

**Fayette Area Coordinated Transportation (FACT)**

825 Airport Road

Lemont Furnace, PA 15456

**Public Transportation Agency Safety Plan**

Adopted: 6-15-23



Rudy P. Dutko, Executive Director

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## Definitions

Accident means an Event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; an evacuation for life safety reasons.

Accountable Executive means the single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of the Agency; responsibility for carrying out the Agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the Agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. § 5329(d), and the Agency's Transit Asset Management Plan in accordance with 49 U.S.C. § 5326.

Agency or Transit Agency means FACT.

Board means governing body of Fayette County.

Chief Safety Officer means the adequately trained individual who has responsibility for safety and reports directly to the Transit Agency's chief executive officer.

CFR means Code of Federal Regulations.

Event means any Accident, Incident, or Occurrence.

FTA means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

Hazard means any real or potential condition that can cause injury, illness, or death, damage to or loss of the facilities, equipment, rolling stock, or infrastructure of the system, or damage to the environment.

Incident means an Event that involves any of the following: a personal injury that is not a serious injury, one or more injuries requiring medical transport, or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of the Transit Agency.

Investigation means the process of determining the causal and contributing factors of an accident, incident, or hazard, for the purpose of preventing recurrence and mitigating risk.

MCSAP means Motor Carrier Safety Assistance Program.

National Public Transportation Safety Plan means the plan to improve the safety of all public transportation systems that receive federal financial assistance under 49 U.S.C. Chapter 53.

Occurrence means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of the Transit Agency.

Part 673 means 49 CFR (Code of Federal Regulations) Part 673.

PennDOT means the Pennsylvania Department of Transportation.

Performance Measure means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Performance target means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA).

Public Transportation Agency Safety Plan means this document, which is the documented comprehensive Agency safety plan for a Transit Agency that is required by 49 U.S.C. 5329.

PUC means Pennsylvania Public Utility Commission.

Risk means the composite of predicted severity and likelihood of the potential effect of a hazard.

Risk mitigation means a method or methods to eliminate or reduce the effects of hazards.

Safety Assurance means processes within the Transit Agency's Safety Management Systems that function to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the Transit Agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Management Policy means the Transit Agency's documented commitment to safety, which defines the Transit Agency's safety objectives and the accountabilities and responsibilities of its employees in regard to safety.

Safety Management Systems (SMS) means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a Transit Agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing risks and hazards.

Safety performance target (SPT) means a Performance Target related to safety management activities.

Safety Promotion means a combination of training and communication of safety information to support SMS as applied to the Transit Agency's public transportation system.

Safety risk assessment (SRA) means the formal activity whereby the Transit Agency determines Safety Risk Management priorities by establishing the significance or value of its safety risks.

Safety Risk Management (SRM) means a process within the Transit Agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating safety risk.

Serious injury means any injury which: (1) requires hospitalization for more than 48 hours, commencing within seven days from the date the injury was received, (2) results in a fracture of any bone (except simple fractures of fingers, toes, or noses), (3) causes severe hemorrhages, nerve, muscle, or tendon damage; (4) involves any internal organ, or (5) involves second or third-degree burns, or any burns affecting more than five percent of the body surface.

State of good repair means the condition in which a capital asset is able to operate at a full level of performance.

Transit Asset Management Plan means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost-effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

U.S.C. means United States Code.

### *List of Agency Acronyms and Definitions*

## Section 1 Transit Agency Information

FACT is a Department of Fayette County, Pennsylvania formed by the Fayette County Board of Commissioners, which operates fixed routes and demand response/shared rides in Fayette County, Pennsylvania. FACT does not purchase transportation services from subcontractors. FACT is a recipient/sub-recipient of Section 5307, 5310, and/or 5311 funds. FACT does not provide transportation services on behalf of another entity.

### *Subsection 1.1 Accountable Executive*

FACT's Accountable Executive is the Executive Director. The Executive Director is the single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan, responsibility for carrying out the Agency's Transit Asset Management Plan, and control or direction over the human and capital resources needed to develop and maintain both the Agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. § 5329(d), and the Agency's Transit Asset Management Plan, in accordance with 49 U.S.C. § 5326.

The Executive Director is accountable for ensuring that the Agency's Safety Management Systems (SMS) are effectively implemented throughout the Agency's public transportation system. The Executive Director is accountable for ensuring action is taken, as necessary, to address substandard performance in the Agency's SMS. The Executive Director may delegate specific responsibilities, but the ultimate accountability for the Transit Agency's safety performance cannot be delegated and always rests with the Executive Director.

