

# IBEW 302 NEWSLETTER

Vol. 37 Issue 2

Tom Hansen Business Manager/Financial Secretary

Apr/May/June 2019

1875 Arnold Drive, Martinez, CA 94553 (925) 228-2302

## ***BUSINESS MANAGER'S REPORT***

With the first Quarter of the year coming to a close we have a few things to celebrate.

This years Apprentice Turnout dinner will be on May 30<sup>th</sup>. That night 12 Inside Wireman and 5 Sound and Communication Installers will be graduating from our apprenticeship programs. Congratulations to our new Journeyman and Installers for all their hard work and commitment. Michael Alvarez, Zachary Beason, Drew Crider, Gary Cruz, Walter Duran, Jeremiah Lesmeister-Neckel, Tyler Lightfoot, AJ McNally, Patrick Murray, Jerrick Page, Lennathan Pak, Bryce Perez, Ryan Roos, Lou Saephan, David Troxell, Isaac Westphal and Thomas Young. We wish them all the best as they start a new chapter in their careers.



Congratulations also goes out to two members that recently passed their EPRI Part B. Travis Butcher and Justin

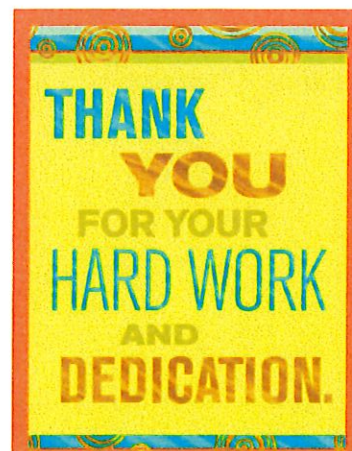
Martinez worked with Kevin Ryan to successfully pass their tests. As part of our Training Directors plan to increase the number of Instrument Techs this year, Greg offered the Part A class. Next year Kevin will start working with those that are ready to take the Part B. Greg's plan is to hold Part A classes every other year and to have Part B testing the years in between.

The beginning of this year saw a couple of long-time active members step down from their positions. Both Jerry Phillips and Jeff Lucot retired after decades of service to our Local and its Members.

On the 13<sup>th</sup> of February, after 21 years of service, Jeff Lucot retired as an Inside Wireman Health and Welfare Trustee. Jeff's leadership was an important voice for our Inside Members and their families. He worked many years to get the best coverage possible for them. During his time Jeff also served the Local as President and Treasurer. Thank you Jeff for all your years of service. Replacing Jeff on the Inside Health and Welfare Trust is Joe Buhowsky. Joe

has been a member of our Local since 1998. Thank you Joe for being willing to take on such an important position.

Jerry Phillips has been involved with many things that have helped our Local be successful. One of them is being the President of Skillcraft. At the Annual meeting this January, Jerry retired after two decades as President. Jerry's hard work and dedication has kept our Hall looking as good as it did the day it opened. Everyone who comes to visit our building shares how impressed they are with how great it looks. Jerry may no longer be the President of Skillcraft but he is continuing on as the Building Manager. He will still be looking after our Hall and keeping it looking great. When you see Jerry please thank him for everything he has done for our Local.







### Installer/Technician Upgrade Classes

Nor Cal S & C JATC has added the following classes for the Summer of 2019. For detailed information on dates, times, and locations for these classes and other classes offered, please visit our website: [www.norcal-jatc.com](http://www.norcal-jatc.com), click on Installer/Technician, then classes.

