

HOBBLE CREEK STAKE

EMERGENCY PREPAREDNESS CERTIFICATION PROGRAM

WARD HANDBOOK

JANUARY 2009 EDITION

THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS

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Notice:

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Overview

Individual self-reliance and emergency preparedness has long been an important teaching and practice within the Church of Jesus Christ of Latter-Day Saints. The First Presidency has said, “We encourage all members worldwide to prepare for adversity in life by having a basic supply of food and water and some money in savings. We ask that you be wise as you store food and water and build your savings. Do not go to extremes; it is not prudent, for example, to go into debt to establish your food storage all at once. With careful planning, you can, over time, establish a home storage supply and a financial reserve.”

In addition to this, we have been encouraged to prepare 72-hour kits, have emergency communication plans, and more. With all of the various areas of Emergency Preparedness and Individual Self Reliance, it is easy to see how many families can become overwhelmed and wonder where they should start. From a church perspective, how are Ward Bishoprics and Emergency Preparedness specialists able to gauge the level of preparedness of their members? Unlike other metrics that are easily traceable within the Church, individual and family preparedness is more ambiguous and arbitrary.

Recognizing the vital importance of Emergency Preparedness, and in an effort to overcome some of these challenges, the Hobble Creek Stake is implementing a new Emergency Preparedness Certification Program (hereafter “Program”). The purpose of this handbook is to outline how this Program is to be implemented within each of the Wards of the Hobble Creek Stake.

The Program

Objectives

The Stake Emergency Preparedness Certification Program’s (“Program”) primary object is to increase the level of preparedness for the families and individuals within the Hobble Creek Stake.

In addition to this, we have three secondary objectives:

- Overcome the misperception that emergency preparedness is *just food storage*
- Overcome the *inertia* or “*paralysis by analysis*” that stalls many individuals and families from taking action and getting prepared
- Have a means for tracking the level of preparedness of each of the members, units, and the Stake as a whole.

Motto

“By the inch it’s a cinch, by the yard it’s hard.”

Slogan

“...if ye are prepared ye shall not fear...” D&C 38:30

Program Details

The Program is designed to break down the overwhelming task of Emergency Preparedness into manageable groups/tasks that constitute a level of certification. The Program consists of three levels of certification, each one advancing the individual or family toward greater emergency preparedness. This merit-badge style approach helps individuals and families by identifying each area of preparedness that they need to work on and prioritizing them in order of importance.

The first level of certification is designed to be attainable by all members of the Stake within a reasonable amount of time. For some members, it may require more careful planning and some sacrifice, but with rare exceptions this level should be easily attainable by all members. This is also the level of certification that will be the primary focus of our Ward and Stake goals. It focuses on preparing families with the most basic disaster preparedness. It is also more family oriented, whereas levels two and three tend to have requirements that will primarily involve the parents or heads of household.

The third and highest level of certification, was designed to represent a very high level of emergency and family preparedness. This level of certification is *not* meant to be attainable by all members of the stake within a short amount of time. Some of its requirements will require greater financial and/or professional resources, and although very important for each family, these requirements may take several years for some members to be able to achieve. Again, the purpose of this level is to represent a pinnacle of family and emergency preparedness.

The second level of certification acts as a bridge between the first and third levels.

Ward Implementation Strategy

The purpose of this section of the handbook is to discuss how this program is to be implemented within each of the wards of the Hobble Creek Stake.

Responsibility and Reporting

Primary responsibility for this program within the ward rests upon the *Ward's Emergency Preparedness Specialist* (hereafter "EPS"). As usual, Bishops should prayerfully select an individual or couple that will magnify their calling.

The Ward EPS will report directly to the Stake Emergency Preparedness Specialist. In addition, they will report to the counselor assigned to Emergency Preparedness within the Bishopric.

Initial Presentation to the Ward

When initially presenting this program to a ward, the Stake has prepared a Power Point presentation to aid the Ward EPS. The Stake has also prepared digital copies of the Certification Requirements for all Ward Bishoprics and EPSs. For the initial presentation of this Program, we recommend the following step:

1. It is *strongly recommended* that the presentation(s) takes place on a 5th Sunday or other combined Priesthood/Relief Society Sunday to allow this program to be presented to the greatest number of couples within the ward.
2. Provide all attendees a copy of the Program requirements.
3. Set a goal date for members to achieve the first level of certification.