### *Subsection 1.2 Chief Safety Officer*

The Executive Director designates the Operations Manager as FACT's Chief Safety Officer who has the authority and responsibility for day-to-day implementation and operation of the Agency's SMS. The Chief Safety Officer must hold a direct line of reporting to the Accountable Executive.

The Chief Safety Officer must be adequately trained and has responsibility for safety and reports directly to the Agency's chief executive officer. For SMS to be successful and effective, the Chief Safety Officer must have a strong working relationship with the operations and asset management functions at FACT.

## *Section 2 Plan Development, Approval, and Updates*

### *Subsection 2.1 Drafting the Plan*

Pursuant to 49 CFR Part 673.11, FACT drafts and certifies this Public Transportation Agency Safety Plan. FTA will oversee compliance with the requirements of Part 673 through the existing Triennial Review processes.

Should FACT grow so that it no longer meets the definition of a small public transportation provider, it will, within one year from that date, draft and certify a plan compliant with requirements of systems operating greater than 100 vehicles.

### *Subsection 2.2 Signature by the Accountable Executive and Approval by the Board*

Pursuant to 49 CFR Part 673.11 (a)(1), this Public Transportation Agency Safety Plan and subsequent updates must be signed by the Accountable Executive and approved by Fayette County Board of Commissioners. Documentation of Board approval is found in **Attachment A**.

### *Subsection 2.3 Certification of Compliance*

Pursuant to 49 CFR Parts 673.13(a) and 673.13(b), FACT shall certify that it has established this Public Transportation Agency Safety Plan, meeting the requirements of 49 CFR Part 673 one year after the effective date of the final rule. On an annual basis in the month of April, FACT will certify its compliance with 49 CFR

Part 673. FTA does not require this plan to be submitted to FTA on a regular basis. Instead, FACT will certify that it has established this Safety Plan, which fulfills the requirements under Part 673, and attach such certification to this Public Transportation Agency Safety Plan. FTA annually amends and issues the list of Certifications and Assurances. FACT will review such guidance for incorporation into the safety program as necessary.

*Subsection 2.4 Plan Review and Updates*

FACT must update its Safety Plan at any point when information, processes or activities change within the Agency and/or when Part 673 undergoes significant changes, or annually, whichever comes sooner. As FACT collects data through its Safety Risk Management and Safety Assurance processes, the Agency will evaluate its safety performance targets (SPTs) to determine whether they need to be changed, as well.

Specifically, FACT will review its Safety Plan when it:

- Determines its approach to mitigating safety deficiencies is ineffective;
- Makes significant changes to service delivery;
- Introduces new processes or procedures that may impact safety;
- Changes or re-prioritizes resources available to support SMS;
- Significantly changes its organizational structure, and/or;
- Annually. In the month of April, FACT will, with input from the Fayette County Board of Commissioners, review and update this plan as and if necessary.

*Section 3 Safety Performance Targets (SPTs)*

*Subsection 3.1 Target Development*

FACT includes SPTs in this Safety Plan. These targets are specific numerical targets set by the Transit Agency and is based on the safety Performance Measures established by FTA in the National Public Transportation Safety Plan. In the most recent version, the 2017 NSP3, FTA adopted four initial safety Performance Measures: (1) Fatalities, (2) Injuries, (3) Safety Events, and (4) System Reliability.

FTA requires the Agency to coordinate with PennDOT and the Metropolitan Planning Organization (MPO) to the maximum extent practicable. Pursuant to 49 CFR Part 673.15(a), FACT will transmit safety performance targets available to PennDOT and Metropolitan Planning Organizations to aid in the planning process upon certification of this plan. Additionally, FACT will transmit performance data against the safety performance targets to PennDOT and the Metropolitan Planning Organization on an annual basis.

FACT tracks injuries and safety issues and has monitored, reported and adjusted performance targets accordingly. FACT will adjust measures annually and believes that these are good targets according to past data.