### ONLINE

**VDV/ Fire Life Safety State Test Prep:** *Zero Continuing Education Hours*

**FOA Certified Fiber Optic Technician (CFOT):** 20 Continuing Ed. Hours

Fiber 101 – Intro to Fiber Optics	( 5 hours )	
Fiber 102 – Cables, bandwidth, attenuation	( 5 hours )	PREQ 101
Fiber 103 – Termination, splices, connectors	( 5 hours )	PREQ 102
Fiber 104 – Testing, transmission, networks	( 5 hours )	PREQ 103

**OSHA 10 /OSHA 30 Certifications:** *10/30 Continuing Education Hours*

**BLENDED ( Online/Classroom/ Hands- On)** *Class Hours 5pm – 8pm*

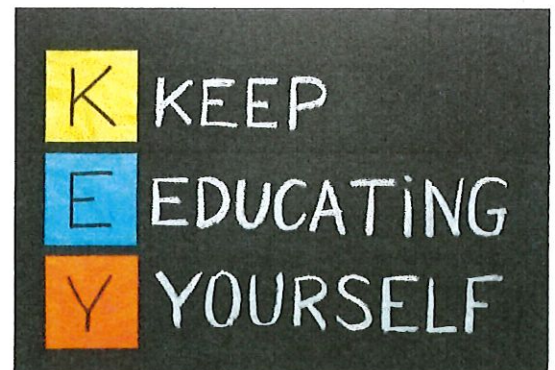
Note: Must complete online training content BEFORE attending in class skills session.

**FOA Certified Fiber Optic Technician (CFOT):** *12 In - Class Cont. Ed. Hours*

Fiber 105	Hands- on and FOA exam	6/18, 6/20, 6/25, 6/27
	@ TTC, PREQ Fiber 104	

**Adult First AID/ CPR/ AED:** *4 Continuing Education Hours ( 2 online, 2 in-class)*

CPR	Technology Training Center	5/29
CPR	Sacramento	6/10
CPR	Santa Rosa	6/11
CPR	Santa Rosa	7/17
CPR	Sacramento	7/18
CPR	Technology Training Center	7/23
CPR	Sacramento	8/26
CPR	Technology Training Center	8/27



(classroom/hands-on continued on page 3)

(classroom/hands-on continued)

**CLASSROOM/HANDS- ON:***Class Hours 5pm – 8pm***Distributed Antenna Systems ( DAS): 6 Continuing Education Hours**

DAS	Technology Training Center	8/13, 8/15
DAS	Santa Rosa	8/20, 8/22
DAS	Sacramento	8/27, 8/29

**Audio Visual: 15 Continuing Education Hours**

A/V Technology Training Center 6/17, 6/19, 6/24, 6/26, 7/2

**Video Security Systems ( CCTV): 12 Continuing Education Hours**

CCTV Technology Training Center 6/3, 6/5, 6/10, 6/12

**Fire Alarm: 18 Continuing Education Hours**

FA Technology Training Center 7/1, 7/3, 7/8, 7/10, 7/15, 7/17

FA Technology Training Center 8/12, 8/14, 8/19, 8/21, 8/26, 8/28

**Meters and Relays: 12 Continuing Education Hours**

Meters	Santa Rosa	6/17, 6/19, 6/24, 6/26
Meters	Technology Training Center	7/9, 7/11, 7/16, 7/18
Meters	Sacramento	8/13, 8/15, 8/20, 8/22

**NFPA 70 Code Essentials: 6 Continuing Education Hours**

NFPA 70	Santa Rosa	7/9, 7/11
NFPA 70	Sacramento	7/22, 7/24
NFPA 70	Technology Training Center	8/6, 8/8

**NFPA 72 Code Essentials: 6 Continuing Education Hours**

NFPA 72	Sacramento	7/1, 7/3
NFPA 72	Santa Rosa	7/8, 7/10
NFPA 72	Technology Training Center	8/20, 8/22

**Security and Access Control: 12 Continuing Education Hours**

Security Technology Training Center 6/4, 6/6, 6/11, 6/13

Note: Online course registration password is: **norcalscjtc**

TTC = Technology Training Center in San Leandro, CA.





# TRAINING CENTER

The following classes will be offered for Inside Wireman towards your required 32 hours of Continuing Education:

## FOREMAN NAME CALL CLASS

Starts Monday, June 3, 2019 at 5:30PM

2 nights a week (Monday & Wednesday Nights)

Class runs for four weeks (32 hours)

Call the Training Center at 925/372-7083 to sign-up for any classes.

