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Good Morning,

I am writing this Email to request an extension for our yearly exercise. I have taken over as the EMA Director for Newton County, and was left with no information regarding what I need to do and need to complete each year. I was placed into my position May 8th of this year, and I am still going over all of the files I have here. I am still in the process of going everything that is to be expected of my position, and with that, I have had a meeting with Amy Bluhm of our county readiness assessment and have noticed that we have not completed our exercise as of yet. As I'm getting settled in, I need some time to plan an exercise so I'm hoping and requesting an extension until September/October to get this done. Your help and understanding will be extremely appreciated as I get settled into my role here.

Thank you,

Matthew VanDrunen

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