



Horry County Fire Rescue EMS

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Douglas K. Cline | Assistant Chief



May 17, 2022

Dear SCSFFA Officer's Section,

I would like to apply for the position of Second Chair with the Officer's Section of the South Carolina State Firefighters Association (SCSFFA). Please accept this as my official letter of candidacy.

I am very much aligned with the goals and focus of the SCSFFA Officer's Section and I would like to use the skills gained in my 42 year career to help further the development the next generation of South Carolina Fire Service Leadership as well as help the Officer Section and SCSFFA reach their goals and objectives.

I have extensive experience and service as an Executive Board Member and President of associations to include the International Society of Fire Service Instructors (ISFSI), Southeastern Association of Fire Chiefs (SEAFC), South Carolina State Fire Chiefs and a board member of various North Carolina Fire Service Associations to include the Piedmont Firefighters Association and the North Carolina Fallen Firefighters Association which spans over the last 30 years. I have experience in chairing meetings, strategic planning and solutions as well as grant management. My administrative experience and proven leadership skills will prove useful to the Officer's Section.

Enhancing performance and resourcefulness are some of my key strengths. I get along well with others and thrive on finding opportunities for growth and development. I am confident that these qualities together with my commitment to work will be an asset to the Officer's Section and SCSFFA.

My enclosed resume will provide you with more details regarding my qualifications and experience. I know that I can bring much benefit with my experience, educational qualifications and skills and I look forward to putting these towards a good cause. I look forward to the Opportunity to serve the Officer's Section.

Sincerely,

Douglas K. Cline, BSW, CFO, NRP

Douglas K. Cline
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Objective: Position of Second Chair of the SCSFFA Officer's Section

Education & Training

Municipal Administration – Institute of Government, University of North Carolina 4/08
BA SOCIAL WORK Minor in Secondary Education- Concord College, Athens, WV 12/90
Diploma (Honor Grad) - Mullens High School, Mullens, WV 6/83

FIRE/EMS CERTIFICATIONS

- University of North Carolina Municipal Government Program Certification
- Currently four(4) courses from completing Associates Degree in Fire Protection
- 30 hour OSHA Certification
- Florida Minimum Standards Firefighter Certification
- Level III Fire Inspector, North Carolina
- Level II Firefighter/IFSAC
- Level II Fire Officer Instructor/IFSAC
- National Fire Academy Adjunct Instructor
- Level II Fire Instructor/IFSAC
- Live Fire Training Specialist
- National Registry EMT-Paramedic
- NIMS 100, 200, 300, 400, 700, 800 certified
- Advanced Cardiac Life Support (ACLS)
- Pediatric Advanced Life Support (PALS)
- Basic Trauma Life Support - Advanced & Pediatric (BTLS)
- Basic Life Support Instructor (BLS)
- Confined Space Rescue, Heavy Rescue, Vehicle Rescue, Structural Collapse and High Angle Rescue
- NAUI Open Water Diver
- NCOSFM Hazardous Materials and Weapons Of Mass Destruction Instructor

WORK EXPERIENCE

Assistant Chief – Horry County Fire Rescue, Conway, SC August 15, 2011 – Present

- Strategic Planning, organizing and direction of department operations for a 40 stations / 750+ personnel department (540 Full Time, 200 volunteer) serving a residential population of 360,000, seasonal population of 18.1 million and 1255 square miles, answering approximately 75,000 responses per year with an all hazards mitigation response concept to include Fire Propagation /Mitigation, ISO 3/10, Multi-Hazard Mitigation, Emergency Medical ALS and BLS First Response and transports, Hazardous Materials Technician Team, Technical Rescue Team, Water Rescue Team and Public Education Team.
- Assists in Department's Budget Development, Implementation, and Monitoring of a \$80 million budget
- Assigning of personnel and equipment
- Manages Operations Division
- Manages Professional Standards Division; ISO, Health, Safety, Compliance, Standards, Accreditation and Professional Development Divisions
- Develops After Action Reports and Incident Investigation
- Works in conjunction with the County's Risk Management Division
- Regulates and balances work load; reviews objectives and expectations with delegation to appropriately qualified personnel