We recommend that the goal is set for another combined Priesthood/Relief society meeting, so that Certificates of Completion (see “Certificates of Completion” section) can be presented for all who attain level 1 certification.

Follow-up and Leadership

After the initial launch of the program, it is important that the Ward’s Bishopric, Auxiliary Leaders, and EPS make continued efforts to follow-up with members. Co-ordination of these efforts can be discussed in the Ward Welfare PEC meeting with the EPS. Examples of appropriate follow up methods are:

- Reminders from the Bishopric on the Ward and Stake goals
- Sacrament talks by members on their experiences in getting certified and prepared
- Meaningful/Sincere reminders by the EPS in Priesthood Opening Exercises
- Reminders from Auxiliary Leadership in their respective meetings
- Written reminders within Sacrament Program or Ward Newsletters
- Hometeacher and Visiting Teacher follow-ups
- Enrichment activities focusing on Emergency Preparedness and Certification Requirements, etc.

In addition to these reminders, it is extremely important that Ward Leadership sets an example for members by leading the way in attaining their Certifications. Doing so will create stronger individual testimony, through personal experience, about the benefits of following this program. Ward EPSs should be actively reminding Bishoprics and Ward Auxiliary leaders of the importance of appropriate reminders to ward members, and of the important of getting their own certifications.

Certificates of Completion

Families should report to the Ward EPS that they have completed the requirements for certification. Upon doing so, the Ward EPS should quickly review with them all of the requirements and *verbally* confirm that they have indeed completed them. No other confirmations are required.

From time to time, it may be necessary for the Ward EPS to grant exceptions for individuals in given circumstances for specific certification requirements. Perhaps in some instances, people will have completed the essence of a particular requirement through some other means. Let the Spirit be your guide in these circumstances. If necessary seek counsel with your Bishop or Stake Leader, and remember the ultimate purpose of this program is to get families and individuals better prepared.

Upon completion of each of the levels of certification, the family or individual should be presented with a Certificate of Completion from the Hobble Creek Stake that is signed by the Ward Bishop and EPS. It is

recommended that the Bishop or a member of the Bishopric present these certificates. An appropriate time for presenting these certificates may include, but is not limited to: the beginning of a combined Priesthood/Relief Society meeting¹, or during Priesthood Opening exercises, etc.

Sample Certificates and Certificate forms are available from the Stake. We hope that by recognizing families for making efforts to reach greater levels of preparedness, others will do likewise.

Statistics and Accountability

In order to measure the level of preparedness within each of the units of our Stake, and for the Stake as a whole, Ward EPSs will track certifications for all members of their Ward. EPSs are required to report on certifications each month to the Stake Emergency Preparedness Specialist. They should also report on certification levels each month in the Ward Welfare PEC meeting, and provide those statistics to their respective Bishopric.

Bishoprics should expect follow-up from the Stake on progress within their respective wards.

More specific details on how statistic will be reported to the Stake will be provided in the near future.

Resources

The Stake is actively compiling supplemental information and resources to assist with each of the various levels of certification. Ward EPSs are encouraged to be resourceful and find additional materials to help their ward members, as well as to share any resources or information with the Stake that has been beneficial in their ward. Most materials provided by the Stake will be sent to the Ward EPSs electronically. We may also post these on the Official Stake Website under the *News and Information* section. Ward EPSs should check there frequently for more updates/information.

Additional information is available online at <http://www.providentliving.org>.

¹ Presenting certificates does not take much time, and should not greatly impede on a combine Priesthood/Relief society meeting.

