



Date of Council Meeting: February 22, 2016

**TOWN OF LEESBURG
TOWN COUNCIL SPECIAL MEETING**

Subject: Council Member Appointment Process

Staff Contact: Barbara Notar, Town Attorney

Council Action Requested: Appoint a qualified voter of the election district to fill the council member seat vacated by David Butler when he was appointed Mayor.

Staff Recommendation: Not applicable.

Commission Recommendation: Not applicable.

Fiscal Impact: None.

Work Plan Impact: Not applicable.

Executive Summary: A special meeting was called by Mayor David Butler to hear public comment, and to appoint an individual to fill the Town Council member seat caused by the vacancy of David Butler when he resigned to take the position of Mayor on February 8, 2016. Resumes and/or letters of interest were to be delivered to the Clerk of Council by noon on February 18, 2016 to be considered for the council member seat.

Under a combined reading of the Town's Charter and the Virginia State Code, the remaining members of the Town Council have 90 days in which to appoint a council member who will serve until a replacement is elected in the November 2016 local election. This appointment must occur by a majority vote of the remaining members of the Council, or in other words, four (4) Council members must agree to appoint a "qualified voter of the election district". If the Council cannot agree on whom to appoint within 90 days of the vacancy, they will lose jurisdiction and must petition the Circuit Court to make the appointment. No special election will occur after the Council's appointment because Mayor Butler's term ends at the end of 2016 which is within 60 days of the regular election and is in the year in which the term expires. (Code of Virginia § 24.2-226 (B) and (C))

Background: Council member David Butler has resigned to become Mayor causing a vacancy in his Council seat. Under § 2-6 of the Town Charter, a majority of the remaining members of the Council have 90 days from the time of the vacancy to appoint a qualified member of the election district. Therefore, Council will have until May 6,

2016 to make the appointment. This Charter section also states that if the Council fails to make an appointment, the Circuit Court *shall* appoint. The Circuit Court is not bound by the Town Charter, but this language implies that if the Council fails to make the appointment before May 6, 2016, it must petition the Loudoun County Circuit Court to make the appointment.¹

The Loudoun County Circuit Court has not appointed a person to fill a vacancy in a local governing body in the past 30+ years, but it is anticipated that Chief Judge Jeffrey W. Parker will make the appointment. It is further anticipated that similar to when the Circuit Court appoints members to the Leesburg Board of Zoning Appeals, the Court will ask the Council for a list of qualified applicants and make the appointment from this list. No time period is mandated for this appointment.

Code of Virginia §24.2-500 states that in order to qualify as a candidate for any office of the Commonwealth, or of its governmental units, a person must be qualified to vote for and hold that office. In order to hold any office of the Commonwealth or its governmental units, elective by the people, the candidate must have been a resident of the Commonwealth for one year next preceding his election and be qualified to vote for that office. The Certificate of Candidate Qualification for local offices lists the following as qualification:

- Citizen of the United States
- At least 18 years of age (or will be before the date of election for the office he/she is seeking)
- Resident of Commonwealth for the year immediately preceding the election for the office he/she is seeking
- Currently resides in the county/city/town in which he/she seeks office
- Registered to vote in that county/city/town
- Never been convicted of a felony or any other crime that would preclude him/her from holding office
- Never adjudicated mentally incompetent **and** lost right to vote (by court of law)

Finally, any discussion regarding the appointment process or interviews of candidates may occur in a closed session under Code of Virginia § 2.2-3711(A)(1)—discussion or interviews of prospective candidates for appointment.

Additionally, the Clerk of Council is authorized to administer the oath of office if Council wishes to swear in the appointee immediately after appointment and Judy Brown, Loudoun County Registrar, has agreed to review all applications to ensure they are “qualified voters of the election district” before any potential decision.

Attachments: Resumes and/or Letters of Interest from interested persons

¹ 90 days from February 8, 2016, is Sunday, May 8, 2016. Therefore, in order to ensure the appointment is within the 90 time period, Council should appoint no later than Friday, May 6, 2016.

17 February 2016

Dear Leesburg Town Council Members,

Thank you for the opportunity to express interest in being appointed to the Town Council for an interim position. As all of you know, I have been a member of the Leesburg Planning Commission since July of 2005 and have served as Vice Chair and Chair for multiple years and Parliamentarian for, I believe, 5 years. This is the last year of my term, and I would very much like to spend my last year in public service by joining you on the Town Council. I believe that my service on the Planning Commission in the past, and currently, makes me as prepared as one can be for the Council position. I of course recognize that the role and scope of an advisory body is quite different from that of the Council. I'm prepared to take on that perspective should you determine that the Town would benefit from my serving with you.

I believe that I have demonstrated a willingness to prepare for meetings diligently. In addition, my goal has always been to carefully listen to all sides of the discussions and review the facts before making decisions. I do not believe in a dogmatic approach to the important issues that face the Town.

Finally, I have spent the last 25 years working with non profit organizations in my "day job." I serve on many scientific boards and a few non scientific ones. In many cases, my role is CEO and in others it has been to serve as Chair. This experience has helped me to become a valuable part of these boards and serve as a positive member of the teams. While all of these roles are serious and important, I always strive to bring humor and a positive perspective. It is nice to have some fun mixed in as part of the meetings.

I've attached a resume as requested, but suspect that my almost 11 years of uninterrupted public service to the Town will be more important. Thank you again for considering me for the open seat.

Sincerely,



Brett J. Burk

Brett J. Burk

812 Anne St, SW • Leesburg, VA 20175
Mobile (703) 981-7708 • BBurk@BurkInc.com

EMPLOYMENT HISTORY:

US National Park Service

1989 - 1992 (3 years) Harpers Ferry NHP

Zooarchaeologist Ran the faunal remains program. Set up the laboratory and relationships with The Smithsonian and The Colonial Williamsburg Foundation for sharing type collections and resources. Worked as both field archaeologist and laboratory researcher. Was responsible for publishing results and analyses in both “grey literature” of the NPS and in scientific publications.

Burk & Associates, Inc.

1992 - Present (23 years) McLean, VA

Various Positions from Administrative Associate to Vice President to President to CEO and Owner In various roles with both Burk & Associates and our clients (all non-profit scientific societies). Manage daily operations of societies and Burk & Associates, with primary responsibility as Business Director or Executive Director for many of the client societies.

EDUCATION:

Col. Zadok Magruder High School, Gaithersburg MD 1981-1985 *Diploma*

College of William and Mary in Virginia, Williamsburg, Virginia 1985-1989 B.A. Anthropology, Minor French Literature

PERSONAL BACKGROUND:

Member American Society of Association Executives

President Bluemont Concert Group – bringing live concerts to communities, schools, nursing homes and special programs

Appointed member of the Town of Leesburg Planning Commission – 10 years and counting

Past President Loudoun Families for Children – providing emergency care, respite care, and mentoring to children

Father of one very talented and amusing 21 year old ballerina

Married to Kimberly since 1991

Athletic pursuits including tennis, basketball, running, cycling, soccer, hiking, etc.

References Available on Request

To: Leesburg Town Council
From: Ron Campbell
Re: Statement of Interest for Town Council Interim Vacancy
Date: 2/16/2016

Dear Members of the Leesburg Town Council,

I enthusiastically submit this letter to officially state my interest in serving on the Leesburg Town Council to fill the interim vacancy.

I have been a resident of Leesburg for the past 15 years. I believe my professional experience combined with my commitment to community service makes me an excellent candidate to fill this vacancy. I have been recognized nationally for my work in creating and building public private partnerships in higher education, capital project development, business development and revenue generation all supporting improved student outcomes while developing university and local government relations. I am known to be an excellent communicator who has been able to build consensus and bridge gaps which I feel will support and bring great value to the citizens of the Town of Leesburg.

As a life-long advocate for social justice, community building and political advocacy, I have always kept myself apprised of important Town issues and those responsible for making decisions. The last few months, even before this opportunity became available, I have been very engaged in meetings and discussions to better educate myself and become more familiar with the procedures of the Town Council.

I fully understand the vast responsibilities of this position and feel I would be a valuable asset to the Council as you examine the details of land development opportunities, the 2017 budget and the hiring of a new police chief. The next 10 months are very important to the Town as these and other important issues will be addressed. I also fully understand that there may be some concerns in supporting me to fill this vacancy as I have announced my intention to run for a seat in the Fall. In a very positive way, my appointment would signal a high note of credibility to the Town Council in its desire to be inclusive of all the Town residents by selecting the most qualified candidate available and willing to serve.

My resume will highlight the positions of responsibility and leadership that I have held during my professional career. I have also received recognition for the community and professional organizations I supported as a volunteer.

I don't desire this appointment as a token opportunity but instead feel that I am highly qualified to fill this position immediately. I hope that you will allow me the chance to speak at the special meeting on Monday, February 22nd, as I will be prepared to answer any questions that you might have.

Thank you for your consideration.

Ron Campbell

Ronald E. Campbell, M.A., CASP
812 Fort Macleud Terrace
Leesburg, VA 20176
(703) 728-3965, mobile
RCampbell@collegebusinessconcepts.com

Career Summary

I am an experienced professional with a background working in higher education and with national associations and corporate organizations.

I have over 32 years of experience in various leadership positions with success in managing large organizations and creating institutional and corporate partnerships.

I have presented at programs all across the US, Canada and the UK on public private corporate business partnerships. I have been an activist working with men in prisons and have done extensive work with colleges and universities on the topic of sexual assault. I have been recognized by professional associations for my volunteer leadership work and in 1992 was appointed by the Virginia State Council of Higher Education to serve on the Virginia Lt.Governor's Don Beyer's Task Force on Sexual Violence.

Through my work with College Business Concepts, I continue to be an activist to business development outcomes by helping to create and introducing new business strategies and partnerships.

Kolbe Index: 7-2-7-4, I am excellent at developing unique strategies and dealing with unknowns in complex situations. I am the go to person when elaborate projects are in trouble.

Professional Experience

College Business Concepts, LLC

January 2001 - Current

President and CEO

College Business Concepts was founded in 1999 as a partnership dedicated to developing educational and business partnerships between higher education institutions and corporations. CBC's services have been used to develop RFP's, evaluations of business proposals, design business development strategies, conduct sales training seminars, prepare and present business proposals and negotiate contracts. CBC has been successful in helping clients develop long term relationships, opening new doors that lead to new relationships, creating market visibility and achieving new sales goals.

Recent Clients

ICollegeMail, New York

American College Personnel Association, Washington, DC

Shop24 Global, Columbus, Ohio

Monitor Business Machines, Ltd, Auckland, NZ

Augeo Affinity Marketing, St. Paul, MN

Miami of Ohio

Bowling Green State University

Virginia Tech

**University of Nebraska
New Mexico State University**

- Developed partnership with Jostens's for American College Personnel Association that resulted in creation of resource library at the National Center for Higher Education in Washington, DC.
- Worked with New Mexico State University to design RFP and negotiate travel contract in support of Men's and Women's Western Athletic Conference Men's and Women's Basketball Championships.
- Designed and created partnership with Kroger, Co. and Shop24 Global to deliver new food service opportunity for Ohio Northern University.
- Developed successful pouring rights RFP for four Universities that led to partnerships that delivered better service operations for the campus community and new revenue sources to support campus initiatives for all stakeholders.

NACAS (National Association of College Auxiliary Services)

Charlottesville, VA 22903

October 2012 – May 2015

CEO

Founded in 1969 as the National Association of College Auxiliary Services, NACAS is the largest auxiliary services support organization serving higher education. The membership includes 4-year and 2-year colleges and universities in the United States, Canada, and around the world. NACAS provides extensive opportunities for members to share ideas, develop business solutions, enhance programs and revenues, and develop meaningful professional relationships. Reporting to the NACAS Board of Directors, the Chief Executive Officer (CEO) is responsible for oversight of the programs, services, and operation of the national office located in Charlottesville, Virginia. The national office has 14 full time staff positions and a budget of \$2.4 million.

- Secured a new three-year management contract with the Community College Business Officers organization.
- Achieved new record revenue of \$2million for the association.
- Conducted the RFP process for conference management and association Auditors.
- Hired new key positions in finance, technology, professional development and a Chief Operating Officer.
- Led one of the most successful annual conferences in association history in 2013 Anaheim, CA.
- Created new business partnerships to benefit educational programming, annual conference revenue and the NACAS Educational Foundation.
- Created new marketing efforts to support the new certification program, CASP (Certified Auxiliary Services Professional) and increased the number of applicants and successful results.
- Developed new partnerships and programs with NACUFS, NAEP, NACUBO, ACUI, NASPA and CAUBO (Canadian Association of University Business Officers)
- Led the process to review and update the association policy and procedures manual and a complete review of the constitution and bylaws.
- Created a new budget development process and re-engaged the association treasurer's position to a more formal leadership role.
- Led the planning of three successful annual conferences and proposed new site for the 2019 annual conference in Phoenix, AZ.

Higher Education Professional Experience

University of Minnesota

July 1996 – December 2000

Associate Vice President for Student Development and Athletics

- Provided strategic leadership for business services involving all 26 reporting units in Student Development and Athletics, which included over 3,500 employees and a budget of \$100 million.
- Directly responsible for a budget of \$54 million and 1,500 employees that included Housing, food services and business IT services.
- Duties included: strategic planning for major procurement initiatives, including, construction projects; fiscal planning for all major departments, computer support operations, and specific supervision of housing, food service operations, human resource services and major contract development (RFP's).
- Developed new preferred vendor program for corporate partnerships for University Dining Services that was instrumental in providing new financial resources for scholarships, student programs and new retail opportunities to support the campus community.
- Developed public private partnerships with for profit housing development companies to support new student living learning communities and created academic programs for residential and off campus students.

January 1994 - June 1996

Assistant Vice President for Housing and Food Services

- 1,500 employees and a budget of \$49 million in annual revenues.
- Chaired the campus committee to develop the University one card program.
- Construction of the first university student apartment design build complex on campus at the University of Minnesota, dedicated and named after distinguished African American alumnus Roy Wilkins,
- Developed the RFP and led the team that negotiated ten-year exclusive all campus pouring rights contract for the University of Minnesota, valued at \$28 million. This is still considered the highest value deal among all colleges and universities.
- Developed RFP and led the team that negotiated a ten-year food service management contract for the University of Minnesota valued at over \$200 million.
- Developed new preferred vendor program for University Dining Services that was instrumental in providing new financial resources for scholarships, student programs and new retail opportunities to support the campus at local business community at the University of Minnesota.
- Developed public private partnerships with for profit housing development companies to support new student living learning communities and created academic programs for residential and off campus students at the University of Minnesota.
- Keynote speaker at United Kingdom housing officer's conference on public private partnerships in Cambridge, England.
- Member of Affirmative Action Committee at University of Minnesota that successfully revised targeted group business policy in support of the hiring of minority and women owned small businesses through purchasing and construction opportunities.
- In 1995 selected to represent the University of Minnesota on educational tour of 9 Chinese higher education institutions to study public private partnerships. Tour sponsored by People to People organization.

Other Higher Education Employment

George Mason University

Director of Housing and Residential Life

Drew University

Director of Housing and Residential Life

University of Pennsylvania

Director of North Campus/ Assistant Director for Residential Services

University of Pennsylvania

Assistant Director for Staff and Programs, North Campus

Montclair State College

Professional Residence Hall Director

Montclair State College

Graduate Assistant for Women's Residence Hall

Financial Experience

Bankers Trust Corporation

New York City, NY

Assistant Evening Auditor

State Mutual Life Assurance Company

White Plains, NY

Licensed Life and Casualty Sales Agent

First Investors Corporation

New York City, NY

Licensed registered representative for the sale of stock and mutual funds

Campbell Enterprises

1980 - Present

National/International lecturer on sexual assault and masculinity development

Education

Brooklyn Technical High School

Brooklyn, NY

Achieved Technical Diploma

Heidelberg College

Tiffin, OH

BA American Studies

Montclair State College

Upper Montclair, NJ

MA Counseling, Human Services and Guidance

University of Pennsylvania

Philadelphia, PA

Ph.D. Human Sexuality Program, Graduate School of Education, degree requirements not completed.

Professional Awards and Recognition

- 2016 Appointment pending to Loudoun County Community Criminal Justice Advisory Board
- 2015 Appointed to the Town of Leesburg, VA Environmental Advisory Committee
- 2007 Keynote speaker at Duke University for Campus Sexual Awareness Week
- 2002 Keynote speaker at the Association of Student Residences and Accommodations (ASRA), United Kingdom, Annual Conference, Cambridge, England
- 1999 Honored membership in the ACUHO-I Foundation of Excellence
- 1999 Who's Who Among African Americans
- 1995 University of Minnesota Quality Recognition Award
- 1995 People to People Ambassador to the Peoples Republic of China
- 1994 James A. Hurd Leadership Award, ACUHO-I
- 1993 Appointed to Virginia Lt. Governors Task force on Sexual Assault
- 1987 President, Mid-Atlantic Region of College and University Housing Officers
- 1986 Who's Who Among Human Service Professionals
- 1985 Black History Adult essay contest winner, WDAS Radio, Philadelphia, PA
- 1983 Outstanding Young Men of America
- 1975 Who's Who among College and University Students

Publications and Citations

Warshaw, Robin, 1988. *I Never Called It Rape*. Harper & Row: New York, "Men Changing Men." p. 165.