- Analysis of statistical and quantitative data for compliance, safety, training and health.
- Coordinating efforts and developed the fire rescue department's Marine Fire Rescue Division and Professional Development Division master five year Strategic Plan, Self-Assessment, Standard of Cover and County wide all Hazards Risk / Training Assessment.
- ISO reduction Strategic plan
- Assisted in the development of the Fire Department's comprehensive Training Program to include policy development and implementation, Professional Development and Higher Education program.
- Assists in Maintaining Insurance Services Organization (ISO) rating program and data for an ISO Class 3/10 department.
- Assists in developing and maintaining the department's training and career development program
- Plans for and coordinates activities surrounding any natural disasters and ensures safety policies and procedures are developed.
- Prepares and reviews operational and administrative reports.
- Assists in hiring, promotion, discipline and evaluation of departmental employees.
- Responds to all major alarms and fire related incidents to assume the command of emergency scene functions.
- Directs the investigation of causes and circumstances of fires to detect their origin and causes long with the efforts of conviction of illegal activities.
- Develops and maintains an intergovernmental relationship with local, state and federal agencies.
- Develops and Directs promotional assessment processes
- Coordinates hire processes
- Prepares budget projections of anticipated expenditures and needs
- Managed Marine Fire, Dive and Water Rescue Operations

Fire Commander - City of High Point Fire Department, High Point, NC August 11, 2008 – August 15, 2011

- Assigned to Administration Division May 4, 2011 – August 15, 2011
- Assigned to the Health, Safety and Training Division August, 2008 – May 4, 2008
- Assists in Department's Budget Development, Implementation, and Monitoring of a \$18 million budget
- Development of Information Systems to be utilizing with projects and Records Management Systems,
- Participate in Research and Development projects focused on technology advancements
- Assist in development, monitoring and maintaining Cad and Communications projects.
- Assists in Recruitment and hiring process of new employees
- Development of a Quality Assurance and Tracking program for assigned and completed Target Hazards Risk Assessments/preplanning,
- Maintaining and populating the Records Management System
- Assist in Departmental Planning
- Conducts Post Incident Analysis (PIA) sessions and develops After Action Reports (AAR) relating to significant departmental responses and events
- Commission of Fire Accreditation International program manager,
- Coordinating efforts and developed the fire department's master five year Strategic Plan, Self-Assessment, Standard of Cover and City wide all Hazards Risk Assessment.
- Development of the Fire Department's comprehensive Safety Program to include policy development and implementation, training program development and delivery, site safety inspections and industrial /professional standards and regulations into operations post OSHA inspection.

- Development of the Department's Strategic Plan, organizing and direction of department's four divisions and operations for a 14 station 225 personnel department answering approximately 13,000 responses per year, serving a population over 100,000 with an all hazards mitigation response concept to include Fire Propagation /Mitigation, Multi-Hazard Mitigation, Emergency Medical BLS First Response, Hazardous Materials Technician Team, Technical Rescue Team, Water Rescue Team and Public Education Team.
- Assists in Maintaining Insurance Services Organization (ISO) rating program and data for an ISO Class 2 department.
- Develop and maintained the department's training and career development program
- Manages department's "Target Safety" Learning Management System (LMS)
- Assists in development of a long term comprehensive fire department training plan to include both personnel development and capital improvements
- Coordinated establishing departmental policy on fire and rescue related matters
- Responsible for effective emergency operations preparedness and training
- Prepares budget projections of anticipated expenditures and needs
- Assist in preparation, development, presentation, implementation, and administration of training budget.
- Assists in maintaining a multi-million dollar training facility
- Assists in regulating and balancing work loads of training tasks
- Reviews objectives and expectations with delegation of training to appropriately qualified personnel
- Plans for and coordinates activities surrounding training programs, training events and ensures safety policies and procedures are developed.
- Prepares and reviews operational and administrative reports.
- Analysis of statistical and quantitative operational response data
- Participates in training evaluation of departmental employees
- Responds to major alarms and fire related incidents to assume roles within the NIMS incident command of emergency scene functions.
- Conducts Post Incident Analysis on significant events.
- Develops After Action Reports on significant events
- Maintains training records and files
- Development of health, safety and training programs to include on-line programs through the city's learning management platform
- Conducts fire department safety inspections of facilities.
- Produces weekly Fire Chief's staff meeting and Pod Cast
- Maintains an intergovernmental relationship with local, state and federal agencies in regards to health, safety and training requirements, certifications and training advancements.
- Training curriculum development for health, safety, fire, rescue and emergency medical training programs.
- Manage and maintain department's multi-media and resource library.
- Engage in emergency scene operations and management as required.
- Performs as an Incident Safety and Accountability Officer