Certification Levels

Level 1 Certification

1. Cover the following three items as part of a FHE:
 - a. Teach all family members of a responsible age, how to turn off all major utilities in the home (including the Water, Electricity, and Gas). Discuss various circumstances that would warrant turning off these utilities.
 - b. Create a Fire Escape plan for your home. There should be two exits for each family member.
 - i. If they are in the basement, be sure that family members have a way out of the window well.
 - ii. If they are on the second floor, be sure they have a safe way to escape from the second floor (again, a ladder).
 - iii. Teach family members how to remove window screens so they can escape.
 - iv. Practice your escape plan with your family. Teach the 18" crawl under smoke.
 - v. Test all smoke detectors in the home. Replace batteries if necessary. Also, check all fire extinguishers in the home. Make sure they are still within their Use-by-date. Teach children the fundamentals of using a fire extinguisher. Have more than one in the home (one in the kitchen, and one on every level of the house).
 - c. Cover "What to do in an Earthquake, Fire, Flood, etc."
2. Create a **Family Emergency Plan**:
 - a. Designate three meeting places
 - b. Provide Contact numbers for local Police, Fire, Ambulance, Poison Control, etc.
 - c. Provide Contact numbers for Family and Friends you wish to contact in an Emergency.
 - d. Designate one out of state relative or friend, if possible, to contact in an emergency if possible. In large emergency situations, local circuits are the first ones to become overloaded. Long distance phone calls have a higher chance of being available.
 - e. Decide who will pickup any kids from school. Know the policy for releasing children in an emergency.
 - f. Create a brief checklist of things to get/bring if you have to leave your home on short notice. This will help someone in a panic to remember important things to bring (like your 72 hour kit, or copies of important documents, Pets, etc).
 - g. Laminate the Family Emergency Plan and give a copy to each child, and place a copy in each car, 72 hour kit, and within the home near a phone.
3. Create or Update your 72 hour kits. Be sure it has the following and is in a backpack for easy transportation:
 - a. Basic first aid kit
 - b. Food/water to survive for 3 days
 - c. Blankets/space clothing for family members
 - d. AM/FM Radio or Two way Radio (KBYU 89.1 FM is Emergency Broadcast for Springville/Utah County)
 - e. Extra batteries.
 - f. Flashlight
 - g. Toilet paper in a water proof bag.

- h. Cash in small denominations. Including coins (pay phones are some of the first to be activated after an emergency)
 - i. Pre-paid phone card.
 - j. Personal medications for each family member, including prescriptions
 - k. Pocket knife/leatherman/swiss army
 - l. Copy of your **Family Emergency Plan**.
4. Food Storage (3 months of food and toiletries, one week of water). Prepare by thinking, "What if we had to living in our house for 3 months, without any outside assistance. What would we need besides our food and water?"
5. Emergency Cash Fund (this is cash on hand – not in a bank): \$50 per person/\$100 per family **minimum**

Level 2 Certification (must be Level 1 Certified)

1. One family member must be CPR certified
2. Family must have the following Insurance:
 - a. Home owners Insurance (with Fire coverage)
 - b. Auto insurance for any vehicles they drive
 - c. Life insurance policy for providers
3. Create a Family Estate Overview (Sample outline is provided by the Stake)
 - a. Family Member Information: names, blood types, DOBs, social security numbers, medical information (allergies, prescriptions, pre-existing conditions, etc)
 - b. Work information for those employed
 - c. Emergency contact #s (Family, Neighbors, Family Doctor, Pediatrician, Insurance Agent, Attorney)
 - d. Quick Reference Insurance Information (Life, Auto, Home, etc.)
 - i. Policy numbers for each policy
 - ii. Basic coverage amounts
 - iii. Contact number for filing insurance claims, etc.
 - e. Family Balance Sheet and Inventory (List of Family Assets/Liabilities, with Account #s, Contact Information, Serial Numbers, etc.)

*Making a video of your house, and all major assets is extremely valuable for insurance claims
4. Photocopies/digital backups of all your important documents (All insurance policies, Titles, Wills, Power of Attorneys, Securities, Home appraisal, inventory, Social Security cards, front pages of your passport, etc). Include a copy of these important documents with you Family Estate Overview. You may consider putting a copy of your Family Estate Overview with copies of your important documents in a water proof bag inside your 72-hour kits.
5. Family Financial Review (review budget, expenditures, debt payoff, short term goals, retirement goals)
6. Acquire at least one Two Way Radio (GMRS (General Mobile Radio Service), FRS (Family Radio Service), CB (Citizen Band), or Ham Radio)
 - a. Keep it charged, and have spare batteries
 - b. Know the emergency frequency (check to manual to be sure)
 - i. FRS Radios: Channel 1 unofficially
 - ii. GRMS Radios: (Channel 20 or Channel 6 for the Motorola or Icom standard respectively)
 - iii. CB Radios: (Channel 9 for Emergencies, Channel 19 for highway use)
7. Food Storage (6 months of food and toiletries, two weeks of water)
8. Emergency Cash Fund: \$100 per person/\$200 per family **minimum**

