year. A. COVID-19 and Health Department. B. Affordable Housing. C. Mapping Septic Systems and pilot on Little Traverse Lake. D. Broadband and cell service. Racial bias goal still not yet settled. Jail will be re-financed at 1.38% interest rate, which is a good reduction from the 4% they had. Ty was also very pleased to report the Resolution of Support for First Responders, EMS, Sheriff Department, etc.

B. Emergency Services: Hugh Cook

Hugh was not yet present at this time; but did submit a written report with a breakdown of the year's runs and activity. Denise Dunn reported that we can approve his packet as presented in lieu of a verbal report. Questions can be directed to Hugh. A vote is not necessary for a report.

ACTION ITEMS:

D. GTB Letter of Support: John Sanders

John Petoskey, Presenter and David Arroyo, Tribal Chair of GTB Ottawa and Chippewa Indians joined the meeting to present their request for a letter of support regarding the ask for "our day in court" regarding 40 years of 87,000 acres lost by Indians from 1850-1900. GTB wants to say to the United States that they violated the Fifth Amendment by taking these lands through various ways without compensation. They are asking for support of their request of a suit. GTB is simply asking for their day in court. Leelanau County's people will not be affected by this action. John Sanders moved to authorize a letter of support at our March meeting, if that is acceptable. John Petoskey agreed that a letter in March of 2021 is fine. Georgie Murray seconded the motion. Discussion/Questions: Denise Dunn asked if John Petoskey had come to the board previously regarding this issue? John Petoskey did come two years ago, and request was tabled. Apologies. Our goal, as a board, is to approve a letter of support for the Tribe. Motion tabled until the LTB March meeting to be presented as an Action Item.

A. Copy Machine Purchase & New Computer Repair Contract: Monica Diaz

Denise Dunn recommended the purchase of a Kucera Color/Fax Copier Model 308VI for \$2,395. It has all the features except 11 x 17 paper size and an auto-stapler. Neither of those items are an issue. Discussion. Being we are looking to use Netlink as our technology support maybe we should also get the needed machine from Netlink. Netlink Color Copier MFP, Copy-Print-Scan is \$2,996 which includes the 11 x 17 paper size. Georgie Murray moved to purchase the Netlink color copier MFP Copy-Print-Scan for \$2996.00. Gina Harder and Monica Diaz seconded the motion. Yea: Diaz, Dunn, Harder, Murray and Sanders. Nay: 0. Second item: Gina Harder moved we hire Netlink Business Solutions as our new Information Technology support with service calls on an as needed basis. Denise Dunn seconded the motion. Yea: Diaz, Dunn, Harder, Murray and Sanders. Nay: 0.

B. Independent Bank Credit Card Needs New Liability Structure: Monica Diaz

Independent Bank requires a designated individual as the responsible person for their credit card and they are asking John Sanders to lend his name to the card. Credit card has to have a person's name rather than an organization's name. John asked to table this discussion at this time and deal with this in the office.

C. Cemetery Plots (28) Owned by Hank Schroeder: Monica Diaz

The buying back of cemetery plots is unusual and MTA doesn't buy back plots. However, MTA says we are allowed do it if we chose to do so. Hank Schroeder wants to sell back 28 of his original 32 cemetery plots to the township at \$75 per plot. Q & A: Is there a resolution in place. Denise and Monica searched all the records and could not find any resolution in place. Fifty percent of today's purchase price, which is \$150 per plot, would be \$75. That price is less than the inflation rate from 1964 when the plots were originally purchased. Denise Dunn moved to buy back 28 cemetery plots from Hank Schroeder at \$75 per plot. John Sanders seconded the motion. Yea: Diaz, Dunn, Harder, Murray and Sanders. Nay: 0. Denise and Monica will look into creating an ordinance or resolution for the future.

E. STR Web Compliance Monitoring Company: Steve Patmore

The board passed Short Term Rentals in October of 2020 with an understanding of looking into a compliance monitoring company. Steve Patmore reported that a company used by Suttons Bay, Bingham, East Bay, Long Lake, etc., is Host Compliance and they monitor 24/7 all STR websites for compliance. Annual cost for their monitoring is \$7,482 and this was originally built into our budget. They are specialized for this kind of work and been at it for a number of years. Comments/Questions: Very well thought out, great information. Denise Dunn moved to hire Host Compliance of Leelanau at \$7,482 annually to take care of the STR compliance monitoring in Leelanau Township. Georgie Murray seconded the motion. Yea: Diaz, Dunn, Harder, Murray and Sanders. Nay: 0.