Fire Chief- City of Eden Fire Department, Eden, NC July 18, 2005 – August 25, 2008

- Strategic Planning, organizing and direction of department operations for a 4 stations / 75 personnel department (17 Full Time, 18 Part Time, 45 volunteer) serving a population of 16,500 and 15.2 square miles answering approximately 600 responses per year.
- Development, Implementation, and Monitoring of a \$1.8 million budget.
- Roles for the City included Fire Chief, City Emergency Management Director and Safety Director.
- Authored multiple local, state, federal and independent successful grants totaling

\$340,000 with a total of \$16,500 City Budget match expenditure for equipment and training.

- Increased the volunteer staff by 33% in three (3) years through innovative recruitment and retention strategies.
- Increased career staffing by 7% without increasing the salary budget through reduction of overtime expenditures and managed staffing schedules
- Purchased a needed quality 10 year old 102ft aerial platform (16,500 miles) for fire-rescue operations and ISO reduction through inter-city relationships with Greensboro Fire Department for \$150,000.
- Implemented updated City wide safety training program and utilized a Learning management System Approach.
- Development of a community connection by working with the community groups, clubs neighborhood organizations, schools, and civic/business groups to increase quality of life through partnerships and educational programs focused upon fire and life safety for all generations
- Maintained ISO Rating of Class 4
- Development of regional collaborative efforts that include inter-state mutual aid and automatic mutual aid agreements with other fire, emergency services and industrial partners
- Development of a comprehensive five (5) year Strategic Operational Plan which positioned the Fire Department for a reduction in ISO rating through the appropriation of quality used apparatus, equipment and strong ISO compliant 3 year action plan.
- Development of a long term comprehensive fire department plan to include increased operational capabilities, technology improvements, personnel career development, equipment modernization, apparatus selection and facility capital improvements.
- Developed and implemented NIMS compliant Multi-hazards City Emergency Operations Plan.
- Managed renovation of the none livable second level of Station 4 to include 3 additional bed rooms, day room, physical fitness area, storage facility, ½ bath and study center for volunteer duty shifts and resident program. Projected completed utilizing funding for materials only and utilizing the prison crew labor force and internal departmental talent for completion of construction which increase operational staffing by utilizing volunteer duty shifts by 1 position. Cost saving of construction project of \$20,000.
- Establishes departmental policy on fire and rescue related matters
- Managed City's confined space rescue team
- Responsible for effective emergency operations and maintaining sufficient levels of preparedness and training
- Prepares budget projections of anticipated expenditures and needs
- Preparation and development of municipal budget, presentation, implementation, and administration
- Grant funding search, development, writing and management
- Assigning of personnel and equipment
- Regulates and balances work load; reviews objectives and expectations with delegation to appropriately qualified personnel
- Plans for and coordinates activities surrounding any natural disasters and ensures safety policies and procedures are developed.
- Prepares and reviews operational and administrative reports.
- Manages hiring, promotion, discipline and evaluation of departmental employees.
- Responds to all major alarms and fire related incidents to assume the command of emergency scene functions.
- Directs the investigation of causes and circumstances of fires to detect their origin and causes long with the efforts of conviction of illegal activities.
- Develops and maintains an intergovernmental relationship with local, state and federal agencies.