Collison, Michele, 1991, November. "A Sure-Fire Winner Is to Tell Her You Love Her; Women Fall for It All the Time: Men Talk Frankly With Counselor to Assess Harassment and Acquaintance Rape." *The Chronicle of Higher Education*, A1.

Parrot, Andrea, Cummings, Nina and Marchell, Timothy, 1994. *Rape 101: Sexual Assault Prevention For College Athletes*. Learning Publications, Inc.: Florida. "Working with African American Male Athletes", p. 26-32.

Black Issues in Higher Education, May 4, 1995 Opinion Page: Welfare A Personal Perspective.

Richard, Diane, 1997, April 4. "Food Fight: U looks to outsource its \$200M food service contract." *Minneapolis/St. Paul City Business, The Business Journal*, p. 1.

National Association of College Auxiliary Services Spring 2011 edition on "The New Age of Vending" (<http://www.nxtbook.com/nxtbooks/naylor/JILQ0111/index.php#/28>)

Professional Association Affiliations

ACPA, College Student Educators International

NACAS, National Association College Auxiliary Services

NACUBO, National Association College and University Business Officers

ACUHO-I, Association of College and University Housing Officers – International

CASP, Certified Auxiliary Services Professional

February 17, 2016

Clerk of Council
c/o Lee Ann Green
Town of Leesburg
25 West Market Street
Leesburg, VA 20176

Dear Ms. Green,

This letter is to inform you of my interest in being considered for the vacant position on the Leesburg Town Council. Please see my attached resume. I've been a Leesburg Resident for 28 years and have been very active in the community since moving here. I currently participate in seven separate organizations that provide community service to the area. If given the opportunity, I look forward to serving the residents of the Town of Leesburg just as I have done in the past through my leadership roles in other various community organizations. If you have any questions or need any further information, please feel free to contact me by phone or email. My contact information is listed on my resume.

Sincerely,

A handwritten signature in cursive script that reads "James W. Csizmadia, Jr." The signature is written in dark ink and is positioned above the printed name.

James W. Csizmadia, Jr

James W. Csizmadia, Jr
115 Carlton Street, SW
Leesburg VA, 20175
(703) 930-1292
jimmysizmadia@gmail.com

Community Service:

Leesburg Standing Residential Traffic Committee (SRTC): Currently Serving as Vice Chairperson. I have been serving on this Committee since 2010.

Leesburg Volunteer Fire Company: I have been an active member for 28 years. Served as Assistant Engineer from 1997-2007. Served as Chief Engineer from 2007-2016

Knights of Columbus: I have been a member since 2007. We support various local charities.

Loudoun County Fire Rescue Commission: Served as a Fire Commissioner for 2001 and 2002. This organization sets fire and rescue procedures for Loudoun County.

Boy Scouts of America: Cub Master for Pack 311 in Leesburg, June 2011-Current.

Loudoun Fair and Associates (LFA): Currently Serving as President of the Organization. Served as Vice President for 2015. Member at Large since 2011. This organization supports 4H monetarily, maintains the Loudoun Fairgrounds and organizes the Loudoun County Fair.

America's 911 Foundation: Board Member for 14 years. This organization raises money for families of First Responders. Last year we raised \$30,000 in scholarships to children of First Responders.

Virginia Fire Prevention Association: Region 2 Area Representative. Member at Large for 10 years. This organization provides training for Fire Marshall's across the State of Virginia.

Employment:

Deputy Virginia State Fire Marshall, State of Virginia, NOVA Region, 3/15 – Present.

Assistant Fire Marshall, Prince William County, Virginia, 8/14 – 3/15.

Fire Protection Inspector, Loudoun County, Virginia, 5/05 – 8/14.

Erosion and Sediment Control Field Manager, Loudoun County, Virginia, 3/02 – 5/05.

Equipment Operator, Town of Leesburg, 3/99 – 3/02.

Equipment Superintendent, Madigan Construction, 1991 – 3/99.

Victoria Daly

700 Fieldstone Drive, NE Suite 108, Leesburg VA 20176 | 540 454-5612 | victoria20177@gmail.com

February 12, 2016

Lee Ann Green
Clerk of Council
5 West Market Street
Leesburg, Virginia 20176

Dear Members of Leesburg Town Council:

Thank you for accepting my curriculum vitae as you consider applicants to fill the Town Council member interim term.

I recognize the void created by the election of Mr. Butler as interim Mayor and I am answering the need for his temporary replacement. This is my letter of interest.

I am a civic-minded thirteenth-generation Virginian, interested in American and local history and non-partisan patriotism. The attached resume outlines my record of balancing family needs with county and town community service.

Like so many of my neighbors, I am familiar with and patronize in-town restaurants, physicians, the libraries, independent retail shops, the outlet mall, dog- and people-parks, banks, and personal services. I have taken part in many of Leesburg's recurring special events including the Halloween/Independence Day/Christmas parades, the Memorial Day/9-11 Observance/Veteran's Day activities, Bluemont Concert Series and Acoustics on the Green, First Fridays, the Public Library Book Sale, the Classic Car Show and the Annual Flower & Garden Festival. I consider recreational and patriotic activities such as these to be a vital part of what makes Leesburg such a great place to live.

If appointed to serve as a Town Council member, my focus would be in meeting the basic needs of citizen safety and health, emergency preparedness and efficient management of town services and resources.

Sincerely,



Victoria Daly

Victoria Daly

700 Fieldstone Drive, NE Suite 108, Leesburg VA 20176 | 540 454-5612 | victoria20177@gmail.com

Objective

Public Service as Interim Town Council member

Background

- I have been a County resident for nearly four decades, have owned and managed rental properties in Leesburg for over twenty years and have been a town resident for eight years.
- I am a caring, committed member of the community; a homeowner, landlord and volunteer. I feel that my background of public service, my abilities and my civic-minded interests qualify me to be considered for a position such as this.
- My current part-time, on-call work situation gives me the flexibility to arrange availability for meetings and functions through controlling the call schedule and by taking myself off the calendar altogether. I am considering retirement from my occupation in the next three to six months.
- I have volunteer and workplace experience in the areas of personnel management, leadership, parliamentary procedure, meeting structure and working with a team. I feel that, if appointed, I would be making a positive contribution to the town.

Education

ASSOCIATE OF APPLIED SCIENCE-NURSING | 1974 | MARYMOUNT COLLEGE OF VIRGINIA

BACHELOR OF SCIENCE | 1979 | MARYMOUNT UNIVERSITY

ADDITIONAL STUDIES IN FORENSIC SCIENCE | 2007 | JOHNS HOPKINS UNIVERSITY AND OTHERS

MASTERS LEVEL FORENSIC NURSE EXAMINER DIPLOMA 2007

NATIONAL CERTIFICATION, FORENSIC EXAMINER 2008

PEDIATRIC FORENSIC NURSE EXAMINER 2009

CITI RESEARCH CERTIFICATION | 2009 | UNIVERSITY OF NORTH CAROLINA

NATIONAL INCIDENT MANAGEMENT SYSTEM COMMAND TRAINING | 2009 | FEMA

Occupation

REGISTERED NURSE | 1975-PRESENT

INOVA HEALTHCARE SYSTEM | 1985-PRESENT

- Emergency Room until 1998
- Human Resources/Employee Health/Incident Investigation until 2007
- Forensic Nurse Examiner, FACT Department: collection of physical evidence in crime investigation with expert witness testimony (interacting with Law Enforcement, advocacy groups, community resources, Office of the Commonwealth Attorney/defense council and courthouse/courtroom personnel) 2007-present

Skills & Abilities

COMMUNITY SERVICE

- Loudoun County Election Officer, 2015-present
- Loudoun County Medical Reserve Corps, Leadership level, 2009-present. Epidemiology Strike Team

LEADERSHIP AND BOARD EXPERIENCE

- Board of Directors, Blossom and Bloom Thrift Shop, 1988-present. Currently President (interacting with Very Special Arts, ECHO, The Arc of Loudoun, Therapeutic Riding, A Place To Be and Legacy Farms)
- Board of Directors, Country Club Green Condominium Association, 2010-present. Currently Treasurer
- Daughters of the American Revolution, 1985-present. Chapter chairman and Regent, District chairman and Director, State chairman of Platform and Procession (protocol) and National Congress Committee member. Currently Chapter Parliamentarian

MEMBERSHIP AND VOLUNTEER ACTIVITIES

- Loudoun Healthcare Ladies Board Rummage Sale, volunteer-30+ years
- Patriot Project Revolutionary War Statue committee, volunteer, fundraiser and donor
- Charles Monroe Vo-Tech School, lecturer and former Nursing Selection Board member
- INOVA Loudoun Foundation, volunteer and fundraiser, 1997-present
- Relay for Life, donor and supporter
- Loudoun Abused Women's Shelter, donor and supporter
- Interfaith Relief, donor and supporter
- Boulder Crest Wounded Warrior Retreat, volunteer and donor, 2012-present
- Law Enforcement community activities (Shop With A Cop, Holiday Dinner, Annual National Night Out), 2009-present
- TAPS (Tragedy Assistance Program for Survivors) volunteer
- Thomas Balch Library, patron and donor
- Ida Lee Recreation Center, member
- Leesburg Downtown Business Association, 2013-present

PREVIOUS COMMUNITY-MINDED ACTIVITIES, 1980-2008

- Lincoln Elementary School, PTO officer, Volunteer Coordinator and room mother
- Soccer/Swim Team/Baseball/Football/Wrestling/Karate team mother
- Cub Scouts and Boy Scouts, leader and camp volunteer
- Loudoun Valley Athletic Association, volunteer
- Keep Loudoun Beautiful, volunteer
- Isaac Walton League, member
- Purcellville Women's Club, member and officer
- Purcellville Preservation Association, founding member
- Loudoun Times Mirror newspaper, community columnist

From: [Rusty Foster](#)
To: [Council](#)
Cc: [Tara Belote](#); [Kaj Dentler](#)
Subject: Appointment
Date: Wednesday, February 03, 2016 10:16:28 AM

Dear Leesburg Town Council,

As you move forward with the appointment of an interim-mayor and, possibly, the appointment of a town council member, I would like to be considered for the town council appointment, not the interim-mayor position, if the opportunity warrants.

I am a life-long resident of the Town of Leesburg, a product of the Loudoun County Public Schools, a small business owner, and an active advocate and voice for the Town of Leesburg. Currently, I am the Vice-Chairman of the Commission on Public Art (COPA); Chairman of the Family Services Advisory Board with the County of Loudoun; a member of the Board of Directors for the YMCA Loudoun County; a Trustee for the Loudoun Education Foundation; a member of the Leesburg Downtown Business Association, and a member of the Loudoun County Chamber of Commerce. My business has been acknowledged recently by the Washington Business Journal, the Loudoun County Chamber of Commerce, and the Town of Leesburg as a thriving business in the DC metro region.

The Town of Leesburg has changed a lot over the past decade or so, which, in my opinion, is good for the overall economic well-being for the Town, the businesses, and the residents. However, the one opinion that is lacking in many of these discussions is a younger voice. I bring that voice of reason to the table, among many other points of view. As the Town seeks to attract a younger demographic and to play in the "millennial game," then they will need an experienced voice.

I would be happy to meet with the Town Council, if my candidacy for appointment comes up for discussion. There's plenty of work that is yet to be done to ease the direction of our beloved town and I'm here to serve and help with that direction.

Sincerely,

Rusty Foster
President

Bow Tie Strategies
P.O. Box 2965
Leesburg, Virginia 20177
(703) 646-1282
rustyfoster@bowtistrategies.com
twitter: bowtistrategy
www.bowtistrategies.com



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From: [Bruce Gemmill](#)
To: [Council](#)
Cc: [Lee Ann Green](#)
Subject: Bruce Gemmill/Interim Council Seat
Date: Wednesday, February 10, 2016 12:44:00 PM
Attachments: [image001.png](#)
[Bruce bio brief 2016.docx](#)

Dear Interim Mayor Butler and Members of the Town Council:

The last bio I sent did not include my home address. For your consideration, please find attached my bio with home address included.

Please accept this email as confirmation, once again, of my interest to serve the Leesburg community as interim councilmember. I am not interested in running in the fall general election, but only wish to serve the Town of Leesburg and its residents temporarily.

Respectfully,

Bruce

R. Bruce Gemmill

Senior Vice President / Marketing & Public Relations



1943 Isaac Newton Square, Reston, VA 20190
703.584.0840 (main) | 703.584.0870 (direct)
www.johnmarshallbank.com/

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R. Bruce Gemmill

Senior Vice President / Chief Marketing Officer
John Marshall Bank

Home address:

524 Deermeadow Pl, SW
Leesburg, VA 20175

Bruce has over 35 years of sales, marketing, public relations and business development experience. Bruce oversees marketing and business development strategy. He utilizes educational, marketing, advertising, social media tools, and techniques to better position the bank's brand in the marketplace and to help facilitate new business opportunities for the bank's lenders and business development officers.

Before joining John Marshall Bank, he owned and operated Campbell Communications (1990 – 2011), a \$3.5 million advertising and PR agency frequently listed in the Washington Business Journal's Book of Lists. Bruce served as Policy Chair for the Fairfax County Chamber from 2008 – 2013 and was awarded the Chairman's Award in 2013 at the Chamber's Annual Meeting for Outstanding Service to the Chamber and as Policy Chair. He also served on the Chamber's Executive Committee (six years) and Board (10 years).

In 2010, Bruce was appointed by Governor Bob McDonnell to the Commission on Government Reform and Restructuring, where he Co-Chaired Government Transparency with then Delegate Bob Brink (D-49th).

More recently, he was appointed in June 2015 by the Loudoun County Board of Supervisors to be the County's representative on the Leesburg Executive Airport Commission in an interim capacity. Bruce currently serves in leadership positions with Visit Loudoun (Board) and the Greater Reston Chamber of Commerce (Board).

Over the past ten years, and in addition to the positions noted previously, Bruce has served in leadership roles with the following organizations: Past Member Executive Committee and Board of Directors for the Fairfax County Chamber of Commerce • Co-Founder, Immediate Past-Chairman & Board of Directors Visit Loudoun Foundation • Fairfax County Chamber of Commerce PAC Trustee • Immediate Past-President Catholic Business Network of Northern Virginia • Immediate Past-Chairman of the Board for the Center for the Arts (Loudoun County, VA) • Co-Founder and Immediate Past-Chairman for the Avalon Education Group • Past Member Executive Board of the Dulles Regional Chamber of Commerce • Past Commissioner for the Public Arts, Town of Leesburg, VA • Guest lecturer (marketing) Strayer University

Bruce attended Graduate School (Public Relations) at American University, Kogod School of Business and undergraduate school at Old Dominion University, B.S.



From: [Lee Ann Green](#)
To: [Lee Ann Green](#)
Subject: RE: Key-Personnel Resume JR Greeley SR 1_22_2016(004).docx
Date: Thursday, February 18, 2016 2:29:17 PM

From: Jay Greeley [mailto:jay@pegasusinfogroup.com]
Sent: Saturday, January 23, 2016 11:42 AM
To: Council
Subject: RE: Key-Personnel Resume JR Greeley SR 1_22_2016(004).docx

To my Town and the Town Council.

I would like to serve and help Leesburg, I would like to put my name forward to be interim Mayor. I would welcome the opportunity to give back. I am not sure there is any pay in it and if so I would give half to charity. I am just finishing my Ph.D. so this opportunity would allow me to gain some more Leadership experience.

I want to make it clear that I am not in this for either side of the isle. I just want to help Leesburg out, and to let you know that I have a record of running a small city, with an Airport. I have always been a civic minded person and always felt that we need to have someone on the board that listens to everyone, is well known and can be counted on to answer the needs of this community. I want you to know I believe in this community and I know how to get things done by encouraging all of us to work hard and get the people's business done on the premise of what is truly best for all.

It is my intention to just serve in this post until the voters go to the polls. Speaking of Polls many of you were the benefactors of the "Greeley express" during town elections, my Boys took the Excursion and went to the addresses of those people that needed rides to the polls.