Level 3 Certification (must be Level 2 Certified)

1. One Family member must be currently certified with one of the following:
 - a. CPR Certified
 - b. First Aid Certified
 - c. CERT (Citizen's Emergency Response Team)
 - d. Licensed Amateur Radio Operator
2. Family must have completed the following Estate Documents:
 - a. Last Will and Testament (for both Parents)
 - b. Living Will (for both Parents)
 - c. General Durable Power of Attorney (Allows someone to make financial decisions on your behalf if you are not able to – normally your spouse, unless they are unable, then it is someone else)
 - d. Health Care Proxy (Allows someone to make medical decisions on your behalf if you are not able – normally your spouse, unless they are unable, then it is someone else)
 - e. HIPAA Proxy (Authorizes the Disclosure of Protected Health Information to designated people: including Spouse, and normally whoever you appoint in your Health Care Proxy)
3. Insurance: Natural Disaster Policy (Covers Floods that occur as a result of things outside of your home, Earthquake, and other "Acts of God")
4. Financial Reserve: Three months of budgeted expenditures in a savings account
5. Food Storage (1 year of food and toiletries, 1 month of Water, and N95 Masks for family members that protect against Airborne disease, bird flu, anthrax, etc)
6. Safe Deposit Box or Home Safe (should be fire/water resistant) for Important Documents and Cash
7. Emergency Cash Fund: \$300 per family **minimum**

Great Quotes on Emergency Preparedness

"Many areas of the world have experienced difficult economic times. Businesses have failed, jobs have been lost, and investments have been jeopardized. We must make certain that those for whom we share responsibility do not go hungry or unclothed or unsheltered. When the priesthood of this Church works together as one in meeting these vexing conditions, near miracles take place.

"We urge all Latter-day Saints to be prudent in their planning, to be conservative in their living, and to avoid excessive or unnecessary debt." - President Thomas S. Monson, October 2008 Priesthood Session, General Conference

"Avoid the philosophy that yesterday's luxuries have become today's necessities. They aren't necessities until we make them so. Many enter into long-term debt only to find that changes occur; people become ill or incapacitated, companies fail or downsize, jobs are lost, natural disasters befall us. For many reasons, payments on large amounts of debt can no longer be made. Our debt becomes as a Damocles sword hanging over our heads and threatening to destroy us."
- President Thomas S. Monson, April 2006 General Conference

"We have built grain storage and storehouses and stocked them with the necessities of life in the event of a disaster. But the real storehouse is the family storeroom. In words of revelation the Lord has said, 'Organize yourselves; prepare every needful thing' (D&C 109:8.)"
President Gordon B. Hinckley

"We need to make both temporal and spiritual preparation for the events prophesied at the time of the Second Coming. And the preparation most likely to be neglected is the one less visible and more difficult--the spiritual. A 72-hour kit of temporal supplies may prove valuable for earthly challenges, but, as the foolish virgins learned to their sorrow, a 24-hour kit of spiritual preparation is of greater and more enduring value.

"We are living in the prophesied time 'when peace shall be taken from the earth' (D&C 1:35,) when 'all things shall be in commotion' and 'men's hearts shall fail them' (D&C 88:91.) There are many temporal causes of commotion, including wars and natural disasters, but an even greater cause of current 'commotion' is spiritual." Elder Dallin H. Oaks

"Every father and mother are the family's store keepers. They should store whatever their family would like to have in case of an emergency...(and) God will sustain us through our trials." President James E. Faust

"Many more people could ride out the storm-tossed waves in their economic lives if they had their year's supply of food. . . and were debt-free. Today we find that many have followed this counsel in reverse: they have at least a year's supply of debt and are food free." President Thomas S. Monson

"Just as it is important to prepare ourselves spiritually, we must also prepare ourselves for our temporal needs. ... We have been instructed for years to follow at least four requirements in preparing for that which is to come.

"First, gain an adequate education. Learn a trade or a profession to enable you to obtain steady employment that will provide remuneration sufficient to care for yourself and your family. ...