- Develops, directs and maintains the department training program and career development program
- Served as Fire Code Official
- Chair of City's safety committee
- Developed City All Hazards Mitigation Plan
- Developed City Emergency Operations Plan
- Implemented Community Emergency Notification Plan utilizing the Code Red Emergency Notification System
- Utilized prison crew labor to paint and color code all city fire hydrants to NFPA/ISO requirements.
- Over saw the successful conviction on multiple illegal burning, insurance fraud and arson fire cases
- Recouped operations costs on several incidents where convictions were made
- Implemented and successfully complete a three year plan to bring department's fire inspection program into North Carolina Office of the State Fire Marshal Compliance

Battalion Chief - Chapel Hill Fire Department, Chapel Hill, NC June 1993 – August 5, 2005

- Promoted to Battalion Chief from Captain 9/03 - Captain from Fire Equipment Operator 1/98 – Fire Equipment Operator from Firefighter in 12/96
- Shift Commander of 5 station, 26 personnel shift, 84 personnel department, responding to 4,000 plus calls per year, serving the Town of Chapel Hill with a population of 50,000 residents, University of North Carolina Hospital, multiple research facilities and the University of North Carolina with a student population of 30,000.
- Command Function Operations on Incidents
- Managed daily shift operations for department
- Shift Payroll
- Commanded large festival and celebratory venues
- Strategic Planning for shift personnel development
- Strategic planning for shift operations
- Managed Department's EMS continuing Education Program
- Managed Department's Pre-Plan/Risk Assessment program
- Command Officer Urban Search and Rescue (USAR) Team NC Task Force 8
- Shift Training Officer as Captain
- Departmental Awards: Merit and Life Saving
- Department's Emergency Medical First Responder Services Training Coordinator
- Level II Fire Inspector
- Shift Fire Inspections Trainer
- North Carolina Task Force 8 USAR Team Member
- Implemented Basic Life Support Patient Care - First Responder Defibrillator Program
- Hazardous Materials Operations - Plus
- Public Education and Fire Prevention
- Special Task Forces (Environmental Protection Agency Air Quality Study and EMS First Responder Defibrillator Program {pilot program, State of North Carolina})
- Developed Continuing Education Training Curriculum for Department's Emergency Medical First Responder program
- Developed Hearts and Sirens Program (CISM Education for Significant Others)
- National, State and Local speaking engagements
- Mid Carolina Regional Advisor Board for Trauma Services - Chair of Disaster Response Preparedness subcommittee
- Critical Incident Stress management State Advisory Board
- Triangle "J" Critical Incident Stress Management Team

Fire Driver / Paramedic - Alachua County Fire / Rescue, Gainesville, FL 8/91 - 6/93

- Acting Engine Company Officer
- Haz Mat Ops, Emergency Vehicle Operations, Public Education / Prevention
- Advanced Life Support Patient Care and Critical Care Transports
- EMT / EMT - Paramedic Trainer / Preceptor (ACFR and Sante Fe Comm. College)

Correctional Medical Technician - NFRMC, Lake Butler, FL 6/91 - 9/91

- Medical Care of Inmates (Maximum Security Prison)

Battalion Chief - McDowell County Emergency Services, Welch, WV 1/90 - 6/91

- Established and Managed Advanced Life Support Program - Paramedic Level for a County Emergency Medical Service with a population of 45,000 which included several smaller Towns and the County seat.
- Strategic Planning for an expanding EMS service from BLS to ALS
- Plans for and coordinates activities surrounding any natural disasters and ensures safety policies and procedures are developed.
- Prepares and reviews operational and administrative reports.
- Participates in hiring, promotion, discipline and evaluation of departmental employees.
- Responds to all major alarms and fire related incidents to assume the command of emergency scene functions.
- Develops and maintains an intergovernmental relationship with local, state and federal agencies.
- Develops, directs and maintains the department training program and career development program
- Command Function Operations on Incidents
- Established Standard Operating Procedures for Advanced Life Support Program
- Developed Quality Assurance Program
- Department Continuing Education Instructor
- Assisted in Developing Enhanced 911 Communications Center
- Assisted in Developing Operational Procedures for 911 Center
- Incident Commander
- Budget Preparation, Recruitment, Staffing, and Hiring of ALS Personnel
- Local Emergency Planning Committee (LEPC)
- Budget Preparation and Purchasing for EMS Equipment and Supplies

Training Chief - Bluefield Rescue Squad, Bluefield, WV 1/86 – 1/90 Department Training Officer

- Maintained Department's and Personnel Training Records
- Managed Department's Emergency Medical and Rescue Services Training and Education Program
- Department's Continuing Education Instructor
- Liaison to External Education Programs
- Developed Standard Operating Procedures and Standards for Training Program
- Shift Commander / Incident Commander
- Rescue Operations: Heavy Rescue, Vehicle, Water Recovery, High Angle, Haz Mat
- Advanced Life Support Patient Care
- Inter-Facility Critical Care Adult Transports
- Neonatal and Pediatric Transport Team

