

# FINANCE COMMITTEE

## AGENDA

September 25, 2019

7:30 AM

304 E. Grand River, Board Chambers, Howell MI 48843

Pages

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	Rich Malewicz, Chief Information Officer	
<b>10.</b>	<b>CLAIMS</b>	
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<b>11.</b>	<b>PREAUTHORIZED</b>	
	Computer Print-out Dated: September 12 through September 25, 2019	
<b>12.</b>	<b>CALL TO THE PUBLIC</b>	
<b>13.</b>	<b>ADJOURNMENT</b>	

## FINANCE COMMITTEE

### MEETING MINUTES

September 11, 2019, 7:30 a.m.

304 E. Grand River, Board Chambers, Howell MI 48843

Members Present	Carol Griffith, Douglas Helzerman, Kate Lawrence , William Green , Wes Nakagiri, Robert Bezotte, Dennis Dolan , Gary Childs
Members Absent	Donald Parker

#### 1. CALL MEETING TO ORDER

The meeting was called to order by Commissioner C. Griffith at 7:30 a.m.

#### 2. ROLL CALL

Indicated the presence of a quorum.

#### 3. APPROVAL OF MINUTES

Meeting minutes dated: August 21, 2019

Motion to approve the minutes as presented.

Yes (8): C. Griffith, D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, R. Bezotte, D. Dolan , and G. Childs

Absent (1): D. Parker

**Motion Carried (8-0-1)**

#### 4. TABLED ITEMS FROM PREVIOUS MEETINGS

None.

#### 5. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

Yes (8): C. Griffith, D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, R. Bezotte, D. Dolan , and G. Childs

Absent (1): D. Parker

**Motion Carried (8-0-1)**

#### 6. CALL TO THE PUBLIC

Ted Westmeier, Howell, spoke regarding the recent benefit changes for non-union employees.

## 7. REPORTS

Cindy Catanach, Finance Officer provided a brief introduction for the Courts 2020 Budget Presentation.

### 7.1 2020 Budget - Level 2 - Department Requests

a. Friend of the Court:

Melissa Sharrer presented the 2020 level 2 budget for Friend of the Court

b. Circuit Court

c. Juvenile Court & Childs Care Fund

d. Probate

e. District Court

f. Central Services & Court Grants

Roberta Sacharski distributed a handout to Committee members "Livingston County Final Budget Allocation Analysis." Roberta presented slides for the remaining areas of the Courts and reviewed Revenue Projections, Cost Drivers, Personnel, and Spending Trends.

Commissioner Childs exited at 8:17 a.m. and returned at 8:18 a.m.

Roberta Sacharski answered questions from the Committee and recommended possibly scheduling a separate meeting to discuss funding concerns and report data.

Commissioner Green exited at 8:40 a.m.

## 8. RESOLUTIONS FOR CONSIDERATION

### 8.1 Court Central Services

Resolution Authorizing a Budget Amendment for Carryover of Substance Abuse and Mental Health Services Administration Grant Funds for Adult Drug Court to the Fiscal Year 2019 Budget

Recommend Motion to the Board of Commissioners.

**Moved by:** K. Lawrence

**Seconded by:** G. Childs

Yes (7): C. Griffith, D. Helzerman, K. Lawrence , W. Nakagiri, R. Bezotte, D. Dolan , and G. Childs  
Absent (2): W. Green , and D. Parker

**Motion Carried (7-0-2)**

### 8.2 Juvenile Court

Resolution Authorizing the 2020 Memorandum of Understanding on Cash Match Funding for Behavioral Health Managed Care Services

Recommend Motion to the Board of Commissioners.



**Moved by:** D. Dolan

**Seconded by:** R. Bezotte

Yes (7): C. Griffith, D. Helzerman, K. Lawrence , W. Nakagiri, R. Bezotte, D. Dolan , and G. Childs  
Absent (2): W. Green , and D. Parker

**Motion Carried (7-0-2)**

### **8.3 LETS**

Resolution Authorizing Sub-recipient Agreement for Transportation Services between Livingston County (LETS) and People's Express of Whitmore Lake

Recommend Motion to the Board of Commissioners.

**Moved by:** G. Childs

**Seconded by:** K. Lawrence

Yes (7): C. Griffith, D. Helzerman, K. Lawrence , W. Nakagiri, R. Bezotte, D. Dolan , and G. Childs  
Absent (2): W. Green , and D. Parker

**Motion Carried (7-0-2)**

### **8.4 LETS**

Resolution to Accept Funding from Ascension Providence Hospital, Michigan Medicine, and Saint Joseph Mercy Health System to Establish a Healthcare Transportation Collaborative

Recommend Motion to the Board of Commissioners.

**Moved by:** R. Bezotte

**Seconded by:** G. Childs

Yes (7): C. Griffith, D. Helzerman, K. Lawrence , W. Nakagiri, R. Bezotte, D. Dolan , and G. Childs  
Absent (2): W. Green , and D. Parker

**Motion Carried (7-0-2)**

### **8.5 Car Pool**

Resolution Authorizing Contract Award to Enterprise Fleet Management to provide Automotive Fleet Management Services for the Car Pool Department

Recommend Motion to the Board of Commissioners.

**Moved by:** G. Childs

**Seconded by:** W. Nakagiri

Yes (7): C. Griffith, D. Helzerman, K. Lawrence , W. Nakagiri, R. Bezotte, D. Dolan , and G. Childs  
Absent (2): W. Green , and D. Parker

**Motion Carried (7-0-2)**

#### **8.6 Car Pool**

Resolution Authorizing the Reorganization of the Car Pool Department

Recommend Motion to the Board of Commissioners.

**Moved by:** G. Childs

**Seconded by:** D. Dolan

Yes (7): C. Griffith, D. Helzerman, K. Lawrence , W. Nakagiri, R. Bezotte, D. Dolan , and G. Childs

Absent (2): W. Green , and D. Parker

**Motion Carried (7-0-2)**

#### **8.7 Car Pool**

Resolution Authorizing Capital Expenditure for One (1) Vehicle and Supplemental Appropriation to the FY 2019 Budget

Recommend Motion to the Board of Commissioners.

**Moved by:** K. Lawrence

**Seconded by:** R. Bezotte

Yes (7): C. Griffith, D. Helzerman, K. Lawrence , W. Nakagiri, R. Bezotte, D. Dolan , and G. Childs

Absent (2): W. Green , and D. Parker

**Motion Carried (7-0-2)**

#### **8.8 Department of Public Works**

Resolution Amending Resolution 2019-07-109 Authorizing Issuance of Sewage Disposal Bonds (Septage Receiving Station), Series 2019

Recommend Motion to the Board of Commissioners.

**Moved by:** G. Childs

**Seconded by:** R. Bezotte

Yes (7): C. Griffith, D. Helzerman, K. Lawrence , W. Nakagiri, R. Bezotte, D. Dolan , and G. Childs

Absent (2): W. Green , and D. Parker

**Motion Carried (7-0-2)**

#### **8.9 County Clerk**

Resolution Authorizing the Ballot Programming Fee

Recommend Motion to the Board of Commissioners.

**Moved by:** K. Lawrence

**Seconded by:** R. Bezotte

Yes (7): C. Griffith, D. Helzerman, K. Lawrence , W. Nakagiri, R. Bezotte, D. Dolan , and G. Childs  
Absent (2): W. Green , and D. Parker

**Motion Carried (7-0-2)**

**8.10 Register of Deeds**

Resolution for Addendum to Computer Software and License Sales Agreement between Livingston County MI, Register of Deeds and Fidlar Technologies for a new Conversion Project

Recommend Motion to the Board of Commissioners.

**Moved by:** G. Childs

**Seconded by:** D. Helzerman

Yes (7): C. Griffith, D. Helzerman, K. Lawrence , W. Nakagiri, R. Bezotte, D. Dolan , and G. Childs  
Absent (2): W. Green , and D. Parker

**Motion Carried (7-0-2)**

**8.11 Register of Deeds**

Resolution to Authorize Additional Office Renovations for the Historic Courthouse and a Supplemental Appropriation to the Fiscal-Year 2019 Budget

Recommend Motion to the Board of Commissioners.

**Moved by:** D. Dolan

**Seconded by:** G. Childs

Yes (7): C. Griffith, D. Helzerman, K. Lawrence , W. Nakagiri, R. Bezotte, D. Dolan , and G. Childs  
Absent (2): W. Green , and D. Parker

**Motion Carried (7-0-2)**

**8.12 Fiscal Services**

Resolution Authorizing an Agreement with American Tower Corporation to Provide Cellular Tower Lease Assignment and Management Services

Recommend Motion to the Board of Commissioners.

**Moved by:** D. Helzerman

**Seconded by:** G. Childs

Yes (7): C. Griffith, D. Helzerman, K. Lawrence , W. Nakagiri, R. Bezotte, D. Dolan , and G. Childs  
Absent (2): W. Green , and D. Parker

**Motion Carried (7-0-2)**

### **8.13 Facility Services**

Resolution Authorizing an Agreement with Outfront Media, Inc. to Provide Billboard Lease Management Services for the West Complex Billboard Owned by Livingston County

Recommend Motion to the Board of Commissioners.

**Moved by:** G. Childs

**Seconded by:** D. Dolan

Yes (7): C. Griffith, D. Helzerman, K. Lawrence , W. Nakagiri, R. Bezotte, D. Dolan , and G. Childs

Absent (2): W. Green , and D. Parker

**Motion Carried (7-0-2)**

### **8.14 Administration**

Resolution Authorizing the Lease of 820 East Grand River, Howell, MI to Love INC

Recommend Motion to the Board of Commissioners.

Discussion.

**Moved by:** D. Dolan

**Seconded by:** D. Helzerman

Motion to table the resolution until the next Finance Committee meeting, September 25, 2019, to allow time to review the property for potential use as the Public Defender's Office.

**Moved by:** W. Nakagiri

**Seconded by:** K. Lawrence

Yes (7): C. Griffith, D. Helzerman, K. Lawrence , W. Nakagiri, R. Bezotte, D. Dolan , and G. Childs

Absent (2): W. Green , and D. Parker

**Motion Carried (7-0-2)**

## **9. CLAIMS**

Miscellaneous Claims Dated: September 9, 2019

Recommend Motion to the Board of Commissioners.

**Moved by:** K. Lawrence

**Seconded by:** G. Childs

Yes (7): C. Griffith, D. Helzerman, K. Lawrence , W. Nakagiri, R. Bezotte, D. Dolan , and G. Childs

Absent (2): W. Green , and D. Parker

**Motion Carried (7-0-2)**

**10. PREAUTHORIZED**

Computer Print-out Dated: August 22 through September 9, 2019

Recommend Motion to the Board of Commissioners.

**Moved by:** R. Bezotte

**Seconded by:** D. Helzerman

Yes (7): C. Griffith, D. Helzerman, K. Lawrence , W. Nakagiri, R. Bezotte, D. Dolan , and G. Childs  
Absent (2): W. Green , and D. Parker

**Motion Carried (7-0-2)**

**11. CALL TO THE PUBLIC**

Greg Kellogg, Director of LETS/Car Pool, stated that there should be a correction to his budget presentation from the Work Session on September 9, 2019: Greg explained that a \$50,000 appropriation would allow for (4) additional drivers.

Chris Folts, Director of Facility Services, explained that the Love Inc. lease includes language to terminate with a (90) days' notice.

**12. ADJOURNMENT**

Motion to adjourn the meeting at 9:22 a.m.

**Moved by:** D. Helzerman

**Seconded by:** G. Childs

Yes (7): C. Griffith, D. Helzerman, K. Lawrence , W. Nakagiri, R. Bezotte, D. Dolan , and G. Childs  
Absent (2): W. Green , and D. Parker

**Motion Carried (7-0-2)**

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Natalie Hunt, Recording Secretary

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:** Click or tap to enter a date.

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**Resolution Authorizing the Lease of 820 East Grand River, Howell, MI to Love INC  
- Administration**

**WHEREAS,** the County has a building located at 820 East Grand River Ave, Howell, MI; and

**WHEREAS,** Love INC has leased said building for the past ten years pursuant to a lease with the County of Livingston dated September 28, 2009; and

**WHEREAS,** the lease dated September 28, 2009 is expiring and Love INC desires to continue to lease the building; and

**WHEREAS,** Love INC shall pay as rent the applicable utilities per month until the end of the applicable lease; and

**WHEREAS,** Love INC will maintain the building during its tenancy, including but not limited to, exterior maintenance, snow removal, mowing and lawn maintenance, interior maintenance and improvements for the period of five years with a five year extension option.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the lease of 820 East Grand River to Love INC.

**BE IT FURTHER RESOLVED** that the Board Chair be authorized to sign said lease agreement upon preparation of civil counsel.

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**MOVED:**

**SECONDED:**

**CARRIED:**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

[Click here to enter a date.](#)

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**Resolution Authorizing an Agreement with Highfields, Inc. to Provide Multi-Systemic Therapy Services - Juvenile Court**

**WHEREAS,** the Juvenile Court continues its effort to sustain the continuum of care designed to fully address the needs of juveniles and their families being served by the Court; and

**WHEREAS,** the Multi-Systemic Therapy (MST) program is a nationally recognized evidence-based model designed to provide intensive home-based, family centered treatment to delinquent youth and their families as a clinical and cost-effective alternative to out-of-home placements; and

**WHEREAS,** the Court is committed to allocating resources to best meet the needs of our clients in the most effective and comprehensive manner; and

**WHEREAS,** Highfields, Inc. will provide MST services for the period of October 1, 2019 – September 30, 2020 for a flat rate of \$303,300, paid at \$25,275 per month; and

**WHEREAS,** observing a fiscally responsible approach, with the goal of preserving this critical service and creating flexibility in the availability of MST services based on varying caseload needs, subsequent contract years will include payment in the amount of \$25,275 per month with the following Service Average reconciliation at the end of the contract year: Highfields, Inc. will reimburse the Court/County in the amount of \$5,000 for each month in which the service level fell to six (6) or fewer families and the Court/County will pay Highfields, Inc. an additional amount of \$5,000 for each month in which the service level increased to thirteen (13) or more families, not to exceed an additional annual sum of \$60,000; and

**WHEREAS,** funding for the contract in the amount of \$303,300 is available in the 2019/2020 Child Care Fund budget, which is reimbursed by the state at 50%; and

**WHEREAS,** the Court requests a contract with Highfields, Inc be authorized to provide Multi-Systemic Therapy Services.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes entering into an agreement with Highfields, Inc. for MST services at the rate of \$303,300 for the period of 10/1/2019 through 9/30/2020 and at the rate of \$25,275 per month dependent on the Service Average for the period of 10/1/2020 through 9/30/2024, with an option for two (2) one-year renewals for services described above.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners authorizes any budget amendment required to effectuate this contract for an amount not to exceed \$303,300 in the grant fiscal year.

**BE IT FURTHER RESOLVED** that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements, renewals and future amendments for monetary and contract language adjustments related to the above upon review and/or preparation of Civil Counsel.

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MOVED:  
SECONDED:  
CARRIED:



Chief Judge  
Miriam A. Cavanaugh

Circuit Court Judges  
L. Suzanne Geddis  
Michael P. Hatty  
Matthew J. McGivney



District Court Judge  
Shauna Murphy

*Livingston County Trial Courts*  
204 S. HIGHLANDER WAY, HOWELL, MI 48843

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Roberta Sacharski**  
**Date: 09/30/2019**  
**Re: Resolution Authorizing an Agreement with Highfields, Inc. to  
Provide Multi-Systemic Therapy Services**

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The attached resolution authorizes an agreement with Highfields, Inc. to provide Multi-Systemic Therapy (MST) to youth and families in the Juvenile Court. MST is a nationally recognized, evidenced-based program which seeks to divert youth from costly residential placement and provide intensive family-focused services in the home.

Funding for the contract in the amount of \$303,300 for the period of 10/1/2019 through 9/30/2020 is available in the 2019/2020 Child Care Fund Budget. In subsequent years, to provide both security of the service and flexibility of utilization, this contract provides base funding of \$25,275 per month (\$303,300 for the year) with a service average swing of \$5,000 per month. If the service level is six or fewer families in a given month, Highfields, Inc will reimburse the Court/County \$5,000 for that month. If the service average is 13 or more families in a given month, the Court/County will pay an additional \$5,000 to Highfields, Inc. for that specific month, not to exceed an additional annual sum of \$60,000.

If you have any questions regarding this matter please contact me. Thank you for your consideration and continued support of the Livingston County Courts.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution to Modify the Non-Union Employees, Elected Officials, Commissioners, and Judges Benefit Plans for 2020 Fiscal Year – Human Resources**

**WHEREAS,** Livingston County’s Benefits broker, Aon, projects the County’s total healthcare, prescription, and dental costs to decrease 5.6% in 2020 as compared to projected total costs for 2019. This is below the national trend which is expected to be a 6% increase for 2020; and

**WHEREAS,** Livingston County has historically taken proactive measures to impact utilization of healthcare services including a wellness program, employee cost sharing at point of service, and low \$2 generic drug costs; and

**WHEREAS,** through Resolution 2019-08-121 eliminates elective abortion coverage for health care coverage for non-union employees, commissioners, and judges effective no later than January 1, 2020; and

**WHEREAS,** in order to continue to have maximum impact on utilization of healthcare services, we will continue to utilize Healthcare Bluebook, an online healthcare pricing tool, and Blue Cross Blue Shield’s licensed Michigan telemedicine provider and continue a high deductible health plan coupled with a health savings account; and

**WHEREAS,** should the IRS employee contribution limits for §125 flexible spending, dependent care, or health savings accounts increase for 2020 to allow employees to increase their voluntary salary reduction, Livingston County will allow for the maximum contribution allowed under law; and

**WHEREAS,** effective 1/1/2020 an across the board wage increase of 1.5% has been budgeted for all non-union employees who are not red-circled; and

**WHEREAS,** the Board of Commissioners took action via Resolutions #2011-12-321, #2012-10-282, #2013-12-353, #2014-10-294, #2015-11-230 #2016-11-192, #2017-11-180, #2018-10-185 to exempt the County from the employee premium sharing contributions required under 2011 PA 152 and all of the six (6) collective bargaining agreements require 10% and 20% employee premium sharing, depending on date of hire.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the Human Resources Department to make the following modifications to the non-union employees, elected officials, and judges health plan and other benefits for 2020:

- 
1. Benefit changes effectuated by Resolutions #2018-10-165, #2017-11-180, #2016-11-192, #2015-11-230, #2014-10-294, #2013-12-353, #2012-10-282, #2011-10-276, #2010-10-277, #2009-08-266 and #2009-10-316 shall remain in full force and effect.
  2. The wellness program for regular non-union employees, elected officials, and judges approved in Resolution #2012-09-250 shall continue for the 2020 benefit year.
  3. The Livingston Flexible Benefits Plan document is hereby amended to allow employees to contribute the maximum salary reduction contributions to their flex spending, dependent care, and health saving accounts.
  4. Livingston County continue to offer a high deductible health plan (HDHP) with a health savings account (HSA). The plan shall be offered through Blue Cross/Blue Shield of Michigan with Health Equity as the HSA and Limited Purpose Flexible Spending Account administrator and shall provide the following: \$2,000/\$4,000 deductible, 80%/20% coverage once deductible is reached, 100% preventative coverage, Rx \$10/\$40/\$80, and preventative prescription drug rider. There shall be no employee premium sharing on a per pay basis. The County shall deposit contributions into the HSA account in the following manner: \$500 for single/\$1,000 family coverage effective 1/1/2020. The County will match employee contributions to the HSA account up to an additional \$500 for single/\$1,000 for family.