"Second, live strictly within your income and save something for a rainy day. Incorporate in your lives the discipline of budgeting that which the Lord has blessed you with. As regularly as you pay your tithing, set aside an amount needed for future family requirements. ...

"Third, avoid excessive debt. Necessary debt should be incurred only after careful, thoughtful prayer and after obtaining the best possible advice. We need the discipline to stay well within our ability to pay. ...

"Fourth, acquire and store a reserve of food and supplies that will sustain life [if local laws permit such storage]. Obtain clothing and build a savings account on a sensible, well-planned basis that can serve well in times of emergency. As long as I can remember, we have been taught to prepare for the future and to obtain a year's supply of necessities. I would guess that the years of plenty have almost universally caused us to set aside this counsel. I believe the time to disregard this counsel is over. With events in the world today, it must be considered with all seriousness." - Elder L. Tom Perry, October 1995 General Conference

"Maintain a year's supply. The Lord has urged that his people save for the rainy days, prepare for the difficult times, and put away for emergencies, a year's supply or more of bare necessities so that when comes the flood, the earthquake, the famine, the hurricane, the storms of life, our families can be sustained through the dark days. How many of us have complied with this? We strive with the Lord, finding many excuses: We do not have room for storage. The food spoils. We do not have the funds to do it. We do not like these common foods. It is not needed -- there will always be someone to help in trouble. The government will come to the rescue. And some intend to obey but procrastinate." - The Teachings of Spencer W. Kimball, p.375

"All too often a family's spending is governed more by their yearning than by their earning. They somehow believe that their life will be better if they surround themselves with an abundance of things. All too often all they are left with is avoidable anxiety and distress" - Elder Joseph B. Wirthlin

"Be prepared in all things against the day when tribulations and desolations are sent forth upon the wicked." D&C 29:8

"Too often we bask in our comfortable complacency and rationalize that the ravages of war, economic disaster, famine, and earthquake cannot happen here. Those who believe this are either not acquainted with the revelations of the Lord, or they do not believe them." President Ezra Taft Benson

"Fear not little flock; do good; let earth and hell combine against you, for if ye are built upon my rock, they cannot prevail. . . Look unto me in every thought; doubt not, fear not." D&C 6:34, 36

"I believe that the Ten Virgins represent the people of the Church of Jesus Christ. . . They (five foolish) had the saving, exalting gospel, but it had not been made the center of their lives. They knew the way but gave only a small measure of loyalty and devotion.

"The foolish asked the others to share their oil, but spiritual preparedness cannot be shared in an instant. . . . This was not selfishness or unkindness. The kind of oil that is needed to illuminate the way and light up the darkness is not shareable. . . . In our lives the oil of preparedness is accumulated drop by drop in righteous living." - President Spencer W. Kimball

"We encourage families to have on hand this year's supply; we say it over and over and over and repeat over and over the scripture of the Lord where he says, "Why call ye me, Lord, Lord and do not the things which I say?" How empty it is as they put their spirituality, so-called, into action and call him by his important names, but fail to do the things which he says." - President Spencer W. Kimball

"I stand before the Church this day and raise the warning voice. It is a prophetic voice, for I shall say only what the apostles and the prophets have spoken concerning our day. ...It is a voice calling upon the Lord's people to prepare for the troubles and desolations which are about to be poured upon the world without measure. For the moment, we live in a day of peace and prosperity but it shall not ever be thus. Great trials lie ahead. All of the sorrows and perils of the past are but a foretaste of what is yet to be. And we must prepare ourselves temporally and spiritually." - Bruce R. McConkie (General Conference April 1979)

"Let every head of every household see to it that he has on hand enough food and clothing, and, where possible, fuel also, for at least a year ahead" - J. Reuben Clark (General Conference April 1937.)