Captain - Mullens Emergency Ambulance Service, Mullens, WV 6/85 - 1/86

- Shift Commander / Incident Commander
- Shift Commander in Charge of Two (2) Stations, Four(4) companies and Daily Operations

- Budget Preparation and Purchasing of EMS Supplies and Equipment
- Advanced Life Support Patient Care
- Critical Care Transports

Lieutenant - Mullens Emergency Ambulance Service, Mullens, WV 2/85 - 6/85

- Promoted to Captain
- Supervisor in Charge of Two Company Station
- Advanced Life Support Patient Care
- Critical Care Transports

EMT / EMT-P - Mullens Emergency Ambulance Service, Mullens, WV 1/81 - 2/85

- Promoted to Lieutenant
- Advanced Life Support Care
- Critical Care Transports

Radio Announcer - WPMW Radio, Mullens, WV 8/82 - 11/85

Lawn Service - SELF-OWNED, Mullens, WV 5/78 - 1/87

COMMUNITY SERVICE ACTIVITIES

- *Ruffin Volunteer Fire Department, Assistant Fire Chief of Administration – Ruffin, NC 9/08 – 8/11*
- *South Carolina State Association of Fire Chiefs - President*
- *International Society of Fire Service Instructors- President*
- *Southeast Association of Fire Chiefs President (IAFC Division)*
- *North Carolina Piedmont Fireman's Association 2nd Vice President 10/05- present*
- *North Carolina Fallen Firefighters Foundation Board of Directors 1/08 – 12/10*
- *Rockingham County Fire Chief's Council- 1st Vice President (past)*
- *North Carolina Critical Incident Stress Debriefing State Advisory Board 3/95 – 8/05*
- *Triangle J Council of Governments CISD Team 6/94 – 8/05*
- *Orange County Hazardous Materials Response Team 6/94 - 5/96*
- *Timberlake Volunteer Fire / Rescue, Timberlake, NC 1/95 – 8/05*
- *Chapel Hill Fire Fighters Association (IAFF Local 2850) 3/94 – 8/05*
- *Mercer County Office of Emergency Management Services - Princeton, WV 6/89 - 5/91*
* County Training Chief
* Assistant Radiological Officer
- *Local Emergency Planning Committee (LEPC) - Princeton, WV 6/89 - 5/91*
* Assisted in Developing County Disaster Plan
- *Princeton Rescue Squad - Princeton, WV 1/85 - present*
* Special Life Membership Status
- *Athens Volunteer Fire Department - Athens, WV 8/84 - 5/90*
- *Mullens Volunteer Fire Department - Mullens, WV 1/79 - 5/85*
- *Mid Carolina Regional Advisory Council for Trauma 1/01- 1/05*
*Chair of Disaster preparedness Sub-Committee

ACADEMIC & OTHER ACTIVITIES

- Authored *Rapid intervention Team Training Curriculum* for the International Society of Fire Service Instructors (ISFSI)
- Content Editor for *Rapid Intervention Company Operations*, Thompson-Delmar
- Technical Editor for Jones and Bartlett Live Fire Instructor Text
- Fire and Emergency Training Network / American Heat (Primedia) - Video Series on Training Rapid Intervention Teams, Vehicle Fires, Driving Safety, Fire-ground Safety and Survival, Hose Line Tactics, Single family Structure Fires Operations and Multi-family