**BE IT FURTHER RESOLVED** that acting pursuant to the authority granted to a County under Section 8 of Act 152 of 2011, the Livingston County Board of Commissioners hereby exempts Livingston County from the requirements of 2011 P.A. 152 for the medical benefit plan coverage year 2020 (January 1, 2020 through December 31, 2020).

**BE IT FURTHER RESOLVED** that effective January 1, 2020, non-union employees including elected officials, but excluding County Commissioners and judges, shall receive a 1.5% increase in wages. For those employees whose wages have been red-circled, this 1.5% increase may be reduced to prevent them from exceeding the salary range maximum of their assigned pay grade.

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**BE IT FURTHER RESOLVED** that the interpretation and operation of the benefits outlined above are within the sole discretion of the Livingston County Board of Commissioners and the benefits outlined above may be added to, expanded, reduced, deleted, or otherwise modified by the County Board and such modifications shall be solely within the discretion of the Livingston County Board of Commissioners.

**BE IT FURTHER RESOLVED** that the Chair of the Livingston County Commissioners is authorized to sign any and all documents needed to effectuate these changes, after approval as to form by civil counsel.

**BE IT FINALLY RESOLVED** that this resolution supersedes all previous resolutions that would apply to the benefits plan for non-union employees, elected officials, and judges.

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**MOVED:**  
**SECONDED:**  
**CARRIED:**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

[Click here to enter a date.](#)

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**Resolution Relinquishing Title to 3535 Grand Oaks Drive to the Livingston County Board of Road Commissioners pursuant to the Retirement of Bonds - Board of Commissioners**

**WHEREAS,** in 1989, the Livingston County Board of Road Commissioners (Road Commission) deeded property located at 3535 Grand Oaks Drive, Howell, MI, to the Livingston County Building Authority (Authority), for the issuance of General Obligation Bonds to be used for the purpose of construction, furnishing and equipping of a building for the use of the Road Commission; and

**WHEREAS,** the Livingston County Treasurer has confirmed that said Bonds have been paid in full by the Road Commission; and

**WHEREAS,** pursuant to the pay-off of the Bonds and the Full Faith and Credit General Obligation Contract of Lease, between the Authority and Livingston County, and the subsequent Sub-Lease between the County and the Road Commission, dated May 1, 1989, the Authority has deeded the subject property back to the County; and,

**WHEREAS,** in accordance with said Contract of Lease and Sub-Lease, and the repayment of Bonds, it is the County's obligation to relinquish ownership of the subject property back to the Road Commission for the full consideration of One Dollar (\$1.00).

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the granting of a Quitclaim Deed to the Livingston County Board of Road Commissioners for property commonly referred to as 3535 Grand Oaks Drive, Howell, Michigan, for the full consideration of One and No/100 Dollars (\$1.00).

**BE IT FURTHER RESOLVED** that the Chairman of the Livingston County Board of Commissioners is authorized to sign all deeds, forms, assurances, contracts or agreements related to the above upon review and/or preparation of Civil Counsel.

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**MOVED:**

**SECONDED:**

**CARRIED:**

KNOW ALL MEN BY THESE PRESENTS: That BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF LIVINGSTON, a Municipal corporation, whose address is 918 North Street, Howell, Michigan 48843, Conveys to LIVINGSTON COUNTY BUILDING AUTHORITY, a public corporation, whose address is 918 North St Howell Michigan 48843, the following described premises situated in the Township of Genoa, County of Livingston and State of Michigan, to-wit:

A parcel of land located in the West 1/2 of the NE 1/4 of Section 8, Town 2 North, Range 5 East, Township of Genoa, Livingston County, Michigan, described as follows: Beginning at the North 1/4 corner of said Section 8, thence S 89° 20' 18" E 600.97 feet along said Section line; thence S 1° 49' 05" W 2069.53 feet; thence S 89° 01' 18" W 601.56 feet; thence N 1° 49' 05" E 2086.75 feet to the point of beginning.

ALSO DESCRIBED AS:

Part of the NE 1/4 of Section 8, T2N, R5E, Genoa Township, Livingston County, Michigan, described as: Beginning at the North 1/4 corner of said Section 8; thence N 86° 27' 39" E (recorded as S 89° 20' 18" E), along the north line of said Section 8, 600.97 feet; thence S 02° 22' 06" E, 2069.40 feet, (recorded as S 01° 49' 05" W, 2069.53 feet); thence S 84° 45' 37" W, (recorded as S 89° 01' 18" W), 601.56 feet to the Southeast corner of Grand Oaks Industrial Park as recorded in Liber 21 of Plats, Pages 18-21, Livingston County Records; thence N 02° 22' 10" W, 2087.26 feet to the Point of Beginning, containing 28.67 acres, more or less.

The grantor being a governmental entity, this transfer is exempt from transfer tax.

For the full consideration of One (\$1.00) Dollar.

The Grantor does covenant that it has not heretofore done, committed or suffered to be done any act or thing whatsoever, whereby the premises hereby granted, or any part thereof, are or may be charged or encumbered in title, estate or otherwise howsoever.

Subject to recorded easements and restrictions of record.

Dated this 20th day of December , 1989.

WITNESSES:

SIGNED AND SEALED:

BOARD OF COUNTY ROAD COMMISSION  
OF THE COUNTY OF LIVINGSTON

BY: Michael Craine  
Michael Craine  
Managing Director

Joanne Bellmard  
JOANNE BELLMARD

Margaret E. Cosgray  
MARGARET E. COSGRAY

STATE OF MICHIGAN )  
 ) ss.  
COUNTY OF LIVINGSTON)

The foregoing instrument was acknowledged before me this 20th day of December , 1989, by Michael Craine, Managing Director of Board of County Road Commissioners of the County of Livingston, on behalf of the said Corporation.

Beatrice M. Kashich  
Notary Public, Beatrice M. Kashich  
Livingston County, Michigan  
My Commission Expires: 4-14-90

Instrument Drafted By:

LAIRD, CHIN & SCHWARTZ  
BY: John R. Laird  
401 E. Liberty Street, Suite 421  
Ann Arbor, Michigan 48104  
(313) 994-4567

When Recorded Return To: Grantor  
Send subsequent Tax Bills To: Grantee  
Tax Parcel #: 11-08-200-004

RECORDED  
DEC 20 9 59 AM '89  
NANCY HAYLAND  
REGISTER OF DEEDS  
LIVINGSTON COUNTY, MI  
48843

1382 PAGE 0589

SUB-LEASE

MADE AND EXECUTED, this 1st day of May, 1989,  
by and between the County of Livingston, a Michigan county  
corporation (the "County"), as Lessor and Board of County Road  
Commissioners of the County of Livingston, a Michigan Municipal  
Corporation (the "Road Commission"), as Lessee.

W I T N E S S E T H:

The County, at the request of the Road Commission has entered  
into a Full Faith Credit General Obligation Contract of Lease, (the  
"Contract"), as Lessee, with the Livingston County Building  
Authority (the "Authority"), for the purpose of acquiring,  
furnishing and maintaining a building and ancillary facilities (the  
"Project"), for the benefit of the Road Commission.

The site upon which said facility will be constructed is  
described in Exhibit A, and title to which will be conveyed by the  
Road Commission to the Authority:

IT IS AGREED BY AND BETWEEN THE PARTIES HERETO:

1. The Road Commission will forthwith convey title to the  
project site to the "Authority" so as to permit the "Authority" to  
complete the Project and lease the Site and Project to the County  
which, in turn, does hereby sublease the Site and Project to the  
Road Commission for a term commencing simultaneously with the Road  
Commission's conveyance to the Authority, and ending fifty (50)  
years thereafter, or such lesser period as may be authorized by the  
Contract and Sub-Lease.

2. The Road Commission hereby covenants and agrees to pay to  
the County as rent all that which the County has committed to the  
Authority in the Contract attached hereto as Exhibit B, intending

that the County will be held harmless by the Road Commission from all obligations arising from its contract with the Authority.

3. The Road Commission, at its own expense during the term of this Lease, shall operate, maintain and keep in repair the Site and Project, and assume all expenses in connection therewith. The Road Commission assumes all of the County's obligation and, rights as contained in paragraphs 2, 4, 5, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23 of the Contract, and all other obligations owed by the County to the Authority or right accruing to the County arising from the Contract, Exhibit B, attached hereto.

4. The Road Commission covenants and agrees that it will not permit the use of the Project or the site in any manner that will result in a violation of local, state or federal laws, rules or regulations now or hereafter in force and applicable thereto and shall keep the County, the Authority and the members of its Commission harmless and indemnified at all times against any loss, damage or expenses by any accident, loss, casualty or damage resulting to any person or property through any use, misuse, or nonuse of said Project and Site, or by reason of an act or thing done or not done on, in or about said Project or Site or in relation thereto. The Road Commission further covenants and agrees that it will promptly, and at its own expense, make and pay for any and all changes and alternations in or about the Project and the Site which during the term of this Lease may be required to be made at any time by reason of local, state or federal laws and to save the County and the Authority harmless and free from all costs or damages in respect thereto.



5. This lease shall terminate upon the payment in full of all principal and interest on all the Bonds identified in the Contract. Upon receiving title from the Authority, the County shall convey title to the Site and the Project to the Road Commission, without further consideration, by appropriate deed and bills of sale. At such time, the County shall also pay over to the Road Commission any and all funds which the County may receive from the Authority or others and which relate to the Site and Project.

6. The Road Commission, upon compliance with the terms of this Lease, may peacefully and quietly possess the Site and the Project for the lease term.

7. This Lease shall inure to the benefit of and be binding upon the respective parties hereto, their successors and assigns.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first above written.

WITNESSES:

John R. Morris

Barbara M. Col

Beatrice M. Kashich

BEATRICE M. KASHICH

Joanne Bellmard

JOANNE BELLMARD

COUNTY OF LIVINGSTON

BY:

John E. LaBelle

John E. LaBelle, Chairman  
Board of Commissioners

BOARD OF COUNTY ROAD COMMISSIONERS  
OF THE COUNTY OF LIVINGSTON

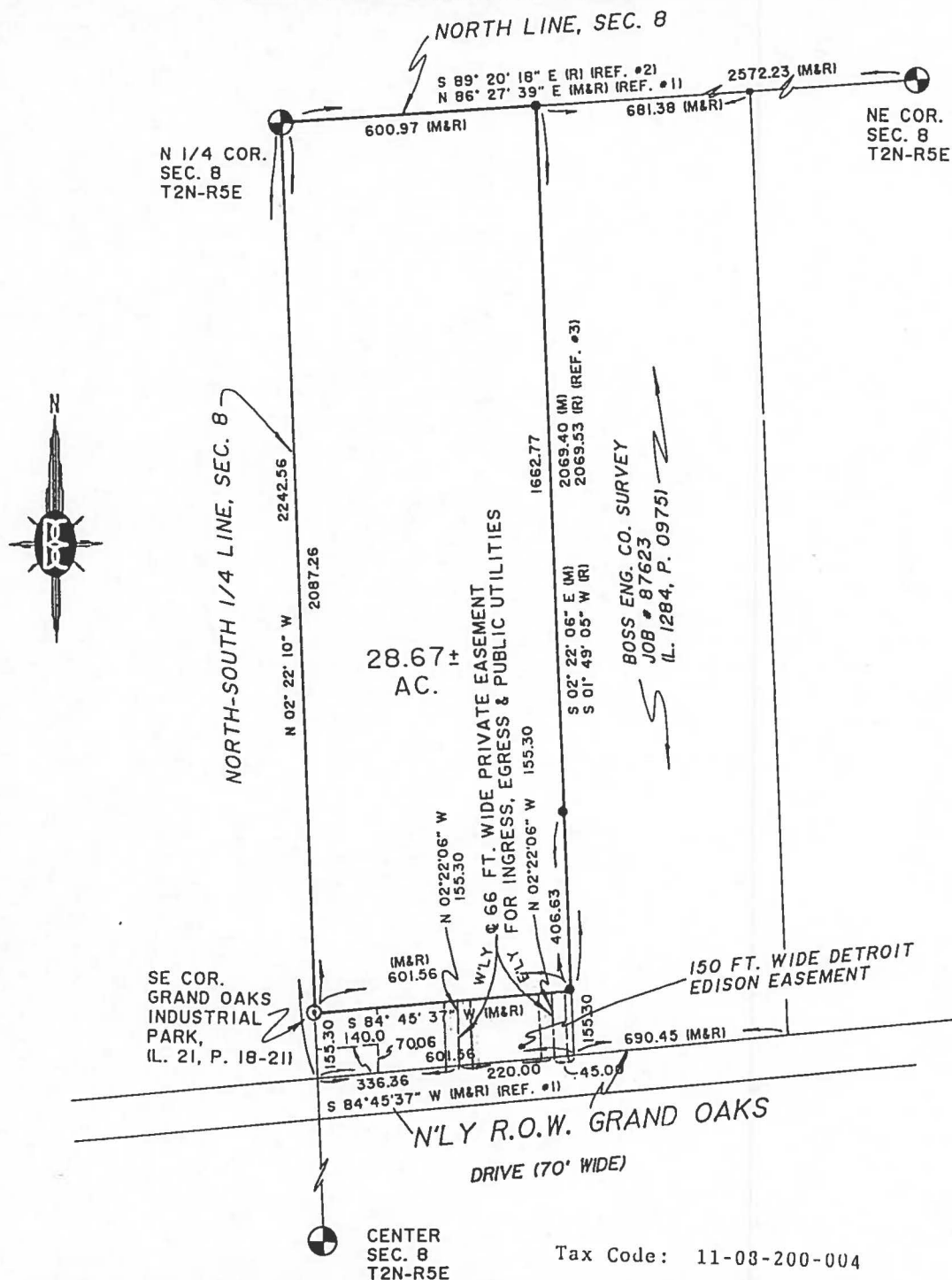
BY:

Michael Craine

MICHAEL CRAINE, MANAGING DIRECTOR

NOTE:

- 1) BEARINGS ESTABLISHED FROM THE PLAT  
OF GRAND OAKS IND. PARK, (L. 21, P. 18-21)



Tax Code: 11-03-200-004

I HEREBY CERTIFY THAT I HAVE SURVEYED THE ABOVE DESCRIBED PROPERTY AND THAT THE RATIO OF CLOSURE ON THE UNADJUSTED FIELD OBSERVATIONS OF SUCH SURVEY WAS 1/ 64,097 AND THAT SAID SURVEY FULLY COMPLIES WITH THE REQUIREMENTS OF PUBLIC ACT NUMBER 132-1970.

## DESCRIPTION:

PART OF THE NE 1/4  
SEC. 8, T2N-R5E  
GENOA TWP.  
LIVINGSTON CO., MICH.



**BOSS ENGINEERING**  
ENGINEERS & SURVEYORS

## MAIN OFFICE:

3121 E. GRAND RIVER  
HOWELL, MICHIGAN 48843

HOWELL (517) 546-4836  
BRIGHTON (313) 229-4773  
CHARLEVOIX (616) 547-2872

## CLIENT:

LIVINGSTON COUNTY  
ROAD COMMISSION

JOB NO. 88496

SHEET 1 OF 2

SCALE: 1 INCH = 300 FEET

DATE 8-22-88 4-07-89

REVISED 8-01-89

DR. EN. CHKD. MAB

## LEGEND

- = IRON SET
- = IRON FOUND
- ⊙ = MONUMENT FOUND
- \* = FENCE
- (R) = RECORDED
- (M) = MEASURED



Description

Part of the NE 1/4 of Section 8, T2N-R5E, Genoa Township, Livingston County, Michigan, described as: Beginning at the North 1/4 corner of said Section 8; thence N 86°27'39" E, (recorded as S 89°20'18" E), along the North line of said Section 8, 600.97 feet; thence S 02°22'06" E, 2069.40 feet, (recorded as S 01°49'05" W, 2069.53 feet); thence S 84°45'37" W, (recorded as S 89°01'18" W), 601.56 feet to the Southeast corner of Grand Oaks Industrial Park as recorded in Liber 21 of Plats, Pages 18-21, Livingston County Records; thence N 02°22'10" W, 2087.26 feet to the Point of Beginning, containing 28.67 acres, more or less, subject to and including the use of tow 66 foot wide Private Easements for Ingress Egress and Public Utilities as described below.

References:

- 1) Boss Eng. Co., Job #87623, (L.1284, P. 0875-0877).
- 2) Munsell & Garlock Survey (L.968, P.201).
- 3) Warranty Deed, (L.1086, P.840).
- 4) Plat of Grand Oaks Commercial Park, (L.???)

Witnesses:

NE Cor. Sec. 8, T2N-R5E, Genoa Twp.

Found RR spike

S 35 E 41.84 12" Oak

S 87 W 21.85 12" Oak

N 31 E 61.60 18" Oak

N 1/4 Cor. Sec. 8, T2N-R5E, Genoa Twp.,

Found 1/2" Pipe

S 89 W 12.32 Sp in Power Pole

East 4.43 Sp in 24" Oak

S 8 E 23.30 Sp in 15" Poplar

88496      JOB #  
2 of 2      SHEET



**BOSS ENGINEERING**  
**ENGINEERS & SURVEYORS**

MAIN OFFICE:  
3121 E. GRAND RIVER  
HOWELL, MICHIGAN 48843  
  
HOWELL (517) 546-4836  
BRIGHTON (313) 229-4773  
CHARLEVOIX (616) 547-2872

## Exhibit B

### FULL FAITH AND CREDIT GENERAL OBLIGATION CONTRACT OF LEASE

MADE AND EXECUTED this 1st day of May, 1989 by and between the LIVINGSTON COUNTY BUILDING AUTHORITY, a public corporation organized and existing under the authority of Act 31, Public Acts of Michigan, 1948 (First Extra Session), as amended (the "AUTHORITY"), and the COUNTY OF LIVINGSTON, a Michigan county corporation organized and existing under the Constitution and laws of the State of Michigan (the "COUNTY");

#### WITNESSETH:

WHEREAS, the AUTHORITY has been incorporated under and in pursuance of the provisions of Act 31, Public Acts of Michigan, 1948 (First Extra Session), as amended (the "Act"), for the purpose of acquiring, furnishing, equipping, owning, improving, enlarging, operating and maintaining a building or buildings, automobile parking lots or structures, recreational facilities, and the necessary site or sites therefor, together with appurtenant properties and facilities necessary or convenient for the effective use thereof, for use for any legitimate public purpose of the COUNTY; and

WHEREAS, the COUNTY desires to acquire, furnish and equip a building for the use of the County Road Commission, together with necessary and related outbuildings, parking, site development and other appurtenances, all as described in preliminary plans therefor already prepared and final plans to be prepared by Ellis, Naeyaert, Genheimer Associates, Inc., architects of Troy, Michigan (which acquisition, improvements and related appurtenances are herein sometimes called the "Project"), and the

AUTHORITY is willing to acquire the Project and lease the same to the COUNTY; and

WHEREAS, the site upon which said Project will be constructed is described in Exhibit A attached hereto and made a part hereof, unencumbered fee simple title to which site (the "Site") will be acquired by the AUTHORITY pursuant to this Full Faith and Credit General Obligation Contract of Lease (the "Contract"); and

WHEREAS, the acquisition of the Project by the AUTHORITY for use by the COUNTY is necessary for the public health, safety and welfare of the COUNTY, and the use of the AUTHORITY to accomplish such acquisition represents the most practical means to that end at the lowest cost to the COUNTY; and

WHEREAS, the total cost of the Project to be financed is estimated to be in the sum of \$5,950,000, which will include architects' fees, legal and financing costs and contingencies; and

WHEREAS, the COUNTY and the AUTHORITY have determined that said cost of the Project should be paid by the authorization and issuance of bonds (the "Bonds") by the AUTHORITY in anticipation of the full faith and credit general obligation contractual commitments of the COUNTY under this Contract, pursuant to the provisions of the Act, in the principal amount of Five Million Nine Hundred Fifty Thousand Dollars (\$5,950,000); and

WHEREAS, as a prerequisite to the authorization and issuance of said Bonds, it is necessary for the parties hereto to enter into this Contract whereby the AUTHORITY will lease the Project and Site to the COUNTY and the COUNTY will hire the same from the AUTHORITY for a period extending beyond the last maturity date of said Bonds, but not to exceed a period of fifty (50) years; and

WHEREAS, this Contract has been executed by the COUNTY pursuant to resolution of the Board of Commissioners of the COUNTY adopted on \_\_\_\_\_, 1989, and notice thereof has been or will shortly be published in a newspaper of general circulation in the COUNTY, and this Contract shall become effective after forty-five (45) days have elapsed following such publication, if no petition for referendum on the effectiveness of this Contract has been filed with the County Clerk of the COUNTY;

IT IS, THEREFORE, AGREED BY AND BETWEEN THE PARTIES HERETO, for and in consideration of the agreement and covenants of each other and moneys to be paid out to the other, as follows:

1. The Road Commission presently holds fee simple title to the Site and will, before delivery of the Bonds, transfer the same to the AUTHORITY. Such conveyance shall be made in a form and manner approved by the County Corporation Counsel.