F. Add Arielle Booher to EMS Reserve Pool: Hugh Cook

Hugh apologized for coming in late to the meeting as just learning of the loss of a favorite uncle to COVID. Arielle Booher came to us with a highly recommended resume and due to the number of calls, plus our great reputation for EMS we need an addition to the EMS Reserve Pool. Gina Harder moved to approve the hiring of Arielle Booher to the EMS Reserve Pool. Denise Dunn seconded the motion. Yea: Diaz, Dunn, Harder, Murray and Sanders. Nay: 0. Hugh also thanked Georgie and Gina for coming to tour the firehall and the team really appreciated their visit. John Sanders and entire board also expressed their sincere condolences to Hugh for his loss.

DISCSSION ITEMS:

A. Website Feature for Communicating & Surveys – tabled due to internet issues thus unable to complete proper testing of the feature.

B. E-Payment Online – Gina Harder

Gina spoke to looking into making our routine payments, i.e.: utilities, Charter, etc., as an auto E-pay. Discussion. We may need to check in with our auditor first for legality. Monica Diaz will look into these options.

C. Annual Meeting for March, Leelanau Enterprise needs to run an ad – Monica Diaz

The annual meeting is usually held on the last Saturday in March at 10am with a special meeting to follow. Discussion that many boards are getting away from annual meetings and all 2020 in-person meetings were cancelled due to COVID-19. Our ZOOM contract allows for only 100 people to attend. John Sanders moved to cancel the annual meeting for 2021 only. In-person meetings are not allowed until after March 30, 2021. Monica will send the cancellation information to the Leelanau Enterprise.

CORRESPONDENCE AND ANNOUNCEMENTS:

John Sanders reported the correspondence information was the letter shared under the GTB request and presentation at the beginning of Action Items. John also reiterated that he doesn't think we're getting our fair share of COVID-19 vaccine distribution.

PUBLIC COMMENT #2:

Doug Whitley shared his concern about cancelling the annual meeting and asked when else can the public learn about the budget and spending for next budget. Ann Harper agreed with Doug's objections and also wants to know the budget by the end of March 2021. John Sanders said to be sure the budget will be made public by the end of March 2021 as our annual audit meeting is February 17, 2021.

ADJOURN:

Denise Dunn moved to adjourn the meeting. John Sanders seconded the motion. Meeting adjourned at 7:06pm

NEXT REGULAR MEETING OF THE LEELANAU TOWNSHIP BOARD:

March 9, 2021, 5:30pm via ZOOM.

SPECIAL AUDIT MEETING: February 17, 2021 at 2pm via ZOOM.

**Leelanau Township Board
Audit Review Meeting
February 17, 2021**

DRAFT MINUTES

John Sanders called to order at 2:00pm

Virtual meeting via Zoom attendance: Monica Diaz, Denise Dunn, Gina Harder, Georgie Murray and John Sanders

Ten members from the community also attended the meeting via Zoom.

Mary Krantz, auditor, Dennis, Gartland and Niegarth CPA, reviewed findings from the March 2019 through March 2020 audit and took questions. A written question regarding debt for the Village of Northport sewer, which includes some township homes, was reviewed and discussed by all. It was determined that a sound number can be determined with the data currently available. The audit reviewed is included with these minutes.

The audit revealed that the Township is, overall, in good financial health. Mary led the attendees through a synopsis of each category within the audit and took questions. As noted above, the Northport sewer debt weighs heavy on most residents' minds. Mary and Denise will meet within the next couple weeks to work out some possibilities. Questions: Gina Harder asked if there is a place where the dollars could come from rather than take from other funding being that we're in overall good financial health? Are grants and option? Doug Whitley inquired if the Township's healthy cash flow could pay down the sewer debt faster? Think about the long term and pay off debt from General Fund. John Sanders inquired about the reconciliation process – monthly balance? Mary reported, Yes, the Clerk and Treasurer should balance monthly, but have not been. John would like to see the sewer debt made public.

John and the Board thanked Mary Krantz for her work on this audit. Mary noted audits are required every other year, and if the township would like one annually, just reach out to her. John asked the board to think about authorizing another audit again this year. Compilations would be another option for the "off years" due to the expense of work for a full audit. As a board, we need to research which financial reports we really need.

Other Business: Tribe's Letter of Support Request will be discussed and voted on at our regular March 2021 meeting.