This is not the only service the Greeley's have many times helped with coat drives, August Fest, First Night activities, along with teaching Ham radio free and during storms, bad weather I supported this community and our County as Red Cross Volunteer and in combat. I have continue to serve this community in peace and in war, as I have been a National Guard & USAR member, I retired and was called up out of retirement three times to serve overseas and the FAA as the Army Representative.

So along with my church and my community as the VFW Service Officer helping out All Veterans in the Northern Virginia as a volunteer and making sure they get all their health benefits I humbly ask that you consider my request to serve this community once again in making sure all Leesburg families have a safe place to live.

I would like to help Leesburg, if you know how I could put my name forward to be interim Mayor . I would welcome the opportunity to give back. I am not sure there is any pay in it and if so I would give 50% to charity. I am just finishing my Ph.D. so this position would allow me to gain some more experience. I want to make it clear, that I am not in this for either side of the isle. I just want to help Leesburg out and let the voters know that I have a record of running a small city, with an Airport.

I have always been a civic minded person and felt that we need to have someone on the board that listens to everyone, is well known as helper in the community without picking any sides, but would vote on what is truly best for all. It is not my intention to run for this position... but to just serve in this post until the voters go to the polls. My name will not appear on any ballot.

Key Personnel: Jay R. Greeley Sr.

Key Personnel Title			
Current Position:	CEO	Years of Experience:	24
Title:	President &		
Employer:	Pegasus Info Group Inc	Security Clearance:	TS
Educational history:	<ul style="list-style-type: none"> University of Phoenix Leadership, Management & IT (3.4 ave 54/62 credits still taking classes, and working on my Dissertation.) M.S.M., Management, Cardinal Stritch College, B.B.A., Marketing and Finance, St. Norbert College Operations Research Systems Analysis, U.S. Army Logistics Center, Ft. Lee, VA CGSC Completion Certificate, Ft. Leavenworth, KS Combined Arms Services Staff School (CAS3), Ft. Leavenworth, KS U.S. Army ARMOR Officer Advance Course, Ft. Knox, KY U.S. Army ARMOR Officer Basic Course, Ft. Knox, KY FORSCOM SAFTEY Officer Course, Atlanta , Ga 		
Relevant Training/Certifications:	<ul style="list-style-type: none"> Rotary Wing Qualification Course, U.S. Army Aviation Center, Ft. Rucker, AL US ARMY Parachutist Wings, Ft. Bragg, NC III Corps NBC Officers Course, Ft. Hood, TX Armor (Motor) Officer Course, 7th ATC, Germany U.S. Army Infantry Mortar Platoon Leader Course, Ft. Benning, GA Joint Air Attack Team wrote the JAAT POI and provided Instruction for Air National Guard A-10s and Army Attack Helicopters, at Fort McCoy , WI Verizon Training on the Resolution Manual Assist (RMA) intervention software, Telcordia/SAIC, Vienna, VA ReThink & G2 Modeling Product Training, Gensym Corporation, Chantilly, VA SLAM II and AWESIM, Modeling Training, Pritsker Inc. Indianapolis, IN Red Cross “Crisis Management” Public Affairs Officer Course I & II certified U.S. Army Awards: Legion of Merit, Bronze Star, Meritorious Service Medal (3), Joint Commendation Medal, Army Commendation Medal, Army Achievement Medal, and NATO Medal. Past Board Member of ARC, Loudoun County Chapter. Member of the Loudoun County Ham Radio Club. Coached Varsity Level, Maryland Scholastic High School Hockey League. USA Hockey Advance Certified VFW Trustee and Service Officer for Post 1177 Awarded the “Red Cross Disaster Volunteer of the Year 2000” for Loudoun County by the local Red Cross Chapter. MWAA citation for leadership in the planning and employment of Red Cross assets for the Dulles Airport Crash exercise in May of 2000. Red Cross citation for 9-11 response to FLT 77’s Pentagon Crash and for establishing and manning the American Red Cross Family Response Center at Dulles Airport. 		

Experience Summary

1.1 EXPERIENCE SUMMARY

Modeling & Simulation Projects* Logistics & Operations Planning * Safe Guard Security & Protection* Crisis Management *Airfield Safety*Risk Assessments

Summary: Over 24 years of professional experience as a subject matter expert (SME) in military operations research, logistics, safety assessments, security, homeland defense, force protection, evacuation planning, and crisis management. Experienced in the use of operations research methodologies including mathematical modeling and the use of modeling and simulation software. Career military officer with assignments from tactical unit to Army headquarters staff levels. Familiar with all aspects of Joint processes, operations, and commands from National level planning through Unit execution. Army subject matter expert (SME) in the following areas; Air Space management, Military logistics, Unmanned Aircraft Safety assessments, Using UAS in National Airspace for security, homeland defense, force protection, crisis management, disaster relief, counter drug operations, and warfighter simulation modeling.

Core competencies include:

- Contingency Planning & Crisis Management
- Logistics & Safety Operations
- Defense, Force Protection & Security
- Modeling & Simulation Projects
- UAS Aircraft safety assessments.
- UAS National Airspace for Homeland defense & force protection
- Proven Leadership Experience
- High-level Stakeholder & Customer Relations
- Program Travel and Transportation Management
- Risk Assessment & Mitigation
- Disaster Relief, Earth Quake & Hurricane
- Counter Drug Operations

This is my one pager so please read the rest of my resume attached.

Jay R Greeley
President and CEO
Pegasus Info Group Inc.
1209 James Rifle Court
Leesburg, Virginia
[703 473 8015](tel:7034738015)

Key Personnel: Jay R. Greeley Sr.

Key Personnel Title			
Current Position:	CEO	Years of Experience:	24
Title:	President &		
Employer:	Pegasus Info Group Inc	Security Clearance:	TS
Educational history:	<ul style="list-style-type: none"> University of Phoenix Leadership, Management & IT (3.4 ave 54/62 credits still taking classes, and working on my Dissertation.) M.S.M., Management, Cardinal Stritch College, B.B.A., Marketing and Finance, St. Norbert College Operations Research Systems Analysis, U.S. Army Logistics Center, Ft. Lee, VA CGSC Completion Certificate, Ft. Leavenworth, KS Combined Arms Services Staff School (CAS3), Ft. Leavenworth, KS U.S. Army ARMOR Officer Advance Course, Ft. Knox, KY U.S. Army ARMOR Officer Basic Course, Ft. Knox, KY FORSCOM SAFTEY Officer Course, Atlanta , Ga 		
Relevant Training/Certifications:	<ul style="list-style-type: none"> Rotary Wing Qualification Course, U.S. Army Aviation Center, Ft. Rucker, AL US ARMY Parachutist Wings, Ft. Bragg, NC III Corps NBC Officers Course, Ft. Hood, TX Armor (Motor) Officer Course, 7th ATC, Germany U.S. Army Infantry Mortar Platoon Leader Course, Ft. Benning, GA Joint Air Attack Team wrote the JAAT POI and provided Instruction for Air National Guard A-10s and Army Attack Helicopters, at Fort McCoy, WI Verizon Training on the Resolution Manual Assist (RMA) intervention software, Telcordia/SAIC, Vienna, VA ReThink & G2 Modeling Product Training, Gensym Corporation, Chantilly, VA SLAM II and AWESIM, Modeling Training, Pritsker Inc. Indianapolis, IN Red Cross “Crisis Management” Public Affairs Officer Course I & II certified U.S. Army Awards: Legion of Merit, Bronze Star, Meritorious Service Medal (3), Joint Commendation Medal, Army Commendation Medal, Army Achievement Medal, and NATO Medal. Past Board Member of ARC, Loudoun County Chapter. Member of the Loudoun County Ham Radio Club. Coached Varsity Level, Maryland Scholastic High School Hockey League. USA Hockey Advance Certified VFW Trustee and Service Officer for Post 1177 Awarded the “Red Cross Disaster Volunteer of the Year 2000” for Loudoun County by the local Red Cross Chapter. MWAA citation for leadership in the planning and employment of Red Cross assets for the Dulles Airport Crash exercise in May of 2000. Red Cross citation for 9-11 response to FLT 77’s Pentagon Crash and for establishing and manning the American Red Cross Family Response Center at Dulles Airport. 		

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Summary: Over 24 years of professional experience as a subject matter expert (SME) in military operations research, logistics, safety assessments, security, homeland defense, force protection, evacuation planning, and crisis management. Experienced in the use of operations research methodologies including mathematical modeling and the use of modeling and simulation software. Career military officer with assignments from tactical unit to Army headquarters staff levels. Familiar with all aspects of Joint processes, operations, and commands from National level planning through Unit execution. Army subject matter expert (SME) in the following areas; Air Space management, Military logistics, Unmanned Aircraft Safety assessments, Using UAS in National Airspace for

security, homeland defense, force protection, crisis management, disaster relief, counter drug operations, and warfighter simulation modeling.

Core competencies include:

- Contingency Planning & Crisis Management
- Logistics & Safety Operations
- Defense, Force Protection & Security
- Modeling & Simulation Projects
- UAS Aircraft safety assessments.
- UAS National Airspace for Homeland defense & force protection
- Proven Leadership Experience
- High-level Stakeholder & Customer Relations
- Program Travel and Transportation Management
- Risk Assessment & Mitigation
- Disaster Relief, Earth Quake & Hurricane
- Counter Drug Operations

Chronology of Professional Experience

1.1.1 *CEO and President of: COB of Pegasus Info Group Inc. (May 2011-Present)*

- Managing a small consultancy company
- Validate safety and support Air and Ground Operations
- Develop protocols for managing support FEMA to Local & State recovery operations
- Develop support training security personnel for Osprey Global Inc.
- Develop training first responders, National Guard, State of VA forces CAP/VDF, local city, state, & federal agencies in how to used Ham, and Air to ground radio.
- Provide inputs to developing unique Critical Asset Data Base support Counter Terrorism, Hurricane Relief and Home Land Defense program needs

1.1.2 *Program Manager, Robinson Aviation Inc, (March 2012 to January 2013)*

- Manage seven Army National Guard Air Fields and four with ATC support.
- This task was only seven airfields, for which to evaluate the conditions of Radio Maintenance and Safety Programs.
- Program Manager the Radio Navigation maintenance at seven National Guard Airfields and four towers responsible for the Civilian Contract-Air Traffic Controller-Staff
- Establishment of accountability/replacements for some controllers, along with upgrades of the radios/navigation & tower equipment.
- Implemented a safety program for Maintenance and Air traffic Control.

1.1.3 *Army Representative at the HQ FAA November 2005 – 2010*

- The only Department of the Army Representative (DAR) to the HQ FAA in Washington, D.C.
- This position is unique as it provides the U.S. Army its only representation in all matters affecting U.S. Army equities at the FAA HQ.

- Major activities were efforts on Unmanned Aircraft System flights in the National Airspace System, by developing processes to assist the FAA Staff with their Continuity of Government Operations.
- The FAA was benefited and helped by LTC Greeley providing information, coordination, with Army capabilities for interaction in developing courses of action for Haiti Earthquake Operations, CBRNE events during TOP OFF exercises other FAA exercises that called for the FAA to replicate/execute the National Emergency response plan.
- Upon retirement, he received the Legion of Merit medal for his service and Joint Commendation Medal for his quick thinking and solution for setting up the life flight path and procedures, which gave him credit for 70 children's lives being saved. They were all flown back to the states over Cuban Airspace which allowed them to arrive safely quickly enough where they could get their critical care.
- The FAA also named a final approach fix GREEL, in his honor to recognize his contributions to them and to our Nation.

1.1.4 J6A Joint Staff Contractor

March 2005 till November 2005

- Prepared briefings and developed courses of action to move programs ahead through the JCIDS processes.
- Tasked by the J6A, COL Brian Hurley to work on service consolidation of Joint simulations (for ATC) wireless radio/phone, and wave form communications that included the complete SATCOM portfolio.
- J6A Joint Staff Principal was COL Hurley, and LTC Dash's A&A team lead, who provided day-to-day tasks and were Mr. Greeley's primary customers.

1.1.5. United States Army Operation Iraqi Freedom

2003–2005

Safety Officer and Airfield Manager

October 2003 till March 2005

- For the 101st ABN at Mosul Airbase, Iraq. LTC Greeley was awarded the Bronze Star for his support and leadership, during his almost 2 year deployment. During that time he trained all the unit safety personnel and managed 101st ABN (AA) LSA Diamondback, as its Mayor during two transition, between 101st AIRBORNE to TF Olympia (From 1st CORP) for their transition to TF Freedom (The 11th Armored Cavalry Regiment) . As the Mayor of Diamondback Logistical Support Area (LSA) LTC Greeley managed all contracts for fixing the airfield, working with local contractors and American companies like KBR & L3 Logistics.
- During his time there he managed a city of over 7000 personnel with work force of over 5349 day labors, who built 87 builds, that included temporary prison complex for influx of captured insurgents from over 20 different counties, coordinated with CORP of ENGINEERS to developed plans for a new control tower, lights, markings all IAW AF/Army/ Navy and DOD requirements.
- The lead planner that placed over 7000 temporary buildings for Soldiers, Airmen, Special Forces, Navy Seals, and Coalition Forces. Developed Force Protection for the entire Airfield, Hospital, and critical airfield installations, like the forward arming refuel points. Organized the ramp, to increase capacity for AF heavy lift and heavy air cargo airplanes to bring in critical supplies.

Also was the Striker BDE Safety Officer for 90 days, when their safety officer had to redeploy to another assignment.

- Developed plan to place reflective strips to mark the Strikers with special reflective tape and move headlights to outer most edge so the on-coming Iraqi drivers at night would not run into them with their small trucks, thus preventing the continuation of killing one Iraqi every 16hrs do to the Iraqi drivers driving into Striker extended cages on their vehicle.
- As the Airfield manager, executed the GEN Schlosser Plan, and prepared the Airfield for the Iraqi's to take over the Airfield Civilian Terminal that was refurbished and fixed the fire and rescue equipment shortage, trained Iraqi's on new American equipment. Help establish the funding and contacting of local companies to build the Fire Training Center as designed by our National Guard Fire Fighters.

JOHN H. HILTON

195 Flowering Dogwood Terrace SE, Leesburg, VA 20175 - John.Hilton67@gmail.com - 703.599.1351

Feb. 10, 2016

Dear Mayor Butler and Council,

I am writing to express my interest in being appointed to the opening for interim councilmember on the Leesburg Town Council for the remainder of 2016.

In addition to my being a resident and homeowner in the Oaklawn neighborhood in Southeast Leesburg, I am a lifelong Northern Virginian who has served the public in a number of capacities, including my current tenure as a member of the Loudoun County Board of Equalization.

My professional life centers in the Real Estate Industry, where since 2003, I have served a diverse clientele buying, selling and leasing commercial and residential property. My brokerage affiliation is with Century 21 New Millennium in Chantilly, VA, where I have been a top producing agent. My knowledge of the industry and the process by which local governments assess property, as well as the details and legalities of contracts is vast.

My wife Sandra and I love it in Leesburg and we wish to see the wonderful quality of life here maintained. I am committed to preserving the character of the Historic District, tending to our beautiful parks and other green spaces and providing leadership in supporting our diverse business community. If appointed I will put these varied talents and interests to use immediately for my fellow citizens.

My resume is enclosed. Thank you for your time and consideration.

Sincerely,

John H. Hilton

JOHN H. HILTON

195 Flowering Dogwood Terrace SE, Leesburg, VA 20175 - John.Hilton67@gmail.com - 703.599.1351

Experienced and detail-oriented business development and sales management professional with more than 20 years of building and maintaining successful business- to- business and business to consumer relationships.