2. The AUTHORITY intends to approve bids and enter into a final contract or contracts calling for the acquisition and construction of said Project on or about July 1, 1989, and shall proceed to cause the Project to be acquired and constructed thereafter in accordance with plans prepared by the aforesaid architects pursuant hereto, so that said Project shall be available for the use of the COUNTY on or about September 30, 1990.

3. In consideration of the rentals and other terms and conditions herein specified, the AUTHORITY does hereby let and lease the Project and the Site to the COUNTY and the COUNTY does hereby let and lease the Project and the Site from the AUTHORITY, TO HAVE AND TO HOLD for a term commencing on the date possession of the same is to be delivered hereunder pursuant to Section 15 hereof and ending on a day fifty (50) years from the date hereof,

or such lesser period as may be authorized by the provisions of this Contract.

4. The COUNTY hereby covenants and agrees to pay to the AUTHORITY cash rental for the use of the Project (hereinafter referred to as "Cash Rental" or "Cash Rentals") in amounts based upon the AUTHORITY's debt service requirements on the Bonds, as hereinafter set forth. Said Bonds will be issued with principal maturities on July 1st of each year as follows:

\$ 135,000 - 1991	\$ 280,000 - 2001
145,000 - 1992	300,000 - 2002
155,000 - 1993	325,000 - 2003
165,000 - 1994	355,000 - 2004
180,000 - 1995	380,000 - 2005
195,000 - 1996	410,000 - 2006
210,000 - 1997	445,000 - 2007
225,000 - 1998	475,000 - 2008
245,000 - 1999	510,000 - 2009
260,000 - 2000	555,000 - 2010

The COUNTY will pay to the AUTHORITY, commencing on June 1, 1991, and annually on June 1st of each year thereafter so long as Bonds are outstanding, Cash Rentals in an amount corresponding to the principal amount of Bonds maturing on the next succeeding July 1st.

The COUNTY acknowledges also that the Bonds will be issued at a maximum interest rate of not to exceed twelve percent (12%) per annum, and that so long as Bonds remain outstanding, such interest will accrue on the outstanding principal balance semiannually. Therefore, the COUNTY further covenants and agrees to pay to the AUTHORITY, as a part of Cash Rentals, commencing on

December 1, 1989, and semiannually on June 1st and December 1st of each year thereafter so long as Bonds are outstanding, such additional sums as shall be necessary to pay interest due on the Bonds prior to the next succeeding Bond interest payment date.

It is understood and agreed by the parties hereto that the COUNTY's minimum Cash Rental obligation hereunder shall be the payment of such amounts as shall equal debt service requirements on the Bonds falling due prior to the next Cash Rental payment date. However, the COUNTY shall retain the unrestricted right and privilege to prepay at any time whatever amounts of Cash Rentals it may choose in order to fully or partially retire the Bonds and any interest then due thereon or in order to provide for such retirement at a specified future date. The total aggregate obligation of the COUNTY hereunder for Cash Rentals shall at any given point in time be equal to the sum of the Cash Rentals yet to be paid to retire principal of the Bonds, plus interest accrued thereon since the last Cash Rental payment at the rate borne by the Bonds. The COUNTY warrants and represents that the amount of its obligations under this Contract, when taken together with other indebtedness of the COUNTY, will not cause its obligations under this Contract to exceed any constitutional or statutory debt limitation applicable to the COUNTY.

The AUTHORITY shall, within thirty (30) days after the delivery of the Bonds, furnish the COUNTY with a complete schedule of maturities of principal and interest thereon, and the AUTHORITY shall also, at least thirty (30) days prior to June 1st and December 1st of each year, advise the COUNTY, in writing, of the exact amount of Cash Rental due on the next said date, and the COUNTY shall pay such amount on the due date.

5. The COUNTY, at its own expense during the term of this Contract, shall operate, maintain and keep in repair the Project and the Site, and the total expense in connection therewith shall be borne and paid by the COUNTY in addition to all other rentals herein required. Operation and maintenance shall include any and all costs and expenses of operation and maintenance and such costs and expenses of repairs and maintenance as are necessary to keep the Project and the Site in good repair and working order, and shall include, but not to the exclusion of any other items not herein specified, heating, lighting, snow and debris removal, painting and such other repair and maintenance items as are necessary to provide for efficient operation of the Project and the Site, and to keep the same in good repair and working order, such attendants as may be necessary, as well as proper insurance coverage. Further the COUNTY shall pay, as part of the operation and maintenance expense, upon written notification by the AUTHORITY, and within thirty (30) days after receipt thereof, such amounts as shall be required to meet all reasonable administrative costs and operating expenses of the AUTHORITY, including paying/transfer agent fees, Bond registration fees and any other costs or expenses of the AUTHORITY, incidental to the issuance and payment of the Bonds or attributable to the Project.

6. It is understood and agreed by and between the parties hereto that the Bonds will be issued by the Authority in anticipation of the COUNTY's contractual Cash Rental obligation, as stated in Section 4 hereof. The COUNTY, pursuant to authorization of Section 8a of the Act, hereby recognizes and affirms that its contractual obligations expressed in Sections 4 and 5 hereof are full faith and credit general obligations of the COUNTY.



MEIER, CAMFIELD, PADDOCK AND STONE

The COUNTY expressly and irrevocably pledges its full faith and credit for the prompt and timely payment of the Cash Rentals pledged for Bond payments as expressed in Section 4 of this Contract, and shall each year, commencing with the year 1989, appropriate from its general funds as a first budget obligation sufficient moneys to pay such Cash Rentals. Such pledge shall include, if necessary, the obligation to levy annually such ad valorem taxes on all the taxable property in the COUNTY which, taking into consideration estimated delinquencies in tax collections, shall be fully sufficient to pay such Cash Rentals under and pursuant to this Contract, such levy, however, to be subject to constitutional and statutory limitations unless this Contract is approved by the electors of the COUNTY and not in an amount or at a rate exceeding that necessary to pay such Cash Rentals, such levy being for the purpose of providing funds to meet the contractual obligations of the COUNTY in anticipation of which the Bonds are issued. Nothing herein contained shall be construed to prevent the COUNTY from using any, or any combination of, the means and methods provided in Section 8a of said Act for the purpose of providing funds to meet its obligations under this Contract, and if at the time of making any annual tax levy there shall be other funds on hand earmarked and set aside for the payment of the contractual obligations due prior to the next tax collection period, then such tax levy may be reduced by such amount.

7. The COUNTY will include in its budget for the fiscal year commencing in 1989, and shall include in its budget for each fiscal year thereafter, an amount sufficient to pay the total obligations under this Contract coming due in each such fiscal year. Annually before finalization of its budget for the next ensuing fiscal year the COUNTY shall prepare and transmit to the

AUTHORITY a statement of the moneys to be included in said budget for payment of all costs of the Project. The AUTHORITY shall have the right to communicate directly with the Board of Commissioners of the COUNTY regarding any items in said budget relative to the Project which might be disputed, and, in any event, the budget shall be reasonably adequate to cover all obligations of the COUNTY herein contained in this Contract.

8. The COUNTY may at any time pay in advance any of the obligations required to be paid by this Contract, in which event the AUTHORITY shall credit the COUNTY with advance payment on future-due payments to the extent of such advance payment. The COUNTY may also specify by written request that any Cash Rentals paid in advance of the requirements set out in Section 4 hereof be used to purchase Bonds for redemption prior to maturity, either currently or at some future date, in which event the AUTHORITY shall be obligated to apply and use said advance payments for such purpose to the fullest extent possible.

9. The COUNTY may install in the Project or Site such equipment or fixtures as it may desire, but shall not make any permanent alterations to the Project which diminish the value or utility thereof.

10. The COUNTY covenants and agrees that it will not permit the use of the Project or the Site in any manner that will result in a violation of local, state or federal laws, rules or regulations now or hereafter in force and applicable thereto and shall keep the AUTHORITY and the members of its Commission harmless and indemnified at all times against any loss, damage or expenses by any accident, loss, casualty or damage resulting to any person or property through any use, misuse, or nonuse of said Project and Site, or by reason of an act or thing done or not done on, in or about said Project or Site or in relation thereto.

The COUNTY further covenants and agrees that it will promptly, and at its own expense, make and pay for any and all changes and alterations in or about the Project and the Site which during the term of this Contract may be required to be made at any time by reason of local, state or federal laws and to save the AUTHORITY harmless and free from all costs or damage in respect thereto.

11. To carry out the acquisition and construction of the Project and the financing thereof in accordance with the provisions of said Act, the following actions shall be taken by the AUTHORITY:

(a) The AUTHORITY will promptly upon the execution of this Contract enact the necessary resolution to authorize the issuance of the Bonds in anticipation of the Cash Rentals to be paid by the COUNTY hereunder. The AUTHORITY will offer for sale and take such other necessary legal procedures as may be necessary to sell said Bonds as soon as (i) this Contract becomes effective and (ii) all other steps required to be taken prior to sale of the Bonds have been accomplished.

(b) The AUTHORITY will enter into and execute contracts for the acquisition of the Project in accordance with the plans and specifications therefor prepared and approved by the AUTHORITY and the COUNTY. Said contract shall specify a completion date of no later than September 30, 1990.

(c) The AUTHORITY will require and secure from any contractor undertaking any work to be performed on the said Project necessary and proper bonds to guarantee the performance of said contract and labor and material bonds in such amounts and in such forms as may be approved by the County Corporation Counsel.

(d) The AUTHORITY will immediately upon receipt of the proceeds of sale of the Bonds comply with all requirements provided for in the ordinance or resolution relative to the disposition and use of such proceeds.

(e) The AUTHORITY may invest any bond proceeds or other funds held by it as permitted by law and investment income shall accrue to and follow the fund producing such income. However, the AUTHORITY shall not invest, reinvest, or accumulate any moneys deemed to be proceeds of the Bonds pursuant to the federal Internal Revenue Code and applicable regulations thereunder, in such a manner as to cause the Bonds to be "arbitrage bonds" within the meaning of said Code and regulations.

(f) The AUTHORITY and the COUNTY will take or abstain from taking all actions required by the federal Internal Revenue Code and regulations thereunder as may be necessary to retain for the interest on the Bonds the exemption from direct federal income taxation, including specifically all actions and abstention from actions as required by the Non-arbitrage and Tax Compliance Certificate and related documents furnished in connection with the Bonds.

12. In the event that it should be determined that for any reason there are not sufficient funds to complete the acquisition of the Project, or if repair, replacement or alteration of the Project should be required to make the Project useable for its originally intended purpose, and additional funds become necessary therefor, it is agreed by the parties hereto that this Contract may be supplemented or amended to provide for the issuance of additional bonds by the AUTHORITY to provide sufficient funds to complete, repair, replace or alter the Project and also to increase the Cash Rental by an amount fully



sufficient to pay all principal of and interest on the Bonds herein referred to and such additional bonds when due.

In the event such determination of insufficient funds should be made after the letting of contracts for construction of the Project, but before completion thereof, the AUTHORITY shall be authorized, on its own motion, to issue such additional bonds as may be necessary to provide sufficient funds to complete the Project or to make necessary repairs, replacements or alterations therein, and the Cash Rental to be paid by the COUNTY shall automatically be increased by an amount fully sufficient to pay all principal of and interest on the Bonds herein referred to and such additional bonds when due. In the event any additional bonds are issued, the duties and obligations of the AUTHORITY and the COUNTY as expressed and set forth in this Contract shall be applicable to such additional bonds as well as the Bonds herein referred to, it being at all times fully recognized and agreed that the Cash Rentals to be paid by the COUNTY, as specified in Section 4 of this Contract, shall be based upon the total amount of bonds issued to pay the costs of the Project. Any such additional bonds shall mature serially on July 1st and the Cash Rentals coming due on June 1st and December 1st, as shown in Section 4, shall be increased by the principal amount of such additional bonds maturing on said July 1st, plus the additional interest payable thereon on January 1st and July 1st. All of the provisions of this Contract shall be applicable to said increased amounts. Immediately upon the issuance of such additional bonds, the AUTHORITY shall furnish and supply the COUNTY documentation specifying the new schedule of Bond payments and Cash Rentals, increased as herein authorized, which shall be substituted and take the place of the schedule herein specified. In the event

additional bonds are issued, all references herein to the Bonds shall be deemed to include such additional bonds.

In lieu of the issuance of additional bonds, the AUTHORITY and the COUNTY may enter into any other mutually agreeable arrangement to meet increased costs or bring such costs within the amount of funds available for construction of the Project.

13. In the event, by reason of favorable construction bids, or for any other reason, it is not necessary to issue the Bonds in the full amount presently anticipated, the AUTHORITY shall be authorized, after consultation with the COUNTY, to reduce the amount of Bonds to such lesser principal amount as may be necessary to pay costs of the Project and also to reduce the Cash Rental of the COUNTY so that the payments shall be sufficient to pay all principal of and interest on the Bonds. All the provisions of this Contract shall be applicable to said reduced amounts the same as though such Bonds and Cash Rentals were originally in said reduced amounts. In such event, the AUTHORITY shall furnish and supply to the COUNTY documentation specifying the new schedule of Bond Payments and Cash Rentals, reduced as herein authorized, which shall be substituted and take the place of the schedules herein specified.

14. After completion of the Project and payment of all costs thereof, any unexpended balance remaining from the proceeds of sale of Bonds shall be used by the AUTHORITY, upon request made by resolution of the Board of Commissioners of the COUNTY and with the approval of the Michigan Department of Treasury or any successor agency, for improvements or enlargement of the Project. Any balance remaining after such use shall be applied to debt service requirements and shall reduce the next due Cash Rentals to the extent of such application.

15. The AUTHORITY shall deliver possession of the Project and the Site to the COUNTY simultaneously with conveyance thereof by the Road Commission to the AUTHORITY, as provided in Section 1 hereof. The Project shall be completed not later than the date provided in the construction contracts, but in the event that for any reason whatsoever the Project is not completed by that date, the obligation of the COUNTY for the payment of the Cash Rentals and other costs of the Project and the performance of its other commitments under this Contract shall in any event remain in full force and effect in order to provide for the payment of principal of and interest on the Bonds and other costs in connection therewith.

16. The COUNTY shall provide (a) liability insurance to the extent necessary to protect the AUTHORITY and the COUNTY against loss on account of damage or injury to persons or property imposed by reason of the ownership of the Project and the Site or resulting from any act of omission or commission on the part of the AUTHORITY or the COUNTY, their agents, officers and employees, in connection with the operation, maintenance or repair of said Project and the Site or the furnishing of any service to the COUNTY; (b) casualty insurance against such risks and in such amounts as are usually carried on projects of similar size and nature; and (c) funds to pay the premium on a sufficient fidelity bond from any person handling the funds of the AUTHORITY.

17. Any funds received by the AUTHORITY or the COUNTY from any insurance policies, or otherwise, because of casualty or damage to the Project shall be used promptly to restore the Project to a condition satisfactory to the COUNTY. If such funds are not sufficient to so restore the Project, the COUNTY may provide sufficient additional funds therefor in such amounts as

the COUNTY and the AUTHORITY may agree upon, or the COUNTY and the AUTHORITY may agree to issue additional bonds for such restoration, in which event the provisions of Section 12 hereof with respect to additional bonds and increased Cash Rentals shall apply. If in the judgment of the AUTHORITY, concurred in by the COUNTY, the funds received from any insurance policies, or otherwise, by the AUTHORITY or the COUNTY shall be insufficient to restore the Project to a condition satisfactory to the COUNTY and if additional COUNTY funds are not made available or additional bonds are not authorized to make proper restoration, then, in that case, the AUTHORITY shall hold and/or invest the funds paid to it by reason of such loss for the benefit of the holders of the Bonds, and when upon receipt of sufficient Cash Rentals from the COUNTY which, together with the proceeds of the insurance and other available funds, will be sufficient to pay the principal and interest on the Bonds, said moneys shall be deposited by the AUTHORITY, in trust, for the benefit of the bondholders and used to pay the principal and interest on said Bonds as they mature.

18. The leasehold rights, duties and obligations of the COUNTY as specified in this Contract shall not be assigned nor sublet, in whole or in part, during the term of this Contract or while any of the Bonds are outstanding and unpaid, except to the extent that such assignment or sublease benefits and serves a legitimate public purpose of the COUNTY, in which event the COUNTY shall be authorized to assign this Contract or sublet the Project, the Site, or any part thereof, but only to the extent and in the manner that the COUNTY could assign or sublet if it were the owner of the Project and the Site. Assignment or sublease of the Project and the Site to the Livingston County Board of Road Commissioners is specifically approved. If such

assignment or sublease is concluded, the AUTHORITY is hereby authorized to deal directly with the Board of County Road Commissioners on all matters herein concerning the construction, acquisition; use and occupancy of the Project. In no event shall any assignment or subletting relieve the COUNTY of its primary obligations to pay the Cash Rentals and operation and maintenance costs of the Project and the Site hereunder or perform any of its other obligations hereunder.

19. The County shall have, and is hereby granted, the right to require the AUTHORITY to release from the terms and restrictions hereof any part of the Site, or any interest therein, at any time and from time to time while the COUNTY is not in default hereunder, without cost to the COUNTY, provided that:

(a) the COUNTY furnishes the AUTHORITY with a description of that portion of the Site with respect to which such right is to be exercised, together with a survey thereof; and

(b) no part of the improvements constituting the Project (other than sewer, water, gas, electric and communication lines and other utilities, roadways, sidewalks, landscaping and the like), is located on the portion of the Site with respect to which such right is exercised; and

(c) the severance of such portion of the Site will not diminish the utility of the Project.

From and after the consummation of any release effected by the COUNTY pursuant to the provisions of this Section, any reference herein to the Site shall be deemed to refer to the real property described herein, and the buildings and improvements thereon, less and except any portion or interest therein released

to the COUNTY under this Section and any part theretofore released to the COUNTY under this Section. No release effected by the COUNTY under the provisions of this Section shall entitle the COUNTY to any abatement or diminution of the Cash Rentals or other obligations payable hereunder.