<b>Mode of Transit Service</b>	<b>Fatalities</b>	<b>Injuries</b>	<b>Safety Events</b>	<b>System Reliability</b>
Fixed Route Target	0	2	5	
Fixed Route Target per Vehicle Revenue Mile	0	.4/100,000	1/100,000	3.4/100/000
Demand Response Integer Target	0	3	5	
Demand Response Target per Vehicle Revenue Mile	0	.4/100,000	.6/100,000	2.5/100,000

#### *Section 4 Overview of the Agency's Safety Management Systems (SMS)*

SMS are a comprehensive, collaborative approach that brings management and labor together to build on the transit industry's existing safety foundation to control risk better, detect and correct safety problems earlier, share and analyze safety data more effectively, and measure safety performance more carefully. FACT's SMS focus upon applying resources to risk and is based on ensuring that the Transit Agency has the organizational infrastructure to support decision-making at all levels regarding the assignment of resources. Some key parts of SMS include:

- Defined roles and responsibilities;
- Strong executive safety leadership;
- Formal safety accountabilities and communication;
- Effective policies and procedures; and
- Active employee involvement

Furthermore, FACT's SMS have four distinct components, which are discussed in subsequent sections to this Safety Plan:

- Safety Policy
- Safety Risk Management
- Safety Assurance
- Safety Promotion

#### *Section 5 Safety Management Policy*

The first component of the Agency's SMS is the Safety Policy, which is the foundation of the FACT's safety management system. It clearly states the organization's safety objectives and sets forth the policies, procedures, and organizational structures necessary to accomplish the safety objectives. The Safety Policy clearly defines management and employee responsibilities for safety throughout the organization. It also ensures that management is actively engaged in the oversight of the system's safety performance by requiring regular review of the safety policy, budget and program by the designated Accountable Executive.

##### *Subsection 5.1 Safety Management Policy Statement*

FACT is fully committed to providing all Fayette County residents with safe, quality public transportation services regardless of age, income or mobility requirements. This safety plan was developed in 2020 and will be reviewed and updated annually as necessary. The Executive Director of FACT is fully committed to ensure that this policy is enforced and that all management supports this policy. Employees will be trained and held accountable for safety standards developed by FACT. Operating equipment or acting in an unsafe manner will not be tolerated. FACT recognizes that safety is not the responsibility of a single person but as a whole agency. It is critical that all employees, supervisors and managers are onboard with providing a safe work setting and a safe environment for riders.

FACT interacts with the Fayette County Safety Committee, Fayette County Emergency Management and local law enforcement. Fayette County Emergency Management and Safety Committee will coordinate trainings with FACT.

FACT will commit all employees and available funds to ensure a safe environment. Staff members in charge of safety functions will work closely with the FACT Executive Director to ensure that the safety objectives are relevant to the mission of FACT and the service it delivers.

### *Subsection 5.2 Safety Management Policy Communication*

The safety management policy will be communicated throughout the Agency, to all employees, managers, and executives, as well as contractors, and to the Board. FACT will provide its safety management policy to employees and to the Fayette County Board of Commissioners annually in the month of April. The Safety Management Plan will also be posted on FACT's website, [www.factbus.com](http://www.factbus.com).

### *Subsection 5.3 Employee Safety Reporting Program*

FACT has implemented a process which allows employees to report safety conditions to senior management, protections for employees who report safety conditions to senior management. Employees should report the date, time and safety issue to their immediate supervisor in writing. Incident Reports are available to employees to document any occurrence. The supervisor will address safety concerns by remedy, reporting up the chain of command and consulting with the Executive Director. These Incident Reports will then be documented and retained. Employees will receive feedback from their supervisor verbally or in writing depending on the severity of the issue. Safety concerns that involve Human Resources will remain confidential between the employee and management.

### *Subsection 5.4 SMS Authorities, Accountabilities, and Responsibilities*

The Fayette County Board of Commissioners will approve the Safety Plan and support FACT staff to adhere to the Plan. FACT Executive Director is the Accountable Executive and is responsible for the implementation, annual review and outcome of the plan. FACT's Operations Manager is the Chief Safety Officer and is responsible for training and day-to-day safety of employees and riders. The Operations Manager will receive support from other management staff and the Executive Director. FACT will also maintain a relationship with Fayette County Emergency Management and law enforcement within the County.

#### *Subsection 5.4.1 Accountable Executive*

FACT's Accountable Executive is the Executive Director. The Executive Director is accountable for ensuring that the Agency's SMS is effectively implemented throughout the Agency's public transportation system. The Executive Director is accountable for ensuring action is taken, as necessary, to address substandard performance in the Agency's SMS. The Executive Director may delegate specific responsibilities, but the ultimate accountability for the Transit Agency's safety performance cannot be delegated and always rests with the Executive Director. The Executive Director is accountable for ensuring that the Agency's SMS is effectively implemented and that action is taken, as necessary, to address substandard performance in the Agency's SMS. The Accountable Executive may delegate specific responsibilities, but not accountability for the Transit Agency's safety performance. The authorities, accountabilities, and responsibilities assigned to the Executive Director in the Safety Plan must reflect these requirements.