"Should the Lord decide at this time to cleanse the Church ... a famine in this land of one year's duration could wipe out a large percentage of sloughful members, including some ward and stake officers. Yet we cannot say we have not been warned." - Ezra Taft Benson (General Conference, April 1965)

"For the righteous, the gospel provides a warning before calamity, a program for the crises, refuge for each disaster... The Lord has warned us of famines, but the righteous will have listened to the prophets and stored at least one year's supply of survival food..." - Ezra Taft Benson (General Conference, October 1973)

"The little gardens and a few trees are very valuable. I remember when the sisters used to say, 'well, but we could buy it at the store a lot cheaper than we could put it up.' But that isn't quite the answer, is it, Sister Spafford? Because there will become a time when there isn't a store." - Spencer W. Kimball (General Conference, April 1974)

“On the average, about 30 percent of the church has a two-month supply of food. The remainder have little or none...become self-sufficient as possible to prepare against the days to come.” - Bishop H. Burke Peterson (General Conference October 1975)

“Plan to build up your food supply just as you would a savings account... We urge you to do this prayerfully and do it now.” - Ezra Taft Benson (General Conference, October 1980)

“We feel the need to emphasize with greater clarity the obligation for members of the Church to become more independent and self reliant.” - Gordon B. Hinckley (General Conference, April 1983)

“Plan to build up your food supply just as you would a savings account... We urge you to do this prayerfully and do it now.” - Ezra Taft Benson (General Conference, October 1980)

“Noah heeded God’s command to build an ark...that they might be saved from the floodwaters. Yet there was no evidence of rain and flood. His actions were considered irrational. The sun was shining and life moved forward as usual. But time ran out. The floods came, the disobedient were drowned. When God speaks and we obey, we will always be right.” - Thomas S. Monson (October 2002 Ensign)

“Will you be slack, brethren, and let the evil come upon us, when we forewarn you of the future events that are coming;... We are telling of what the prophets have said-of what the Lord has said to Joseph. Wake up now, wake up, O Israel, and lay up your grain and your stores. I tell you that there is trouble coming upon the world...” - Heber C. Kimball (Journal of Discourses, vol. 4, p. 336-9)

“A great many have taken this counsel, and they are prepared...Who is deserving of praise? The persons who take care of themselves, or the ones who always trust in the great mercies of the Lord to take care of them? It is just as consistent to expect that the Lord will supply us with fruit when we do not plant the trees; or that, when we do not plow and sow and are saved the labor of harvesting, we should cry to the Lord to save us from want, as to ask Him to save us from the consequences of our own folly, disobedience and waste...”The Lord has said, 'Gather and save the produce I put within your reach, and prepare against a day of want.”- Brigham Young (Journal of Discourses, vol. 12, p. 244)

Sample Statistics

Hobble Creek 14th Ward - Emergency Prep Report							
Leadership	Level 1	Level 2	Level 3	Average	Ward Summary	Total	%
Bishopric (4)	100%	50%	0%	50%	Total Level 1	22	27%
Hullinger	10/14/07	10/1/08			Total Level 2	7	9%
Gehring	10/14/07	8/24/08			Total Level 3	2	2%
Murphy, Warner	10/14/07				Total Families	81	
Evans	10/14/07						
High Priests (3)	67%	0%	0%	22%			
Houston, John	11/15/08						
Peterson					Amateur Radio Operators		
Briggs, Cordell	11/15/08				Mark Leck		
EQ Presidency (3)	67%	67%	67%	67%	Daniel Goodrich		
Fish	10/14/07	5/4/08	8/17/08		David Brown		
Walker					Ron McDonald		
Leck	10/14/07	1/1/08	5/4/08				
Relief Society Presidency (3)	67%	33%	0%	33%	?Ben Evans		
Goodrich	10/14/07	8/29/08			?Colleen Brown		
Villalobos	11/15/08						
Walker							
YM Presidency (2)	67%	33%	0%	33%			
Webster							
Goodrich	10/14/07	8/29/08					
Rollins	8/29/08						
YW Presidency (3)	67%	33%	33%	44%			
Cannon	10/14/07						
Leck	10/14/07	1/1/08	5/4/08				
Mousser							
Total Ward Members - (81)	28%	9%	2%	13%			
Ward Members (Elders) - (45)	22%	9%	4%	12%			
Anderson							
Barksdale							
Bennet	10/14/07						
Bohl							
Briggs, Ryan							
Brunger							
Brunt							
Buckner							
Cannon	10/14/07						
Carlson							
Carter							
Chrisman							
Christiansen							
Drebot							
Earl							
Fish	10/14/07	5/4/08	8/17/08				
Frixione							
Gallagher							
Houston, Doug							