20. The AUTHORITY, its agents, servants or employees shall have the right at all times of entering upon the Project and the Site for the purpose of acquiring, constructing and inspecting the same pursuant to its commitments hereunder and determine whether all of the terms, agreements, covenants and conditions herein contained are being complied with.

21. The COUNTY covenants and agrees that it will continue to pay to the AUTHORITY, in accordance with the terms of this Contract, the Cash Rentals and the operation and maintenance costs of the Project and the Site at the times and in the manner herein established without reduction or abatement for any cause or reason whatsoever, including, but not limited to, casualty which results in the Project or the Site being untenable or the failure to have the Project restored under Section 17 hereof, and without right of setoff or recoupment, until the principal of and interest on all Bonds are paid in full or adequate funds are available and held in trust for the benefit of the holders of the Bonds for that purpose.

22. The COUNTY covenants and agrees that if before the Bonds have been retired default shall at any time be made by the COUNTY in payments of Cash Rentals or operation and maintenance costs as herein required or in the performance of any of its obligations hereunder, the AUTHORITY shall have the right to use all the remedies provided by law to correct said default, including those specifically set forth in the Act and the ordinance or resolution to be enacted by the AUTHORITY providing

for the issuance of the Bonds. In the event of any such default, the holder or holders of the Bonds may, to the extent permitted by law, exercise and enforce the rights of the AUTHORITY hereunder.

23. The AUTHORITY and the COUNTY each recognize that the Bonds are to be issued in anticipation of the Cash Rentals to be paid by the COUNTY hereunder and that the holders from time to time of the Bonds will have contractual rights in this Contract, and it is, therefore, covenanted and agreed by each of them that so long as any of said Bonds shall remain outstanding and unpaid the provisions of this Contract shall not be subject to any alteration or revision which would in any manner unfavorably affect either the security of the Bonds or the prompt payment of principal or interest thereon. The AUTHORITY and the COUNTY further covenant and agree that they will each comply with their respective duties and obligations under the terms of this Contract promptly at the times and in the manner herein set forth and will not suffer to be done any act which would in any way impair the said Bonds, the security therefor, or the prompt payment of principal and interest thereon. The COUNTY may, in writing, waive strict compliance by the AUTHORITY with the dates set out herein for the entering into of final construction contracts and for completion of the Project, and such dates may be altered upon mutual agreement by the parties hereto.

24. Any notice necessary or proper to be given to any of the parties hereto may be served in the following manner:

(a) If to the AUTHORITY, by delivering the same to any member of the Commission thereof;

(b) If to the COUNTY, by delivering the same to the Chairman of the County Board of Commissioners.

If the Project and Site are sublet to the Livingston County Board

of Road Commissioners, a copy of any notice shall also be sent to the Chairman of said agency.

25. This Contract shall terminate on the payment in full of all principal and interest on all the Bonds. When the Bonds have been retired and the Contract terminated, the AUTHORITY shall convey the Project and the Site to the COUNTY, without consideration, by quit claim deed and appropriate bills of sale in such form and manner as may be approved by the County Corporation Counsel. Upon termination of this Contract in the manner set forth above, the AUTHORITY shall promptly pay over to the COUNTY any and all funds held by it pertaining to the aforesaid Bonds or in any other manner relating to the Project.

26. The AUTHORITY covenants that the COUNTY upon compliance with the terms of this Contract, shall and may peacefully and quietly have and hold and enjoy the Project and the Site for the term herein provided.

27. Nothing herein contained shall in any way be construed to prevent additional financing under the provisions of the Act, or any other law, for any of the purposes set out in the Articles of Incorporation of the AUTHORITY.

28. This Contract shall inure to the benefit of and be binding upon the respective parties hereto, their successors and assigns.

IN WITNESS WHEREOF, the LIVINGSTON COUNTY BUILDING AUTHORITY, by its Commission, and the COUNTY OF LIVINGSTON, Michigan, by its Board of Commissioners, have each caused its name to be signed to this instrument by its duly authorized officers and its seal to be affixed hereto the day and year first above written.

In the presence of:

Robert J. Kennedy

John D. Davis

(Seal)

In the presence of:

Frank R. Davis

David F. Utter

(Seal)

LIVINGSTON COUNTY BUILDING  
AUTHORITY

By Rose R. Smith  
Chairperson of its Commission

By Brian V. Brown  
Secretary of its Commission

COUNTY OF LIVINGSTON

By John E. LaBelle  
Chairperson, Board of  
Commissioners John E. LaBelle

By David E. Teggerdine  
County Clerk

STATE OF MICHIGAN )  
: ss.  
COUNTY OF LIVINGSTON )

On this 23rd day of August, 1989, before me  
appeared Rose R. Smith and Brian V. Brown, to  
me personally known, who being by me duly sworn, did, each for  
himself/herself, say that they are, respectively, the Chairperson  
and Secretary of the Commission of the LIVINGSTON COUNTY BUILDING  
AUTHORITY, a public corporation of the State of Michigan, and  
that said instrument was signed and sealed in behalf of said  
AUTHORITY by authority of its Commission, and the said persons  
acknowledged said instrument to be the free act and deed of said  
AUTHORITY.

Beatrice M. Kashich  
Beatrice M. Kashich

Notary Public, Livingston  
County, Michigan  
My Commission Expires: April 14, 1990

STATE OF MICHIGAN )  
: ss.  
COUNTY OF LIVINGSTON )

On this 28th day of August, 1989, before me  
appeared John E. LaBelle and David E. Teggerdine to  
me personally known, who being by me duly sworn, did, each for  
himself/herself, say that they are, respectively, the Chairperson  
of the Board of Commissioners and the County Clerk of the COUNTY  
OF LIVINGSTON, Michigan, a county corporation in the State of  
Michigan, and that said instrument was signed and sealed in  
behalf of said County by authority of its Board of Commissioners,  
and the said persons acknowledged said instrument to be the free  
act and deed of said COUNTY.

Beatrice M. Kashich  
Beatrice M. Kashich

Notary Public, Livingston County,  
Michigan  
My Commission Expires: April 14, 1990

EXHIBIT A

Description

Part of the NE 1/4 of Section 8, T2N-R5E, Genoa Township, Livingston County, Michigan, described as: Beginning at the North 1/4 corner of said Section 8; thence N 86°27'39" E, (recorded as S 89°20'18" E), along the North line of said Section 8, 600.97 feet; thence S 02°22'06" E, 2069.40 feet, (recorded as S 01°49'05" W, 2069.53 feet); thence S 84°45'37" W, (recorded as S 89°01'18" W), 601.56 feet to the Southeast corner of Grand Oaks Industrial Park as recorded in Liber 21 of Plats, Pages 18-21, Livingston County Records; thence N 02°22'10" W, 2087.26 feet to the Point of Beginning, containing 28.67 acres, more or less.

References:

- 1) Boss Eng. Co., Job #87623, (L.1284, P. 0875-0877).
- 2) Munsell & Garlock Survey (L.968, P.201).
- 3) Warranty Deed, (L.1086, P.840).
- 4) Plat of Grand Oaks Commercial Park, (L.???)

Witnesses:

NE Cor. Sec. 8, T2N-R5E, Genoa Twp.

Found RR spike

S 35 E 41.84 12" Oak

S 87 W 21.85 12" Oak

N 31 E 61.60 18" Oak

N 1/4 Cor. Sec. 8, T2N-R5E, Genoa Twp.,

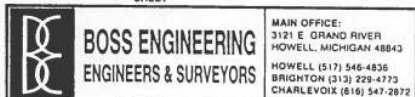
Found 1/2" Pipe

S 89 W 12.32 Sp in Power Pole

East 4.43 Sp in 24" Oak

S 8 E 23.30 Sp in 15" Poplar

88496 JOB #  
2 of 2 SHEET



*Gary R. Potts*

## QUITCLAIM DEED

**Livingston County Building Authority**, a Michigan public body corporate, of 200 E. Grand River Ave., Howell, MI 48843 ("Grantor"), quitclaims to the **County of Livingston**, a political subdivision of the State of Michigan, of 304 E. Grand River Ave., Suite 201, Howell, MI 48843 ("Grantee"), all of its right, title and interest in the following described premises situated in the Township of Genoa, County of Livingston, and State of Michigan, to wit:

**See legal description, attached as Exhibit A and incorporated by reference**

for the full consideration of One and No/100 Dollars (\$1.00).

This conveyance is exempt from real estate transfer taxes pursuant to MCL 207.505(a) and (h)(i), and MCL 207.526(a) and (h)(i).

Dated this 11<sup>th</sup> day of September, 2019.

STATE OF MICHIGAN       )  
COUNTY OF LIVINGSTON   )

**TO BE SIGNED**  
**9/11/19**  
\_\_\_\_\_  
**KEN HINTON** - CHAIRPERSON  
LIVINGSTON COUNTY BUILDING AUTHORITY

The foregoing instrument was acknowledged before me, a Notary Public, this 11<sup>th</sup> day of September, 2019, by **Ken Hinton**, Chairperson of the Livingston County Building Authority, on behalf of Grantor.

My Commission Expires: 10/20/2020

\_\_\_\_\_  
**CAROL SUE JONCKHEERE** - NOTARY PUBLIC  
Livingston County, Michigan  
Acting in Livingston County, Michigan

INSTRUMENT DRAFTED BY:

**TIMOTHY M. PERRONE** (P37940)  
601 N. Capitol Ave.  
Lansing, MI 48933

**WHEN RECORDED RETURN TO: GRANTEE**

## **EXHIBIT A**

### **Legal Description**

A parcel of land located in the West 1/2 of the NE 1/4 of Section 8, Town 2 North, Range 5 East, Township of Genoa, Livingston County, Michigan, described as follows: Beginning at the North 1/4 corner of said Section 8, thence S 89°20'18" E 600.97 feet along said Section line; thence S 1°49'05" W 2069.53 feet; thence S 89°01'18" W 601.56 feet; thence N 1° 49' 05" E 2086.75 feet to the point of beginning.

### **ALSO DESCRIBED AS:**

Part of the NE 1/4 of Section 8, T2N-R5E, Genoa Township, Livingston County, Michigan, described as: Beginning at the North 1/4 corner of said Section 8; thence N 86°27'39" E, (recorded as S 89°20'18" E), along the North line of said Section 8, 600.97 feet; thence S 02°22'06" E, 2069.40 feet, (recorded as S 01°49'05" W, 2069.53 feet); thence S 84°45'37" W, (recorded as S 89°01'18" W), 601.56 feet to the Southeast corner of Grand Oaks Industrial Park as recorded in Liber 21 of Plats, Pages 18- 21, Livingston County Records; thence N 02°22'10" W, 2087.26 feet to the Point of Beginning, containing 28.67 acres, more or less

Tax Code No: 47-11-08-200-004

Commonly known as: 3535 Grand Oaks Drive, Howell, MI 48843

S:\WP\Contracts\Agreements\WORD Agts\Building Authority - QCD back to County - Road Commission - Grand Oaks.docx



## QUITCLAIM DEED

**County of Livingston**, a political subdivision of the State of Michigan, of 304 E. Grand River Ave., Suite 201, Howell, MI 48843 ("Grantor"), quitclaims to **The Board of County Road Commissioners of the County of Livingston**, also known as **Livingston County Road Commission**, a Michigan public body corporate, of 3535 Grand Oaks Drive, Howell, MI 48843 ("Grantee"), all of its right, title and interest in the following described premises situated in the Township of Genoa, County of Livingston, and State of Michigan, to wit:

**See legal description, attached as Exhibit A and incorporated by reference**

for the full consideration of One and No/100 Dollars (\$1.00).

This conveyance is exempt from real estate transfer taxes pursuant to MCL 207.505(a) and (h)(i), and MCL 207.526(a) and (h)(i).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

STATE OF MICHIGAN       )  
COUNTY OF LIVINGSTON   )

**DRAFT**  
\_\_\_\_\_  
**DONALD S. PARKER - CHAIRPERSON**  
LIVINGSTON COUNTY BOARD OF COMMISSIONERS

The foregoing instrument was acknowledged before me, a Notary Public, this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by **Donald S. Parker**, Chairperson of the Livingston Board of Commissioners, on behalf of Grantor.

My Commission Expires: 10/20/2020

\_\_\_\_\_  
**CAROL SUE JONCKHEERE - NOTARY PUBLIC**  
Livingston County, Michigan  
Acting in Livingston County, Michigan

INSTRUMENT DRAFTED BY:

**TIMOTHY M. PERRONE (P37940)**  
601 N. Capitol Ave.  
Lansing, MI 48933

**WHEN RECORDED RETURN TO: GRANTEE**

## **EXHIBIT A**

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Part of the NE 1/4 of Section 8, T2N-R5E, Genoa Township, Livingston County, Michigan, described as: Beginning at the North 1/4 corner of said Section 8; thence N 86°27'39" E, (recorded as S 89°20'18" E), along the North line of said Section 8, 600.97 feet; thence S 02°22'06" E, 2069.40 feet, (recorded as S 01°49'05' W, 2069.53 feet); thence S 84°45'37" W, (recorded as S 89°01'18" W), 601.56 feet to the Southeast corner of Grand Oaks Industrial Park as recorded in Liber 21 of Plats, Pages 18- 21, Livingston County Records; thence N 02°22'10" W, 2087.26 feet to the Point of Beginning, containing 28.67 acres, more or less

Tax Code No: 47-11-08-200-004

Commonly known as: 3535 Grand Oaks Drive, Howell, MI 48843

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RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: [Click here to enter a date.](#)

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**Resolution Authorizing a Fund Transfer for Purchase and Installation of a Bi Directional Antenna (BDA) for the 911 Facility – Central Dispatch**

**WHEREAS,** Livingston County 911 is experiencing several areas where 800MHz and cell coverage are not available within the building causing portable radios and cell phones to lose signal and not function when needed for communications; and

**WHEREAS,** in the instance the 911 center needs to monitor additional radio channels, or if a situation arises that deems the radio dispatch consoles out of order, the 911 center relies on portable 800MHz radios and phones to communicate with responders and management; and

**WHEREAS,** a solution to assist in these challenges is to install a Bi Directional Antenna (BDA) radio and cellular enhancement system in the 911 facility; this antenna system will provide additional signal strengths needed to utilize portable radios and cell phones throughout the dispatch center; and

**WHEREAS,** this antenna system will assist in maintaining operations in the primary 911 facility as long as the structure is safe to do so; Bi Directional Antennas are widely used and recommended in commercial buildings and public safety facilities to substantially increase signal strengths; and

**WHEREAS,** funding for same is available in the 2019 Central Dispatch Budget reserves.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the funds transfer from the 911 Central Dispatch reserves in the amount not to exceed \$72,856.64 to cover costs related to the purchase and installation of a Bi Directional Antenna (BDA) Radio and Cellular Enhancement System at the 911 facility.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby authorizes any budget transfers required between object codes in Fund 261 to effectuate this project.

**BE IT FURTHER RESOLVED** that the Chair of the Livingston County Board of Commissioners is hereby authorized to sign any and all documents required for this project after review by legal counsel.

#

#

#

MOVED:  
SECONDED:  
CARRIED:



# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Chad Chewning, 911 Director**  
**Date: September 17, 2019**  
**Re: Installation of Bi Directional Antenna (BDA) for 911 Facility**

---

As technology continues to advance, 911 Central Dispatch continues to strengthen the infrastructure support we need to provide the best services possible to the responders and citizens of Livingston County. An issue that remains a problem with communications is the inability for the 800MHz and cell phone signals to penetrate through solid buildings to provide a reliable connection with towers which are needed for use of radios and cell phones inside buildings.

In the instance we need to monitor additional radio channels, or if a situation arises that deems our radio dispatch consoles out of order, we rely on portable 800MHz radios and phones to communicate with responders and management. We have had occasions where we have lost both console phones and radios that forced us to relocate to our backup facility for operations. During these circumstances we rely on cell phones to make contact with agencies to advise of the situation and maintain communication until we are operational once again.

A solution to assist in these challenges is to install a Bi Directional Antenna (BDA) radio and cellular enhancement system in the 911 facility. This antenna system will provide additional signal strengths needed to utilize portable radios and cell phones throughout the dispatch center where we currently experience a large amount of dead spots in coverage. This will help keep us operational in the primary facility as long as the structure is safe to do so. These BDA's are widely used in commercial buildings and public safety facilities to boost signal strengths. We are requesting approval to purchase a BDA radio and cellular enhancement system for the 911 Central Dispatch Center.

# **LIVINGSTON COUNTY CENTRAL DISPATCH 911**

**PROPOSAL FOR:**

**MPSCS Radio & Verizon Cellular Signal  
Enhancement System**

**September 12, 2019**

**SUBMITTED BY:**

**Ed Horvath - Sr. Account Executive**

**313-218-3450-Cell edhorvath@comsourcemi.com**

**ComSource**  
**I N C O R P O R A T E D**

The design, technical, pricing, and other information furnished with this submission is proprietary information of ComSource, Inc. and is submitted with the restriction that it is to be used for evaluation purposes only. To the fullest extent allowed by applicable law, the Information is not to be disclosed publicly or in any manner to anyone other than those required to evaluate the Information without the express written permission of ComSource, Inc.

Livingston County Central Dispatch 911

September 9, 2019

Attn: Chad Chewning  
Director of Operations  
300 High Street  
Howell, MI 48843

**Subject: Radio and Cellular Signal Enhancement system**

Dear Chad,

Pursuant to our meeting held on 9/6/19 and the ensuing MPSCS radio/Verizon cellular coverage tests that we preformed, ComSource, Inc. is pleased to present this proposal for a Radio and Cellular signal enhancement system for your Central Dispatch Facility.

This submission will remedy the identified weaknesses for the P25, 7/800Mhz, MPSCS radio signal as well as providing adequate Verizon signal for ALL of their frequency bands.

Our solution provides the necessary componentry, system installation, optimization, project management, and system registrations with both MPSCS and Verizon along with first year 24 X 7 on-site post deployment service response.

Additionally, the pricing contained herein "complies" with the discount structures as listed in Motorola Solutions, Inc.'s MiDeal contract number **071B2200101**.

Our ComSource, Inc. Team truly appreciates the time that you and your Associates have given us in the development of this solution.

In closing, we look forward to your favorable consideration of this submission and remain available for any questions that you may have throughout your scrutiny processes.

Respectfully submitted,

*Ed Horvath*

ComSource, Inc.

Ed Horvath

Sr. Account Executive/

Government Markets Sales Manager



**MOTOROLA  
SOLUTIONS**  
PLATINUM CHANNEL PARTNER

Corporate Office: 41271 Concept Drive, Plymouth, MI 48170 | 734.738.0800  
Service Center: 1919 Birchwood Drive, Troy, MI 48083 | 248.853.5430

[www.comsourcemi.com](http://www.comsourcemi.com)



Agenda Page 42 of 137



**MOTOROLA  
SOLUTIONS**  
Service Elite Specialist

## MA-CLTE-14

### Multi Band Panel Antenna

Up-To-Date Multi Band Panel Antenna covers all the bands for LTE 700 MHz, cellular bands, as well as ISM, WLAN, GSM1800, UMTS and Bluetooth.

The antenna is aesthetic, small and has unobtrusive profile that blends easily with any environment.

The antenna can be easily used either for Indoor or Outdoor Applications and features different mounting options.