BUSINESS DEVELOPMENT – SALES MANAGEMENT

SUMMARY OF QUALIFICATIONS

- Outstanding communication and presentation skills; conceptual thinking and vision
- A problem solver, driven to succeed with strong interpersonal and negotiation skills.
- Highly organized and detail oriented; capable of multi-tasking under pressure.
- Proven track record of developing successful long-term client relationships
- Superb mentor, inspirational leader that inspires sales teams
- A natural entrepreneur who embraces change readily
- Able to work well with a team or individually
- Inquisitive, flexible, and adaptable; able to turn vision into reality
- Boundless energy, capable of adapting to a number of roles simultaneously

PROFESSIONAL EXPERIENCE

CENTURY 21 NEW MILLENNIUM
Commercial and Residential Sales

September 2006-Present

Top Producer in Sales and Revenue in office with 30+ agents

- Analyze and recommend commercial and residential real estate purchases and leasing opportunities
- Manage purchases and leases process; from identifying property to ratifying the contract
- Work with managers and directors to establish real estate policies for real estate decisions. Generated account leads through cold-calling, referrals, and event networking

BETTER HOMES, SAMSON REALTY
Commercial and Residential Sales Professional

Aug 2003-September 2006

Sold \$4 Million in Residential Property in the first year

- Generated more than \$15 million in gross revenue; recognized as office Top Producer
- Administrated residential and commercial contract negotiations; purchase and leasing opportunities
- Earned multi-million dollar designation 4 years in a row
- Generated sales by building long-term relationships through office leads and referrals

Top Producer for Northern Virginia Region

- Sold integrated telecom and internet services to businesses throughout Northern Virginia
- Consistently exceeded monthly quota by 150%
- Generated account leads through cold-calling, event networking, and referrals

SALES AWARDS

- Office Top Producer – Multiple Awards, Northern VA Real Estate
- Multi-Million Dollar Club- Northern VA Real Estate
- National Advertising Association Award- Creative Management
- ‘Quota Busters’ High Achievement Awards and Top Producer Awards- Telecommunications Sales

COMMUNITY SERVICE AND NETWORK AFFILIATIONS

- Past President - Arlington Inter-Service Club Council
- Member, Loudoun County Chamber of Commerce
- Member, Loudoun County Board of Equalization
- Past Member, Arlington Community Services Board
- Member, Northern Virginia Association of Realtors (Government Affairs Committee)
- Northern Virginia Building Industry Association

EDUCATION

BACHELOR OF ARTS – GOVERNMENT & POLITICS
GEORGE MASON UNIVERSITY –1992

MASTERS IN THEOLOGICAL STUDIES- WESLEY THEOLOGICAL SEMINARY
2016

February 12, 2016

Leesburg Town Council,

I am writing to express my interest in being appointed to the vacant seat on the Leesburg Town Council. I have been a resident of Leesburg for eight and a half years. Leesburg has been an incredible place to raise my family. This town has provided my family with so many community resources. As my children get older I am inspired to try and teach them by example the value of community service and participation in their local government.

I have been a stay at home parent for several years and that experience has taught me a great deal about what it means to be part of a neighborhood, part of a school community, part of a church community, and part of the community of the Town of Leesburg.

I have done a lot of volunteering at my children's school and in my church community. I have been active in many small slices of the Leesburg community. With this vacancy I feel that there is a real opportunity to use my skills to effect action in the larger Leesburg community.

I would like to become involved in the daily details of running and managing this town. Our town is becoming larger and more diverse every minute. We are faced with many interesting questions as we continue to grow and serve our citizens. Whether it involves planning issues, zoning issues, recognizing the achievements of our schools or citizens, or consideration of other local issues, we must carefully contemplate the best interests of our town. I would like to be a part of that process.

I have a background in the legal field which I believe will assist me should I be considered for this vacancy. Prior to staying home with my children, I worked as an attorney in various capacities in Washington DC and Northern Virginia. Through these experiences I have worked with diverse groups of clients and practitioners and would be eager to put those interpersonal and analytical skills to use as a member of the Town Council.

I have also been inspired to become involved in local government because of the work of my friend Mayor Lisa Merkel of Herndon. Over the years I have watched her first as a council member, then as Vice Mayor and eventually Mayor work so hard for her community. She has always inspired me to see the positive change and accomplishments that can be achieved through the work of ordinary citizens who care about their community.

Local government is the foundation for communities to thrive. I would be honored to be considered for the appointment to the vacant seat on the Town Council. Thank you for your consideration and time.

Sincerely,
Rebecca Hoey

REBECCA HOEY

703 Sentinel Dr. NE
Leesburg, Virginia 20176
(703)801-3290
becky.hoey@gmail.com

SKILLS

- Excellent communication and presentation skills
- Efficient and Diligent
- Proficient research skills

EXPERIENCE

- Stay at Home Parent**, Leesburg, VA. October 2004 to Present
- Saint John the Apostle Catholic Church**, Leesburg, VA. September 2010 to Present
Volunteer Third Grade Religious Education Catechist
Instruct third grade students on the Catholic faith; plan weekly lessons and present them to the class.
- John W. Tolbert Elementary School**, Leesburg, VA. September 2011 to Present
Volunteer Room Parent Grades One through Five
Coordinate parent volunteers for class activities; plan and organize classroom events; schedule donations and volunteers for classroom events; communicate with parents and teachers regarding classroom events.
- Central Loudoun Basketball League**, Leesburg, VA. October 2015 to Present
Volunteer Head Coach Boys Fourth Grade Basketball
Instruct youth on the fundamentals of basketball; plan practice sessions; coordinate game management; communicate with youth and parents.
- Central Loudoun Little League**, Leesburg, VA. April 2014 to June 2014
Volunteer Assistant Coach Boys 8 and Under Division
Assist head coach in instructing youth about the fundamentals of baseball.
- Office for Victims of Crime, Training and Technical Assistance Center** March - April 2006
Tribal Victim Assistance Grant Reviewer
Reviewed grant proposals from tribal victim assistance providers; offered commentary and review of the proposals within a peer review panel.
- National Center for Victims of Crime**, Washington, DC. October 2002 to December 2004
Program Attorney, Stalking Resource Center
Performed legal research on stalking laws, legislation and cases across the United States; assisted criminal justice practitioners and victim services professionals in responding to stalking technical assistance requests; provided training to prosecutors, law enforcement officers, victim service providers, advocates, and other professionals on stalking issues across the United States; participated in and planned national conferences on stalking throughout the US; worked with fellow practitioners to draft a new Model Stalking Code for the States.
- American Prosecutors Research Institute**, Alexandria, VA. May 2001 to September 2002
Legal Intern, Violence Against Women Act Division
Performed legal research on various prosecution issues related to domestic violence for prosecutors throughout the nation; prepared memoranda for prosecutors; assisted in program preparation for national conferences.
- American University Domestic Violence Clinic**, Washington, DC. Spring Semester 2002
Civil Attorney
Represented clients seeking civil protection orders in the District of Columbia; interviewed clients; performed research on legal issues surrounding the District's Intrafamily Offense Statute; prepared cases for trial; negotiated consent civil protection orders.

REBECCA HOEY

703 Sentinel Dr. NE
Leesburg, Virginia 20176
(703)801-3290
becky.hoey@gmail.com

United States Attorney's Office for the District of Columbia, Washington, DC. Fall Semester 2001
Legal Intern in the Misdemeanor Prosecution of Intrafamily Offense Unit
Aided Assistant United States Attorneys in case and trial preparation; made court appearances to accept pleas; handled calendar calls in District of Columbia Superior Court; interviewed and prepared witnesses for trial; drafted motions.

Beach and Associates, Alexandria, VA. July 2000 to April 2001
Legal Assistant
Performed legal research on divorce, property settlement, waiver of constitutional rights and custody issues; prepared client correspondence letters; drafted legal memoranda, deeds, and property settlement agreements; assisted attorney with case preparation.

Fairfax County Juvenile and Domestic Relations Court, Fairfax, VA. Summer 2000
Legal Intern
Prepared preliminary protective orders for victims of domestic violence, child custody, and support petitions; interviewed clients; drafted affidavits; made court appearances; advocated on behalf of clients.

EDUCATION

AMERICAN UNIVERSITY WASHINGTON COLLEGE OF LAW, Washington DC.
J.D., *magna cum laude*, May 2002.

MARY WASHINGTON COLLEGE, Fredericksburg, VA.
B.A. Political Science, *magna cum laude*, May 1999.

BAR ADMISSION

Member, Virginia State Bar, October 2002 to Present.

PUBLICATIONS

"Food Stamps and SSI Benefits: Removing Access Barriers for Homeless People," *The Clearinghouse Review Journal of Law and Poverty*, March-April 2001, Vol. 34, Nos. 11-12.

"New Frontiers of Stalking - Video Voyeurism," *Stalking Resource Center Newsletter*, Winter 2003, Vol. 3, No.1.

"Stalking Technology Outpaces State Laws," *Stalking Resource Center Newsletter*, Summer 2003, Vol. 3, No.2.

"Immigrant Stalking Victims Face Complex Challenges," *Stalking Resource Center Newsletter*, Fall 2003, Vol. 3, No.3.

"Legal Protections for Immigrant Stalking Victims," *Stalking Resource Center Newsletter*, Spring 2004, Vol. 4, No.1.

"Stalking," *The Impact of Domestic Violence on Your Legal Practice, A Lawyer's Handbook*, American Bar Association, Second Edition, 2004.

The Model Stalking Code Revisited, The National Center for Victims of Crime, January 2007.

February 10, 2016

Via email

**Lee Ann Green
Clerk, Leesburg Town Council
25 Market Street
Leesburg, VA 20175**

`Re: Town Council Vacancy

Dear Madam Clerk:

The purpose of this letter is to express my interest in the appointment to fill the Council vacancy left by David Butler's appointment as Mayor. I am over 18, a resident of Leesburg for more than a year, and am otherwise qualified. My curriculum vitae is attached with this letter.

Sincerely,

Edward J. Kiley

**293 Ariel Drive NE
Leesburg, VA 20176
703-505-5244
nedkiley@gmail.com**

**EDWARD J. KILEY
CURRICULUM VITAE**

EDWARD J. KILEY
293 Ariel Drive NE
Leesburg, VA 20176
(703) 505-5244, Facsimile (703) 669-5606
nedkiley@gmail.com

Private Practice, January 1, 2009 to present (member DC and VA Bars)
Partner - Grove, Jaskiewicz and Cobert; 1978-2008
Associate - Grove, Jaskiewicz and Cobert; 1973-1978
Grove, Jaskiewicz and Cobert, a Washington, DC firm, specialized in providing general legal representation for companies and other business organizations engaging in transportation activities - carriers of all modes, shippers, their trade groups, state and local governments, and public utilities. Services included and emphasized administrative and regulatory practice, copyright and trademark issues, tax, employment law, antitrust, contract law, and international legal matters. Edward J. Kiley has principally engaged in regulatory and administrative practice, employment law and employment classification matters, antitrust law as it pertains to trade associations, and supporting litigation. Edward Kiley has continued in these practices areas since establishing his own law office in 2009.

Professional Recognition

Transportation Lawyers Association
President - 1993-94
Officer - 1990-93
Committee Chair (CLE) - 1980-90
Transportation Law Institute Chair - 1982-90
Distinguished Service Award – 1984

Participating Faculty

Government Institutes, Inc. (Hazardous Materials and Environmental Regulation)
March, June, November 1993, May, 1995
American Movers Conference (Worker Classification Issues)
June, 1988, November, 1989

Co-Author: Free Wheeling: A Reference for Economic Deregulation of the Motor Carrier Industry published by the Interstate Carriers Conference (1987)

Contributor: Independent Contractor Legal Checklist, published by American Trucking Associations--Litigation Center (1997)

Education

Juris Doctor (With Honors) - The George Washington University, Washington, D.C. 1973

Bachelor of Arts (Political Science) - Villanova University, Villanova, PA 1970

Expert Witness Experience

Independent Contractor / Employee Classification (2001, 2002)

U. S. Department of Transportation Hazardous Materials Regulation (1998)

U. S. Department of Transportation Driver Qualification Regulation (1996, 1994)

Community Service

Loudoun County School Board (1986-1999), Board Chair and Vice-Chair, Chair of Budget and Personnel Services Committees

Town Of Leesburg Board of Architectural Review (2006-2008, 2010-Present, (Chair 2014-2015)

Town of Leesburg Standing Residential Traffic Committee (2008- 2010)

Virginia Bar Association – Rule of Law Project

St. James Episcopal Church (Leesburg) – Vestry Member (2012-2015)

Hamlet at Leesburg – HOA Board Member (2011-Present)

Other Training

General and Family Mediation Skills (Northern Virginia Mediation Services)

Guardian Ad Litem for Children and Incapacitated Person Training (Virginia State Bar)

ETS Praxis II Series (Social Studies)

Courts Appearances

Circuit Court – Loudoun County

General District Court – Loudoun County

United States District Courts – Eastern District, Virginia; District of Columbia; Massachusetts; Delaware

United States Courts of Appeal – Second Circuit; Fourth Circuit; Fifth Circuit; Sixth Circuit; Ninth Circuit; Eleventh Circuit.

Bar Memberships

Virginia State Bar Association

District of Columbia Bar

American Bar Association

Loudoun County Bar Association

Transportation Lawyers Association

From: [Gwen Pangle](#)
To: [Council](#)
Subject: Council Vacancies
Date: Monday, February 01, 2016 1:15:38 PM

I just saw Councilman Butlers email urging those of us who have had our names brought forward to submit a resume ahead of a formal request, I apologize for missing the suggested deadline of Jan 22, 16 .

Please accept this email as proof of my continued interest in the position of Interim Mayor or Interim Council member. I understand no formal request has been made by Council, and will draft a cover letter and resume for submission.

Sincerely,

Gwen Pangle
Pres./CEO Pangle & Associates

Gwen Pangle

604 Blue Ridge AVE. ne Leesburg, VA 20176 703-930-4872

gwenpangle@gmail.com

Objective	To use my leadership and communication skills for the benefit of my community.
Experience	<p>CEO</p> <p>Pangle & Associates Real Estate Co. Leesburg, VA</p> <p>Dec 1996 – present</p> <p>Set mission and vision</p> <p>Hire people who have the core values necessary to honor the company vision</p> <p>Train agents to be exceptional REALTORS®; caretakers of our clients and out profession</p> <p>Developed policies and procedures that company runs and grows by</p> <p>Develop and administer a budget for the company</p> <p>Promote community stewardship</p>
Leadership	<p>President</p> <p>Dulles Area Association of Realtors 2004, Leesburg VA</p> <p>Dec 2004 - Dec. 2005</p> <p>Board Member and Vice President 1998 to 2004</p> <p>The President is responsible for ensuring that the Board of Directors and its members: · are aware of and fulfill their governance responsibilities; · comply with applicable laws and bylaws; · conduct board business effectively and efficiently; · are accountable for their performance.</p> <p>In order to fulfill these responsibilities, and subject to the organization's bylaws, the President presides over meetings, proposes policies and practices, sits on various committees, monitors the performance of Directors and Officers, submits various reports to the board, to funders, and to other "stakeholders"; proposes the creation of committees; appoints members to such committees; and performs other duties as the</p>

need arises and/or as defined in the bylaws.

The President ensures that an agenda is planned for board meetings. This may involve periodic meetings with committee chairpersons and the Executive Director to draft annual and meeting agendas and reporting schedules.

The President presides over meetings of the Board of Directors. In this capacity, the President:

- chairs meetings according to accepted rules of order for the purposes of
 - encouraging all members to participate in discussion;
 - arriving at decisions in an orderly, timely and democratic manner;

Board Committees

The President serves as an ex-officio member of board committees specified in the bylaws. In this capacity, the President's role is

- to serve as a voting member of the committee (if specified in the bylaws);
- to negotiate reporting schedules;
- to identify problems and assist the committee chairperson to resolve them, and if necessary, to bring them to the attention of the Board of Directors.

Board-Staff Relations

The President is the primary liaison between the Board and the executive director. In this capacity, the President:

- meets periodically with the executive director;
- ensures that periodic performance reviews of the executive director are conducted;
- participates in the hiring and evaluation of the executive director.

The President is the primary liaison between the Board and the executive director. In this capacity, the President:

- meets periodically with the executive director;
- ensures that periodic performance reviews of the executive director are conducted;
- participates in the hiring and evaluation of the executive

director.

Community Relations

The President ensures that the organization maintains positive and productive relationships with media, funders, donors, and other organizations. In this capacity, the President serves as primary spokesperson for the organization Duties may include:

- representing the organization to the media;
- representing the organization on governmental or nongovernmental organizations and committees;
- timely and appropriate reporting of Board decisions and actions to members and/or funders and/or donors.

Signing Officer

The President is normally designated by the Board of Directors and/or bylaws as one of the signing officers for certain documents. In this capacity, the President may be authorized or required to sign or countersign cheques, correspondence, applications, reports, contracts or other documents on behalf of organization.

Board Development

The President ensures that structures and procedures are in place for effective recruitment, training, and evaluation of board members.

Dulles Area Association of Realtors

Governmental Affairs Committee: DAAR 2000 - present

DARPAC Trustee: DAAR 2015 -Present

Virginia Association of Realtors

Board of Directors: 2008-2013

RPAC Trustee: VAR 2014-Present

Education Committee member

National Association of Realtors

Board of Directors: 2010-2011

Federal Political Coordinator

Congressman Wolf : 2006 – 2014

Senator Warner: 2015-Present

Loudoun County Involvement

Loudoun County Chamber of Commerce:

Board of Directors 2014 - Present

Leesburg Committee Involvement

FOLPA: Board of Directors: 2013-Present

Leesburg Downtown Business Association

President: 2014-Present

Board Member: 2012-Present

Economic Development Commission

Chairman: January 2016- present

Commissioner: 2012-2015

Education

RN/BSN

George Mason University Fairfax, VA

1974 to 1978

I spent 10 years as a critical care and Hospice RN. Charge on shift.