The Executive Director's roles include, but are not necessarily limited to:

- Decision-making about resources (e.g. people and funds) to support asset management, SMS activities, and capital investments;
- Signing SMS implementation planning documents;
- Endorsing SMS implementation team membership; and
- Other duties as assigned/necessary.

#### *Subsection 5.4.2 Chief Safety Officer*

The Chief Safety Officer has the authority and responsibility for day-to-day implementation and operation of the Transit Agency's SMS. The authorities, accountabilities, and responsibilities assigned to the Chief Safety Officer or SMS Executive in the Safety Plan must reflect this requirement.



Chief Safety Officer's Roles include:

- Decision-making about resources (e.g. people and funds) to support asset management, SMS activities, and capital investments;
- Directing hazard identification and safety risk assessment;
- Monitoring safety risk mitigation activities;
- Providing periodic reports on safety performance;
- Briefing the Accountable Executive and Board on SMS implementation progress;
- Planning safety management training; and
- Other duties as assigned/necessary.

#### *Subsection 5.4.3 Agency Leadership and Executive Management*

All FACT staff will work with the Executive Director and Operations Manager to ensure compliance with the Safety Plan.

#### *Subsection 5.4.4 Key Staff*

The FACT Safety Committee along with the Fayette County Safety Committee will support the implementation of the Safety Plan and will report any issues to the Executive Director.

#### *Section 6 Safety Risk Management (SRM)*

The second component of the Agency's SMS is SRM, which requires development of processes and procedures to provide an understanding of the Agency's operations and maintenance to allow individuals to identify hazards associated with those activities. Once hazards are identified, other procedures must be developed under safety risk management to analyze and assess the risk resulting from these hazards, as well as to institute controls to reduce or eliminate the risks from these hazards.

FACT has implemented a Safety Risk Management process for all elements of its transportation system. The Safety Risk Management process is comprised of the following activities: safety hazard identification, safety risk assessment, and safety risk mitigation.

FACT will review Incident Reports of employees and determine the accident frequency, type and location. The Safety Committees will conduct and report any hazardous conditions and occurrences. In addition, FACT will present training programs to inform all employees of safety methods, procedures and goals.

#### *Subsection 6.1 Safety Hazard Identification*

The following is FACT's methods and processes to identify hazards and consequences of the hazards. The Agency will consider, as a source for hazard identification, data and information provided by an oversight authority, the United States Center for Disease Control, the Pennsylvania Department of Health, and/or the FTA.

The Safety Committees along with all staff have the task of identifying safety hazards. This safety data will then be documented and analyzed. Trends will be examined and solutions will be sought. The Committees will be primarily tasked with seeking out these hazards, however, every employee is expected and able to document and report any hazard that they may encounter in their day-to-day work.

#### *Subsection 6.2 Safety Risk Assessment*

Safety Plan activities shall concentrate on the cause of an accident regardless of it involving a person, equipment and/or the environment. The person category is not limited to just employees but may also include

riders and the general public. The equipment category may include but not limited to vehicles, machinery, tools, building and grounds, etc. The environment category may include but is not limited to any occurrence involving weather conditions but may also include any factor outside of our control.

### *Subsection 6.3 Safety Risk Mitigation*

FACT will color code differing levels of safety risk: red as high; yellow as medium; and green as minor. Each level of risk will require its own type of mitigation. A higher categorized safety risk must and will be prioritized over other lower categories. Priority will always be given to removing a person from an unsafe situation. If a risk factor involves a vehicle or piece of equipment, that item will be immediately taken out of service. If risk involves outside factors, the necessary action will be initiated to address this situation. Regardless of risk level, proper caution will be taken to ensure that the risk is controlled as much as possible as quickly as possible until mitigated. Risk factors deemed minor will timely be acted upon so that they do not escalate to a higher risk category.

### *Section 7 Safety Assurance*

The third component of the Agency's SMS is Safety Assurance, which ensures the performance and effectiveness of safety risk controls established under safety risk management. Safety assurance is also designed to ensure that the organization meets or exceeds its safety objectives through the collection, analysis, and assessment of data regarding the organization's performance. Safety assurance also includes inspection activities to support oversight and performance monitoring.

FACT shall identify the data and information it will collect from its operations, maintenance, and public transportation services so that it may monitor the Agency's safety performance as well of the effectiveness of its SMS. The Agency will monitor its operations and maintenance protocols and procedures, and any safety risk mitigations, to ensure that it is implementing them as planned. Furthermore, the Agency will investigate safety events (as defined above) and any reports of non-compliance with applicable regulations, standards, and legal authority. Finally, the Agency will continually monitor information reported to it through any internal safety reporting programs including the employee safety reporting program.