### Specifications

#### Electrical

Standard	LTE 700	SMR,AMPC, CDMA,TDMA GSM 900	GSM 1800, UMTS	Bluetooth, ISM, WLAN
Frequency range	698-806 MHz	806-960 MHz	1710-2170 MHz	2.2-2.7 GHz
GAIN, typ.	5 ± 1dBi	6 ± 1dBi	6.5 ± 1dBi	5 ± 1 dBi
VSWR, max.	2 : 1	2 : 1	1.7 : 1	1.7 : 1
3 dB Beam-Width, H-Plane, typ.	130°	140°	80°	55°
3 dB Beam-Width, E-Plane, typ.	70°	60°	45°	30°
Polarization	Linear, Vertical			
Input power, max.	10 Watt			
Input Impedance	50 Ohm			

#### Mechanical

Dimensions (HxWxD)	231 x 215 x 37.5 mm (9.1" x 8.4" x 1.5")
Weight	500 gr.
Connector	N-Type, Female at bottom (can be installed also upside down)
Back Plane	UV Protected Plastic (metal reinforced from the inside)
Radome	UV Protected Polycarbonate
Mount	See Ordering Options

#### Environmental

Operating Temperature Range	-40°C to +65°C
Vibration	According to IEC 60721-3-4
Wind Load	200 km/h (survival)
Flammability	UL94
Water Proofing	IP-65
Humidity	ETS 300 019-1-4, EN 302 085 (annex A.1.1)
Salt Fog	According to IEC 68-2-11
Ice and Snow	25mm radial (survival)

### Ordering Options

Application	Wall Mountable	Az/EI Adjustable MNT-22 Mount
Indoor / Outdoor	MA-CLTE-14	MA-CLTE-14B
Indoor / Outdoor + DC Return	MA-CLTE-14T	MA-CLTE-14TB

Mars Antennas & RF Systems proprietary information

MARS reserves the right to make technical changes or modifications to any of its products and specifications without prior notice and without implementing such changes to prior supplied products. Product images are representative and indicative only. Warranty terms and general conditions of sale are applicable on any purchase of any product, available on MARS website.

3 Hamanor st. Holon 58861, P.O.Box 5 AZOR 58008, Israel

Tel: +972-3-5599661 • Fax: +972-3-5599677 • e-mail: [mars@marsant.co.il](mailto:mars@marsant.co.il) • web: [www.mars-antennas.com](http://www.mars-antennas.com)

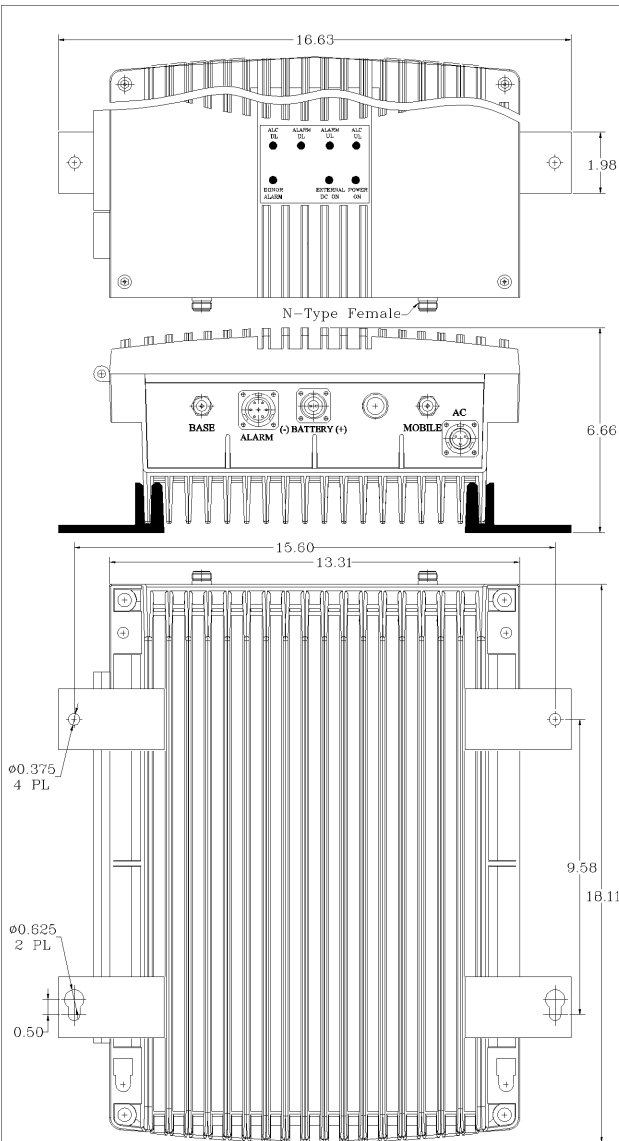
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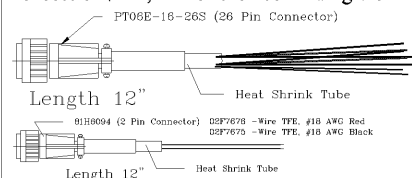
CR: <u>W.V.</u> CK: <u>W.V.</u> app'd: <u>W.V.</u>	04-80-2018 04-16-2018 Date:	Billing / Family Drawings Plan-Bld Review <h1>Appendix A</h1>
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**WARNING.** This is NOT a CONSUMER device. It is designed for installation by FCC LICENSEES and QUALIFIED INSTALLERS. You MUST have an FCC LICENSE or express consent of an FCC Licensee to operate this device. Unauthorized use may result in significant forfeiture penalties, including penalties in excess of \$100,000 for each continuing violation.



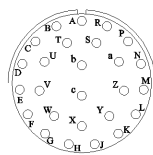
*WITHOUT INCLUSION OF ACSP OPTION, THIS UNIT MAY NOT BE POWERED BY A GENERATOR.*

**SKU # 11602150**

DC Current Draw @ +24VDC 1.36A

INCLUDED OPTIONS	Description
O26	Standard NFPA Compliant Remote Monitoring via 26-Pin Connector
S1	External +24 to +26.5 VDC Back Up
RED	RED Enclosure
D	Cannon type Circular AC Connector (No AC/DC Protections)
VA	Local Visual Alarms

PIN OUT NFPA O26

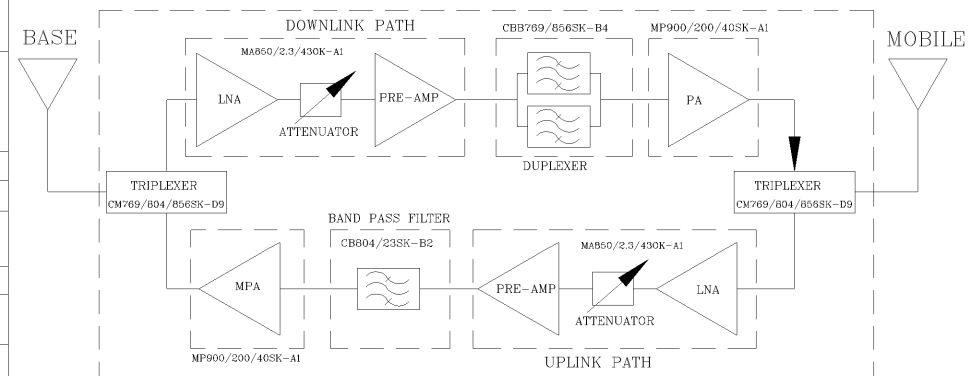


PIN #	DESCRIPTION
A	1-NO DL/UL Current Alarm
B	1-COM DL/UL Current Alarm
C	1-NC DL/UL Current Alarm
D	2-NO Donor Antenna Alarm
E	2-COM Donor Antenna Alarm
F	2-NC Donor Antenna Alarm
G	3-NO DC Backup Alarm
H	3-COM DC Backup Alarm
I	3-NC DC Backup Alarm
J	3-NC DC Backup Alarm
K	3-NC DC Backup Alarm
L	3-NC DC Backup Alarm
M	3-NC DC Backup Alarm
N	GND
P	GND
R	+12 VDC 200mA
S	+12 VDC 200mA (STNB)

**NEMA 4 ENCLOSURE**

Agenda Page 45 of 137  
FCC ID: Q8KPS7W83790

REV	REVISIONS	DATE	APPROVED



## Electrical Specifications

- \*Down-Link (Base to Mobile) Frequency Range [MHz] : 763 - 775 / 851 - 861
- \*Up-Link (Mobile to Base) Frequency Range [MHz] : 793 - 816
- \*Attenuation Downlink @ 862 MHz [dBc] : 30 (Typ.)
- \*Gain (Minimum attenuation) [dB] : 80 (Min.), 85 (Typ.)
- \*Gain Flatness [dB] : +/- 1.5 (Typ.)
- \*Noise Figure (System) [dB] : 5.0 (Max.), 4.5 (Typ.)
- \*Manual Attenuation Range [dB] : 0 - 30 in 2-dB steps
- \*Output Power ALC Set [dBm]

- Uplink : +25 ±1
- Downlink : +25 ±1
- Uplink : +25 (Typ.)
- Downlink : +25 (Typ.)
- Uplink : +45 (Typ.)

- \*Output Composite Power [dBm]
- \*3rd Order Output Intercept Point [dBm] @ 2 tones + 22 dBm each
- \*3rd Order Output Intercept Point [dBm] @ 2 tones + 22 dBm each

- Downlink : +45 (Typ.)

- \*Power Supply : 110V/0.37A to 220V/.19A (Autoranging) 50 to 60 Hz
- \*Propagation Delay [uSec] : < 0.3
- \*Input/Output Impedance : 50 ohm
- \*VSWR IN/OUT : < 1.5:1
- \*Net Weight : < 18 kg/40 lb
- \*PAINT: FLAT EPOXY RED

OPERATING TEMPERATURE RANGE: -30°C TO +55°C

DIMENSIONS ARE IN INCHES TOLERANCES ARE		CONTRACT NO:	<b>G-Wave Solutions</b>	
ANGLES ± 1°	DECIMALS X ± .05 XX ± .01 XXX ± .005	APPROVALS	DATE	TITLE NFPA Dual Band 700/800 MHz BDA
TREATMENT	FINISH	CHECKED	ENG.	BDA-PS7/PS8NEPS/N-25/25-80-C
MATERIAL	DESIGN ACTIVITY	SCALE None	SHEET 1 OF 1	REV. A

# ClearLink® Multiband Omnidirectional Antenna

## Model Numbers

- ClearLink-O/698-2.7K/N  
(CS03-011-429)

## Frequency Range

- 698-960 MHz
- 1710-2690 MHz

## Features & Benefits

- Multiband Design
- Flexible Mounting Options
- Symmetric Construction
- Suitable for Wall Mounting



Multiband Omnidirectional Antenna

## Target Applications

- CDMA, GSM, DCS, 3G/UMTS, LTE
- In-building Coverage

## Electrical Specifications

Horizontal Beamwidth	Omnidirectional
Gain	
698-738 MHz	2 dBi
738-818 MHz	1 to 2 dBi
818-960 MHz	1 to 2 dBi
1700-2690 MHz	2 to 4 dBi
Polarization	Vertical
Impedance	50 Ohm
VSWR/Return Loss	
698-738 MHz	2.0/9.5 dB
738-818 MHz	1.8/10.9 dB
818-960 MHz	1.5/14.0 dB
1700-2690 MHz	1.4/15.5 dB
PIM, 3rd order, 2 x 20W	-153 dBc
Max Input Power	50 Watts (2W typical)

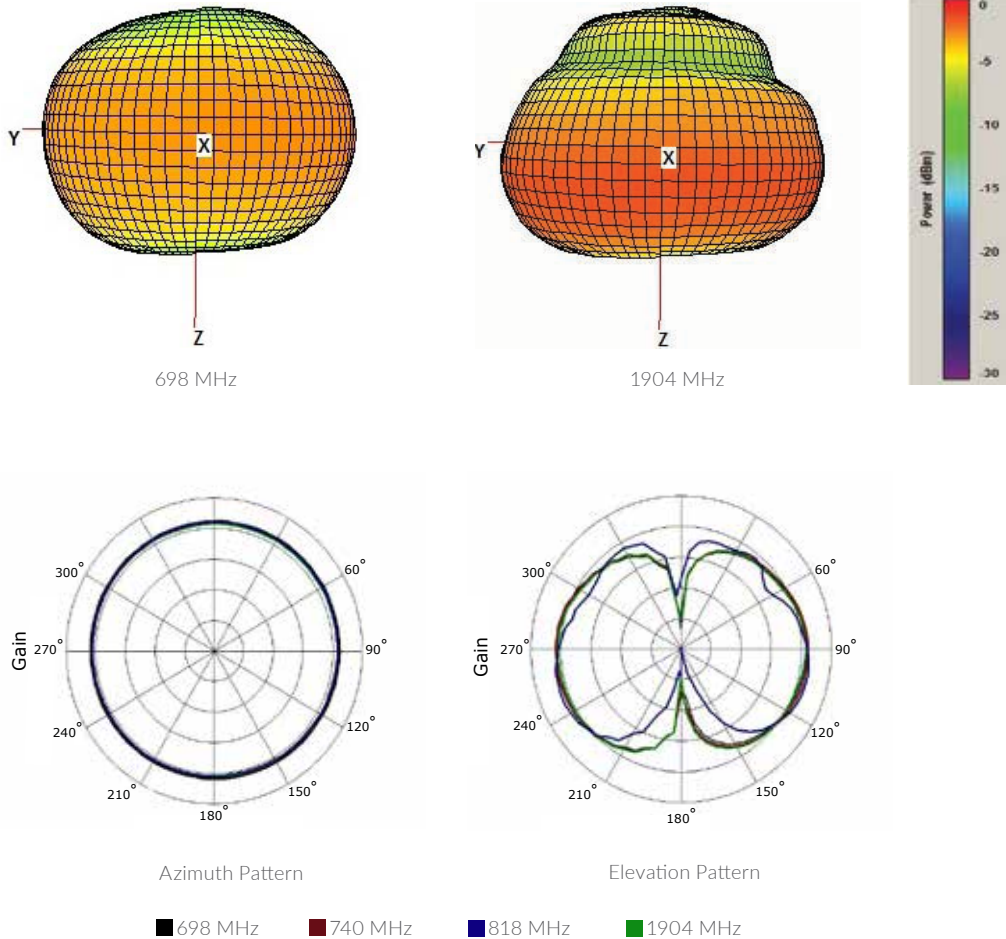
## Mechanical Specifications

Case Material	ABS with UV Protection
Operating Temperature	-40° to +70° C
Dimensions	8 Dia. x 4.5 H in.
Weight	1.6 lbs
Connectors	N-Female
Pigtail	Low PIM plenum rated cable
Standard Mounting Style	Ceiling
Universal bracket included for additional mounting options	

Specifications subject to change without notice.

# ClearLink® Multiband Omnidirectional Antenna

## Sample Antenna Patterns\*



\* Additional patterns with enlarged images are available upon request.





A universal choice for selective transmission of interleaved sub-bands for amplification of GSM, EDGE, TDMA, CDMA, WCDMA, HSDPA, HSPA+, and LTE SISO and MIMO signals within multiple frequency bands.

## Node A+

### Universal Multi-Band, Multi-Service, Software-Based Repeater Platform

#### COVERAGE SOLUTION FOR INTERLEAVED SUB-BANDS WITHIN MULTIPLE FREQUENCY BANDS

- Supports up to four frequency bands in a single chassis with fully integrated multi-band combiner and modem for remote monitoring and control.
- Multiple RF-cards can amplify the same frequency band in order to address LTE MIMO 2x2 or 4x4 .
- Software-based platform enables on-the-fly filter changes and development of new features and capabilities without expensive hardware upgrades.
- Channel and band selective automatic gain/power control for multi-operator and public safety applications.
- Available in both medium and high power classes to enhance coverage in a wide range of facility footprints to optimize total system cost.
- Intuitive auto setup wizard and help screens for easy system configuration, minimizing setup time and reliance on expensive and bulky test equipment.
- Advanced QoS measurements and reports, including inbound and out-bound measurement of channel power/pilot power/RSSI to facilitate set up and verify ongoing system operation.
- Remote alarming through SNMP or SMS using wireless data.
- Seamless integration with other Andrew products (e.g., ION®B/ION®M).
- Rated for both indoor and outdoor use with versatile rack mount, wall mount or pole mounting options.

## Electrical

### Number of supported RF cards (see table 1)

Node A2+	2
Node A4+	4

### Number of supported sub-bands per rack

Node A2+	24*
Node A4+	48*

Frequency range and RF output power . . . . . see table 1

### Bandwidth available in Uplink and Downlink per rack, MHz

Node A2+	up to 120 (see table 2 for details)
Node A4+	up to 240 (see table 2 for details)

Gain in Uplink and Downlink . . . . . see table 1

Gain adjust range, dB . . . . . 30 in steps of 1

Filter selection step size, kHz . . . . . 10

Output Power step size in Powermode, dB . . . . . 1

Output Power accuracy over all conditions, dB . . . ±2

Maximum Input Power without damage, dBm . . . +10

Maximum Input Power without overdrive, dBm . . . -20

P-1dB, dBm

	Uplink . . . . . +35
RF card AX27	Downlink . . . . . +32
RF card AX37	Downlink . . . . . +42

OIP3, dBm

	Uplink . . . . . +52
RF card AX27	Downlink . . . . . +48
RF card AX37	Downlink . . . . . +63

### Noise figure

@ maximum gain, dB	Uplink . . . . . 4.0
	Downlink . . . . . 4.0
@ minimum gain, dB	Uplink . . . . . 9.0
	Downlink . . . . . 16.0

Delay, µs

Standard filter set . . . . . 6

Power supply

Standard . . . . . 100 to 240 Vac
Option . . . . . 36 to 72 Vdc

### Power consumption, Watts

Node A2+ chassis . . . . . 70
Node A4+ chassis . . . . . 120
RF card AX27 . . . . . 70
RF card AX37 . . . . . 145

Antenna port connectors . . . . . N Female

Spurious Emissions, dBm . . . . . according to FCC

\* Valid for sub-band bandwidth up to 5 MHz.

## Mechanical

Height, width, depth, mm (in)

Node A2+	177.0 x 351.2 x 462.8 (7 x 13.8 x 18.2)
Node A4+	177.0 x 482.3 x 462.8 (7 x 19 x 18.2)

Weight, kg (lb)

Node A2+	11 (24)
Node A4+	14 (30.8)
RF card AX27	3 (6.5)
RF card AX37	4.5 (10)

## Environmental

Operating temperature range, °C . . . . . -33 to +50

Ingress protection . . . . . IP65 (Fans: IP55)

Acoustic Noise, dB(A) . . . . . 47 @ 25°C  
55 @ 50°C

All figures are typical values and refer to the antenna ports of the RF card. The loss of the integrated RF combiner section (Option) is typically 0.5 to 1.0 dB.