Structure Fire operations

- Host Fire and Training Blog talk Radio for Fire Engineering
- Host of FIREHOUSE.com Training and Tactics Talk monthly Podcast
- Author of Delmar's Fire Officer I Test prep Guide.
- Contributing Editor Pennsylvania Fireman Magazine, Fire Rescue 1 Kitchen Table Talk
- Co-owner / Contributing Editor www.thecompanyofficer.com
- 1999 George D. Post, International Fire Instructor of the Year (ISFSI)
- FIREHOUSE.com Training and Tactics Talk Pod Cast host 2/08 – present
- FIREHOUSE.com "House of Training" Blog
- Contributing editor to the Fire Rescue 1 Kitchen table Talk Blog
- Co Host of "thecompanyofficer.com" training Blog
- Contributing Editor to FIREHOUSE.com
- *Contributing Author* 8th Edition Emergency Care Instructor Resource Manual
- *Contributing Author* to the 10th edition of BRADY's Emergency Care Fire Service edition
- *Developed Fire Officer Program Curriculum* to NFPA 1021 standards (Fire Officer I, II, III, IV) for Great Oaks Institute of Technology, Cincinnati, Ohio (Accredited by Professional Qualifications Board) Adjunct Instruction at Great Oaks Institute of Technology
- Multiple articles and publications in National Professional Journals
- Development of Test Bank for Thompson-Delmar Incident Safety Officer book.
- IFSTA / Brady EMT-B Text Book Review Committee
- Reviewed BRADY ACLS Text
- Contributing Author for Instructor Curriculum for Rapid Intervention Company Book published by Delmar
- Video Series (4 part) on Rapid Intervention Teams, Vehicle Fires (2 part), Fire Ground Safety and Survival, Hose Line Tactics and Emergency Vehicle Operations Safety with the Fire and Emergency Training Network (FETN)
- Author of the Hearts and Sirens Family Support Journal, Published ISFSI, 1999
- Author of the Company Officer Test Prep Guide, Published by Delmar, First Edition, 2005
- Technical Editor for the Rapid Intervention Company Text Authored by Jeff Pindelski, Published by Thomson-Delmar Learning, 2006
- Actual recreation of rescue performed, while Battalion Chief with McDowell County Emergency Services, for television show *RESCUE 911*

Professional Affiliations

- International Society of Fire Service Instructors (Past President)
- Department of Homeland Security FEMA AFG Grant Development Criteria Committee
- Department of Homeland Security Peer Reviewer for Fire Act Grants
- South Carolina Fire Chief's (Past President)
- North Carolina Society of Fire and Rescue Instructors
- International Association of Fire Chief's Member
- Southeastern Association of Fire Chiefs (Past President).
- North Carolina Fallen Firefighters Foundation (Piedmont Director)
- National Fallen Firefighters Everyone Goes Home South Carolina Lead Advocate

National Speaking Engagements:

- Firehouse Expo, FDIC, North Carolina Fire Chiefs, Georgia Fire Chiefs, South Carolina Fire Chiefs, New York Fire Chiefs, West Virginia Fire Chiefs, Old Forge NY Drill School, Delaware State Fire Academy, Connecticut Fire Academy, Bucks County PA Fire Academy, WV Fire Academy, North Carolina Firefighters, Georgia Firefighters, Fire Rescue International, Fire Rescue, RESA I Emergency Services Conference (ESCAPE) - Pipestem, WV, Addison County - Vermont, Franklin-Lamoille Fire School - Vermont, University of Missouri, Kansas

University, West Virginia University Fire service Extension, Ohio Fire Chiefs, Frankfort Fire Department, Kentucky Chiefs, International Search and Rescue and Disaster World Conference, Florida Fire Academy, Fire Department Safety Officers Conference, ISFSI Conferences, Emergency Service Conference West Virginia, Fire Rescue Conference, South Carolina Fire Academy, Nebraska Fire Instructors, South Carolina Fireman's Association Conference, Fire Rescue International, National Fire Rescue Virtual Conference, FIREHOUSE Expo, Southeastern Association of Fire Chief's Conference, Roanoke County Virginia, Great Oaks Institute Cincinnati, Ohio, University of Missouri, University of North Carolina at Charlotte, North Carolina Community College Systems, Ohio Fire Academy, Conway Arkansas Fire Department, Mississippi Fire Chiefs Conference, Alaska Fire Conference, Minnesota Fire Chiefs Conference, Arizona Fire Chiefs Conference, South Carolina Firefighters Association Conference, Florida Fire Chiefs,

College:

- Pi Kappa Alpha Fraternity
- President Inter-fraternity Council

High School:

- Football (all county & all state honors)
- National Athletic Scholastic Society
- Eagle Scout (Boy Scout Troop 269)

Personal:

- Boating
- Camping
- Hunting
- Fishing
- Beach

References:

Christopher Naum, Chief of Training
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