Real Estate License 1988

Real Estate Brokers License 1996

I overlapped my Real Estate Career with my Nursing career in order to raise my 2 children and my disabled sisters 3 children, as a single mother. To this day I volunteer my Nursing skills to the Loudoun County Medical Reserve Corp and when I can, the Leesburg Free Clinic.

Communication

Communication, public speaking and presentation to large groups has been

an important part of my life since high school. I was a thespian in high school, competed on the forensics team in college and frequently MC or Key note for organizations I am involved with. These skills enable me to speak to members of the public and the media in a meaningful way.

**Community
Involvement**

I spent 20 years on the board for Christmas In April (now, Rebuilding Together). We worked toward a work day each April, where volunteers organized to fix up the homes of the elderly, low income and handicapped residents of Loudoun county. Our mission was to keep them warm, safe and dry in their homes.

References

Jeanette Newton, CEO Dulles Area Association of Realtors

jnewton@dullesarea.com

Christine Windle Governmental Affairs Director DAAR

cwindle@dullesarea.com

Terrie Suit CEO Virginia Association of Realtors

terrie@varealtors.com

From: [Mary Pellicano](#)
To: [Lee Ann Green](#)
Subject: Letter of Interest
Date: Thursday, February 18, 2016 9:26:36 AM
Attachments: [PellicanoResume.doc](#)
[ATT00001.htm](#)

Dear Ms. Green,

Please accept this letter of interest for appointment to the vacant Leesburg Town Council member seat. I have lived in Leesburg for more than 16 years and have come to love my adopted hometown as if I were born here. Leesburg has the unique distinction of being a town steeped in history, yet poised for a vibrant and dynamic future. It would be an honor for me to assist the Town Council in planning for that future over the next 10 months.

I have attached my resume for your review. I think you will find that I have the skills and abilities that qualify me for this position. Since moving here in 1999, I have been actively involved in the community in a variety of ways, from organizing neighborhood activities to leading church functions and serving on boards and commissions. My family and I routinely participate in the programs and activities offered to us in the town and we highly value the quality of life we enjoy here. As you can see, I am fully invested in this community in which I live, work and play.

Thank you for your consideration of my appointment to this position. I am available to speak with you at your earliest convenience to answer any questions you may have about my qualifications. I look forward to hearing from you soon.

Sincerely,

Mary Pellicano

312 Oakcrest Manor Dr. NE

Leesburg, VA 20176

703 669 9386

Mary V. Pellicano
312 Oakcrest Manor Dr. NE
Leesburg, VA 20176
(703) 669-9386
email: mvpellicano@verizon.net

EDUCATION:

Master of Library Science, Syracuse University, School of Information Studies, Syracuse, NY, August 2002. School Library Media emphasis. GPA 3.95

Bachelor of Arts, English, State University of New York at Stony Brook, 1990. GPA 3.95. *Summa cum Laude*. *Phi Beta Kappa*

Associate of Applied Science, Communications and Media Art, Suffolk County Community College, Selden, NY, 1985. GPA 3.9. *Phi Theta Kappa*

RELEVANT WORK HISTORY:

School Library Media Specialist, Loudoun County Public Schools. August 2006-present

- ◆ Operate and maintain school library media center for secondary public schools (Blue Ridge Middle School, 2006-2010; Stone Hill Middle School, 2010-2011; Tuscarora High School, 2011-present)
- ◆ Develop, coordinate and deliver information literacy lessons
- ◆ Assist students and staff in selection and evaluation of materials and resources
- ◆ Train teachers and staff on the appropriate use of technology and equipment
- ◆ Collaborate with classroom teachers in the design, preparation and delivery of units of study
- ◆ Design, implement and promote a variety of reading incentive programs
- ◆ Advocate for and promote library and library programs through website, newsletters, announcements and social media
- ◆ Schedule and coordinate special events including Book Fairs, author visits and community programs

School Library Media Specialist, Dominion Academy, 835 Lee Ave., Leesburg
August 2004 – August 2005

- ◆ Operate and maintain school library media center for private K-8 school with 330 students
- ◆ Develop, coordinate and deliver information literacy curricula for kindergarten through grade 5
- ◆ Provide individual instruction in research skills, literature appreciation and information technology for elementary and middle school students

Marketing Coordinator, City Colleges of Chicago, Mainz-Kastel, Germany;
May 1995 - November 1996

- ◆ Developed marketing strategy and publicity materials for educational programs for U.S. military personnel overseas
- ◆ Published newsletters for staff and students
- ◆ Conducted marketing surveys, research and analysis
- ◆ Coordinated special events

Broadcast Operations Coordinator, WLIW-Channel 21,
Plainview, NY; July 1991 - July 1994

- ◆ Created daily 24-hour program broadcast and recording logs for public television station
- ◆ Reorganized and maintained videotape library with over 5,000 program titles
- ◆ Assisted Program Manager in screening and selecting programs for broadcast

OTHER RELATED SKILLS:

- ◆ Excellent organizational and analytical skills
- ◆ Strong written and verbal communication skills
- ◆ Ability to manage multiple projects and priorities simultaneously
- ◆ Ability to work effectively with diverse people

PROFESSIONAL AFFILIATIONS:

- ◆ American Library Association, 2001
- ◆ American Association of School Librarians, 2002
- ◆ Virginia Association of School Librarians, 2006
- ◆ Loudoun Association of School Librarians, 2006; President, 2014-2015
- ◆ Virginia Department of Education Teaching License, 2007

COMMUNITY SERVICE:

- ◆ Officer, Board of Directors, Paxton Campus 2009- present; Secretary, 2010-2012; Treasurer, 2014-2016
- ◆ Trustee, Loudoun County Public Library, 2009-present
- ◆ Church Librarian, St. James Episcopal Church, 2001- present
- ◆ Vestry Member, St. James Episcopal Church, 2004-2008
- ◆ Commissioner, Advisory Commission on Youth, 2007-2009

I am interested in "applying" for the vacant Town Council Seat

For me personally, I am not interested in pursuing a career in politics. However, I do believe I possess some unique qualifications that would make a temporary appointment to Council a good fit.

I've lived in the County for over 37 years, 33 of them in the Town of Leesburg. So I've watched this town transform from a sleepy 8800 population, to now something close to 50,00 residents. Plus, I've served on three commissions (two in the Town, one in the County) during the last 10 years. So I do have a good sense on how the government functions here. But more importantly, I would come into this position as a regular citizen and not a career politician. That would give the Council a different set of eyes, and a different voice for the balance of 2016.

I wanted to let all of you know that I am interested in this, should Council wish to consider me.

Thank you,

Oliver Peters
703-863-3872

1113 Janney St SW
Leesburg, VA. 20175

Phone 703-777-4129
E-mail ohlpeters@gmail.com

Oliver Peters Jr.

Employment

Jan 1977-June 1999 Sears Roebuck & Co. Arlington, Alexandria &
Fairfax VA

Sales Representative, and Sales Manager

June 1999-Present State Industrial Products Cleveland, OH

Sales Representative

Education

1976 Campbell University Buies Creek, N.C.

Bachelor of Business Administration

Volunteer experience

Have been a Volunteer in the Loudoun County School system on and off for 20 years.

Duties have included: Working with Monroe Vo-Tech producing a cable TV production about the goings-on in the school system (1992-93)

Chaperoning Band students from Simpson Middle to and from District Festivals (1996-98)

From 2000-2006, at Loudoun County H.S. Created and maintained a School Band Web Page. Raised over \$5000 for the band program thru various advertising ventures. Was the Marching Bands half-time announcer. Created DVD keepsake movies for the band kids at the end of each year.

Creator – Producer of “Marching Band Showcase”. 2008 to 2013. A Cable TV show shown on Loudoun County Cable TV. The show highlights all the county high school marching bands with performances and interviews.

Served on the Town of Leesburg (VA) Technology & Communications Commission from Nov. 2006 to Dec 2014.

Served on the Loudoun County Cable Commission Jan. 2008 until Jan 2010.

Currently serving on the Town of Leesburg's Diversity Commission Dec 2015 -

DOUGLAS P. SKINNER, BS, NREMT-P, NCEE.

Douglas Skinner
430 West Market Street
Leesburg, VA 20176
Phone: (703)-669-1079
e-mail:dpsemsed1@aol.com
Cell: (703)-296-8733
February 9, 2016

Leesburg Town Council – Council Member

Dear Honorable Town Council Member's:

As an active community advocate and a person who care about people and our community, I am interested in obtaining the open Town Council position as per the advertisement on the town web site.

I am a seasoned, energetic, driven and goal oriented resident of Leesburg, for over twelve years, a Business Owner, a volunteer firefighter/paramedic, an emergency services educator and administrator with over 31 years of community leadership, fire and emergency services experience in the public and private sector. I have enclosed my resume as a first step in exploring the possibilities of appointment as a Council Member on the Town of Leesburg Council.

My most recent experiences are multiple, currently working as an Adjunct Faculty Member at Prince Georges Community College, Largo MD, in the EMS and Paramedic Program. I also am a per diem Adjunct Faculty Member at College of Southern Maryland EMS and Paramedic Program. I also, work per diem as a Paramedic and Educator for Valley Medical Transport in Winchester, VA. Additionally, I own and participate in my own Leesburg based business, that covers safety, health and security services for private and public organizations. Through my business, I provide leadership in a growing safety and health business that has been involved in education, consulting, and planning for such clients as the Howard Hughes Research Laboratory in Lansdowne, Virginia, Richmond American Homes, Teel Construction, Valley Health Systems, Fairfax County Public Schools, Loudoun County Government and several small businesses and non-profits in the Northern Virginia area. With all the work, I still have time to volunteer as an officer and firefighter/paramedic at Loudoun Volunteer Rescue Squad, within the community I currently live - Leesburg.

In my career, I have acted in many different positions within the field of emergency services, as a firefighter/EMT, paramedic, fire and EMS services officer, Assistant Chief, Director of EMS, EMS Coordinator, EMS Director and EMS Education Director. The biggest undertaking in my career was as the Director of EMS for the 1994 Woodstock Music and Arts Festival, in Saugerties, NY. I provider leadership, planning, management and coordination for over 700 medical providers to provide emergency medical services to a music and arts festival with over 400,000 participants. I learned how to navigate and work with public and private organizations to service the people in communities I lived. Additionally, I have also held many offices within volunteer community organizations.

My responsibilities have been very broad in the career arena as well as the volunteer arena. My experiences have provided me a great luxury to see how volunteer and paid personnel should interact and be as one, in all types of organizations. I feel that is why I have been involved in public service.

My attraction to public service had influenced me to advance myself and obtain more education in how public government and non-profits should function. Thus, I am currently enrolled in American Public University, taking classes to earn a Master's Degree in Public Administration, to compliment my years of experience, two associates' degrees in fire protection and fire science and my Bachelors of Science Degree in Community and Human Service. I am currently certified as a Paramedic in Virginia and West Virginia, as well as certified as a National Registered Paramedic and Nationally Certified EMS Educator.

As a Council Member with the Town of Leesburg, I would bring a focus on quality of public service, be financially responsible to the citizens, bring a diverse focus with regard to community programs, look for accountability of the staff and council, and provide you with a community minded leader. I will also work to enhance the offerings of the town's services to better our community involvement, by working with the town administration, volunteer community organizations, community members, businesses, and other council members, on what is needed, to provide day-to-day quality community services, to "Our Town".

I appreciate you accepting this inquiry. I look forward to hearing from you about this opportunity. I will be available for interviews or discussion given at a few hours' notice. Thank you for your consideration.

Sincerely,

Douglas P. Skinner

Douglas P. Skinner, BS, NREMT-P, NCEE

RESUME

Douglas P. Skinner

430 West Market Street

Leesburg, VA 20176

Home: (703)669-1079/Cell: (703)-296-8733

e-mail: dpsemsed1@aol.com

EDUCATION:

High School:

1984 Watervliet JR SR High School
Wiswall Ave.
Watervliet, N.Y. 12189
General Education and Business
Awards: Dr. Edward Diamond Award for Public Service

College:

1988 Hudson Valley Community College
80 Vandenburg Ave.
Troy, N.Y.
Degree: Paramedic Practitioner Certificate.
Awards: Deans List Fall 1988.

1993 Schenectady County Community College
Washington Ave.
Schenectady, N.Y. 12305
Degree: Associates of Applied Sciences in Fire Protection

1998 Corning Community College
Corning, N.Y.
Degree: Associates of Occupational Sciences in Fire
Science.

2004 National Fire Academy -- USFA
16825 South Seton Ave.
Emmitsburg, MD 21727
Certificate: - Management of Emergency Medical Services.
- Advanced Leadership in EMS
- Training Program Management

2009: Empire State College – State University of New York
Saratoga, N.Y.
Major Course of Study: Fire and Emergency Services Management
Degree: Bachelor of Science Degree.

Enrolled: American Public University System
Manassas, Va.
Major: Masters of Public Administration, w/ minor in Disaster Response
Degree Expected: August 2016

1984 to Present New York State Health Department
Bureau of EMS
433 River Street, Suite 303
Troy, N.Y. 12180

Courses Completed:

1. Certified EMS Lab Instructor.
2. Certified EMS Instructor Coordinator.
3. Teaching Resources for Instructors in Pre-Hospital Pediatrics' (TRIPP)
4. Making Tough Choices
5. Training Tips and Techniques.
6. EMS – HAZMAT Awareness.
7. Ambulance Accident Prevention Seminar. EVOC.
8. Weapons of Mass Destruction Awareness Train the Trainer.
9. Identification and Management of The Organ Donor – Center for Organ Donation.

1998 to Present FEMA- Emergency Management Institute
Emergency Management Programs.
Emittsburg, Maryland 21727 -- Courses completed:

- IS-1 Emergency Program Manager.
- IS-2 Emergency Preparedness, USA.
- IS-3 Radiological Emergency Management.
- IS-5 Hazardous Materials–A Citizen's Orientation
- IS-15 Special Events Contingency Planning.
- IS-139 Exercise Design
- IS-195 Basic Incident Command System.
- IS-230 Principles of Emergency Management
- IS-235 Dept. of Homeland Security Emergency Planning
- IS-240 Leadership & Influence
- IS-241 Decision Making & Problem Solving
- IS-242 Effective Communications
- IS-244 Developing and Managing Volunteers
- IS-275 EOC Management and Operations - Role of the Emergency Operations Center.
- IS-288 Role of Voluntary Agencies in Emergency Mgmt.
- IS-324 Community Hurricane Preparedness
- IS-346 Hazardous Materials for Medical Personnel.
- SS-533 Emergency Response to Terrorism
- IS-700 National Incident Management System (NIMS)
- IS-800 National Response Plan
- NIMS – I-200 Incident Command System Instructor

3/ 2005 Certificate of Achievement EMI's Professional Development Series in Emergency Management.

1998 to Present National Fire Academy
National Emergency Response Training Center
Emmitsburg, Maryland 21727

Courses Completed:

N831 Initial Company Tactical Operations
N825 Commanding the Initial Response
R150 Management of Emergency Medical Services
Q534 Emergency Response to Terrorism.
F552 Emergency Response to Terrorism: Tactical Considerations
H160 Incident Command System for Emergency Medical Services.
Q157 Emergency Medical Services Operations at Multiple Casualty
R151 Advance Leadership in EMS
H103 Building Construction for Fire Suppression Forces: Non-Combustible & Fire Resistive
H104 Building Construction for Fire Suppression Forces: Combustible Construction.
H719 Incident Safety Officer
Q327 Incident Command and Control Series: Casper Hall
Q328 Incident Command and Control Series: Strip Mall Hostage/Arson Fire
Q326 Incident Command and Control Series: Mansion Fire
Q325 Incident Command and Control Series: Town House Fires.
Q324 Incident Command and Control Series: Ranch House Fire.
H803 Leadership 1: Strategies for Company Success
H804 Leadership 2: Strategies for Personal Success.
R342 Training Program Management

2005 – Present: Virginia Department of Fire Programs, Virginia Fire Service Board.
Virginia OEM Programs.