## Features

Items measured	Measurement of pilot power, synch. power, Ec/Io, BCCH power, channel power, RSSI, and system identification.
Statistic collection	Collecting data (min., max., average, standard deviation) of items measured in a 15 minutes interval.
Auto configuration	Setup based on downlink power requirements, not gain. Uplink gain is automatically setup based on the downlink settings.
Access	Web browser based local access and remote access. Packet data and circuit switched data options. OMC connectivity via SNMP.
External alarms	Up to 5 alarms, active high or low configurable via software.
Interference Analysis Database	Event triggered database to identify interference signals in terms of frequency, power level, duration, etc.
Battery Backup	Built-in modem battery backup for Mains supervision

Table 1: RF Card Options

Modulation scheme	RF Card	UL Frequency, MHz	DL Frequency, MHz	Max. Gain, dB	Uplink Composite Output Power, dBm*		Downlink Composite Output Power, dBm*	
CELL 700, UMTS700, LTE700	AF 727	698 to 716 and 776 to 787	728 to 757	84	30 (GSM, CDMA, IDEN)	28 (UMTS), 27 (LTE)	27 (GSM, CDMA, IDEN)	25 (UMTS, LTE)
	AF 737			94	30 (GSM, CDMA, IDEN)	28 UMTS, 27 (LTE)	37 (GSM, CDMA, IDEN)	35 (UMTS, LTE)
CELL 850, UMTS 850	AF 8527	824 to 849	869 to 894	84	30 (GSM, CDMA, IDEN)	28 (UMTS)	27 (GSM, CDMA, IDEN)	25 (UMTS)
	AF 8537			94	30 (GSM, CDMA, IDEN)	28 (UMTS)	37 (GSM, CDMA, IDEN)	35 (UMTS)
CELL 900	AF 9037	896 to 902	935 to 941	94	30 (GSM, CDMA, IDEN)		37 (GSM, CDMA, IDEN)	
CDMA 1700, UMTS 1700	AF 1727	1710 to 1755	2110 to 2155	84	30 (CDMA)	28 (UMTS)	27 (CDMA)	25 (UMTS)
	AF 1737			94	30 (CDMA)	28 (UMTS)	37 (CDMA)	35 (UMTS)
CDMA 1900	AF 1927	1850 to 1915	1930 to 1995	84	30 (GSM, CDMA)		27 (GSM, CDMA)	
	AF 1937			94	30 (GSM, CDMA)		37 (GSM, CDMA)	
LTE 2600**	AF 2625	2500 to 2570	2620 to 2690	82	27		25	
	AF 2635			92	27		35	

\* Output power per carrier (dBm) = composite output power (dBm) - 10 × log (no. of carriers)

\*\* LTE uplink composite output power (dBm) valid for sub-bands ≤ 10 MHz

## Detailed System Description

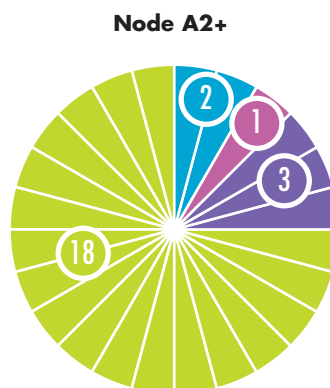
The Node A+ RF Cards convert the RF into digital signals and transfer them to the Node A+ rack for digital filtering. The digital architecture allows sub-band filtering and is shared between all RF Cards inserted into the Node A+ rack. The Node A2+ can provide up to 24 filter resources (up to 5 MHz each) and the Node A4+ can provide up to 48 filter resources. When the sub-band bandwidths are greater than 5 MHz, the filter resources are grouped together, without phase or amplitude ripple, where the sub-band is defined by a start and stop frequency. The total number of used filter resources is determined by adding the number of filter resources required for each sub-band.

For example, if there are three sub-bands with 4 MHz for the first sub-band, 11 MHz for the second sub-band, and 20 MHz for the third sub-band, then 1 filter resource is required for the first sub-band, 3 filter resources are required for the second sub-band and 4 filter resources are required for the third sub-band. The total number of used filter resources in this example is 8. However, the maximum available bandwidth (Node A2+ 120 MHz and Node A4+ 240 MHz) will only be achieved with sub-band bandwidths of integer multiple of 5 MHz.

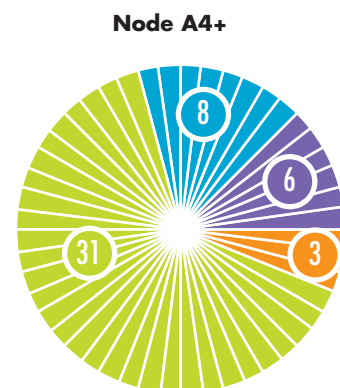
Table 2: Bandwidth available in UL and DL per rack, MHz

Sub-Band Bandwidth [MHz]	Filter Resources
0.01 to 5.00	1
5.01 to 10.00	2
10.01 to 15.00	3
15.01 to 20.00	4
20.01 to 25.00	5
25.01 to 30.00	6
30.01 to 35.00	7
35.01 to 40.00	8
40.01 to 45.00	9
45.01 to 50.00	10
50.01 to 55.00	11
55.01 to 60.00	12
60.01 to 65.00	13

Examples: Filter Resources Allocation (up to 5 MHz wide)



- △ Cell 850 1 Band 10 MHz
- △ Cell 850 1 Band 2 MHz
- △ PCS 1900 1 Band 15 MHz
- △ Unused filter resources: 18



- △ GSM 850 8 Channels 200 kHz
- △ UMTS 1700 1 Band 28 MHz
- △ CDMA 1900 1 Band 15 MHz
- △ Unused filter resources: 31

Table 3: Node A+ North America Ordering Guide

	Description	Part-Number
Required	System rack:	Node A2+
		Node A4+
Required	Power supply:	Power supply unit AC IN 100-240V
		Power supply unit DC IN 36-110V
Optional	Software features:	SW feature key Node A: 1 band 1 slot
		SW feature key Node A: 4 bands 1 slot
		SW feature key Node A: 4 bands 2 slots
		SW feature key Node A: 4 bands 3 slots
		SW feature key Node A: 4 bands 4 slots
		SW feature key Node A: 8 bands 1 slot
		SW feature key Node A: 8 bands 2 slots
		SW feature key Node A: 8 bands 3 slots
		SW feature key Node A: 8 bands 4 slots
		SW feature key Node A: full bands 1 slot
		SW feature key Node A: full bands 2 slots
		SW feature key Node A: full bands 3 slots
		SW feature key Node A: full bands 4 slots
Required - at least one	RF cards	DCM AF 727
		DCM AF 737
		DCM AF 8527
		DCM AF 8537
		DCM AF 9037
		DCM AF 1727
		DCM AF 1737
		DCM AF 1927
		DCM AF 1937
		DCM AF 2625
		DCM AF 2635
Optional	Number of dummy cards	Each empty slot must be filled with a dummy card
Optional	RF combiner section with integrated modem coupler:	1-way-combiner (350-3500MHz)
		1-way-combiner (350-3500MHz) with external modem port
		2-way-combiner (350-960/1710-2700MHz)
		3-way-combiner (698-960/1850-1995/1710-2155MHz)
		4-way-combiner (698-787/824-894/1850-1995/1710-2155MHz)
Optional	Modem for alarm forwarding:	4-way-combiner (806-869/896-941/1850-1995/2500-2700 MHz)
		MC88 (GSM 850/900/1800/1900)
Optional	Mounting options	PHS8 (GSM/EDGE 850/900/1800/1900, UMTS 800/850/900/1900/2100)
		19" rack mounting Node A 2
		Wall mounting kit Node A 2 outdoors
		Pole mounting kit Node A 2
		Wall mounting kit Node A 2 and A 4
		19" rack mounting Node A 4 (included in basic configuration)
		Wall mounting kit Node A 4 outdoors
		Pole mounting kit Node A 4

Note: A pre-configured system rack including power supply, RF combiner section, modem, number of supported RF cards, and number of supported sub-bands, channels can be ordered with one single part number. Contact your local Andrew Solutions sales representative to order with a single part number.

**WARNING:**

*This is NOT a CONSUMER device. It is designed for installation by FCC LICENSEES and QUALIFIED INSTALLERS.*

*You MUST have an FCC LICENSE or express consent of an FCC LICENSE to operate this device.*

*Unauthorized use may result in significant forfeiture penalties, including penalties in excess of \$ 100,000 for each continuing violation.*



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PA-109651-EN.GB (09/15)



## SCOPE OF WORK AND RESPONSIBILITIES

### LIVINGSTON COUNTY CENTRAL DISPATCH 911

#### COMSOURCE, INC. RESPONSIBILITIES

1. Supply, program and install one (1) MPSCS-P25 7/800Mhz Bi Directional Amplifier (BDA) located in the LCCD-911 Telco/Radio room.
2. Supply, program and install one (1) VERIZON All Band Bi Directional Amplifier (BDA) located in the LC E-911 Telco/Radio room.
3. Supply and install a Distributed Antennae System (DAS) consisting of a minimum of Nine (9) antennae utilizing 500' of ½" Plenum Rated coaxial cable throughout the Facility as outlined on the attached Floor Plan.
4. Supply and install one (1) VERIZON Donor Antenna utilizing the existing UHF Yagi antenna coaxial cable.
5. Utilize the "spare" MPSCS 7/800Mhz antenna and coaxial cable for connectivity to the new MPSCS Bi-Directional amplifier.
6. Optimize system complete.
7. Test all previously determined coverage weakness areas for radio/cellular coverage functionality.
8. Certify systems with both MPSCS and VERIZON engineering departments.
9. All required work to be performed during normal working hours.
10. All installation activity will adhere to Motorola's R-56 standards.
11. Provide all contracted products and services within 75-90 days ARO.

#### CUSTOMER RESPONSIBILITIES

1. Arrange normal working hours, M-F 8AM-5PM, facility access for required work.
2. Identify a single point of contact for overall logistics and general instructions.
3. Agree to the payment schedule listed on the associated BOM & Pricing list.



**MOTOROLA**  
SOLUTIONS  
PLATINUM CHANNEL PARTNER

Corporate Office: 41271 Concept Drive, Plymouth, MI 48170 | 734.738.0800  
Service Center: 1919 Birchwood Drive, Troy, MI 48083 | 248.853.5430

[www.comsourcemi.com](http://www.comsourcemi.com)



**MOTOROLA**  
SOLUTIONS  
Service Elite Specialist



# LIVINGSTON COUNTY CENTRAL DISPATCH 911

## BILL OF MATERIS AND SYSTEM PRICING

9/12/2019

QTY	MODEL #	DESCRIPTION	MSRP	<i>MidDeal</i> DISCOUNT	UN. PRICE	EXT. PRICE
<b>MPSCS / VERIZON BI-DIRECTIONAL AMPLIFIERS</b>						
1	464543	HYBRID COUPLER 694-3600MHZ	\$ 221.67	10%	\$ 199.50	\$ 199.50
1	597606	NODE A 4 POSITION SUB RACK	\$ 7,592.35	10%	\$ 7,157.15	\$ 7,157.15
1	336214	7/800/AWS/PCS NODE A COMBINER	\$ 1,384.62	10%	\$ 1,246.16	\$ 1,246.16
1	572537	NODE A 700MHZ LTE AMPLIFIER MODULE	\$ 6,000.00	10%	\$ 5,400.00	\$ 5,400.00
1	533199	NODE A 5 CELLULAR WATT AMP	\$ 6,000.00	10%	\$ 5,400.00	\$ 5,400.00
1	529328	NODE A PCS 5 WATT AMP	\$ 6,000.00	10%	\$ 5,400.00	\$ 5,400.00
1	573549	NODE A AWS 5 WATT AMP	\$ 6,000.00	10%	\$ 5,400.00	\$ 5,400.00
1	585218	Dual Band BDA 700 MHz 25 dBm	\$ 8,395.36	10%	\$ 7,555.82	\$ 7,555.82
1	380507	800-2500MHZ 10DB DIR. ANTENNA NF	\$ 321.84	10%	\$ 299.66	\$ 299.66
<b>DISTRIBUTED ANTENNA SYSTEM</b>						
9	575881	698/2690MHZ IN-BUILDING ANTENNA, NF	\$ 60.00	10%	\$ 54.00	\$ 486.00
1	542746	698/2500MHZ IN-BUILDING PANEL ANT, NF	\$ 163.05	10%	\$ 146.75	\$ 146.75
500'	334086	1/2" PLENUM CABLE	\$ 4.11	10%	\$ 3.70	\$ 1,850.00
9	540096	N-FEMALE 1/2" CONNECTOR	\$ 23.25	10%	\$ 21.02	\$ 189.18
25	317465	N-MALE 1/2" CONNECTOR	\$ 36.66	10%	\$ 32.99	\$ 825.75
3	322990	3' JUMPER NM-NM	\$ 42.61	10%	\$ 38.35	\$ 115.05
7	574553	2 WAY SPLITTER, NF	\$ 95.78	10%	\$ 86.20	\$ 603.40
3	531734	6DB TAPPER 2-WAY, NF	\$ 100.01	10%	\$ 90.00	\$ 270.00
3	573264	10DB TAPPER 2-WAY TAPPER, NF	\$ 100.01	10%	\$ 90.00	\$ 270.00
1	20573	FLANGE ARRESTOR NF	\$ 67.58	10%	\$ 60.82	\$ 60.82
100'	70393	1/2" FOAM CABLE	\$ 2.46	10%	\$ 2.21	\$ 221.40
<b>SERVICES</b>						
1	PM	PROJECT MANAGEMENT	\$ 5,000.00	5%	\$ 4,750.00	\$ 4,750.00
1	CERT	SYSTEM CERTIFICATION/REGISTRATION	\$ 500.00	0%	\$ 500.00	\$ 500.00
1	INSTALL	INSTALLATION COMPLETE	\$ 21,000.00	5%	\$ 19,950.00	\$ 19,950.00
1	MISC	MISCELLANEOUS INSTALL MATERIALS	\$ 1,000.00	10%	\$ 900.00	\$ 900.00
1	MAINT	1ST YEAR 24X7 ON-SITE RESPONSE	\$ 2,400.00	10%	\$ 2,160.00	\$ 2,160.00
1	FREIGHT	COMPLETE	\$ 1,500.00	0%	\$ 1,500.00	\$ 1,500.00
<b>SYSTEM TOTAL</b>						<b>\$ 72,856.64</b>

### PAYMENT TERMS

**PURCHASE:** 50% DOWN PAYMENT WITH ORDER  
50% DUE NET 30 DAYS UPON SYSTEM COMPLETION AND CUSTOMER ACCEPTANCE

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

[Click here to enter a date.](#)

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**Resolution Authorizing Concurrence and Approval to Move Forward with Negotiations for the Transfer of Deerfield Township Property from the Livingston County Road Commission to the County of Livingston**

**WHEREAS,** the Livingston County Road Commission owns vacant property in Deerfield Township, Livingston County, identified as Parcel #03-36-200-006 and #03-36-200-007; and

**WHEREAS,** the Livingston County Sheriffs' Office has reached a conceptual agreement with the Livingston County Road Commission for the transfer of property for the purposes of a dedicated training site; and

**WHEREAS,** the Livingston County Sheriff's Office will assist the Livingston County Road Commission with their Commercial Motor Vehicle enforcement in exchange for the transfer of the property; and

**WHEREAS,** the Livingston County Sheriff's Office and the Livingston County Road Commission will work cooperatively with Livingston County civil counsel, MMRMA and to comply with environmental prerequisites to determine viability; and

**WHEREAS,** if, after further exploration, this is not deemed viable, the conceptual idea will be abandoned.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby concurs and approves the concept of the transfer of Parcel #03-36-200-006 and #03-36-200-007, Deerfield Township, Livingston County, from the Livingston County Road Commission to Livingston County; and

**BE IT FURTHER RESOLVED** that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements, renewals and future amendments for monetary and contract language adjustments related to the transfer and acceptance of the property upon review and/or preparation of Civil Counsel.

#

#

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MOVED:  
SECONDED:  
CARRIED:



**LIVINGSTON COUNTY SHERIFF'S OFFICE**

**150 S. Highlander Way  
Howell, Michigan 48843-2323  
(517) 540-7912  
mnast@livgov.com**

DATE: September 4, 2019  
TO: Livingston County Board of Commissioners  
FROM: Lt. Mike Nast  
RE: Transfer of Road Commission Property to Livingston County

The Livingston County Sheriffs' Office has reached a conceptual agreement with the Livingston County Road Commission for the transfer of property for the purposes of a dedicated training site.

With this agreement, the Livingston County Sheriff's Office will assist the Livingston County Road Commission with their Commercial Motor Vehicle enforcement in exchange for the transfer of the property, therefore the property transfer will be no additional expense to the County. At this point, this agreement is very preliminary and conceptual.

We are seeking the Board's concurrence and approval to move forward with this project which will involve negotiation and communication with civil counsel, MMRMA and compliance with any environmental prerequisites.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution Authorizing Felony Public Defender Contracts for 2020 – Public Defender**

**WHEREAS,** Livingston County Public Defender’s Office requires contracts with private attorneys to serve as Public Defenders for indigent criminal defendants; and

**WHEREAS,** the Public Defender’s Office intends to contract with the following attorneys to provide services as Public Defenders to indigent felony defendants for the following costs:

ATTORNEY	NUMBER OF CASES PER YEAR	PER MONTH COST	PER YEAR COST
James Buttrey	400	\$40,000	\$480,000
Mark Scharrer	100	\$10,000	\$120,000
Steven Dodge	50	\$5,000	\$60,000
Chris Nalley	50	\$5,000	\$60,000
Mitchell Perrault, PLLC	50	\$5,000	\$60,000
Sizemore Law Office	50	\$5,000	\$60,000
Mark Wilcox	50	\$5,000	\$60,000

**WHEREAS,** the term of each contract will commence on October 1, 2019, and expire on September 30, 2020; and,

**WHEREAS,** the funding for these contracts will be appropriated in the 2020 Public Defender Budget; and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners concurs with the indigent felony Public Defender contracts as listed above for 2020.

**BE IT FURTHER RESOLVED** that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements, and future amendments for monetary and contract language adjustments related to the above upon review and/or preparation of Civil Counsel.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: [Click here to enter a date.](#)

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**Resolution Authorizing the Acceptance and Signing of the FY 2020 Emergency Management Performance Grant- Emergency Management**

**WHEREAS,** funding is available through the FY 20 Emergency Management Performance Grant for the purpose of funding the Livingston County Emergency Management Program; and

**WHEREAS,** in 2019, Livingston County was granted \$41,036.00 for said Emergency Management Program; and

**WHEREAS,** Livingston County, upon meeting the stipulations set forth in the FY 20 Emergency Management Performance Grant Work Agreement, would be eligible to receive funding of a similar amount for the period of 10/01/2019 through 09/30/2020; and

**WHEREAS,** Livingston County would need to agree to the grant agreement terms for the Emergency Management Performance Grant; meet the criteria set forth in that agreement through the efforts of the Livingston County Emergency Manager and the Emergency Management Department; agree to a minimum 50% match share of the assigned grant award to be named for FY 20; and

**WHEREAS,** the grant work agreement document, signed by the Livingston County Board Chairperson, and accompanying financial, training & exercise, and job description documentation need to be submitted to the Michigan State Police, Emergency Management and Homeland Security Division by the dates of September 30, 2019 for training / exercise documents and October 31, 2019 for the Board of Commissioners approved signed grant agreement for the FY 20 EMPG funding.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes entering into an agreement with The Michigan State Police Emergency Management and Homeland Security Division to approve the FY 20 Emergency Management Performance Grant Agreement documents allowing for the Livingston County Emergency Management Department to be eligible for supplemental funding.

**BE IT FURTHER RESOLVED** that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, applications, assurances, contracts/agreements, renewals and future amendments for monetary and contract language adjustments related to the the FY 20 Emergency Management Performance Grant upon review and or preparation by Civil Counsel.

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MOVED:  
SECONDED:  
CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF EMERGENCY MANAGEMENT**

1911 Tooley Rd, Howell, MI 48855  
Phone 517-540-7926 Fax 517-546-6788  
Web Site: livgov.com

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Therese Cremonte, Emergency Manager**  
**Date: 09/19/2019**  
**Re: Review and Signing of the FY 20 Emergency Management  
Performance Grant Agreement**

---

This resolution is to ask for the review and approval of the FY 20 Emergency Management Performance Grant (EMPG) agreement by the Board of Commissioners.

