



# *Allegany County, Maryland*

## **Emergency Services Board**

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[www.gov.allconet.org](http://www.gov.allconet.org)

Brandon Butler, County Administrator  
Ronnie Carr, Chairman  
Robby May, Vice-Chair  
Robby May, Secretary

### **BOARD OF COMMISSIONERS**

Jacob C. Shade, President  
Creade V. Brodie, Jr., Commissioner  
David J. Caporale, Commissioner

## **April 2020 SEMI-ANNUAL ALLOCATION REQUIREMENTS**

Below you will find the list of items or reports that need to be completed or turned in by April 1, 2020 in order for your company to receive its April allocation. The sooner they are turned in, the better it is as then the County Finance Office can be notified to release your funds to your company as of April 1, 2020.

- Internal Audit for your company that must be on your company letterhead for the period of 1 July 2019 through 31 December 2019 and signed by a company officer.
- Fire reports must be turned in electronically to the county collection point by April 1, 2020 completed through February 28, 2020. If you have a question on Fire Reports, call Roger Bennett (240)580-0220. He handles the fire reports for the Emergency Service Board and Fire Marshall's Office.
- The Operations and Expenditures Report (OE), must be completed for the Year of 2019 and turned in by April 1, 2020. OE Form is on the County Site.

Please send your reports in to Cheri Llewellyn ([cllewellyn@alleganygov.org](mailto:cllewellyn@alleganygov.org)) by April 1, 2020.

Thanks,

Carrie Hughes  
Chief, Emergency Management  
(240) 609-8297  
[chughes@alleganygov.org](mailto:chughes@alleganygov.org)