# **LIAISON**

**Assigned Tasks**:

* Prepared and delivered a hand-out to area hotels that contained some brief information explaining the Academy, along with Liaison contact information if there was a problem with a student. Follow up visits were conducted daily. Any issues with student conduct were reported and issues were dealt with. A thank you for participation was delivered to the area hotels.
* Requested a Radar Sign for the entrance of the school from the Grand Rapids Police Department.
* Requested a Portable Changeable Message Sign from MNDOT to be place on Hwy 169 near the entrance of the school.
* Requested a Fire Department Water Tender to fill dump tanks. Also requested a Rescue Mannequin for the Incident within an Incident Class field exercise.
* Land Use Agreements were enacted with Wes Trout and the University of Minnesota. A Land Use Agreement was discussed with the Arbo Township for the IWI Field Exercise, but was not completed.
* We provided Public Notification for the Urban Interface Class field exercise.
* Investigated and documented a hit and run parking lot accident. A report was prepared and delivered to Finance.

**What went well:**

* We had great cooperation with the City of Grand Rapids Police Department and Fire Department. We also had great cooperation with Mn Dept. of Transportation.
* The interaction with the hotels was great. It shows that we care about the community.

**Opportunities for improvement:**

* Initiate the Land Use Agreements Wes Trout, University of Minnesota and Arbo Township earlier.
* Request the Portable Changeable Message Sign from MNDOT earlier.
* Request a second Radar Sign for NW 24th Street, road to the Trout Gravel Pit Gate.

**Dave Snetsinger and Marlyn Halvorson**