The EMPG grant is a federal funding source that is passed through the Michigan State Police Emergency Management and Homeland Security Division (MSP EMHSD). Funds are awarded to participating Act 390 Emergency Management Programs that meet the criteria set forth in the grant agreement. The amount varies slightly from year to year based on the total sum awarded to the State of Michigan by the federal government.

The grant agreement outlines specific objectives that local emergency management programs are required to meet to be eligible for the grant funding. The EMPG grant agreement needs to be signed by the Livingston County Board Chair to make the emergency management program eligible to receive funds. The signature is an assurance that the objectives in the grant agreement will be met by the local emergency management program.

If the emergency management program does not meet the criteria or standard set forth in agreement, the funding amount received by the county is subject to reduction.

Further, it should be noted that the funds require a 50% match by the county for the emergency management program. This is to ensure the emergency management program is being supplemented with the EMPG funding, and not supplanted.

It is the recommendation of the Livingston County Emergency Management Program that the FY 20 EMPG agreement document will be reviewed and signed by the Board of Commissioners and the Board Chairperson in order to have it turning into the MSP EMHSD by the submission date of October 31, 2019.

If you have any questions regarding this matter please contact me.

**(Enter Jurisdiction Name)**  
**Emergency Management**  
 Fiscal Year 2020  
**Emergency Management Performance Grant (EMPG)**  
**Activities Journal**

## Purpose

This document can be used by Emergency Management Programs to track their progress towards achieving the standards outlined in the 2020 EMPG work agreement throughout the Fiscal Year. The objectives of the work agreement are based upon standards identified in the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) Publication 206 - Local Emergency Management Program Standards Workbook. Activities for each objective have been determined by a group of local and state emergency management subject matter experts who maintain a baseline set of standards for emergency management programs in the State of Michigan.

## (1) ADMINISTRATION AND FINANCE

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction promulgates laws, ordinances, resolutions, policies, and procedures to carry out emergency financial and administrative responsibilities. The EMPG funded emergency manager shall provide a copy of their job description(s) that incorporates their Emergency Management (EM) activities. EM activities of the EMC and other response personnel shall be identified in the EM ordinance, resolution, and county plans.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	Verify that the jurisdiction submitted the previous quarter's EMPG reports and financial documentation timely and that current quarterly EMPG reports, and financial documentation, with original signatures, will be submitted by 1/20/20.	EMPG reports were submitted: Yes/No  Financial documents were submitted: Yes/No
<b>Comments</b>		
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Verify that the jurisdiction submitted the previous quarter's EMPG reports and financial documentation timely and that current quarterly EMPG reports, and financial documentation, with original signatures, will be submitted by 1/20/20.</li> </ul>	EMPG reports were submitted: Yes/No  Financial documents were submitted: Yes/No

<b>Comments</b>		
<b>3<sup>rd</sup></b>	Verify that the jurisdiction submitted the previous quarter's EMPG reports and financial documentation timely and that current quarterly EMPG reports, and financial documentation, with original signatures, will be submitted by 1/20/20.	<p>EMPG reports were submitted: Yes/No</p> <p>Financial documents were submitted: Yes/No</p>
<b>Comments</b>		
<b>4<sup>th</sup></b>	<p>Verify that the jurisdiction submitted the previous quarter's EMPG reports and financial documentation timely, and that current quarterly EMPG reports and financial documentation, with original signatures, will be submitted by 1/20/20.</p> <ul style="list-style-type: none"> <li>▪ Submit documents for 2021 EMPG work agreement to EMHSD financial staff by 9/30/20.</li> </ul>	<p>EMPG reports were submitted: Yes/No</p> <p>Financial documents were submitted: Yes/No</p> <p>Position Description Submitted: Yes/No</p> <p>EMD-17 Form Submitted: Yes/No</p> <p>EMHSD-31 Form Submitted: Yes/No</p>
<b>Comments</b>		



## (2) LAWS AND AUTHORITIES

The Emergency Management Program (EMP) shall comply with the Michigan Emergency Management Act (P.A. 390 of 1976 as amended) and applicable laws, and regulations, and have a local Emergency Management (EM) resolution.

	Planned Activities	Action Taken (Local EMC Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Attend quarterly district EM meetings held between 10/1/19-12/31/19.</li> <li>Report attendance at other EM related meetings held between 10/1/19-12/31/19.</li> </ul>	<p>Quarterly meeting attended: Yes/No</p> <p><i>Meeting Type/Number of Meetings</i></p> <p>ESF #1 - Transportation #_____</p> <p>ESF #2 - Communications #_____</p> <p>ESF #3 - Public Works and Engineering #_____</p> <p>ESF #4 - Firefighting #_____</p> <p>ESF #5 - Information and Planning #_____</p> <p>ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services #_____</p> <p>ESF #7 - Logistics #_____</p> <p>ESF #8 - Public Health and Medical Services #_____</p> <p>ESF #9 - Search and Rescue #_____</p> <p>ESF #10 - Oil and Hazardous Materials #_____</p> <p>ESF #11 - Agriculture and Natural Resources #_____</p> <p>ESF #12 - Energy #_____</p> <p>ESF #13 - Public Safety and Security #_____</p> <p>ESF #14 - Long Term Recovery #_____</p> <p>ESF #15 - External Affairs #_____</p> <p>Local #_____</p> <p>District #_____</p> <p>Regional #_____</p> <p>State #_____</p> <p>Federal #_____</p>
Comments		

<p>2<sup>nd</sup></p>	<ul style="list-style-type: none"> <li>▪ Attend quarterly district EM meetings held between 1/1/20-3/31/20.</li> <li>▪ Report attendance at other EM related meetings held between 1/1/20-3/31/20.</li> </ul>	<p>Quarterly meeting attended: Yes/No</p> <p><i>Meeting Type/Number of Meetings</i></p> <p>ESF #1 - Transportation #_____</p> <p>ESF #2 - Communications #_____</p> <p>ESF #3 - Public Works and Engineering #_____</p> <p>ESF #4 - Firefighting #_____</p> <p>ESF #5 - Information and Planning #_____</p> <p>ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services #_____</p> <p>ESF #7 - Logistics #_____</p> <p>ESF #8 - Public Health and Medical Services #_____</p> <p>ESF #9 - Search and Rescue #_____</p> <p>ESF #10 - Oil and Hazardous Materials #_____</p> <p>ESF #11 - Agriculture and Natural Resources #_____</p> <p>ESF #12 - Energy #_____</p> <p>ESF #13 - Public Safety and Security #_____</p> <p>ESF #14 - Long Term Recovery #_____</p> <p>ESF #15 - External Affairs #_____</p> <p>Local #_____</p> <p>District #_____</p> <p>Regional #_____</p> <p>State #_____</p> <p>Federal # _____</p>
<p><b>Comments</b></p>		

<p>3<sup>rd</sup></p>	<ul style="list-style-type: none"> <li>▪ Attend quarterly district EM meetings held between 4/1/20-6/30/20.</li> <li>▪ Report attendance at other EM related meetings held between 4/1/20-6/30/20.</li> </ul>	<p>Quarterly meeting attended: Yes/No</p> <p><i>Meeting Type/Number of Meetings</i></p> <p>ESF #1 - Transportation #_____</p> <p>ESF #2 - Communications #_____</p> <p>ESF #3 - Public Works and Engineering #_____</p> <p>ESF #4 - Firefighting #_____</p> <p>ESF #5 - Information and Planning #_____</p> <p>ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services #_____</p> <p>ESF #7 - Logistics #_____</p> <p>ESF #8 - Public Health and Medical Services #_____</p> <p>ESF #9 - Search and Rescue #_____</p> <p>ESF #10 - Oil and Hazardous Materials #_____</p> <p>ESF #11 - Agriculture and Natural Resources #_____</p> <p>ESF #12 - Energy #_____</p> <p>ESF #13 - Public Safety and Security #_____</p> <p>ESF #14 - Long Term Recovery #_____</p> <p>ESF #15 - External Affairs #_____</p> <p>Local #_____</p> <p>District #_____</p> <p>Regional #_____</p> <p>State #_____</p> <p>Federal # _____</p>
<p><b>Comments</b></p>		

<p>4<sup>th</sup></p>	<ul style="list-style-type: none"> <li>▪ Attend quarterly district EM meetings held between 7/1/20-9/30/20.</li> <li>▪ Report attendance at other EM related meetings held between 7/1/20-9/30/20.</li> </ul>	<p>Quarterly meeting attended: Yes/No</p> <p><i>Meeting Type/Number of Meetings</i></p> <p>ESF #1 - Transportation #_____</p> <p>ESF #2 - Communications #_____</p> <p>ESF #3 - Public Works and Engineering #_____</p> <p>ESF #4 - Firefighting #_____</p> <p>ESF #5 - Information and Planning #_____</p> <p>ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services #_____</p> <p>ESF #7 - Logistics #_____</p> <p>ESF #8 - Public Health and Medical Services #_____</p> <p>ESF #9 - Search and Rescue #_____</p> <p>ESF #10 - Oil and Hazardous Materials #_____</p> <p>ESF #11 - Agriculture and Natural Resources #_____</p> <p>ESF #12 - Energy #_____</p> <p>ESF #13 - Public Safety and Security #_____</p> <p>ESF #14 - Long Term Recovery #_____</p> <p>ESF #15 - External Affairs #_____</p> <p>Local #_____</p> <p>District #_____</p> <p>Regional #_____</p> <p>State #_____</p> <p>Federal # _____</p>
<p><b>Comments</b></p>		

### (3) HAZARD IDENTIFICATION, RISK ASSESSMENT, AND CONSEQUENCE ANALYSIS

The jurisdiction shall continually identify natural and human-caused hazards that potentially impact the jurisdiction. The jurisdiction shall also assess the risk and vulnerability of people, property, the environment, and its own operations from these hazards. The jurisdiction should also conduct a consequence analysis for significant hazards to consider their impact on the public, responders, continuity of operations that include the delivery of services; property, facilities, and, infrastructure; the environment; the economic condition of the jurisdiction and public confidence in the jurisdictions governance.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Document any hazard identification, risk assessment, or consequence analysis activities performed between 10/1/19-12/31/19.</li> <li>Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 10/1/19-12/31/19?</li> </ul>	<p><i>Type of Risk Assessment/Number Completed:</i>            County: #____            Municipal: #____            Facilities: #____            Special Events: #____</p> <p>I.P. Gateway tool utilized: Yes/No</p>
Comments		
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Document any hazard identification, risk assessment, or consequence analysis activities performed between 1/1/20-3/31/20.</li> <li>Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 1/1/20-3/31/20?</li> </ul>	<p><i>Type of Risk Assessment/Number Completed:</i>            County: #____            Municipal: #____            Facilities: #____            Special Events: #____</p> <p>I.P. Gateway tool utilized: Yes/No</p>
Comments		

3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>▪ Document any hazard identification, risk assessment, or consequence analysis activities performed between 4/1/20-6/30/20.</li> <li>▪ Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 4/1/20-6/30/20?</li> </ul>	<i>Type of Risk Assessment/Number Completed:</i> County: #____ Municipal: #____ Facilities: #____ Special Events: #____  I.P. Gateway tool utilized: Yes/No
<b>Comments</b>		
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>▪ Document any hazard identification, risk assessment, or consequence analysis activities performed between 7/1/20-9/30/20.</li> <li>▪ Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 7/1/20-9/30/20?</li> </ul>	<i>Type of Risk Assessment/Number Completed:</i> County: #____ Municipal: #____ Facilities: #____ Special Events: #____  I.P. Gateway tool utilized: Yes/No
<b>Comments</b>		

#### (4) HAZARD MITIGATION

The Emergency Management Coordinator (EMC) should participate in activities to eliminate hazards or mitigate the effects of hazards that cannot be reasonably prevented. If the jurisdiction intends to receive mitigation funds, then the EMC shall ensure that the jurisdiction's hazard mitigation (HM) plan is developed and updated every five years.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"><li>• Document whether your community has developed a hazard mitigation plan.</li><li>• Confirm the date of the jurisdiction's hazard mitigation plan.</li><li>• Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 10/1/19-12/31/19.</li><li>▪ Report how many action items listed in the hazard mitigation plan have been completed between 10/1/19-12/31/19.</li></ul>	<p>HM plan: Yes/No/Adopted County Plan</p> <p>Plan is expired: Yes/No Expiration Date: ____/____/____</p> <p>Check appropriate steps</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Assemble a local planning team</li><li><input type="checkbox"/> Collect information about local hazard impacts</li><li><input type="checkbox"/> Identify vulnerabilities</li><li><input type="checkbox"/> Edit the document</li><li><input type="checkbox"/> Offer the document for stakeholder and public review</li><li><input type="checkbox"/> Meeting(s) to identify or select hazard mitigation actions</li><li><input type="checkbox"/> Describe the details of action item implementation</li><li><input type="checkbox"/> Official plan adoption by participating jurisdictions</li></ul> <p>Total action items: # ____ Action items completed: # ____</p>
<b>Comments</b>		

<p><b>2<sup>nd</sup></b></p>	<ul style="list-style-type: none"> <li>▪ Report how many action items listed in the hazard mitigation plan have been completed between 1/1/20-3/31/20.</li> <li>▪ Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 1/1/20-3/31/20.</li> </ul>	<p>Total action items: # _____          Action items completed: # _____</p> <p>Check appropriate steps</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assemble a local planning team</li> <li><input type="checkbox"/> Collect information about local hazard impacts</li> <li><input type="checkbox"/> Identify vulnerabilities</li> <li><input type="checkbox"/> Edit the document</li> <li><input type="checkbox"/> Offer the document for stakeholder and public review</li> <li><input type="checkbox"/> Meeting(s) to identify or select hazard mitigation actions</li> <li><input type="checkbox"/> Describe the details of action item implementation</li> <li><input type="checkbox"/> Official plan adoption by participating jurisdictions</li> </ul>
<p><b>Comments</b></p>		
<p><b>3<sup>rd</sup></b></p>	<ul style="list-style-type: none"> <li>▪ Report how many action items listed in the hazard mitigation plan have been completed between 4/1/20-6/30/20.</li> <li>▪ Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 4/1/20-6/30/20.</li> </ul>	<p>Total action items: # _____          Action items completed: # _____</p> <p>Check appropriate steps</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assemble a local planning team</li> <li><input type="checkbox"/> Collect information about local hazard impacts</li> <li><input type="checkbox"/> Identify vulnerabilities</li> <li><input type="checkbox"/> Edit the document</li> <li><input type="checkbox"/> Offer the document for stakeholder and public review</li> <li><input type="checkbox"/> Meeting(s) to identify or select hazard mitigation actions</li> <li><input type="checkbox"/> Describe the details of action item implementation</li> <li><input type="checkbox"/> Official plan adoption by participating jurisdictions</li> </ul>
<p><b>Comments</b></p>		





## (5) PREVENTION

The Emergency Management Program (EMP) has a strategy among disciplines to coordinate prevention activities, to monitor the identified threats and hazards, and adjust the level of prevention activity commensurate with the risk and has procedures for exchanging information between internal and external stakeholders to prevent incidents.

Planned Activities	Action Taken (Local EM Status Report)
<ul style="list-style-type: none"><li>Identify prevention activities that the jurisdiction participated in between 10/1/19-9/30/20.</li></ul>	<p><i>Check all that apply</i></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Assigning prevention activities to each agency identified in the jurisdiction's basic plan portion of the emergency plan.</li><li><input type="checkbox"/> Establishing a jurisdiction wide prevention activities coordinator to coordinate with all agencies in prevention activities.</li><li><input type="checkbox"/> Participating in the Homeland Security Information Network (HSIN).</li><li><input type="checkbox"/> Developing a Critical Infrastructure Protection Plan and identifying roles and responsibilities.</li><li><input type="checkbox"/> Utilizing MI CIMS or another monitoring system to identify and coordinate prevention activities within the EOC.</li><li><input type="checkbox"/> Establishing procedures that coordinate reporting with the Regional MIOC liaison and State MIOC.</li><li><input type="checkbox"/> Conducting information sharing procedures.</li><li><input type="checkbox"/> Other: _____</li></ul>
<b>Comments</b>	

## (6) OPERATIONAL PLANNING

The Emergency Management Coordinator (EMC) shall ensure the jurisdiction is compliant with P.A. 390 of 1976, as amended, by maintaining a current Emergency Operation Plan (EOP), or Emergency Action Guidelines (EAG) that meets the criteria in the MSP/EMHSD Publication (Pub) 201a. The EMC shall verify that each jurisdiction whose population exceeds 10,000 also complies with P.A. 390 of 1976, as amended, by maintaining an emergency support plan. The local emergency manager must verify that the EOP, (or EAG), and supplemental emergency support plans are updated every four years. The EMC will ensure that the jurisdiction's current Chief Elected Official (CEO) has signed the updated/revised EOP, EAG, and emergency support plans.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Report the number of Local Planning Team (LPT) meetings that occurred between 10/1/19-12/31/19.</li> <li>Host four LEPC meetings by 9/30/2020.</li> <li>Confirm the date of the jurisdiction's EOP/EAG and verify if the plan will expire between 10/1/19 - 9/30/20.</li> <li>Identify EOP/EAG annexes that were updated between 10/1/19 - 12/31/19. Ensure that any section/annex updates are still in compliance with Pub 201a.</li> <li>Report participation in EM activities with school officials that took place between 10/1/19-12/31/19.</li> <li>Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, identified by MSP/EMHSD between 10/1/19-12/31/19. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC.</li> </ul>	<p>#_____ LPT meetings.</p> <p>Hosted #_____ LEPC meetings.</p> <p>EOP/EAG is current: Yes/No Expiration Date: ____/____/____</p> <p>Reviewed Annexes: #_____ Total Annexes: #_____ Annexes Updated: # _____</p> <p><i>School Activities/Number of Activities:</i> Planning: #_____ Seminars: #_____ Outreach: #_____ Special Events: #_____</p> <p>Total Support Plans: #_____ Current plans: #_____ Does Not Apply: _____</p>
Comments		

<p><b>2<sup>nd</sup></b></p>	<ul style="list-style-type: none"> <li>▪ Report the number of Local Planning Team (LPT) meetings that occurred between 1/1/20-3/31/20.</li> <li>▪ Host four LEPC meetings by 9/30/2020.</li> <li>▪ Verify that the CEO original signature is current in the EOP/EAG, if new CEO, forward contact information to the DC.</li> <li>▪ Identify EOP/EAG annexes that were updated between 1/1/20 - 3/31/20. Ensure that any section/annex updates are still in compliance with Pub 201a.</li> <li>▪ Report participation in EM activities with school officials that took place between 1/1/20-3/31/20.</li> <li>▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, identified by MSP/EMHSD between 1/1/20-3/31/20. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC.</li> </ul>	<p>Attended/Hosted #_____ LPT meetings.</p> <p>Hosted #_____ LEPC meetings.</p> <p>EOP/EAG CEO signature is current: Yes/No  Current CEO contact information was sent to DC: Yes/No  Does not apply _____</p> <p>Reviewed Annexes: # _____  Total Annexes: # _____  Annexes Updated: # _____</p> <p><i>School Activities/Number of Activities:</i>  Planning: # _____  Seminars: # _____  Outreach: # _____  Special Events: # _____</p> <p>Total Support Plans: # _____  Current plans: # _____  Does Not Apply: _____</p>
<p><b>Comments</b></p>		
<p><b>3<sup>rd</sup></b></p>	<ul style="list-style-type: none"> <li>▪ Report the number of Local Planning Team (LPT) meetings that occurred between 4/1/20-6/30/20.</li> <li>▪ Host four LEPC meetings by 9/30/2020.</li> </ul>	<p>#_____ LPT meetings.</p> <p>Hosted #_____ LEPC meetings.</p>

	<ul style="list-style-type: none"> <li>▪ Identify EOP/EAG annexes that were updated between 4/1/20 - 6/30/20. Ensure that any section/annex updates are still in compliance with Pub 201a.</li> <li>▪ Report participation in EM activities with school officials that took place between 4/1/20-6/30/20.</li> <li>▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, identified by MSP/EMHSD between 4/1/20-6/30/20. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC.</li> <li>▪ Report the status of SARA Title III plans and report any problem areas.</li> </ul>	<p>Reviewed Annexes: # _____  Total Annexes: # _____  Annexes Updated: # _____</p> <p><i>School Activities/Number of Activities:</i>  Planning: # _____  Seminars: # _____  Outreach: # _____  Special Events: # _____</p> <p>Total Support Plans: # _____  Current plans: # _____  Does Not Apply: _____</p> <p>Total Sites: # _____  Total Plans: # _____  Problem Areas: _____  Does not apply: _____</p>
<p><b>Comments</b></p>		

<p>4<sup>th</sup></p>	<ul style="list-style-type: none"> <li>▪ Report the number of Local Planning Team (LPT) meetings that occurred between 7/1/20-9/30/20</li> <li>▪ Host four LEPC meetings by 9/30/2020.</li> <li>▪ Identify EOP/EAG annexes that were updated between 7/1/20 - 9/30/20. Ensure that any section/annex updates are still in compliance with Pub 201a.</li> <li>▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, identified by MSP/EMHSD between 7/1/20-9/30/20. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC.</li> <li>▪ Report participation in EM activities with school officials that took place between 7/1/20-9/30/20 and supply any planning guidance/templates that are available.</li> <li>▪ Verify receipt by 9/15/20 and distribution of scheduled drill days for school buildings operated by the school, school district, intermediate school district, or public academy, for the 2019-2020 school year.</li> </ul>	<p>#____LPT meetings</p> <p>Hosted #_____ LEPC meetings.</p> <p>Reviewed Annexes: #_____  Total Annexes: #_____  Annexes Updated: # _____</p> <p>Total Support Plans: #_____  Current plans: #_____  Does Not Apply: _____</p> <p><i>School Activities/Number of Activities:</i>  Planning: #_____  Seminars: #_____  Outreach: #_____  Special Events: #_____</p> <p>Drill distribution was received: Yes/No  Drill distribution was distributed: Yes/No</p>
<p><b>Comments</b></p>		

## (7) INCIDENT MANAGEMENT

The Emergency Management Program (EMP) shall comply with Homeland Security Presidential Directive/HSGP-5, and Executive Directive 2005-09 by formally adopting the National Incident Management System (NIMS) to provide for efficient and effective emergency response operations amongst multiple agencies and jurisdictions. The program shall establish a means of interfacing on-scene incident management with the jurisdiction's Emergency Operations Center (EOC).