Most classes must have a 15 student minimum to hold the class.

Once the student minimum is met, we will notify you of the start date.

**CALL NOW TO MAKE YOUR RESERVATION!!!!**

## CERTIFICATION CHANGE

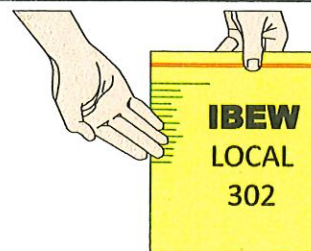
The State of California Electrical Certification Unit has updated the time frame for submitting renewal forms. Due to the current State backlog on processing renewals you can now submit your renewal up to 12 months in advance of your expiration date.

## **DON'T LET YOUR CERTIFICATION EXPIRE!**

Based on member's recent reports and an instructor who has taken the current test, it is much more difficult now. Don't put yourself in the position of having to take the test again. Check the termination date on your card, get your 32 hours of continuing education classes and renew early.



# KNOW YOUR AGREEMENT



Article II, Section 12 – The Employer shall have the right to call foreman by name provided:

- i. The employee has not quit or been terminated for cause from their previous Employer within the past 30 days.
- ii. The Employer shall notify the Business Manager in writing of the name of the individual who is to be requested for employment as a foreman. Upon such request, the Business Manager shall refer said foreman provided the name appears on the highest priority group.
- iii. When an employee is called as a foreman, they must remain as a foreman and be paid at the foreman rate for 960 actual work hours or must receive a reduction in force.
- iv. Effective January 1, 2017: The individual must have completed the 32-hour Foreman Training Course through the Joint Apprenticeship and Training Committee.

The 32- hour class can be taken at the Training Center. Call for the time when the next class will be held. The 32-hours can also be used as continuing education for your State Electrical License requirement. Taking this class is the first step in being able to get a foreman call-out off the books. Without this class you cannot get a foreman call-out from the books.

## SAFETY COMMITTEE

Falls continue to be the number one cause of work-related injuries and deaths; all of which are preventable. We need to stop and ask ourselves common sense questions that sometimes are forgotten while focusing on completing a task. Here are a few reminder questions to ask yourself to help prevent falls.

**When working on a ladder-** Is this the right ladder for the job? Do I have 3 points of contact? Can I complete my work while facing the ladder and without over reaching?

**When working on scaffold-** Ensure it is inspected by competent person before use. For fixed/ stationary scaffold is the green tag present? Are all guardrails complete? Is the footing stable? Is the scaffold plumb and level?

**When working on aerial devices-** Am I properly trained to use this equipment? Am I wearing proper fitting fall protection? Keep both feet firmly on the floor of the basket. Do not use items such as rails, toe boards, planks or ladders to alter your work position.

Although these are limited working scenarios, we hope that these reminders help build confidence in making the safest decision.

As the temperature is rising, it could be helpful to add the Heat Safety Tool app to your phone provided by OSHA-NIOSH. It is available free of charge and may help you prevent heat related illness and injuries.

Please contact Doug Rodriguez or Cheyenne Lucero for any safety concerns on your jobsite.





We've had a very busy year so far and the need for skilled workers will only grow. Current statistics show that to address California's residential construction needs, we must add at least 200,000 new workers to the construction industry. We are continuing to bring in unrepresented State Certified Electricians who are filling our unfilled calls. These new members show they belong here with their ability to easily pass our 9th District Journeyman Exam. Please contact the hall if you know of any unrepresented electricians that can help us fill our current calls and grow our market share.

We are continuing to build relationships with non-signatory contractors based out of Contra Costa County. We're listening to contractors to find out their concerns about becoming signatory. We've also been encouraging these contractors to speak with NECA to make sure their questions get answered and they feel confident this is the right decision for all. So far we've had great success in bringing confident contractors into our joint family.