Courses Completed:

1. NFA Building Construction – Non-Combustible
2. NFPA 1403 Awareness – VDFP-FST NFPA 1403
3. Hazardous Materials Operations NFPA 472-02
4. NFA Basic Incident Command System for First Responders ICS-200.
5. NFA Building Construction – Combustible
6. Firefighter 1 – NFPA 1001-02
7. Firefighter 2 – NFPA 1001-02
8. NFA – Leadership 2 – Strategy for Personal Success
9. NFA – Leadership 1 – Strategies for Company Success.
10. Intermediate ICS for Expanding Incidents ICS 300
11. Emergency Vehicle Operations Class 2 & 3
12. EMT – Evaluation Training Program.
13. Advanced Incident Command System ICS-400.
14. Fire Instructor 1 – NFPA 1041-07
15. Fire Instructor 2 – NFPA 1041-02
15. Firefighter 1 & 2 Train the Trainer.
16. Fire Officer 1 – NFPA 1021-03
17. Vehicle Rescue Awareness and Operations - VAVRS

2009 – Present: National Association of EMS Educators

Courses Completed: 1. NAEMSA EMS Instructor Course – 07-NAEMSE-F2-0046

2005 – Present: Loudoun County Fire and Rescue Training Division

Courses Completed:

1. Bloodborne Pathogens and TB-Instructor
2. AED/Combi-Tube
3. AED/Combi-Tube Instructor
4. Train the Trainer OSHA Bloodborne Path./TB
5. Basic Designated Officer Training Course.
6. Performance Plan and Assessment
7. Preventing Sexual Harassment
8. Cultural Differences in the Work Place.
9. ResQPod Training
10. Dealing with Difficult People.
11. Information Services Security Awareness.
12. County Leadership Training Program.
13. Teaching Poison Prev. and Comm. Safety.
14. CPAP Implementation Training.
15. EVOC – IESP – EVOC Course.
16. Mass Casualty Incident Management 2
17. Swift Water Awareness.
18. INOVA Ventricular Assist Device Training
19. AHA Core Instructor Course
20. Advanced Burn Life Support – American Burn Assoc.
21. 12 Lead EKG/Capnography/EZ IO Train the Trainer
22. NOVA Operations Manual Training.
23. LCFR EBOLA infectious Control Training.

LICENSE AND CERTIFICATION:

- 2016- Present** West Virginia Certified Paramedic
- 2013 – Present** Certified NAEMT EMS Safety Instructor and Affiliate Faculty.
- 2012 – Present** VA Criminal Justice Services Licensed Private Investigator. 99-284551
- 2012 – Present** VA Sworn and Commissioned Notary Public.(VA Constitutional Officer)
- 2009 – Present** National Certified EMS Educator – “Mastery Level EMS Educator”– Certificate Number: 2009100015
- 2008 - Present** Virginia License to carry concealed fire arm.
- 2005 – Present** Virginia State Licensed Paramedic #E092310705
- 2006 – Present** Virginia State EMS ALS/Education Coordinator #G092310705
- 2006—Present** Virginia State EMS – EMT Evaluator
- 2005 – Present** Virginia Driver/Automobile Operators License.
- 2005 – Present** Virginia Fire Programs/Pro-Board:
1. Hazardous Materials Operations NFPA 472-02 – 7-350029-MA7
 2. Firefighter 1 – NFPA 1001-02 – 7-88780272-UZ1
 3. Firefighter 2 – NFPA 1001-02 – 7-88780587-UZ2
 4. NFA Basic Incident Comm. System for First Responder – 7-47306111-NC1
 5. Fire Instructor 1 – NFPA 1041 – 07 – 7-90211234-GZ1
 6. Fire Officer 1 – NFPA 1021-03 – 7-90212884-CWO
 7. Fire Instructor 2 – NFPA 1041 – 02 – 7-90221362-GZ2
- 2004 – Present** Certified Traumatic Brain Injury Instructor
- 2004 – Present** Certified Basic Water Rescue, NASAR, Provider.
- 2004 – Present** Certified Geriatric Emergency Medical Services. Provider/Instructor.
- 2001—Present** Certified NSC Coaching the Emergency Vehicle Operator II – Amb. Provider/Instructor.
- 2001 – Present** New York State Certificates of Fire Training Part 426 Minimum Fire Standards
1. Firefighter Recruit Class 1
 2. Firefighter Recruit Class 2
 3. Fire Instructor 1 – Cert. No. 0501-3040A
 4. Hazmat First Responder Ops. – Cert. No. 750005-0501-0090
 5. Fire Officer 1 – 0501-5014A
 6. Fire Officer 2 – 0501-5015B
- 1997 - Present** Nationally Registered AEMT-Paramedic #M0884926
- 1993 - Present** Certified NAEMT PHTLS Provider/Instructor/Affiliate Faculty Virginia
- 1993 - Present** Certified American Heart Association PALS Provider/Instructor
- 1993 - Present** Certified American Heart Association ACLS Provider/Instructor
- 1992 - Present** Certified American Heart Association BCLS/CPR Provider/Instructor
- 1986 – Present** N.Y.S. License to carry a concealed fire arm.
- 1995- Present** International Critical Incident Stress Foundation.—Basic Critical Incident Stress Management.
- 2004 – 2010** Connecticut State Licensed Paramedic #001979
- 2002 – 2013** Certified AHA Heart-saver First Aid – Provider/Instructor.
- 2001—2013** Certified NAEMT AMLS Provider/Instructor
- 1999 – 2013** Certified American Heart Association Heartsaver AED & Heartsaver FACTS Provider/Instructor
- 1988 – 2010** N.Y.S. Certified EMT/Paramedic #082324
- 1988 – 2005** N.Y.S. Fire Chief ‘s OSHA Safety Instructor
- 2000 – 2002** Florida State Licensed EMT/Paramedic #200688
- 1999 – 2006** Regional Faculty Member American Heart Association BLS/ACLS/PALS
- 1998 - 2007** American Heart Association NALS Provider
- 1996 - 2008** N.Y.S. Certified EMS Instructor Coordinator (ALS/BLS) #4036
- 1994 - 1996** N.Y.S. Certified EMS Lab Instructor (ALS/BLS) #6661
- 1987 - 1990** N.Y.S. Certified EMT/Intermediate #08234
- 1984 - 1987** N.Y.S. Certified Basic EMT #082324
- 1983 - 2005** N.Y.S. Driver/Automobile Operators License.
- 1982 - 1984** N.Y.S. Certified First Responder
- 1998 – 2002** N.Y.S. Sworn and Commissioned Notary Public.(NYS Constitutional Officer)

Certificates available upon request.

PROFESSIONAL EXPERIENCE:

2015 to Present Paramedic and Educator – Per diem.
Valley Health System – Valley Medical Transport
Winchester, VA

Acted as a Critical Care Paramedic on an as need basis. Taught ran BCLS, ACLS, PHTLS, GEMS Critical Care, EMS Safety, and AMLS courses on a regular basis for the employees and clients of VMT. Part of group designing critical care course for agency, and outline interactive training tools.

2014 to Present Adjunct Faculty Member EMS Programs
Prince Georges Community College
Largo, MD

Instruct college level EMS and Paramedic Courses. Use classroom as well as laboratory resources to provide students with an educational experience to achieve certification and/or receive an associate's degree in EMS Paramedics. Teach specific skills and didactic sections of the Paramedic Program. Average 150 hours per semester. On average have 6 to 8 students per session in skills labs and up to 50 students in lecture. Use LMS system as part of teaching process.

2013 to Present Adjunct Faculty Member EMS Programs
College of Southern Maryland
8730 Mitchell Rd
LaPlata, MD

Instruct college level EMS and Paramedic Courses. Use classroom as well as online LMS (Black Board, FISDAP, EMS Testing, My Brady Lab) resources to provide students with an educational experience to achieve certification and/or receive an associate's degree in EMS Paramedics. Work with Program Management to improve field internship, web based learning management systems and fidelity sim lab and scenarios.

2010 – Present Chief Executive Officer and Co-Owner (Part Time)
SCS Safety, Health and Security Associates, LLC
Leesburg, VA 20176

Co-founder and co-owner. Initiated and run business as an education, consulting, sales and operations business to cover Safety (OSHA Compliance, Risk Management), Health (CPR, First Aid, AED, BBP) education, Security Services (private investigations, process service, law services.). The company contracts with a number of insurance and industry companies to provide high quality consulting and educational services to keep their company's safe and compliant. As part of my position at this company, I initiated the business and acquired all licenses, financial needs, insurances and business approvals for the business to run. I designed many of the programs that are used by the company and now provide leadership to other members of the company to help provide services to our clients. I have over site and supervision of up to ten (10) people at any one time.

2009 – Present Member – Firefighter – Paramedic- Lieutenant – Member Board of Directors (Volunteer)
Loudoun Volunteer Rescue Squad
Catoctin Cir.
Leesburg, VA 20176

Volunteer as Firefighter/Paramedic, average one (1) 6 to 12 hour shift a week on active response duty crew. Respond as per assigned, either as a Paramedic in an ALS Chase vehicle or Ambulance or as a Firefighter/Rescue Technician on the Heavy Rescue Squad. I am also a Paramedic Preceptor and actively precept newly educated Paramedics and new Paramedic members of the squad on our agencies as well as the local protocols. Grant Coordinator for Company. I provide yearly AED, King Airway, BCLS and Blood-borne pathogen compliance training for my duty crew, as well as ongoing crew drills on a weekly basis. I have over site and supervision of up to ten (4) people at any one time.

2012 –2013 Education Coordinator – Critical Care Paramedic
Physicians Transport Services LLC
360 Herndon Parkway Suite 700
Herndon, VA 20170

As part of this job I used general classroom as well as online courses to provide yearly compliance programs and continuing education programs for the 175 employee company. Initiated comprehensive Advanced Life Support Internship and Preceptor program. Initiated the company's first online yearly compliance (OSHA and protocol updates) training system, using a blackboard type online learning management system (LMS). I also ran BCLS, ACLS, PALS and PHTLS courses on a regular basis for the employees and clients of PTS. Additionally, acted as a Critical Care Paramedic on an as need basis. Had supervision of up to twenty four (24) people at any one time.

2005 – 2012 Fire Rescue Training Officer
Loudoun County Fire Rescue
16600 Courage Ct.
Leesburg, VA 20175
Award: 2012 ALS Instructor of the Year.

As a Training Officer for LCFR, I was assigned to teach multiple EMS educational and training programs. My area was the Advanced Level Care Programs. I had over-site of providing ALS refresher courses for Enhanced, Intermediate and Paramedic levels, approximately 300 providers. I was the primary instructor of the Intermediate to Paramedic program, and coordinated the instruction and classroom activities of the Paramedic level sessions. I was assigned to coordinate ACLS, PALS, GEMS and PHTLS courses. I had set up and provided a CE type refresher system for the ALS level programs. As part of this system, it allowed the LCFR Department to use distant learning via web enhanced programs to account for career and volunteer continuing education and cut cost by allowing the education to be complete in fire or rescue stations, thus cutting down on overtime costs. Had supervision of up to fifty (50) people at any one time

2007 – 2013 Funeral Assistant (Part Time)
Colonial Funeral Home
201 Edwards Ferry Rd, NE
Leesburg, VA 20176

As a funeral assistant I was assigned to pick up clients and remove their body's to the funeral chapel. As well as help during the funeral processions, to park cars, drive vehicles and help family members during the ceremonies.

2005 – 2009 Member – Paramedic – Training Officer (Volunteer)
Hamilton Rescue Squad
39067 Colonial Highway
Hamilton, VA

Volunteer as Firefighter/Paramedic, average one (1) 6 to 12 hour shift a week on active response duty crew. Respond as per assigned, either as a Paramedic in an ALS Chase vehicle or Ambulance or as a Firefighter/Rescue Technician on the Heavy Rescue Squad. I am also a Paramedic Preceptor and actively precept newly educated Paramedics and new Paramedic members of the squad on our agencies as well as the local protocols. I provided yearly AED, King Airway, BCLS and Blood-borne pathogen compliance training for my duty crew, as well as ongoing crew drills on a weekly basis. Had supervision of up to twenty (20) people at any one time.

2001- 2005 Grant Administrator/OSHA Officer/Training Officer.

2001 – 2005 Captain – EMS and Training

2000 - 2005 Firefighter/EMT (Volunteer)

Ruby Fire District

Main Street

Ruby, N.Y. 12475

Award: Honorable Citation for Contribution and Valiant Efforts

- Certificate of Merit for Dedicated Service from NYS Senate.

Volunteer as Firefighter/EMT, average one (1) 6 to 12 hour shift a week on active response duty crew.

Responded as per assigned, either as a firefighter on an Engine or Tanker vehicle or firefighter/EMT on the EMS Squad. I provide yearly firefighting, SCBA, AED, BCLS and Blood-borne pathogen compliance training for the department, as well as ongoing monthly drills on a two time a month basis. I also coordinated the yearly physicals for all members of the department. One extra duty assigned me was to find and apply for any grants that would benefit the departments growth. I applied for a US Government Safer Grant and was awarded \$50,000 for firefighter safety equipment and breathing apparatus. Had supervision of up to twenty (20) people at any one time.

2000 – 2005 EMS Coordinator Emergency Patient Care Services

Benedictine Hospital

105 Mary's Ave

Kingston, N.Y. 12401

Awards: -- Service Excellence Award 2/13/01

-- Ulster County Police Chiefs Meritorious Citizen of Justice Award 5/01

As EMS Coordinator I was charged with over-site and coordination of all EMS and ambulance activity for the hospital system. Including, evaluating transportation costs of patient to and from the hospital facilities. Sat as Chairman of Ulster County Medical Control Committee, Ulster County EMS Quality Management Committee and Ulster County Safe a Life Saturday Committee. My position had over-site of ALS services for the county of Ulster in NY. As part of the position, I managed the educational and quality management of EMS providers in the county and associated with the hospitals. I also coordinated the medical control program for the physicians of the three hospital system. The education programs where associated with the college EMS program at SUNY Ulster and the hospital system. Instructed and coordinated AED Community Program, EMTB, EMT-Intermediate, Paramedic and Intermediate Refreshers, BCLS, ACLS, PALS, PHTLS, GEMS and AMLS. Had supervision of up to twenty (20) people at any one time.

2004 – 2005 Paramedic (Per-diem)

Northern Dutchess Paramedics

Rhinebeck, N.Y.

Worked per-diem as a Field Paramedic. Worked 12 hour shifts on a multi-purpose ALS Ambulance that responded to both 911 EMS calls, inter-facility transport calls and critical care transport calls.

1990 – 2005 Paramedic (Full Time 2004)

Diaz Ambulance

P.O. Box 147

Saugerties, N.Y. 12477

Field Paramedic, that responded to 911 EMS calls in the Town of Saugerties and northern part of Ulster County. Worked 24 hour shifts.

2001 -- 2004 Paramedic (Full Time), EMS Instructor - Per Diem.

RSI, 12 Lead EKG, Ventilator Certified.

Member of Special Operation Response Team

Mobile Life Support Services

69 Dickson Street

Newburgh, N.Y. 12551

Field Paramedic duties full time, on a multi-purpose ALS Ambulance that responded to both 911 EMS Calls and inter-facility transport calls with critical care capabilities. As part of overtime, worked as an EMS Instructor helping teach ALS Refreshers, ACLS, BCLS, PALS, PHTLS and other ALS CE.

1998 – 2003 Director of Center for Emergency Services
Department of Nursing and Emergency Services
Ulster County Community College
Cottekill Rd.
Stone Ridge, N.Y. 12484

- New York State Police Chief's Society Commendation Citizen Award 6/01
- Ulster County – Harriet Weber EMS Leadership Award of Excellence 6/03.
- American Heart Association Program Recognition Award Save-A-Life Saturday 6/03.

As the Director of the Center for Emergency Services, I initiated and authored the plan for the first Paramedic education program in Ulster County NY. I initiated a comprehensive resource evaluation and community needs assessment to confirm that a program was needed within the Ulster County NY area. I approached the college with my local Medical Director to back and approve such program. I then applied for state and local approvals for the program, as well as set up agreement's with local hospitals and EMS agencies to accommodate the students learning needs. The program was approved by the local EMS Councils, State EMS Office, the College and the SUNY University system board. As part of this position, I had over-site of the complete management of the program and any and all components of the program. At the peak of the program I managed 4 full time and 45 part time personnel. We provided education for First Responders, EMTB, EMT-Intermediate, Paramedic, BCLS, ACLS, PALS, PHTLS, AMLS and GEMS Certifications and also provided an Associate's Degree in Para-medicine.

2001 - 2004 EMS and Educational Consultant (Contractual)
Ameri-Med. Hospitals of Mexico
Phoenix, Arizona

- **2001** - Instructor and Consultant Cabo San Luca Ameri-Med and local fire and EMS agencies.
- **2003** – Instructor and Consultant Puerto Vallarta Ameri-Med and local EMS agencies.

This experience was based and set up by Dr. Daniel Hafner, a Kingston, NY area medical doctor who was associated with Ameri-Med Hospitals. Dr. Hafner picked 5 people to provide EMS and Medical training to needed areas in Mexico to enhance the medical needs in specific areas. This was an extension of American Medicine in Mexico. We provided BCLS, ACLS and PHTLS course to EMS and Hospital personnel, and provided consulting services to local area EMS and hospitals in three areas of Mexico.

