

THE OFFICE OF THE GOVERNOR

**EXECUTIVE DEPARTMENT
STATE OF IDAHO
BOISE**

EXECUTIVE ORDER NO. 2010-09

**ASSIGNMENTS OF ALL-HAZARD MITIGATION, PREPAREDNESS, RESPONSE
AND RECOVERY FUNCTIONS TO STATE AGENCIES IN SUPPORT OF LOCAL
AND STATE GOVERNMENT RELATING TO EMERGENCIES AND DISASTERS**

WHEREAS, widespread property damage, personal injury and loss of life from manmade and natural disasters is an ever present possibility in Idaho; and

WHEREAS, Chapter 10, Title 46, Idaho Code requires the protection of lives and property in any type of natural or man-made disaster emergency or threat that might conceivably confront the State; and

WHEREAS, local government is the principal provider of emergency response in Idaho and local volunteers deliver nearly 85% of the emergency services within the State; and

WHEREAS, the role of state government is to support and enhance local community emergency response efforts including focusing state agency activities on supporting regional and community needs throughout Idaho; and

WHEREAS, the Legislature has directed the development of such state disaster mitigation, preparedness, response and recovery plans; and

WHEREAS, effective state mitigation, preparedness, response and recovery planning requires proactively identifying functions that would be performed during such emergencies and the assignment of responsibility for developing the capability to implement these plans;

NOW, THEREFORE, I, C.L. "BUTCH" OTTER, Governor of the State of Idaho, by virtue of the powers and authority vested in me by the Constitution and laws of this State do hereby assign emergency mitigation, preparedness, response and recovery functions to the various agencies.

Each department and agency with essential functions, whether expressly identified in this Order or not, shall:

I. COORDINATING INSTRUCTION

A. Office of the Adjutant General, Chief, Bureau of Homeland Security

1. Coordinate emergency management activities of all state agencies on behalf of the Governor (Section 46-1006, Idaho Code).
2. Provide executive supervision and policy guidance to the State Director/Coordinator, Bureau of Homeland Security.
3. Order into active service of the State, the National Guard or any part thereof as directed by the Governor in the event a state of an extreme emergency is declared (Section 46-601, Idaho Code)
4. Draw upon existing advisory committees, commissions and councils to form a Homeland Security Coordination Group in order to exchange information and coordinate preparedness efforts. Assign management and oversight of the Coordination Group to the Director, Bureau of Homeland Security.

B. Bureau of Homeland Security

1. Coordinate state and federal emergency response, recovery and mitigation operations during emergencies and disasters. Provide technical support to local jurisdictions involved in local emergencies and disasters that do not require state resources.

2. *Establish and maintain the Idaho Emergency Operations Center for directing the coordination of emergency and disaster operations.*
3. *Develop and coordinate the preparation and implementation of plans and programs for mitigation to prevent or reduce the harmful consequences of disasters in accordance with Section 46-1006(1), Idaho Code.*
4. *Ensure state and local preparedness, response and recovery plans are consistent with national plans and programs. Ensure state agency plans are consistent with the State's emergency management goals and procedures.*
5. *Coordinate collaborative efforts with other state governments and federal agencies.*
6. *Coordinate all requests from state and local governments for disaster emergency assistance.*
7. *Coordinate the use of state emergency communications and warning systems. Develop, administer, and integrate the state Radio Amateur Civil Emergency Service (RACES) and other volunteer communications programs into a state system or network in accordance with Section 46-1013, Idaho Code.*
8. *In coordination with the Governor's Press Secretary and/or Communications Director, coordinate and administer the Public Information Emergency Response (PIER) Team program in support of state and local emergency and disaster public information preparedness, emergency evacuation, response and recovery objectives.*
9. *Function as the State Administering Agency for the federal State Homeland Security Grant Program (SHSGP). Ensure that Idaho meets national standards and criteria established by the U. S. Department of Homeland Security.*

II. GENERAL ASSIGNMENTS

Each state agency will:

- A. *Prepare for and respond to emergencies or disasters within the State of Idaho in a manner consistent with the National Incident Management System (NIMS) using management structure consistent with the Incident Command System (ICS). Agency employees expected to respond to emergencies or disasters within Idaho will have NIMS and ICS training commensurate with their expected roles in response to such emergencies or disasters.*
- B. *Appoint at least one state agency emergency coordinator to train, exercise and participate in the State Emergency Management Program to facilitate emergency support and logistics in response to emergencies and disasters. Larger departments will, by necessity, need to appoint subdivision emergency coordinators to report to the agency emergency coordinator. Provide the names, addresses, and phone numbers of agency emergency coordinators to the Bureau of Homeland Security.*
- C. *Develop and maintain an agency emergency operations plan to carry out the agency's response and recovery support functions. Agency plans will assign disaster emergency duties to all subdivisions and personnel and will provide capability to support the Idaho Emergency Operation Center (IDEOC), Emergency Support Functions (ESF), and the National Incident Management System (NIMS) as required by the Idaho Emergency Operation Plan and the National Response Plan. Such support includes:*
 1. *Assigning an ESF coordinator to interface with the IDEOC;*
 2. *Providing situation reports, incident action plans, resource status, financial status, geospatial data, and organization/staffing/contact information to the IDEOC;*
 3. *Providing personnel and resources to staff the ESF;*

4. *Providing personnel to staff the IDEOC, this may also require involvement of agency directors and emergency coordinators;*
5. *Providing personnel and resources for field deployment; and*
6. *Accepting IDEOC mission assignments to provide resources for response and recovery actions.*

Plans will be kept current and an electronic copy provided to the Bureau of Homeland Security.

D. Develop and maintain Continuity of Operations Plan (COOP) to (a) address how the agency will provide essential services to citizens during response and recovery, and (b) return the agency to normal operations. An electronic copy of the current COOP will be kept on file at the Bureau of Homeland Security.

E. Agencies will notify the Bureau of Homeland Security of any significant event, incident, emergency or disaster, impacting the ability of government to provide public services within the State of Idaho. The Adjutant General, Chief, Bureau of Homeland Security will notify the Governor's Office.

F. Grant and/or use waivers in accordance with the applicable provisions of the Idaho Code for necessary disaster emergency response and recovery operations.

G. Train personnel to meet state emergency prevention, protection, response and recovery objectives as coordinated by the Bureau of Homeland Security.

H. Support the coordination of emergency services training through the Bureau of Homeland Security Training Advisory Board.

I. Coordinate any agreement or memorandum of understanding that incorporates emergency or disaster mitigation, preparedness, response, and recovery functions with the Bureau of Homeland Security. Such agreements or understandings will be integrated as part of the Idaho Emergency Operations Plan.

J. Public Information Officers of each state agency are collaterally assigned to the State's Public Information Emergency Response (PIER) Team Program during emergencies and disasters. PIER Team members provide a level of public information expertise not otherwise available to state and local jurisdictions. Public Information Officers will train and exercise under the auspices of the Bureau of Homeland Security. When emergencies and disasters occur, PIER Teams will be deployed, when necessary, to the IDEOC, Joint Information Centers, field support offices and/or local jurisdictions.

III. SPECIFIC ASSIGNMENTS

A. OFFICE OF THE ATTORNEY GENERAL

1. *Provide legal advice and assistance to all executive officers of state government and to all offices or agencies of the state regarding any question of law relating to their respective functions.*
2. *Provide consumer protection advice and assistance in response and recovery phases of a disaster.*

B. DEPARTMENT OF ADMINISTRATION

1. *Prepare communication and warning studies to improve emergency communications, and assist in the development and implementation of disaster emergency plans for use of all non-military communications and warning systems within the State.*
2. *Assist other state and local agencies in procuring communications and warning equipment required to fulfill emergency responsibilities. Maintain an inventory and coordinate the availability of mobile and portable radios between state agencies.*
3. *Promote and develop mitigation strategies to prevent or reduce damage as a result of disasters for state-*

owned or leased buildings and structures in coordination with the Bureau of Homeland Security, the Idaho Department of Transportation, and the Division of Building Safety.