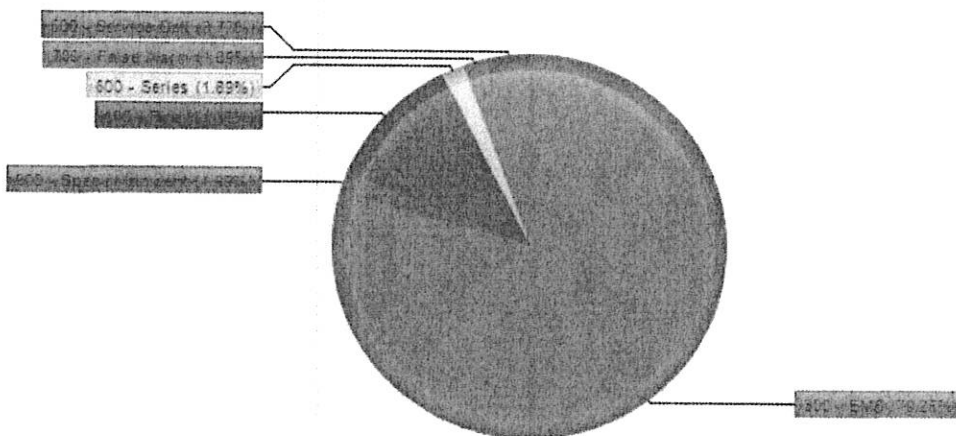
Denise Dunn moved to adjourn the meeting. Monica Diaz seconded the motion. Motion approved: Diaz, Dunn, Harder, Murray, Sanders.

Meeting Adjourned: 3:22pm

Scribe: G. Hammer

Incident Type Group	2021	Total
300 - EMS	42	42
900 - Special Incident	1	1
100 - Fire	6	6
600 - Series	1	1
700 - False Alarm	1	1
500 - Service Call	2	2
Annual Total	53	53

Incident Type Group	2021-01-01	2021-02-01	Total
300 - EMS	25	17	42
900 - Special Incident	1	0	1
100 - Fire	3	3	6
600 - Series	1	0	1
700 - False Alarm	0	1	1
500 - Service Call	0	2	2
Monthly Total	30	23	53



Incident Count By NFIRS Code

Incident Type Group	2021-02-01	Total
300 - EMS	17	17
100 - Fire	3	3
700 - False Alarm	1	1
500 - Service Call	2	2
Monthly Total	23	23

Incident Count by Shift

Shift	2021-02-01	Total
WHITE	10	10
BLUE	7	7
RED	5	5
None	1	1
Total	23	23

Incident Count by Station

Station	2021-02-01	Total
None	3	3
Leelanau Township Fire Department	20	20
Total	23	23

Incident Count by Unit

Unit	2021-02-01	Total
Alfa 692	2	2
Alpha 692	19	19
Tanker 621	3	3
POV	5	5
Engine 612	2	2
Engine 611	1	1
Tanker 622	1	1
Total	33	33



Alarm Date between 2/1/2021

and 2/28/2021

Run

Run and Hide Parameters

Incident Type Details	2021-02-01	Total
321 - EMS call, excluding vehicle accident with injury	15	15
111 - Building fire	1	1
745 - Alarm system activation, no fire - unintentional	1	1
531 - Smoke or odor removal	1	1
341 - Search for person on land	1	1
320 - Emergency medical service incident, other	1	1
114 - Chimney or flue fire, confined to chimney or flue	1	1
112 - Fires in structure other than in a building	1	1
553 - Public service	1	1
Total	23	23

Incident Type Details	2021-01-01	2021-02-01	Total
311 - Medical assist, assist EMS crew	1	0	1
321 - EMS call, excluding vehicle accident with injury	20	15	35
911 - Citizen complaint	1	0	1
320 - Emergency medical service incident, other	4	1	5
111 - Building fire	2	1	3
631 - Authorized controlled burning	1	0	1
138 - Off-road vehicle or heavy equipment fire	1	0	1
745 - Alarm system activation, no fire - unintentional	0	1	1
531 - Smoke or odor removal	0	1	1
341 - Search for person on land	0	1	1
114 - Chimney or flue fire, confined to chimney or flue	0	1	1
112 - Fires in structure other than in a building	0	1	1
553 - Public service	0	1	1
Total	30	23	53

