



Board of County Commissioners

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ALACHUA COUNTY BOARD OF COUNTY COMMISSIONERS

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Commission

Dave Newport
Chair

Robert Hutchinson
Vice Chair

Mike Byerly

Rodney J. Long

Penelope Wheat

Administration

Randall H. Reid
County Manager

October 1, 2001

MEMORANDUM

To: Randall H. Reid, County Manager

From: Laura Merker
Commission Services Coordinator *LM*

Subject: Combined Emergency Services System Transition Board
Meeting Coverage - October 15, 2001

I will be out of town Friday, October 12, 2001 through Monday, October 15, 2001. Since the Transition Board is recommending team support between the County and the City, I am requesting a staff member from the City to take notes and record minutes for the meeting on Monday October 15th. The meeting is scheduled for 12:00 pm to 2:00 pm, to be held in the County Administration Building in the Jack Durrance Board Room.

I will prepare the agenda packets after the agenda planning meeting scheduled for Thursday, October 11, 2001, and have the blank tapes ready for use. I will also be available before October 11, 2001 to show the staff member how to run the recording equipment. I am also asking that any additional backup that is added to the original packet be copied by the appropriate staff who are adding the backup, with 25 copies being made for distribution to the Transition Board Members, other staff and the public.

LM/lm

cc: Commissioner Rodney J. Long, Chair
Laura Merker, Commission Services Coordinator