4. *Provide personnel for damage assessment and damage survey teams in cooperation with the Idaho Transportation Department and Division of Building Safety.*
5. *Supervise and coordinate the procurement of construction equipment and personnel as it pertains to essential facilities, housing, and sanitation in conjunction with other state agencies.*
6. *Provide state and local governments with emergency contractual assistance and guidance.*
7. *Provide for the expanded security of the Capitol Mall Complex and state-owned or leased facilities, when required.*
8. *Coordinate with all state agencies to provide administrative support to the Bureau of Homeland Security when the IDEOC is activated. The Department of Administration may engage administrative support labor through temporary services agencies.*
9. *Assist in meeting agency needs relative to losses of state properties and or liability coverage, assignment of adjusters, and submission of claims. Submit copies of claims against the State of Idaho as a result of a disaster to the Bureau of Homeland Security.*

C. DEPARTMENT OF AGRICULTURE

1. *Provide primary support for mitigation, preparedness, response, and recovery activities pertaining to agricultural issues.*
2. *Coordinate with local officials for the evacuation of domestic livestock and other animals, and the establishment of an evacuation reception area for appropriate animal care.*
3. *Coordinate feeding requirements and care arrangements for livestock and other animals evacuated, lost, or abandoned as a result of disaster.*
4. *Coordinate dead animal removal.*
5. *Assist with incident response and recovery activities when chemicals, including pesticides, chemical agents, and biological agents are suspected or involved.*
6. *Provide technical assistance concerning livestock health, disease control, and preventive medicine.*
7. *Facilitate the distribution of medical supplies for livestock and other animals.*
8. *Inspect feed to ensure it is safe for livestock consumption.*
9. *Provide toxicological and other technical data on pesticides, fertilizers, plant and soil amendments, and other chemicals to response personnel and the public.*
10. *Assist with the disposal of unusable pesticides, fertilizers, and plant or soil amendments and help coordinate the transportation of these materials.*
11. *Provide personnel for damage assessments of commodity warehouses, potato storage facilities, livestock waste lagoon, and/or soil sediment pond breaks.*
12. *Provide trained personnel for agricultural and conservation damage survey teams.*

D. STATE CONTROLLER

1. *Initiate the warrant payment process in order to fulfill fiscal obligations resulting from goods and services supplied by state agencies during emergency response and recovery operations.*
2. *Fulfill fiscal obligations to the extent possible that monies exist in the state treasury.*
3. *During state response to emergencies and disasters, advise the Division of Financial Management and the Bureau of Homeland Security any time the disaster emergency account is inadequate to meet obligations and expenses provided by Section 46-1005A, Idaho Code.*

E. DEPARTMENT OF COMMERCE AND LABOR

1. *Provide primary support for mitigation, preparedness, response and recovery activities related to economic injury/losses as a result of disasters.*
2. *Provide an economic impact analysis of the effects of disasters or emergencies when requested by the Bureau of Homeland Security or other state agencies.*
3. *Provide assistance to local government as coordinated by the Bureau of Homeland Security.*
4. *Report the number of unemployed individuals as a result of a disaster emergency to the Bureau of Homeland Security.*
5. *Provide unemployment insurance claims service for disaster victims.*
6. *Provide re-employment assistance to individuals unemployed as a result of a disaster.*
7. *Provide personnel to support Disaster Recovery Centers with information on disaster unemployment services.*

F. DEPARTMENT OF CORRECTION

1. *Provide personnel (inmates/permanent staff) for emergency response and recovery assistance.*

G. STATE BOARD OF EDUCATION

1. *State Department of Education*
 - a. *Coordinate the development of emergency disaster plans for all local school district buildings to ensure the safety of school populations in time of emergency.*
 - b. *Assist local school districts and other qualifying agencies to develop a policy for the use of buses in an emergency.*
 - c. *Prior to and after disasters affecting school facilities, promote mitigation activities to reduce the risk from structural and nonstructural hazards in school facilities in coordination with the Bureau of Homeland Security.*
 - d. *Assist in coordinating activities for damage assessments and damage surveys for school facilities.*
 - e. *Coordinate the utilization of school facilities for reception, shelter, and mass feeding during disasters.*
2. *The Office of the State Board of Education*
 - a. *Coordinate the development of emergency disaster plans for colleges, universities, and area vocational-technical facilities to ensure the safety of school populations in time of emergency.*
 - b. *In coordination with the Bureau of Homeland Security, promote mitigation activities to reduce the*

risk from hazards in colleges, universities, and area vocational-technical facilities.