We are all in this together and the success of each of us individually creates more success for our Union. More success for our Union creates more success for each of us individually. Unions at their core are made up of people who live and work within a community. As members of our communities, it's our duty to let everyone—our friends and neighbors, our elected officials in city and county government—know what we do and why it's important that we do it. We are the experts in our field: we can't expect people to know why it's essential that we install and maintain all electrical systems in all applications unless we educate them. We have to find our voice and we have to control our message because being a Union member isn't just about a card, it's about what that card stands for.

As a refresher from our Constitution, we as members of the IBEW aim:

1. To organize all workers in the entire electrical industry in the United States and Canada, including all those in public utilities and electrical manufacturing, into local unions,
2. To promote reasonable methods of work,
3. To cultivate feelings of friendship among those of our industry,
4. To settle all disputes between employers and employees by arbitration (if possible),
5. To assist each other in sickness or distress,
6. To secure employment,
7. To reduce the hours of daily labor,
8. To secure adequate pay for our work,
9. To seek a higher and higher standard of living,
10. To seek security for the individual,
11. And by legal and proper means to elevate the moral, intellectual and social conditions of our members, their families and dependents, in the interest of a higher standard of citizenship



## Communications Committee



In an effort to keep our members up to date through technology and social media, Local 302 has formed a Communications Committee with Melissa Vaughn as the Chairperson. The Committee will be reviewing our Website, Facebook Page and other forms of communication so we can successfully get information out to you in a timely and efficient manner. If you'd like to participate in this endeavor send an email to [cc@ibewlu302.com](mailto:cc@ibewlu302.com).

**20 YEAR PIN**

Kevin M Alderman  
John P Anderson  
Nathan P Andrews  
David J Asselin  
Jason T Blackwood  
Ray E Broomall  
Carl M Buccellato  
Tracy D Corsen  
Frank A Cruz  
Aurelian Dobrota  
Corey W Eagle  
Robert L Gaut  
Greg J Gilman  
Ashley T Hall  
Eric G Hoyer  
Steven E Jelich  
Eric C Kohlmeyer  
Jeremy B Majors  
William S Mendoza  
Shane P Miller  
Adib S Musawwir  
Levi Nicula  
Steven M Pymm  
Gregory B Reppert  
David E Roe II  
Tim S Rose  
Scott G Sanders  
Allan P Sanderson  
Peter K Smith  
Tirzah A Vernon  
Jose Villalba  
Tyson A Wagner  
Dale S Zankl  
Salvador Zepeda

**25 YEAR PIN**

Cliff L Bagot  
Scott A Barreuther  
Bruce D Boles  
Loran L Briggs  
Pericles H Cortessis  
Ray A Deardorff  
James A Gillies  
Randy D Irwin  
Robert P Isaacson  
David M Kuchins  
Carol A Larson  
Kenneth J Lawhorn

**25 YEAR PIN CONTINUED**

Luis E Mauricio  
Kevin A McCard  
John G Meehan  
Jason G Miller  
Daniel D Ridge  
Frank P Russo  
Roy D Sanders  
Wayne D Savage  
Brian R Slattengren  
M Keith Smith  
James F Stanionis  
Florenzo T VanHook  
Todd M Watson  
Randy A White  
Ron E Whitted  
Thomas B Widger

**30 YEAR PIN**

Michael M Basterash  
Mark A Bolles  
Dino M Boschetti  
Leo J Cid  
Gerald D Ebersole  
Mike S Fogelson  
Steven R Fonken  
Mark F Gaede  
Michael Gobbell  
Jaime L Gonzalez  
Philip D Haupt  
Robert T Pangilla  
Andrew B Robertson  
Kenneth R Robinson  
Mario G Rose  
Chris J Wright

**35 YEAR PIN**

Kevin B Baxter  
Curtis E Branson  
Dennis A Camera  
Jeffrey A Critch  
Al DiPrima  
Steven E Dockham  
Steven E Harvey  
James A Keesler  
John L Matyja  
David D Pearson  
Sergio E Raya  
Anthony Solak Sr