1995 – 2003 Technical Consultant (Per-diem, contractual)
Simulaids Inc.
Dixon Ave,
Woodstock, N.Y. 12498

As a technical consultant, I provided input and testing of new medical simulation manikins and simulation devise for the Simulaids Corporation. The focus that was set, was to provide proper equipment simulation for education at a reasonable price to end users. Also, to make sure the devices where easily useable and maintenance was easy and financially feasible.

1993 – 2000 EMS Coordinator/Program Director
Benedictine/Kingston Hospitals
105 Mary's Ave.
Kingston, N.Y. 12401

Awards: Service Excellence Award 1/20/99

As EMS Coordinator I was charged with over-site and coordination of all EMS and ambulance activity for the hospital system. Including, evaluating transportation costs of patient to and from the hospital facilities. Sat as Chairman of Ulster County Medical Control Committee, Ulster County EMS Quality Management Committee and Ulster County Safe a Life Saturday Committee. My position had over-site of ALS services for the county of Ulster in NY. As part of the position, I managed the educational and quality management of EMS providers in the county and associated with the hospitals. I also coordinated the medical control program for the physicians of the three hospital system. The education programs were associated with the college EMS program at SUNY Ulster and the hospital system. Instructed and coordinated AED Community Program, EMTB, EMT-Intermediate, Paramedic and Intermediate Refreshers, BCLS, ACLS, PALS, PHTLS, GEMS and AMLS. This position was based in a two hospital system, which became one system under Benedictine in 2000, and thus the position was combined with other duties with the county and the community college. Had supervision of up to twenty (20) people at any one time.

1998–2000 Paramedic (Per-diem)
1997-1998 Coordinator of Quality Improvement & Regulatory Compliance
Community Medical Transport, Inc
18 East O'Reilly Street
Kingston, N.Y. 12401

Field Paramedic duties full time, on a multi-purpose ALS Ambulance that responded to both 911 EMS Calls and inter-facility transport calls with critical care capabilities. As part of duties, I worked as the Coordinator of Quality Improvement and Regulatory Compliance. I had supervision of up to five (5) people at any one time.

1993 - 1997 Senior Paramedic
1992 - 1993 Paramedic Supervisor
1988 - 1992 Paramedic (Full time)
Hudson Valley Ambulance
Ulster County Division
109 Clove Ave
Haverstraw, N.Y.

Awards: Seven Years Dedicated Excellent Service. 7/95

Field Paramedic duties full time, on a multi-purpose ALS Ambulance that responded to both 911 EMS Calls and inter-facility transport calls with critical care capabilities. As part of duties, I worked as a Paramedic Field Supervisor with management of individual shifts with a total of 16 people on a shift.

1993 - 1994 EMS Coordinator/Director
Woodstock 94 Music and Arts Festival Medical Team
Benedictine Hospital
105 Mary's Ave.
Kingston, N.Y. 12401

As a part of my EMS Coordinators duties with Kingston/Benedictine Hospital, I was appointed as the EMS Coordinator/Director for the Medical Team for the Music and Arts Festival. I was assigned, planned, managed and provided over site for all onsite EMS operations, EMS onsite and offsite transportation of patients, set up and ran a comprehensive medical command and communication center for 6 days, to control all EMS activities in and around the site and the county affected. Acquired credentials and temporary certifications, for all volunteer EMS providers for onsite activities for the festival time period. Planned with the NDMS system to properly inform all 30 area hospitals of any patient involvement from the festival site. Set up dispatch system for Air Evacuation Helicopters for the concert site. Provided assistance to the Medical Team for all aspects of the planning, start up and take down of the festival operations. I had management of up to 150 people at any one time.

1992 - 1993 Staff Phlebotomist (Per-diem)
Kingston/Benedictine Hospitals Laboratory
105 Mary's Ave
Kingston, N.Y. 12401

Worked as a Phlebotomist, in a hospital setting, drawing bloods from patients on the medical floors, outpatient areas and in the emergency areas of the hospital. Generalized needle site process of drawing blood and at times provided heel stick processes to acquire specific pediatric blood work.

1992 - 1995 Firefighter/EMT-Defib
Ulster Hose Fire Company No. #5
830 Ulster Ave.
Kingston, N.Y. 12401

Volunteer as Firefighter/EMT, average one (1) 6 to 12 hour shift a week on active response duty crew. Responded as per assigned, either as a firefighter on an Engine, Truck, Rescue or Tanker vehicle or firefighter/EMT on the EMS Squad. I provide yearly AED, BCLS and Blood-borne pathogen compliance training for the department. I assisted in setting up the AED Program for this department.

1989 - 1992 Shift Paramedic (Part time)
Town of Colonie Emergency Medical Services
Old Wolf Rd.
Latham, N.Y.

Field Paramedic duties full time, on a EMS ALS Ambulance and/or EMS Chase vehicle, that responded to 911 EMS Calls within the Town of Colonie, NY and surrounding mutual aid areas.

1991 - 1992 Assistant Chief of Rescue and Training
1987 - 1990 Captain of Rescue and Training
1984 - 1986 Firefighter
Schuyler Heights Fire District
Town of Colonie
900 First Street
Watervliet, N.Y. 12189

Awards:- Schuyler Heights Firefighter of the Year 1990

-- Town of Colonie Elk's Firefighter of the Year 1990.

Volunteer as Firefighter/EMT, average 24 - 30 hours a week on active response duty crew. Responded as per assigned, either as a firefighter or Officer on an Engine, Truck, Rescue or Chiefs vehicle or firefighter/EMT on the EMS Squad. Was command level officer for Rescue and Fire incidents on a regular basis and managed or supervised up to 50 emergency providers at any one time. I set up a training program, OSHA compliance program and minimum requirements program for the fire district. I coordinated yearly firefighting, SCBA, AED, BCLS and Blood-borne pathogen compliance training for the department, as well as ongoing monthly drills on a two time a month basis.

1986 - 1988 EMT\Driver (Full time)
Capital District Ambulance Sve Inc.
89 West Street
Albany, N.Y.

Field EMT duties full time, on a BLS ambulance, that responded to 911 EMS Calls and inter-facility transfers within the Capital District, NY and surrounding mutual aid areas.

1984 - 1986 Lab Worker (Part time)
Albany Medical Center Hospital Clinical Chemistry Labs
43 New Scotland Ave.
Albany, N.Y.

As a Lab Worker I was assigned to maintain the Clinical Chemistry lab in a ready state for the technicians. I distilled water and placed it throughout the lab, cleaned laboratory instruments, autoclaved specific instruments, packaged sterile instruments, cleaned the lab areas, audited lab coolers and refrigerators and assured safety devices were readily available for the lab staff.

PROFESSIONAL AFFILIATIONS:

2016 – Present Member PI Gamma Mu – National Honor Society.
2015 – Present Member American Society of Public Administrators
2015 – Present Member International Association of Emergency Managers
2015 – Present Member Northern Virginia Builders Association
2014 - Present Member of Virginia Association of Volunteer Rescue Squads, Inc.
2012 – Present Member of Loudoun County EMS Council ALS Committee.
2008 – Present Member Olive Branch Lodge of Free Masons.
1996 - Present Charter Member, National Association of EMS Educators
1995 – 2013 Member NFPA – National Fire Protection Association.
1994 - Present Member, National Association of EMT's
1991 – Present Member Fraternal Order Elk's, Watervliet, BPOE, Lodge 1500.
1986 – Present Life Member of New York State Academy of Fire Science Faculty Student Association.
2008 -- 2012 Co-Chairman EMS Continuing Education Program LCFR
2006 - 2012 Member Loudoun County EMS – ALS Committee
2008 Member By Laws Committee – Hamilton Vol. Rescue
2007 – 2008 Member Loudoun Fire Rescue Wildland Fire Committee
2004 – 2005 Faculty Member Ulster County Amb. Assoc. EMS Education Program
2004 Chairman Ulster County EMS Awards Committee.
2003 – 2005 Member of Town of Ulster Emergency Services Committee.
2003 - 2005 Member Town of Ulster Fire Training Center.
2001 – 2003 Member Ulster County Weapons of Mass Destruction Emergency Preparedness Task Force
2001 – 2003 Member Ulster County Health Department BIO-Terrorism Readiness Task Force.
2000 – 2008 Member Florida Assoc. of Professional EMT's and Paramedics
1999 – 2003 Member Hudson Valley Regional EMS Training and Education Committee.
1998 – 2004 Chairman and Facilitator Ulster County Public Access Defibrillation Program.
1998 – 2003 Faculty Ulster County Community College, Department of Emergency Services.
1998 - 2003 Chairman Ulster Co. MAC Hazardous Materials EMS Task Force
1998 – 2004 Instructor, Medical Programs Ulster County Sheriffs Department
1997 – 2004 Instructor, Medical Programs Town of Ulster Police Department.
2000 – 2004 Instructor, Medical Programs Town of Olive Police Department.
2001 – 2004 Instructor, Medical Programs Town of Saugerties Police Depart.
2003 Instructor, Medical Programs New York City Depart. Environ. Prot. Police Academy.
1997 - 1998 Lead Coordinator of Ulster County Community College's
Paramedic Program - Planning and Implementation Committee.
1995 – 2004 Member Ulster County CPR Save-A-Live Saturday Task Force
1997 Instructor PHTLS, Rockland County Community College
1996 - 2000 Clinical Adjunct and Skills Evaluator, Hudson Valley Community College
1996 – 2003 Member, Hudson Valley Regional EMS Protocol Committee

1994 - 2000 Paramedic-Member, Town of Woodstock Volunteer Rescue Co. 5
1994 – 2008 Member, National Society of EMS Administrators
1993 – 2000 Chairman, Ulster County Medical Advisory Committee
2000 – 2003 Co-Chairman Ulster County Medical Advisory Committee
1993-1994 Member Excelsior Hose Company No. 4
1993 - 2004 Chairman, Ulster County EMS Total Quality Management Comm
1993 – 2005 Member, Ulster County EMS Council
1991 – 2007 Member, New York State Association of Fire Chiefs
1986 - 1988 EMT Member, Riverside Volunteer Ambulance, Menands, N.Y.
1984 – 2006 Member of Hudson Valley Volunteer Firefighters Association.

Special Career Accomplishments:

- 1988 --** Established a Firefighter Continuing Education and OSHA Program for Schuyler Heights Fire District, Colonie, N.Y.
- 1989 --** Established and facilitated a Equipment Maintenance, Replacement, Inventory and acquisition system for Schuyler Heights Fire District, Colonie, N.Y.
 - Introduced Large Diameter water supply Hose, for the Schuyler Heights Fire District.
- 1990--** Introduced Personal Alert Devices (PASS) and Personnel Accountability System for the Schuyler Heights Fire District.
- 1991 –** Established minimum standards for Rescue, firefighter, line officers, and drivers for Schuyler Heights Fire District.
- 1992 --** Authored and established a Infection Control Plan for Ulster Hose Company #5.
 - Co-Authored Ulster Hose Company #5 BLS Defibrillation Program.
- 1993 --** Introduced and initiated the first Pre-Hospital Trauma Life Support Training Program in Ulster County, N.Y.
 - Authored and presented Multiple Causality Incident Management Training Program for Ulster County.
 - Introduced and initiated the first Pediatric Advanced Life Support Training Program in Ulster County, N.Y.
- 1994--** Designed, Authored, and Coordinated the EMS off Site Operations Plan, Medical Control Plan, and Medical Control Communication Center Plan for the Woodstock Music and Arts Festival, for a 450,000 participant, mass gathering in Saugerties, N.Y.
- 1995 –** Introduced, initiated and facilitated the first Paramedic Refresher Training Program in Ulster County, N.Y.
 - Introduced the first National Registry EMT and AEMTP testing in Ulster County, N.Y.
- 1996–** Designed, authored, received funding and coordinated the first Pre-Hospital 12 Lead EKG and Thrombolytic Screening Program and Protocol for Ulster County, N.Y.
 - Designed and coordinated the first cellular telemetry system for medical control communications in Ulster County, N.Y.
- 1998–** Planned, Designed, and Authored Ulster County Community Colleges first Paramedic Original Credit certificate and Individual Studies in Paramedic’s Associate of Science degree program.
 - Authored, Coordinates and facilitates Ulster County, N.Y., Public Access Defibrillation program.
 - Authored and facilitated four Public Access Defibrillation site certifications in Ulster County, N.Y.
- 1999–** Authored, Initiated and facilitated Ulster County Community Colleges first Paramedic Original Training Program.
 - Authored, facilitated and coordinated 10 Public Access Defibrillation site certifications in Ulster County, N.Y.
- 2000–** Facilitated and coordinated 12 Public Access Defibrillation site certificates in Ulster County, N.Y.
- 2001–** Planned, Authored, Designed, and facilitated Benedictine Hospitals Ambulette License.
 - Planned, Authored and facilitated Nuclear, Biological and Chemical Incident Awareness educational program for Benedictine Hospital.

- Authored and presented EMS Radio Communications and 250 yard Rule Training and Competency program for Benedictine Hospital Emergency Room.
- Provided and facilitated AHA BCLS and ACLS programs in Cabo San Lucas, Mexico. Provided EMS consultation to third world country with economically depressed area in Cabo San Lucas, Mexico.
- Authored NYS EMS re-accreditation document for SUNY Ulster EMS Programs.
- 2002**— co-authored and facilitate Continuing Medical Education Re-certification Program for Basic EMT, AEMTI and Paramedics for Ulster Co. College
 - Authored and designed a new Critical Care EMT Certificate Program for Ulster Co. Comm. College.
 - Researched and Authored Ulster County EMS Analytical Approach and system Evaluation to EMS Protection services activities for 2001.
 - Investigated and coordinating introduction of Fire Service educational programs to SUNY Ulster, program turned into Emergency Management Program.
- 2003** --Established a Firefighter Continuing Education and OSHA Program for Ruby Fire District, Ulster, N.Y.
 - Co-Authored Ulster County Community Colleges Joint Review Commissions Academic Accreditation Process.
 - Established NFIR computerized fire and incident reporting system for Ruby Fire Department.
 - Authored 2003 Federal Fire Act Grant proposal for Ruby Fire District, for basic firefighter safety and personal protective equipment. (awarded grant)
 - Authored NYS EMS re-accreditation document for SUNY Ulster EMS Programs.
 - Provided and facilitated AHA ACLS program in Puerto Vallarta, Mexico. Provided EMS consultation to third world country with economically depressed area in Puerto Vallarta, Mexico.
 - Designed Website for SUNY Ulster Center for Emergency Services.
 - Designed and co-authored Firefighter Accountability Policies and Procedures for Ruby Fire District.
- 2004** -- Authored 2004 Federal Fire Act Grant proposal for Ruby Fire District, for basic firefighter communications and personal protective equipment.
 - Authored 2004 New York State and Federal ENCON Forest Firefighting Grant for Ruby Fire District, for Forest Firefighting Equipment. (Grant Awarded)
 - Authored new OSHA Compliance Policies and Procedures for Ruby Fire District.
 - Researched and Authored Ulster County EMS Analytical Approach and system Evaluation to EMS Protection services activities for 2003.
- 2005** -- Established and authored training schedule for Ruby Fire District for fire and EMS operations.
 - Ruby Fire Districts New York State First Responder Accreditation Policies and Application.
 - Set up CPAP Program in Loudoun County
- 2006**—Introduced PHTLS and AMLS Programs to Loudoun County Fire Rescue
 - Established QI/QA program for Training and Education Program LCFR.
- 2007**—Established Clinical Coordinating Program at LCFR.
 - Established ResQpod Program LCFR
 - Reviewer, edited and contributed to new textbook “Cultural Diversity Strategies in the Fire Service” from Brady/Prentice Hall Publishers
- 2008**—Authored Fentanyl Medic Upgrade to protocols.
 - Authored and Established Continuing Education Program for ALS Providers for LCFR.
 - Authored and Established AHA Training Site for Physicians Transport Service.
- 2009** – Reviewer, edited and contributed to text book – “Basic Arrhythmias Review”, 7th edition by Walraven and published by Brady/Pearson Education Publishers
 - Reviewer for proposal of a new textbook – “EMS Communications”, published by Brady/Pearson Education Publishers
 - Reviewer for proposal of a new textbook – “Analytical Approaches to EMS” and published by Brady/Pearson Education Publishers.
 - Authored and Established EZ IO Program for LCFR
 - Successfully tested and passed the EMS Educator Certification Services – National Certified EMS

Educator – “Mastery EMS Educator” accreditation process.