- c. Assist in coordinating activities for damage assessments and damage surveys for higher educational and area vocational-technical facilities.*
 - d. Provide personnel to assist damage assessment of colleges, universities, and area vocational-technical facilities.*
 - e. Coordinate the utilization of colleges, universities, and area vocational-technical facilities for reception, shelter, and mass feeding during disasters.*
 - f. Provide academic personnel for assessment of hazards and for coordinating the activities of investigators for scientific research.*
- 3. Idaho State Historical Society/State Historic Preservation Officer*
- a. Promote mitigation activities to reduce the potential loss of the State's historic and cultural resources as a result of hazards.*
 - b. In coordination with the Bureau of Homeland Security, conduct damage assessments, surveys, and reviews of historic and cultural resources in areas affected by disasters.*
 - c. Coordinate activities under Section 106 of the National Historic Preservation Act concerning emergency repairs and recovery projects in those areas affected by disasters.*

H. DEPARTMENT OF FISH AND GAME

- 1. Provide personnel to be used as auxiliary police during emergencies.*
- 2. Assist in search and rescue operations.*
- 3. Assess environmental impact of proposed emergency operations and suggest alternative methods or actions to minimize environmental damage.*
- 4. Provide personnel for damage assessment and damage survey teams.*
- 5. Provide emergency communications.*

I. DEPARTMENT OF HEALTH AND WELFARE

- 1. Coordinate emergency medical and health services throughout the State. Such responsibilities include development of general plans for public health and sanitation; emergency medical assistance; identification and mortuary services; mass care and feeding management; crisis counseling; emergency social services; evacuation of sick and injured; and use of hospitals and other medical facilities.*
- 2. Support implementation of the State's Individual Assistance, Crisis Counseling and Community Relations programs during a disaster declared by the President under the auspices of the Bureau of Homeland Security.*
- 3. Provide damage assessment and survey team personnel for health and welfare-related functional activities.*
- 4. Provide food stamp and disaster welfare services.*
- 5. Provide staff personnel to work in Disaster Recovery Centers. Provide personnel to work in the Disaster Field Office during federally declared disasters.*

6. *Monitor the National Warning System (NAWAS) through State Communications within the Bureau of Emergency Medical Services. Provide emergency communications support as coordinated by the Bureau of Homeland Security.*

J. DEPARTMENT OF ENVIRONMENTAL QUALITY

1. *Assess supplies of potable water and coordinate portable water resources with other state agencies.*
2. *Assess environmental impact of proposed emergency operations and suggest alternative methods or actions to minimize environmental damage.*
3. *Idaho National Laboratory-Oversight Program (INL-OP)*
 - a. *Provide overall technical support for mitigation, preparedness, response, and recovery activities pertaining to radiological/nuclear health and safety issues.*
 - b. *Support state and local efforts related to off-site radiological emergency planning at the INL.*
 - c. *Serve as state liaison to the U.S. Department of Energy, the U.S. Nuclear Regulatory Commission, and the U.S. Environmental Protection Agency for radiological emergencies involving regulated materials and U.S. Department of Energy facilities and transportation activities.*
 - d. *Provide radiation protection guidance, training, and information in support of state and local emergency responders.*
 - e. *Conduct radiological monitoring and coordinate radiological sample analysis with Idaho State University.*
 - f. *Maintain the INL Fixed Nuclear Facility Emergency Response Plan as an Annex to the Idaho Emergency Operations Plan.*

K. DEPARTMENT OF INSURANCE

1. *Provide insurance counseling services for disaster victims.*
2. *Prepare required insurance certifications for federal disaster assistance.*
3. *Provide personnel to perform fire and explosion investigations and to assist with prosecution as required. Provide personnel to perform building inspections with regard to fire safety appliances and nonstructural built in fire protection.*

L. DIVISION OF BUILDING SAFETY

1. *Provide personnel for damage assessment and damage survey teams.*
2. *Promote and develop mitigation activities in conjunction with the Department of Administration, the Department of Education, and the Bureau of Homeland Security.*

M. DEPARTMENT OF LANDS

1. *Develop and direct the State's mitigation, preparedness, response, and recovery activities for state endowment lands.*
2. *Cooperate with federal, state, and local governments in developing plans for and directing activities relating to the prevention and control of wild land and urban/wild land interface fires.*
3. *Develop plans and direct activities for the emergency protection, management, and utilization of land*

resources, under the Department of Land's jurisdiction.