All incidents will be monitored to ensure compliance with procedures. Safety risk mitigations will be reviewed to ensure the appropriate actions were taken. FACT will examine all Incidents to determine the best course of action to help reduce and/or eliminate similar incidents from occurring.

### *Subsection 7.1 Safety Performance Monitoring and Measurement*

FACT has established tasks to:

- Monitor the system for compliance with, and sufficiency, of the Agency's procedures for operations and maintenance;
- Monitor its operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended;
- Conduct investigations of safety events to identify causal factors; and
- Monitor information reported through any internal safety reporting programs.

FACT will analyze data to determine whether it is meeting safety objectives and performance targets. Targets will be reviewed annually and adjusted accordingly. FACT will measure the effectiveness of the safety plan by reducing the number of safety events per vehicle revenue mile. It is critical that FACT identifies and understands the cause of incidents so that the circumstances leading up to the event may be prevented in the future.

In the event of a fatality, FACT must comply with all FTA drug and alcohol requirements and 75 Pa. C.S. Section 4704. Pursuant to the Commonwealth statute, in the event a motor carrier vehicle or mass transit vehicle is involved in an accident that causes the death of the vehicle operator or another person, the motor carrier vehicle or mass transit vehicle and its equipment, load, driver and documents shall be inspected by a qualified Commonwealth employee as designated by 75 Pa. C.S. Section 4704 before the vehicle or driver will be allowed to continue operation. FACT will contact the nearest PUC District Office to request a post-accident MCSAP bus inspection. The following table lists PUC District Offices:

<b>PUC District Office</b>	<b>Manager</b>	<b>Telephone</b>	<b>Fax</b>
Harrisburg District	Andrew Turriziani	717.787.7598	717.787.3114
Philadelphia District	Anthony Bianco	215.965.3721	215.965.4262
Pittsburgh District	Kimberly Johnston	412.423.9310	412.820.2607
Scranton District	Andrew Turriziani	570.963.4590	570.614.2070

### *Section 8 Safety Promotion*

The fourth component of the Agency's SMS is Safety Promotion, which requires a combination of training and communication of safety information to employees to enhance the Agency's safety performance.

FACT established competencies and training for all Agency personnel directly responsible for safety, and to establish and maintain the means for communicating safety performance and safety management information. This training program contains refresher training, as necessary.

FACT will implement a training program for all employees that will enable them to fulfill and understand their safety related roles and responsibility. This training program will be ongoing and will require every employee to take refresher training. This training program will be periodically evaluated and updated as needed.

#### *Subsection 8.1 Safety Communication*

FACT shall communicate safety and safety performance information throughout the Agency's organization that, at a minimum, conveys information on hazards and safety risks relevant to employees' roles and responsibilities and informs employees of safety actions taken in response to reports submitted through an employee safety reporting program.

FACT Executive Director will ensure that all personnel are aware of information relevant to their safety-related roles and responsibilities. Employees will have the necessary forms to complete to report safety risks and will receive responses to these risks as appropriate. At a minimum, safety will be discussed at the monthly driver's meetings and at all Safety Committee Meetings.

### *Section 9 Documentation*

Pursuant to 49 CFR Part 673.31, FACT shall maintain records of its documents that are developed in accordance with this policy and FTA requirements. FTA expects a Transit Agency to maintain documents that set forth its Public Transportation Agency Safety Plan, including those related to the implementation of its SMS such as the results from SMS processes and activities. For the purpose of reviews, investigations, audits, or other purposes, this section requires the Transit Agency to make these documents available to PennDOT, FTA, and other Federal agencies as appropriate. The Agency shall maintain these documents for a minimum of three years.

# Attachment "A"

Fayette County Board of Commissioners:



Chairman

6/15/23  
Date



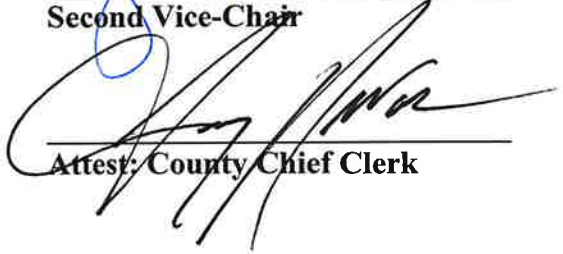
First Vice-Chair

6/15/23  
Date



Second Vice-Chair

6/25/23  
Date



Attest: County Chief Clerk

6/15/23  
Date