Incident Date▲	Incident Number	NFIRS Number	Alarm Date	Number Or Milepost	Street Prefix	Street Or Highway Name	Street Type	Apartment Number	City	Zip	Incident Type Code	Address Grouped	Addresses Combined More
2/1/2021	210201-00027-NEMS100	0000033	6:05:00 AM	785	South	WAGON WHEEL	Drive		Northport	49670	321	785 South WAGON WHEEL	785 S WAGON WHEEL DR
2/2/2021	210203-00029-NEMS100	0000037	10:48:00 PM	13853	East	Omena	Heights		Omena	49674	321	13853 East Omena	13853 E Omena HTS
2/2/2021	210202-00028-NEMS100	0000035	8:14:00 PM	11560	North	Snyder	Road		Northport	49670	321	11560 North Snyder	11560 N Snyder RD
2/3/2021	210203-00020-NEMS100	0000038	10:18:00 AM	5647	North	LELAND WOODS	Drive		LELAND	49654	111	5647 North LELAND WOODS	5647 N LELAND WOODS DR
2/4/2021	210205-00030-NEMS100	0000039	8:29:00 AM	215	South	HIGH	Street		NORTHPORT	49670	745	215 South HIGH	215 S HIGH ST
2/5/2021	210206-00032-NEMS100	0000041	5:48:00 PM	3301	North	OMENA POINT	Road		OMENA	49674	531	3301 North Omena POINT	3301 N Omena POINT RD
2/5/2021	210206-00031-NEMS100	0000040	11:35:10 AM	251	South	High	Street		Northport	49670	321	251 South High	251 S High ST
2/7/2021	210208-00033-NEMS100	0000042	11:20:47 PM	800	North	Mill	Street		Northport	49670	341	800 North Mill	800 N Mill ST
2/8/2021	210209-00034-NEMS100	0000043	8:51:00 PM	5494	North	JACOBSON	Road		Northport	49670	320	5494 North JACOBSON	5494 N JACOBSON RD
2/12/2021	210213-00036-NEMS100	0000045	10:47:12 PM	6300	North	Christianson	Road		Northport	49670	321	6300 North Christianson	6300 N Christianson RD
2/12/2021	210213-00036-NEMS100	0000053	10:47:12 PM	6300	North	Christianson	Road		Northport	49670	321	6300 North Christianson	6300 N Christianson RD
2/13/2021	210214-00037-NEMS100	0000046	5:11:00 PM	6122	North	NOVOTNY	Road		NORTHPORT	49670	114	6122 North NOVOTNY	6122 N NOVOTNY RD
2/15/2021	210215-00038-NEMS100	0000047	4:12:00 AM	13348	North	FORSEST BEACH SHORES	Road		NORTHPORT	49670	112	13348 North FORSEST BEACH SHORES	13348 N FORSEST BEACH SHORES RD
2/15/2021	210215-00039-NEMS100	0000048	12:14:00 PM	7619	North	MANITOU	Trail		Northport	49670	321	7619 North MANITOU	7619 N MANITOU TRL
2/18/2021	210218-00040-NEMS100	0000049	8:51:00 AM	104	South	WING	Street		NORTHPORT	49670	553	104 South WING	104 S WING ST
2/21/2021	210221-00041-NEMS100	0000051	10:13:00 PM	122	West	Nagonaba			Northport	49670	321	122 West Nagonaba	122 W Nagonaba
2/22/2021	210222-00042-NEMS100	0000052	11:40:47 AM	115	East	5th	Street		Northport	49670	321	115 East 5th	115 E 5th ST
2/23/2021	210223-00045-NEMS100	0000055	8:53:00 PM	104	East	Second	Street		Northport	49670	321	104 East Second	104 E Second ST
2/23/2021	210223-00043-NEMS100	0000056	8:28:00 PM	405	North	Vincer	Way		Northport	49670	321	405 North Vincer	405 N Vincer WAY
2/23/2021	210223-00046-NEMS100	0000054	9:48:15 PM	215	South	High	Street	Upper Hallway	Northport	49670	321	215 South High	215 S High ST
2/23/2021	210223-00044-NEMS100	0000057	6:54:46 PM	7888	North	Manitou Tr.			Northport	49670	321	7888 North Manitou Tr.	7888 N Manitou Tr.
2/24/2021	210224-00047-NEMS100	0000058	12:38:00 PM	7888	North	Manitou	Trail		Northport	49670	321	7888 North Manitou	7888 N Manitou TRL
2/25/2021	210225-00048-NEMS100	0000059	6:08:00 PM	11840		Camp	Haven		Northport	49670	321	11840 Camp	11840 Camp HVN



The Honorable John W. "Jack" Bergman
U.S. House of Representatives
Washington, D.C. 20515

Re: Congressional Bill of Reference for the Grand Traverse Band of Ottawa and
Chippewa Indians.

Dear Representative Bergman:

The Grand Traverse Band of Ottawa and Chippewa Indians has requested your office to introduce a congressional bill of reference to enable the U.S. Court of Federal Claims to consider its claims arising from illegal dispossession of lands reserved in the July 31, 1855 Treaty of Detroit (11 Stat. 621). The Leelanau Township Board understands that your congressional office is willing to introduce a bill if it is supported by local units of governments. The Leelanau Township was one of the townships reserved for tribal allotments in the 1855 Treaty.