4. *Provide emergency communications assistance.*
5. *Provide personnel for damage assessment, and damage survey teams.*
6. *Develop, coordinate, and maintain a statewide Fire Service and Rescue Emergency Mutual-Aid Plan. Provide a copy of the Fire Service and Rescue Emergency Mutual-Aid Plan to the Bureau of Homeland Security.*

N.IDAHO STATE POLICE

1. *Develop and direct mitigation, preparedness, response, and recovery programs for civil disorder and terrorism.*
2. *Provide for the safety and protection of personnel including the evacuation, warning, scene protection, and traffic control in conjunction with Idaho Transportation Department.*
3. *Coordinate all requests for additional state law enforcement.*
4. *Coordinate with the Bureau of Homeland Security for response and recovery disaster operations in and around crime scenes.*
5. *Operate a statewide emergency communication system, which may be designated as a primary system during emergencies and disasters.*
6. *In coordination with the Bureau of Homeland Security, alert state agencies and local governments of impending threats.*
7. *Enforce statewide emergency traffic controls and evacuation plans.*
8. *Provide damage assessment and information on disaster incidents to the Bureau of Homeland Security.*
9. *Provide brand inspection personnel to determine ownership of animals.*
10. *Assist in search and rescue operations.*
11. *Provide specially trained officers with radiological monitoring equipment to conduct monitoring as coordinated by Bureau of Homeland Security.*
12. *Conduct required weekly and monthly tests of the State's Emergency Alert System within the prescribed time limits to meet volunteer broadcaster requirements. Provide public warnings when notified by the Bureau of Homeland Security and/or local public officials.*

O.DEPARTMENT OF PARKS AND RECREATION

1. *Provide lands and facilities for mass care and feeding centers during emergencies and disasters.*
2. *Provide personnel for damage assessment and damage survey teams.*

P.STATE TAX COMMISSION

1. *Provide tax-counseling services for disaster victims as coordinated by the Bureau of Homeland Security.*

Q.IDAHO TRANSPORTATION DEPARTMENT

1. *Provide engineering support to the Bureau of Homeland Security for emergency planning and mitigation for disasters.*

2. *Provide debris removal services and resources as coordinated by the Bureau of Homeland Security.*
3. *Provide engineering services and resources, for the repair and maintenance of state highways, bridges, and airfields.*
4. *Develop, implement, and manage new emergency highway traffic regulations that may be required as a result of the emergency or disaster.*
5. *Coordinate the use of state aviation assets and aviation activities and assist the Bureau of Homeland Security with the coordination of requests for restricted air space over emergency and disaster areas.*
6. *Provide aviation resources for evacuation, search, and rescue operations, and aerial radiological monitoring as coordinated by the Bureau of Homeland Security.*
7. *Activate "Plan Bulldozer" (An agreement with Associated General Contractors to contract for equipment) when requested by the Bureau of Homeland Security.*
8. *Provide specialized heavy construction and transport equipment with operators as coordinated by the Bureau of Homeland Security.*

R. DEPARTMENT OF WATER RESOURCES

1. *Develop mitigation, preparedness, and response programs for flood, drought, and energy shortages in concert with the Bureau of Homeland Security.*
2. *Conduct dam safety inspections and supervise dam safety practices during times of flooding or imminent failure.*
3. *Advise the Bureau of Homeland Security of impending emergency conditions such as imminent failure or other conditions involving dam safety.*
4. *Coordinate operation of water structures to minimize flood damage. Ensure emergency maintenance and repairs are performed to protect life and property during impending or actual occurrence of a disaster.*
5. *Establish procedures to grant stream channel protection waivers to entities involved in emergency flood situations and when channel work is necessary on an emergency basis to protect life and property.*
6. *Assist agencies and individuals in obtaining emergency authorization from the U.S. Army Corps of Engineers, under Public Law 92-500, to conduct flood control activities in waterways.*
7. *Provide personnel for damage assessment and damage survey teams.*
8. *Provide assistance in finding and obtaining alternative water supplies during drought.*
9. *Assist the Department of Environmental Quality in assuring adequate supplies of potable water are available.*
10. *Provide emergency communications, as coordinated by the Bureau of Homeland Security.*

S. PUBLIC UTILITIES COMMISSION

1. *Assist with energy shortage mitigation, preparedness, response, and recovery.*