- 2010-** Manages EMS Continuing Educational Program for all ALS Providers in LCFR.
 - Reviewer and contributor for new textbook based on new national scope of practice for Paramedics. – “Comprehensive Paramedic” Multiple chapters. Publisher Brady/Pearson.
- 2011** - Reviewer/contributor for new textbook – “Advanced EMT Principles Approach”. Multiple chapters. Publisher Brady/Pearson
 - Managed ALS CE Program and used the scheduling system to save the LCFR Department \$30000 over the fiscal year.
- 2012** - Authored proposal and plan to enhance the ALS CE Program to introduce the BLS CE Program and provide blended web based CE programs to provide for savings and better management of the EMS Training Programs. Provided a cost savings of \$35,000 and could add one additional FTE.
- 2013** - Authored and manages a Precept Program for ALS Providers entering employment at PTS EMS.
- 2013** - Authored and manages a Web Based EMS CE and Update Education Program for PTS EMS.
- 2014** - Coordinate grant applications for Loudoun County Volunteer Rescue Squad. Authored RSAF Grant for special operations equipment. Received Grant.
- 2015** - Coordinate grant applications for Loudoun County Volunteer Rescue Squad. Authored four for life Grant for Bariatric transport and transfer equipment. Received Grant.

Literary Contributions, Research and Papers:

- 1992** -- Authored and established an Infection Control Plan for Ulster Hose Company #5.
- 1993** -- Authored and presented Multiple Causality Incident Management Training Program for Ulster County, N.Y.
- 1994** -- Designed, Authored, and Coordinated the EMS off Site Operations Plan, Medical Control Plan, and Medical Control Communication Center Plan for the Woodstock Music and Arts Festival, for a 450,000 participant, mass gathering in Saugerties, N.Y.
- 1996** -- Designed, authored, received funding and coordinated the first Pre-Hospital 12 Lead EKG and Thrombolytic Screening Program and Protocol for Ulster County, N.Y.
- 1998** -- Planned, Designed, and Authored Ulster County Community Colleges first Paramedic Original Credit certificate and Individual Studies in Paramedic’s Associate of Science degree program.
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 - Authored and facilitated four Public Access Defibrillation site certifications in Ulster County, N.Y.
- 2001** --Planned, Authored, Designed, and facilitated Benedictine Hospitals Ambulette License.
 - Planned, Authored and facilitated Nuclear, Biological and Chemical Incident Awareness educational program for Benedictine Hospital.
 - Authored and presented EMS Radio Communications and 250 yard Rule Training and Competency program for Benedictine Hospital Emergency Room.
- 2002** --co-authored and facilitate Continuing Medical Education Re-certification Program for Basic EMT, AEMTI and Paramedics for Ulster Co. College
 - Authored and designed a new Critical Care EMT Certificate Program for Ulster Co. Comm. College.
 - Researched and Authored Ulster County EMS Analytical Approach and System Evaluation to EMS Protection services activities for 2001.
- 2003** -- Co-Authored Ulster County Community Colleges Joint Review Commissions Academic Accreditation Process.
 - Authored 2003 Federal Fire Act Grant proposal for Ruby Fire District, for basic firefighter safety and personal protective equipment. (awarded grant)
 - Authored NYS EMS re-accreditation document for SUNY Ulster EMS Programs.
- 2004** -- Authored 2004 Federal Fire Act Grant proposal for Ruby Fire District, for basic firefighter communications and personal protective equipment.
 - Authored 2004 New York State and Federal ENCON Forest Firefighting Grant for Ruby Fire District, for Forest Firefighting Equipment. (Grant Awarded)

- Authored new OSHA Compliance Policies and Procedures for Ruby Fire District.
- Researched and Authored Ulster County EMS Analytical Approach and system Evaluation to EMS Protection services activities for 2003.
- 2008**—Authored Fentanyl Medic Upgrade to protocols.
 - Authored and Established Continuing Education Program for ALS Providers for LCFR.
- 2007** -- Reviewer, edited and contributed to new textbook “Cultural Diversity Strategies in the Fire Service” from Brady/Prentice Hall Publishers.
- 2009** – Reviewer, edited and contributed to text book – “Basic Arrhythmias Review”, 7th edition by Walraven and published by Brady/Pearson Education Publishers
 - Reviewer for proposal of a new textbook – “EMS Communications”, published by Brady/Pearson Education Publishers
 - Reviewer for proposal of a new textbook – “Analytical Approaches to EMS” and published by Brady/Pearson Education Publishers.
- 2010** - Reviewer/contributor for new textbook – “Comprehensive Paramedic” Multiple chapters. Publisher Brady/Pearson.
- 2011** - Reviewer/contributor for new textbook – “Advanced EMT Principles Approach”. Multiple chapters. Publisher Brady/Pearson
- 2012** – Authored blended Web Based CE Program for ALS and BLS providers and enhancing scheduling.
- 2013** – Reviewer for new textbook – “EMS Special Operations” Multiple Chapters. Publisher Brady/Pearson.
- 2014** – Joined FIDAP to provide EMS Reference material for EMS Students enrolled in EMS programs in the USA.
- 2014** – Assisted with Amendments of Loudoun County Volunteer Rescue Squad Constitution and Charter.
- 2014** – Authored Research Paper: “Accountability and Influence of Government: Congressional Accountability that comes with Special Interest Group Influences and Actions”. APUS MPA program.
- 2015** – Authored Research Paper: “*Ethics in Public Administration of Local Fire and EMS Agencies*”. APUS MPA program.
 - Authored Research Paper: “Public Administration in Society the Last Words”. APUS MPA program.
 - Authored Research Paper: “Wrongful Termination in the Emergency Services as it relates to Civil Rights”. APUS MPA program.
 - Authored Research Paper: “Public Policy – Commonwealth of Virginia Gun Laws”. APUS MPA program.
 - Authored Research Paper: “Pros and Cons of Granting Employees Right to Strike”. APUS MPA program.
 - Authored Research Paper: “Local perspective on public-private interactions and if privatization is Feasible”. APUS MPA program.
- 2016**-- Authored Research Paper: “Legislative, Executive and Judicial Influence on Public Policy”. APUS MPA program.
 - Authored Research Paper: “Government use of Non-Profit Organizations, Financial Concerns and Accountability”. APUS MPA program.

Awards and Recognition:

- 1983** Regional Emergency Medical Organization, Certificate of Commendation. 3/83.
- 1984** Dr. Edward Diamond Award for Public Service – Watervliet High School
- 1986** Dedicated Community Service, Schuyler Heights Fire Company. 3/86
- 1987** Green Cross Award – Hurst Products, for rescuing person with Jaws of Life. 9/87
- 1990** Schuyler Heights Fire District Firefighter of the Year 1990
- 1990** Town of Colonie Elk's Firefighter of the Year 1990.
- 1995** Seven Years Dedicated Excellent Service. 7/95 – Hudson Valley Ambulance.
- 1999** Benedictine Hospital Service Excellence Award 1/20/99.
- 2000** Ulster County Community College Certificate of Appreciation for AED Training. 11/00.
- 2001** Benedictine Hospital Service Excellence Award 2/13/01
- 2001** Ulster County Police Chiefs Meritorious Citizen of Justice Award 5/01.
- 2001** New York State Police Chief's Society Commendation Citizen Award 6/01
- 2001** New York State Senate Certificate of Merit, Contribution to Law Enforcement.5/01
- 2003** Ulster County – Harriet Weber EMS Leadership Award of Excellence 6/03.
- 2003** American Heart Association Program Recognition Award Save-A-Life Saturday 6/03.
- 2003** New York State Assembly Certificate of Merit EMS Leadership Ulster County, NY. 6/03
- 2004** Ruby Fire Department Citation for Contribution and Honor 1/04
- 2005** New York State Senate–Certificate of Merit for Grant Writing and Fire Training 4/05.
- 2006** Certificate of Appreciation, Lovettsville Fire Rescue District. 11/06
- 2006** Hurricane Katrina Deployment Service Ribbon, Loudoun County Fire Rescue. 3/06
- 2009** LCFR Management Commendation for Public Service – Burn Injury to a Pediatric Patient
- 2012** LCEMS ALS Instructor of the Year
- 2012-2015** The USA Presidents National Community Service Award of Volunteer Service
- 2015** Loudoun Rescue Member of month for exceptional service – March 2015.
- 2015** Loudoun Rescue Squad Training Award.

HOBBIES AND INTERESTS:

- * -- Hunting
- * -- Fishing
- * -- Golfing
- * -- Softball
- * -- Reading
- * -- Bowling.
- * -- Competition Rifle and Pistol Target shooting
- * -- Concerts
- * -- Gourmet Cooking.
- * -- Watching Major League Baseball and Hockey.
- * -- Wine Tasting.
- * -- Computers and the internet.

References:

The following people stand ready to provide a reference for my character and my work and social efforts. Please contact them for a reference check.

1. Anthony P. Mino
706 Evard Ct SW
Leesburg, VA 20175
Phone: (703)-501-7517
Email: minoa@comcast.net

2. Kevin Gage
668 Hurley Ave
Hurley, NY 12443
Phone: (845)-336-2699
Email: sparky3274@msn.com

3. Leo Kelly
239 Finchingfield Ct
Sterling, VA 20165
Phone: (703)-430-9433
Email: jerseyva@aol.com

4. James Clem
119 Winding River Drive
Murrells Inlet, SC 29576
Phone: (703)-609-2235
Email: jimeclem@yahoo.com

February 11, 2016

Lee Ann Greene
Clerk of the Town Council
Town of Leesburg
15 West Market Street
Leesburg, VA 20175

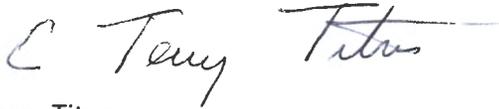
Re: Appointment to the Town Council

Dear Ms. Greene:

I want to be considered for appointment for the remainder of Councilman Butler's term as councilman ending on 12/31/16. Attached is my resume relative to my experience for the position.

If you have any questions, please contact me.

Sincerely,

A handwritten signature in black ink that reads "C. Terry Titus". The signature is written in a cursive style with a horizontal line extending from the end of the name.

C. Terry Titus
805 Ware Drive, SW
Leesburg, VA 20175

CTT:glm

Resume as it relates to the position of Town Councilman
Town of Leesburg, Virginia

I was born and raised in Leesburg. I have lived in Leesburg all of my life. I am a graduate of Loudoun County High School, graduating in 1959. My wife and I have lived at 805 Wage Drive, S.W., since 1968.

I served as a member of this Town Council, being elected in 1970 and serving through a portion of 1977. As a Councilman, I also served as a member of the Planning Commission and a member of the Board of Architectural review. I was also appointed by the Town Council as a Councilman for four months the first part of 2012, filling Ken Reid's position, since he was elected to the Loudoun County Board of Supervisors.

I was appointed to the Loudoun County Planning Commission. I served two four-year terms. I served 3 of those 8 years as Chairman of the Commission. We reviewed many land use and zoning applications resulting in recommendations to the Board of Supervisors. In addition, I was one of the Commissioners who reviewed and revised the new County Zoning Ordinance.

I am a retired land surveyor. I have worked for several civil engineering firms in Northern Virginia for 40+ years, working on land development projects, mostly designing and reviewing land use projects in the area. Those jobs required my interaction with numerous local governments in the land use process from zoning applications through construction.

I am now employed part-time by the Claude Moore Charitable Foundation, a

multi-million dollar foundation, who donates money each year to various charitable organizations, who in turn disburse the money as they see fit. Much of the money goes to organizations in Loudoun County. As a part of its assets, the Foundation owns a large parcel of land at the planned last stop on the Metro's Silver Line. Parcels are being sold to developers. I review those projects for technical compliance to the development codes and the Foundations requirements.

Lastly, I have been active in Town issues virtually all of my life and will continue to do that. This is, and has been, my home and I will protect it as best as I can.

Giovanna Untalan
1010 White Place SW
Leesburg, VA 20175
giovanna.untalan@gmail.com

February 18, 2016

Via e-mail to lgreen@leesburgva.gov

Ms. Lee Ann Green
Clerk of Council
Town Manager's Office
25 West Market Street
Leesburg, VA 20176

Re: Application for Vacant Seat on the Town Council

Dear Ms. Green:

Below is my application for the vacant seat on the Town Council in light of Ms. Kristen Umstattd's election to the Loudoun County Board of Supervisors.

I am very interested in representing Leesburg and its residents. My previous experience as a Community Liaison with the New York State Assembly in Queens, New York, would potentially bring a solid background for the Town Council and our diverse community. Presently, I am a parent volunteer with Loudoun County Public Schools (LCPS), where I work with lead teachers in the classroom. I thoroughly enjoy dedicating my time to future generations.

In my previous career, I have worked for the federal government and the private sector. Most recently, I worked for one of the largest defense companies in Northern Virginia, where I led a team of technical professionals and exceeded expectations in my position. As an analyst in the public sector, I successfully led and managed varying federal agency interests. I developed a firm knack for building consensus amongst groups, divisions and agencies.

I hold a Master's degree in U.S. Politics and Public Policy from Northeastern University with a minor concentration in International Comparative Politics. While in graduate school, *Pi Sigma Alpha* invited me to join, as the only honor society for students of political science and government in the United States, who achieved the required level of academic excellence. My undergraduate degree from Pace University provided a great foundation to volunteer with Assemblywoman Catherine Nolan (Assembly District 37), and subsequently, I worked as the Community Liaison in Queens.

As an American, Latina, Leesburg resident, and the mother of two young sons attending Loudoun County Public Schools, it behooves me to serve our residents and their interests. The time is now. I would bring a wealth of professional and personal experiences to the Town Council, rich in diversity, culture, and foreign languages.

I remain grateful to the Board of Supervisors, our Town Council members and its staff for their time in reviewing my qualifications.

Very truly yours,



Giovanna Untalan

Giovanna Untalan

1010 White Place SW, Leesburg, VA 20175 • Phone: 540-628-5776 • E-mail: giovanna.untalan@gmail.com

Professional Experience

Parent Volunteer, Leesburg, VA

Loudoun County Public Schools, February 2015 – Present

- Assist third grade classroom with event planning, Friday folders and donations
- Assist kindergarten lead teacher with small, study groups and academic centers
- Parent-Teacher Association (PTA), State and Local Member

Northrop Grumman Corporation (NGC), Fairfax, VA

Manager of Intelligence Analysis, Information Systems Sector, July 2013 - February 2015

- Led, directed and developed a team of nine direct reports on the company's practices and policies
- Managed career development; monthly meetings; program highlights; corporate guidance
- Identified potential candidates and led interviews independently; general HR practices
- Time attendance; leave requests; employee recognition awards; monthly program highlights
- Impact-driven technical professional; outstanding analytical and research skills; client-focused

NGC Leadership Opportunities:

- Acting Deputy Program Manager, August 2014 – September 2014
- Manager of Intelligence Analysis, September 2013
- Consultant, July 2013

Customer and Prime Defense Company's Leadership and Performance Awards:

- Prime Defense Company's Recognition for Solid Performance, January 2015
- Acting Customer Branch Chief, August 2014 – February 2015
- Customer Letter of Appreciation, August 2014
- Customer Letter of Appreciation, September 2013

One Chic Concierge, LLC, Leesburg, VA

President, July 2012 – July 2013

- Personal concierge for private clients and corporations in the D.C. metro area and out-of-state.

The Central Intelligence Agency (CIA), Washington, D.C.

Analyst, January 2007 - September 2011

- Produced forecasting intelligence assessments on counterterrorism in Africa, Latin America and South Asia
- Managed full spectrum of written products and briefings to provide timely and accurate responses
- Identified and developed finished intelligence products in response to self-initiated novel intelligence questions
- Prioritized and led priority intelligence collection efforts within a team and coordinated across community-wide products
- Collaborated closely with senior officials and colleagues across multiple federal government agencies

Performance Recognition:

- Exceptional Performance Award, June 2010
- Promotion, 2009
- Promotion, 2007

Education

Northeastern University, College of Social Sciences and Humanities, Boston, MA, May 2006

Master of Arts in U.S. Politics and Public Policy; Minor: International Comparative Politics

- GPA: 3.7
- *Pi Sigma Alpha*, National U.S. Political Science Honorary Society, April 2006 - Present

Pace University, Dyson College of Arts and Sciences, New York, NY

Bachelor of Science in Criminal Justice; Minor: Psychology

- Academic Honors Grant Recipient

Technical Skills

- Google Earth; geospatial, geographic, and all open source information; databases and tools
- Word; Excel; PowerPoint; LotusNotes; Outlook; PeopleSoft; E-mail; Import/Export data; Adobe Reader X; conversion of documents into various formats
- Taleo; social media (LinkedIn, Facebook, Instagram, YouTube, Twitter, GooglePlus)

Languages

- Spanish – Full professional proficiency
- Portuguese - Reading and listening comprehension
- French – Reading and listening comprehension