**35 YEAR PIN CONTINUED**

Alice F Wood  
  
**40 YEAR PIN**  
Jeffrey L Burke  
Stanley W Cooper  
Steve L Crosley  
Mark D Daykin  
David H Dewey  
William L Duncan  
Dennis R Hulsey  
Jack B Kish  
Patrick L Matejcek  
Donald L McClelland  
Aaron D Melgoza  
John A Rosalez  
Stephen G Seehafer

William Serna  
Mark B Sever  
Antonio A Silva  
Richard C Smith  
Gerald A Stein

**45 YEAR PIN**

Nick L Aiello  
Hershel G Barton  
Dennis L Beach  
James N Bielski  
Grover M Cleveland  
Charles E Fendley  
Ross D Jackman  
Roger A Lange  
James H Maki

Ocean  
Allen A Peck  
Roberto R Salcido  
Joseph L Salvatore  
Ernest D Sawyer  
Donald A Snyder  
Charles F Trimble  
Donn M Valladao  
Gregory N Wees

**50 YEAR PIN**

Gerald A Bliss  
Jack D Brown  
Robert L Chaffin  
Larry R Doukas  
Lee R Dugas

**50 YEAR PIN CONTINUED**

Richard D Eisenbeis  
Gregory F Engle  
Ronald J Gagliardi  
James T Helberg  
Thomas E Hoselton  
Troy E Johnson  
Steven V Layshot  
Uhl L Lichens  
Frederic D Miller  
Daniel G Morrow  
Peter J Murray  
William E Ose  
Frank A Puccio  
Robert M Smith  
John C Templar  
Robert L Van Pelt

**55 YEAR PIN**

Clifford E Conyers  
Carl E Cook  
John R Finley  
Ronald J Lee  
Charles T McKimmy  
Jack G Mitchell  
Larry E Morris  
Stephen J Pouliot  
Gary C Whitlock

**60 YEAR PIN**

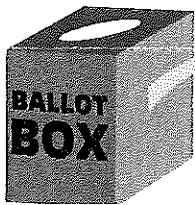
John H Numsen  
Nicolas Villalba

**65 YEAR PIN**

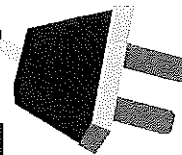
Richard E Beesley  
Roger F Raley  
Charles F Salmen  
Leo Schindler  
Robert E Swick

**70 YEAR PIN**

Sherman J Beals  
Glade E Gaffney  
Harold H Sloper



# Plug into Power



YOUR VOTE, YOUR JOB

Tom Hansen, Business Manager/Financial Secretary

May 2019

Within the past month our Local has lost two very good friends with the passing of Ellen Tauscher and Leonard McNeil.

Ellen Tauscher ran for Congress when California, and Contra Costa County were not as Democratic as they are now. At that time the Bay Area had anti-union elected officials in many important positions.

In 1996 Ellen successfully ran for Congress against Bill Baker a long-time hater of unions. Her victory was an important step in turning the tide in favor of working people in Contra Costa County. After serving with distinction in Congress, President Obama nominated Ellen to the position of Under Secretary of State for Arms Control and International Security.

It is no surprise that Ellen Tauscher was a great supporter of working people. Her father was a

Shop Steward for the UFCW in her home town of Newark, New Jersey.

Leonard McNeil was not just an advocate for Labor he was a retired member of Ironworkers Local 378.

After his retirement, Leonard became involved in his community and was elected to the San Pablo City Council. While serving on the council he became the first African-American mayor in the history of that city. After his time on the council, Leonard was elected to the West County Wastewater District where he was an outspoken voice for labor. During his retirement Leonard also pursued a second career by becoming a College Professor at Contra Costa Community College.

Both Ellen and Leonard were thoughtful public servants who put working people first. We were lucky to have them as friends and they will be missed.



