

BAILEYS HARBOR TOWN CLERK

1. Report to the Town of Baileys Harbor EOC/CP.
2. Maintain records indicating town expenses incurred due to the disaster.
3. Assist in the damage assessment process by:
 - a. Provide information regarding the dollar value of property damaged as a result of the disaster.
 - b. Provide information (name, telephone number, etc.) regarding the owners of property which has been damaged/destroyed as a result of the disaster.
4. Delegate authority to department directors to permit acquisition of equipment and supplies needed following a disaster.
5. Assign department directors account numbers to which emergency expenditures may be charged.