The Leelanau Township understands, by tribal representations to the township at a public meeting February 9, 202, that the Tribe is seeking financial compensation from the federal government for a Fifth Amendment taking of treaty reserved lands. This U.S. Constitutional claim would not challenge the possessory interests (real property titles) of any Leelanau Township residents.

Therefore, the Township is specifically relying on those representations by the Tribe by writing this letter of support for a congressional reference bill to determine Tribe's claim. The Township further understands that should the Tribe prevail in its Fifth Amendment claim, compensation for the claim would still be subject to an independent act of Congress recognizing the claim based on the merits of U.S. Court of Claims decision.

The Leelanau Township supports the Tribe's request for a congressional bill of reference enabling the U.S. Court of Federal Claims to consider the Tribe's claims arising from illegal dispossession of lands reserved in the July 31, 1855 Treaty of Detroit (11 Stat. 621) so long as – and on the express precondition that – the congressional referral is limited to claims for money damages and excludes claims for equitable relief.

Sincerely,

Leelanau Township Supervisor
Leelanau Township
P.O Box 338, 119 Nagonaba St.
Northport, Mi 49670
231 386 5138 TX
231 386 7909 FX
(231) 256-7546 ext. 202
E-Mail:

Cc: Leland Township Board

KATHRYN N. DUNKLOW

2264 N STALLMAN RD
SUTTONS BAY, MI 49682
231-632-4447 • KNDUNKLOW@GMAIL.COM

OBJECTIVE

To use the skills that I have obtained to provide a needed service to the community.

PERSONAL PROFILE

Motivated, dedicated and goal-oriented professional with diverse job history and achievements. Able to excel in distinctly different environments; dedicated to expanding knowledge. Outstanding interpersonal communication and leadership skills combined with commitment, passion, and eagerness to learn quickly. Exemplary integrity, honesty, reliability, flexibility, work ethic, and diligence.

WORK EXPERIENCE

09/2017 - Present

Lieutenant/Paramedic, *Leland Township Fire and Rescue, Leland, MI*

Provide a full range of Lieutenant/Paramedic duties to Leland Township. Duties include a wide range of Paramedic tasks including patient care and transportation, as well as fire suppression, prevention, and public education. I also manage the pre-incident planning process, "Stop the Bleed" program, perform low level employee management, and assist with teaching CPR classes to the public. This position is full time.

02/2017 - 10/2020

Paramedic, *North Flight EMS, Traverse City, MI*

Provide a full range of Paramedic duties to the greater Grand Traverse Region. Duties include a wide range of Paramedic tasks including patient care, transportation, and transfers. This position was pool.

01/2019 - Present

Paramedic, *Munson Medical Center Emergency Department, Traverse City, MI*

Provide a full range of Paramedic duties under the direction of emergency department nurses and physicians. Duties include tasks normally assigned to a paramedic in the field, as well as expansion of normal tasks such as catheter placement and broader medical administration privileges. This position is pool.

CERTIFICATES AND LICENSES

NIMS 100b, 200b, 700a, 800b	2012	
State of Michigan Firefighter 1&2	2014	
Everyone Goes Home	2014	
State of Michigan Hazardous Materials - Operations	2014	
Advanced Vehicle Stabilization	2014	
Vehicle Extrication	2014	
Emergency Vehicle Drivers Training	2014	
HazMat IQ	2014	
State of Michigan Chauffeur's License	2014	
Ice Rescue - Technician	2015	
Wildland Firefighter Training S-130	2015	
Wildland Fire Behavior S-190	2015	
Human Factors on the Fireline L-180	2015	
Managing Company Tactical Operations - Decision Making	2015	
Strategy and Tactics for Initial Company Operations	2015	
Preparing for Initial Company Operations	2015	
Reading Smoke and Tactics	2015	
Agricultural Machine Rescue	2015	
Liquid Propane Gas Emergencies	2015	
American Heart Association BLS Instructor	2015	
NREMT and State of Michigan Paramedic	2016	
Pediatric Advanced Life Support	2016	
Advanced Cardiac Life Support	2016	
NAEMT Pre-Hospital Trauma Life Support Instructor		2016
Neonatal Resuscitation Program	2017	
NFPA and State of Michigan Fire Inspector I	2018	
Rope Rescue Operations I	2018	
Stop the Bleed Instructor	2018	
Peer Support	2019	
Company Officer 1&2	2019	

OTHER

- Ability to type 64 wpm and use general office equipment.
- Unrestricted chauffeur's license and clean driving record.
- Dependable vehicle for work commute.
- Passion for training and acquiring knowledge.