T. DIVISION OF FINANCIAL MANAGEMENT

1. *Coordinate and develop a fiscal impact analysis on the effects of a disaster emergency upon request by the Bureau of Homeland Security.*

2. *Coordinate with the Bureau of Homeland Security to determine funding needs for disasters.*
3. *Expedite interim disaster funding for emergency work as part of the Governor's disaster declaration.*

U. IDAHO GEOLOGICAL SURVEY

1. *Formulate and direct the state's geologic hazard reduction effort by providing hazard identification, analysis, and mapping of the geologic threats.*
2. *Provide representatives for damage assessment, damage survey, and hazard mitigation teams for events that involve geologic hazards.*
3. *Coordinate the activities of geologists, scientists, and researchers attempting to study natural hazard events including those invited by the State of Idaho as well as those who respond independently to conduct scientific research and evaluations. Inform the Bureau of Homeland Security of the status of coordination efforts.*

V. MILITARY DIVISION

1. *National Guard*
 - a. *Provide military support to civil authorities during a disaster emergency in accordance with federal and state laws and regulations.*
 - b. *Provide specific guidance as required for emergency preparedness planning and programming for state military forces.*
 - c. *Establish a statewide military emergency communications system. During emergencies, maintain communications between the Idaho Emergency Operations Center and National Guard Joint Operations Center.*
 - d. *Develop radio communications capability between the state military forces and civilian agencies. Participate in the State Interoperability Executive Committee.*
 - e. *Provide logistical assistance to state damage assessment and damage survey teams, as well as Disaster Field Office operations.*
2. *Bureau of Homeland Security*
 - a. *Assist local governments with the development of all-hazard mitigation, preparedness, response, and recovery plans, training and exercises.*
 - b. *Administer federal programs for disaster emergency planning and assistance pertinent to state and local governments.*
 - c. *Provide ongoing validity assessment of the Idaho Emergency Operations Plan and National Response Plan. Provide training for state agency personnel in mitigation, preparedness, response and recovery operations.*
 - d. *Administer the State's Emergency Alert System in accordance with Section 46-1013, Idaho Code. Collaborate with volunteer broadcasters to facilitate a viable and effective statewide alert system using commercial radio, television, cable television, and other such systems that will alert citizens to impending natural or man-made disasters, when feasible.*
 - e. *Maintain the State Emergency Communications Using Radio Effectively (SECURE) network for emergencies and disasters communications.*

- f. Regularly review and revise the Idaho Hazardous Materials Incident Command and Response Support Plan used by state agencies to provide state assistance for hazardous materials/WMD emergencies in Idaho.
- g. Coordinate state and federal emergency response efforts for hazardous materials incidents.
- h. Provide technical assistance to emergency response agencies in recovering hazardous materials emergency response costs under state and federal statute.
- i. Administer and coordinate the state-sponsored hazardous materials regional response teams (Coeur d'Alene, Lewiston, Nampa-Caldwell, Boise, Magic Valley, Idaho Falls-Jefferson County, and Pocatello).
- j. Coordinate federal training opportunities for response to Chemical, Biological, Radioactive, Nuclear, and Explosives (CBRNE) incidents.

W.COMMISSION ON AGING

- 1. Develop area-wide plans for the following:
 - a. Assessing the needs of the elderly and homebound elderly.
 - b. Coordination of senior services through the Area Agencies on Aging during natural or man-made disasters.
 - c. Providing information/assistance to their clientele and the public.
 - d. Coordination of senior citizen centers for shelter, mass feeding, and rest centers.
 - e. Identification of homebound isolated elderly clients.

Any emergency preparedness function under this Order or parts thereof may be transferred from one governmental agency to another with the consent of the heads of the agencies involved and with the concurrence of the Chief, Bureau of Homeland Security. The Chief, Bureau of Homeland Security, may assign any new emergency preparedness function to the head of a governmental agency by mutual consent.

The head of each governmental agency is hereby authorized to delegate the functions assigned to him or her by this Order.



IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Idaho at the Capitol in Boise on this 16th day of July in the year of our Lord two thousand and ten, and of the Independence of the United States of America the two hundred thirty-fifth and of the Statehood of Idaho the one hundred twenty-first.

C.L. "BUTCH" OTTER
GOVERNOR

BEN YSURSA
SECRETARY OF STATE