## **Concord Council Rejects Avalon Bay**

Our political work paid off in Concord when the council voted unanimously to reject a proposed apartment building and commercial complex, Avalon Bay. We, along with the MEPS Crafts, had meetings with the developer to come to agreement on a Project Labor Agreement (PLA). The developer refused to commit to a PLA to build the project. Instead, they made a verbal deal with the Carpenters that fell far short of what would be required in a PLA.

The council was under intense pressure to invest in this vacant city parcel and build this project. After hearing from many of our members, including members of the Plumbers, Sheetmetal and Sprinkler Fitters, the council believed the lack of local, well-paying labor jobs was not a good fit for Concord and rejected the proposed project. This was a hard-fought win and is reassuring as we move into negotiations on the Naval Weapons Station property.

## **The State of our Membership**

We researched our members voting behavior and learned that only 74% of our members are registered to vote. However, a high percentage of members who are registered to vote almost always vote — 27%.

The 2020 primary election will be earlier than usual, being held on Super Tuesday in March, instead of the usual June election. To ready our membership for the election and to have an even larger influence on local elections that matter to our members and our livelihood, we will hold a voter registration drive later this Fall.

If you aren't registered to vote, expect to hear from a fellow member on the benefits of voting and why it is important to you and your brothers and sisters in the Local. Our recent victories in Concord and Richmond prove our collective power when we show up and vote — it means more local elected leaders willing to stand up for us and ensure we get local work.

## **Battery Energy Storage Systems**

A top priority for IBEW and the California Building Trades is to require the Contractors State License Board to protect public safety and require only licensed C-10 electrical contractors install battery energy storage systems.

Battery energy storage systems are rapidly expanding and being installed in schools, hospitals, businesses, and homes throughout California. Battery storage is a key technology to help California meet our clean energy and emissions reduction goals and expand the adoption of solar, wind and other clean energy sources.

The Contractors State License Board's primary mission is to protect consumers and the public. If not installed correctly by highly-qualified and licensed electrical contractors, battery energy storage systems pose unique electrical, fire and public safety risks to installers, consumers, utility workers, and emergency personnel. Only contractors who have been trained in electrical risk assessment and electrical theory should work on these potentially dangerous systems.

Act now and urge the Board to protect public safety by requiring qualified, safe installation of battery energy storage systems at [www.safeenergystorage.com](http://www.safeenergystorage.com).

## **Point Molate to be Developed Under PLA**

In another show of strength, our friends on the Richmond City Council selected the developer for the Point Molate property. As part of the Development Agreement there is a requirement for a PLA. When we help elect council members who put working people first they can demand developers employ local workers and ensure they earn a living wage and that apprentices are on the job.

## SIMPLE STEPS TO PROTECT YOURSELF FROM FRAUD

It's important that you take every precaution to protect yourself from fraud. OE Federal Credit Union has put together some simple steps you can take to avoid becoming a victim.

### **Review your accounts online.**

People who monitor their financial accounts and transactions online lose significantly less per fraud incident than those who rely on paper statements. Electronic statements are an effective way to prevent mail fraud.

### **Protect paper documents.**

Make it a habit to review your account documents as soon as they arrive and shred your confidential documents and credit offers before throwing them in your trash. If you're looking for a simpler way to keep your account documents safe, you can opt to receive your financial statements online.

### **Protect yourself.**

Do not share account information without knowing who you are talking to. If things seem fishy, hang up and call back yourself. Never provide any personal information by phone unless you initiated the call. When thinking of an account login, try using complex passwords and change your password often.

### **Review your credit reports annually.**

The FACT Act allows you to receive a free credit report every year from the three major credit reporting agencies. Order your free annual credit reports at [www.AnnualCreditReport.com](http://www.AnnualCreditReport.com).

### **Try CardValet.**

CardValet protects your debit and credit cards through your phone by receiving alerts and defining when, where, and how your payment cards are used. You can turn on and off your card instantly, set transaction limits and alerts, set location alerts, and set card usage preferences. Download CardValet from the Google Play Store or the Apple App Store.

OE Federal hopes these steps will help you keep your accounts safe. If you're not currently a member, we encourage you to join. Visit [oefederal.org](http://oefederal.org) or call (800) 877-4444 to become a part of OE Federal's Union Family.

*The above communication is intended for general informational purposes.  
Federally insured by the NCUA*

**OE FEDERAL CREDIT UNION**  
**1875 Arnold Dr., Martinez CA 94553**  
**925.370.9200**

## RETIREE CLUB NEWS

All Retired Electricians and Their Spouses:

Come to the IBEW Retiree's Club Meeting/Luncheon. We have a short meeting followed by a pot luck luncheon with good friends.

Our meetings start at 11:00 am on the 2nd Thursday of the month.

President,  
Connie Batchelder



**Save the  
Date!**



## FIDELITY ONE-ON-ONE MEETING

Fidelity will set up a meeting day here at Local 302 sometime in September. Please check with the Hall for the meeting date.

Our Workplace Planning and Guidance Consultant, Matt Case, will be available from 8:30am to 3:30pm if you wish to schedule a meeting with him. You must make an appointment in order for him to reserve time for you.

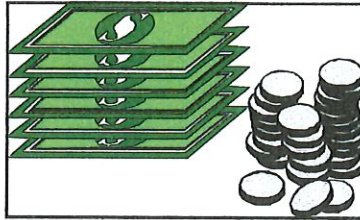
You may make a reservation by phone at 1-800-642-7131. You may also make an appointment online at: [www.fidelity.com/atwork/reservations](http://www.fidelity.com/atwork/reservations). Click on one-on-one consultation, select state from the drop down box and then select Contra Costa County Electrical Workers Local 302 to complete your personal information and set an appointment.

There is only a limited number of appointments available.



## FIFTY-FIFTY DRAWING

Congratulations to John Malcolm Jr., Jerry Brooks and Cheyenne Lucero who won \$12.00, \$6.00 and \$6.00 respectively, at the January, February and March 2019 I.W. Meetings.



Nick Andelin won \$643 at the January meeting. Israel Guardado and Richard Greig would have won \$6.00 and \$11.00, respectively, if they had attended the February and March 2019 I.W. Meetings.



## NEW RETIREES

We would like to extend our sincere congratulations to our fellow Brothers & Sisters who recently retired:

**Jeff Critch  
James Fiorica  
Doug Goettsch  
Ronald Heath  
Larry Mittone  
Lee Phillips  
Richard Trebino  
Mark Wagner  
Alice Wood**

We would like to remind everyone to keep contact information updated with the Hall.

Also, make sure that your information is up to date (including Beneficiaries) with your Trust Fund Offices and your Pension Plans.

## IMPORTANT DATES

- June 8, 2019 Golf Tournament
- July 4, 2019 Holiday (Inside & S&C)
- July 5, 2019 (Inside)
- July 13, 2019 Picnic
- August 30, 2019 (Inside)
- September 2, 2019 (Inside & S&C)
- September 6, 2019 Old Timer's Dinner



*Congratulations to the  
following new Moms & Dads:*

Mr. & Mrs. Nicholas Ranalli - baby boy  
Mr. Quincy Harris - baby boy  
Mr. & Mrs. Brian Martinez - baby girl  
Mr. & Mrs. Victor Vargas - baby boy  
Mr. Nick Peterson - baby boy  
Mr. & Mrs. Anthony Granelli - baby boy  
Mr. & Mrs. Danielo Piazza - baby boy



**GET INVOLVED IN YOUR LOCAL - ATTEND UNION MEETINGS AS OFTEN AS YOU CAN!**

*Bereavement*

**We are saddened to report the passing of  
our Local 302 active and retired members:**

**James Case  
Dudley Knisley**

**We extend our most sincere condolences  
to the families of these departed Brothers  
& Sisters.**

Sincerely and fraternally,

*Tom*

Tom Hansen  
Business Manager / Financial Secretary

TH:np

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