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"><li>Update EOC call list, including the CEO, and submit a copy to the DC by 12/31/19.</li></ul>	EOC call list is updated: Yes/No EOC call list has been sent to the DC: Yes/No
Comments		
2 <sup>nd</sup>	<ul style="list-style-type: none"><li>Update EOC call list and submit a copy to the DC by 3/31/20, only if changes have been made.</li></ul>	Changes have been made: Yes/No Changes have been sent to the DC: Yes/No
Comments		
3 <sup>rd</sup>	<ul style="list-style-type: none"><li>Update EOC call list and submit a copy to the DC by 6/30/20, only if changes have been made.</li></ul>	Changes have been made: Yes/No Changes have been sent to the DC: Yes/No
Comments		

4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Perform an EOC call out for a drill or an actual event between 10/1/19-9/30/20.</li> <li>Update EOC call list and submit a copy to the DC by 9/30/20, only if changes have been made.</li> <li>Conduct EOC orientation session between 10/1/19-9/30/20.</li> <li>Submit the EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification by 9/30/20.</li> </ul>	EOC call out drill has been performed: Yes/No EOC call out for an actual event has been performed: Yes/No  Changes have been made: Yes/No Changes have been sent to the DC: Yes/No  EOC orientation was conducted: Yes/No  EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification submitted by 9/30/20: Yes/No
<b>Comments</b>		

## (8) RESOURCE MANAGEMENT, LOGISTICS, AND MUTUAL AID

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction is compliant with the NIMS resource management requirements including; identification, location, acquisition, storage, maintenance, distribution, and accounting for services and materials, to address hazards identified in the jurisdiction. The jurisdiction shall use the Michigan Critical Incident Management System (MI CIMS) to manage their NIMS-typed resources. The EMC should also develop Mutual Aid Agreements (MAA) and promote memberships in the Michigan Emergency Management Assistance Compact (MEMAC) to address resource shortfalls and reduce resource gaps in the jurisdiction.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>		
2 <sup>nd</sup>		
3 <sup>rd</sup>		
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Report new, updated or current MAA/MOUs within the emergency management program.</li> <li>Report any MEMAC membership additions that occurred between 10/1/19 and 9/30/20.</li> </ul>	New MAA/MOUs: #_____ Updated MAA/MOUs: #_____ Current MAA/MOUs: #_____  MEMAC Member Name:



	<ul style="list-style-type: none"> <li>Verify that the jurisdiction's NIMS-typed resources are current in the MI CIMS and complete the resource portion of form EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification by 9/30/20.</li> </ul>	
<b>Comments</b>		

## (9) COMMUNICATIONS AND WARNING

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction communicates both internally and externally with all Emergency Management Program (EMP) stakeholders and emergency personnel. The local emergency manager shall disseminate disaster related information, and emergency alerts and warnings to response personnel, EOC staff, state and federal government officials, and the public. The system should be interoperable with other communication systems.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Identify the primary and secondary public alerting (i.e. Emergency Alert System (EAS) &amp; Wireless Emergency Alerts (WEA), sirens, weather radio, etc.) systems used in the jurisdiction</li> <li>Identify the primary and secondary public opt-in mass notification systems used in the jurisdiction.</li> <li>Verify the jurisdiction is Integrated Public Alert &amp; Warning System (IPAWS) compliant</li> <li>If jurisdiction is not IPAWS compliant, document if your jurisdiction is in the process of becoming IPAWS compliant.</li> </ul>	<p>Primary Public Alerting System: _____  Secondary Public Alerting System: _____</p> <p>Primary Mass Notification System: _____  Secondary Mass Notification System: _____</p> <p>Jurisdiction is IPAWS compliant: Yes/No/IPAWS on County Level.</p> <p>Jurisdiction is in the process of becoming IPAWS compliant: Yes/No/IPAWS on County level.</p>

	<ul style="list-style-type: none"> <li>▪ If jurisdiction is not working towards IPAWS compliancy; indicate reason.</li> <li>▪ Participate in district and/or statewide radio testing between 10/1/19-12/31/19.</li> <li>▪ Participate in district and/or statewide MI CIMS drills/exercises between 10/1/19-12/31/19.</li> <li>▪ Participate in monthly IPAWS proficiency demonstration with the IPAWS Test Lab between 10/1/19-12-31-19. (New requirement from FEMA starting 10/1/19).</li> <li>▪ Document the jurisdiction's participation in any additional communication tests between 10/1/19-12/31/19.</li> </ul>	<p>Reason why jurisdiction is not working towards IPAWs compliancy: _____</p> <p><i>Radio Test Type/Number of Radio Tests:</i>  District: # _____  State: # _____  Other: # _____</p> <p><i>MI CIMS Drill Type/Number of MI CIMS Drills/Exercises:</i>  District: # _____  State: # _____</p> <p>IPAWS Proficiency Demonstrations Completed: # _____</p> <p><i>Communication tests Type/Number of Communication tests:</i>  Communication tests: _____, # _____</p>
<p><b>Comments</b></p>		
<p><b>2<sup>nd</sup></b></p>	<ul style="list-style-type: none"> <li>▪ Participate in monthly IPAWS proficiency demonstration with the IPAWS Test Lab between 10/1/19-12-31-19. (New requirement from FEMA starting 10/1/19).</li> <li>▪ Participate in district and/or statewide radio testing between 1/1/20-3/31/20.</li> <li>▪ Participate in district and/or statewide MI CIMS drills between 1/1/20-3/31/20.</li> </ul>	<p><i>IPAWS Proficiency Demonstrations Completed:</i> # _____</p> <p><i>Radio Test Type/Number of Radio Tests:</i>  District: # _____  State: # _____  Other: # _____</p> <p><i>MI CIMS Drill Type/Number of MI CIMS Drills:</i>  District: # _____  State: # _____</p>

	<ul style="list-style-type: none"> <li>Document the jurisdiction's participation in any additional communication tests between 1/1/20-3/31/20.</li> </ul>	<i>Communication tests Type/Number of Communication tests:</i> Communication tests: _____, #_____
<b>Comments</b>		
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Participate in monthly IPAWS proficiency demonstration with the IPAWS Test Lab between 10/1/19-12-31-19. (New requirement from FEMA starting 10/1/19).</li> <li>Participate in district and/or statewide radio testing between 4/1/20-6/30/20.</li> <li>Participate in district and/or statewide MI CIMS drills between 4/1/20-6/30/20.</li> <li>Document the jurisdiction's participation in any additional communication tests between 4/1/20-6/30/20.</li> </ul>	<i>IPAWS Proficiency Demonstrations Completed:</i> #_____  <i>Radio Test Type/Number of Radio Tests:</i> District: #_____ State: #_____ Other: #_____  <i>MI CIMS Drill Type/Number of MI CIMS Drills:</i> District: #_____ State: #_____  <i>Communication tests Type/Number of Communication tests:</i> Communication tests: _____, #_____
<b>Comments</b>		
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Participate in monthly IPAWS proficiency demonstration with the IPAWS Test Lab between 10/1/19-12-31-19. (New requirement from FEMA starting 10/1/19).</li> </ul>	<i>IPAWS Proficiency Demonstrations Completed:</i> #_____

<ul style="list-style-type: none"> <li>▪ Participate in district and/or statewide radio testing between 7/1/20-9/30/20.</li> <li>▪ Participate in district and/or statewide MI CIMS drills between 7/1/20-9/30/20.</li> <li>▪ Document the jurisdiction's participation in any additional communication tests between 7/1/20-9/30/20.</li> <li>▪ Meet with local EAS/MAB region representatives between 10/1/19-9/30/20.</li> <li>▪ Review and compare your jurisdiction's warning capabilities with the regional MAB, EAS plan by 9/30/20.</li> </ul>	<p><i>Radio Test Type/Number of Radio Tests:</i>  District: # _____  State: # _____  Other: # _____</p> <p><i>MI CIMS Drill Type/Number of MI CIMS Drills:</i>  District: # _____  State: # _____</p> <p><i>Communication tests Type/Number of Communication tests:</i>  Communication tests: _____, # _____</p> <p>EAS/MAB regional meetings were held – Yes/No</p> <p>Attended: # _____ Regional MAB/EAS Meeting</p> <p>Capabilities were compared with regional MAB/EAS Plan: Yes/No</p>
<p><b>Comments</b></p>	

## (10) OPERATIONS, PROCEDURES, AND FACILITIES

The Emergency Management Coordinator (EMC) shall develop procedures that reflect operational priorities including life, safety, health, property protection, environmental protection, restoration of essential utilities, and restoration of essential functions and coordination among all levels of government. Procedures shall also be developed to guide situation and Damage Assessment (DA), situation reporting, and incident action planning. The Emergency Management Program (EMP) shall have a primary facility Emergency Operations Center (EOC) capable of coordinating and supporting response and recovery operations. The EOC shall have activation, operation, and deactivation procedures that are updated regularly.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>▪ Verify that the procedures for Requesting a Governor's Emergency or Disaster Declaration, and State Assistance</li> </ul>	Procedures are up to date in plans or procedures: Yes/No

	<p>are up to date in the jurisdiction's plans or procedures by 12/31/19.</p> <ul style="list-style-type: none"> <li>Report updates to EOC activation for the jurisdiction's EOC, provide a copy to the DC by 12/31/19.</li> </ul>	<p>EOC activation, operation, and deactivation procedures are current: Yes/No Procedures have been sent to DC: Yes/No</p>
<b>Comments</b>		
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Ensure that procedures for declaring a local "State of Emergency" and requesting a Governor's Emergency or disaster declaration, and state assistance are reviewed with the jurisdiction's public officials by 3/31/20.</li> <li>Report any major updates to EOC activation, operation, and deactivation procedures between 1/1/20-3/31/20.</li> </ul>	<p>Procedures have been reviewed with public officials: Yes/No</p> <p>Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No</p>
<b>Comments</b>		
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Report any major updates to EOC activation, operation, and deactivation procedures between 4/1/20-6/30/20.</li> </ul>	<p>Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No</p>
<b>Comments</b>		
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Report any major updates to EOC activation, operation, and deactivation procedures between 7/1/20-9/30/20.</li> </ul>	<p>Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No</p>

**Comments****(11) TRAINING**

The Emergency Management Coordinator (EMC) shall have a formal, documented training program composed of training needs, assessment, curriculum, course evaluation, and records of training. Necessary training includes: Professional Development Series (PDS), MI CIMS, Damage Assessment and NIMS training courses. The local emergency manager shall submit the Quarterly Training and Exercise Reporting Worksheet (EMD-65) and promote available Emergency Management (EM) training for all personnel, including EOC staff, specific to their responsibilities.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"><li>Promote emergency management courses between 10/1/19-12/31/19.</li></ul>	Emergency management course schedule has been promoted: Yes/No
<b>Comments</b>		
2 <sup>nd</sup>	<ul style="list-style-type: none"><li>Promote emergency management courses between 1/1/20-3/31/20.</li></ul>	Emergency management course schedule has been promoted: Yes/No
<b>Comments</b>		
3 <sup>rd</sup>		Emergency management course schedule has been promoted: Yes/No

	<ul style="list-style-type: none"> <li>Promote emergency management courses between 4/1/20-6/30/20.</li> </ul>	
<b>Comments</b>		
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Promote emergency management courses between 7/1/20-9/30/20.</li> </ul>	Emergency management course schedule has been promoted: Yes/No
<b>Comments</b>		

## (12) EXERCISES, EVALUATIONS, AND CORRECTIVE ACTIONS

The Emergency Management Program (EMP) shall have a documented exercise program that regularly tests the skills, abilities, and experience of emergency personnel, as well as plans, policies, procedures, equipment, and facilities. Exercises will comply with local, state, and federal requirements, including the Homeland Security Exercise and Evaluation Program (HSEEP). The local emergency manager shall track all exercises on the Quarterly Training and Exercise Reporting Worksheet (EMD-065) including the type, hazards, grant funding, and number of participants, and submit this form.

All EMPG funded personnel receiving funding for any portion of their salary, benefits, or other expenditures must participate in no fewer than three exercises in the 12-month fiscal year grant period. Participation includes roles as exercise director, player, evaluator, controller, and assisting as a player in a simulation cell. Observation of an exercise will not count as participation.

One of the exercises must be conducted within the funded jurisdiction and test the local program Emergency Operations Plan (EOP). By authority conferred on the director of the department of State Police by Section 19 of 1976 PA 390, as amended, MCL 30.419) Per R 30.51 (Admin Code) each program shall have "(D) An exercise that tests the emergency operations plan at least once each fiscal year (October 1 to September 30)."

At least one After Action Report and Improvement Plan (AAR/IP) for an exercise which tests the local jurisdiction or programs EOP must be submitted to EMHSD each fiscal year via the District Coordinator.

Effort shall be made to submit the AAR/IP within 90 days of the exercise conclusion. It is requested that all AAR/IPs be submitted to EMHSD for tracking purposes.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"><li>Submit EMD-065 – Quarter Training and Exercise Report by 1/10/20.</li></ul>	EMD-065 has been submitted: Yes/No
Comments		
2 <sup>nd</sup>	<ul style="list-style-type: none"><li>Submit EMD-065 – Quarter Training and Exercise Report by 4/10/20.</li></ul>	EMD-065 has been submitted: Yes/No
Comments		



3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>▪ Submit EMD-065 – Quarter Training and Exercise Report by 7/10/20.</li> </ul>	EMD-065 has been submitted: Yes/No
<b>Comments</b>		
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>▪ Submit EMD-065 – Quarter Training and Exercise Report by 10/10/20.</li> <li>▪ Develop and submit multi-year training and exercise plan for FY2021 – FY2023 by 9/30/20.</li> </ul>	<p>EMD-065 has been submitted: Yes/No</p> <p>Multi-year training and exercise plan has been submitted: Yes/No</p>
<b>Comments</b>		

## (13) CRISIS COMMUNICATIONS, PUBLIC EDUCATION, AND INFORMATION

The Emergency Management Program (EMP) provides preparedness information and education to the public concerning threats to life, safety, and property. These activities include information about specific threats, appropriate preparedness measures, actions to mitigate the threats, including protective actions, updating the public website, and promoting hazard awareness weeks, and campaigns such as "Do 1 Thing".

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Document efforts to educate the public about preparedness activities occurring between 10/1/19-12/31/19. Report the data presented and the media by which this was accomplished.</li> <li>Document any Citizen Corps activity that occurred between 10/1/19-12/31/19.</li> </ul>	<p><i>Data Presented/Type of Media:</i>            Awareness Weeks: _____, Media: _____            Speaking Engagement: _____, Media: _____            See Something/Say Something: Yes/No, Media _____            8 Signs of Terrorism: Yes/No, Media _____            Ok2Say: Yes/No, Media: _____            Other: _____, Media: _____</p> <p><i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i>            Training: # _____            Deployment/Activation: # _____</p>
Comments		
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Document efforts to educate the public about preparedness activities occurring between 1/1/20-3/31/20. Report the data presented and the media by which this was accomplished.</li> <li>Document any Citizen Corps activity that occurred between 1/1/20-3/31/20.</li> </ul>	<p><i>Data Presented/Type of Media:</i>            Awareness Weeks: _____, Media: _____            Speaking Engagement: _____, Media: _____            See Something/Say Something: Yes/No, Media _____            8 Signs of Terrorism: Yes/No, Media _____            Ok2Say: Yes/No, Media: _____            Other: _____, Media: _____</p> <p><i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i>            Training: # _____            Deployment/Activation: # _____</p>

<b>Comments</b>		
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Document efforts to educate the public about preparedness activities occurring between 4/1/20-6/30/20. Report the data presented and the media by which this was accomplished.</li> <li>Document any Citizen Corps activity that occurred between 4/1/20-6/30/20.</li> </ul>	<p><i>Data Presented/Type of Media</i>            Awareness Weeks: _____, Media: _____            Speaking Engagement: _____, Media: _____            See Something/Say Something: Yes/No, Media _____            8 Signs of Terrorism: Yes/No, Media _____            Ok2Say: Yes/No, Media: _____            Other: _____, Media: _____</p> <p><i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i>            Training: # _____            Deployment/Activation: # _____</p>
<b>Comments</b>		
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Document efforts to educate the public about preparedness activities occurring between 7/1/20-9/30/20. Report the data presented and the media by which this was accomplished.</li> <li>Document any Citizen Corps activity that occurred between 7/1/20-9/30/20.</li> </ul>	<p><i>Data Presented/Type of Media</i>            Awareness Weeks: _____, Media: _____            Speaking Engagement: _____, Media: _____            See Something/Say Something: Yes/No, Media _____            8 Signs of Terrorism: Yes/No, Media _____            Ok2Say: Yes/No, Media: _____            Other: _____, Media: _____</p> <p><i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i>            Training: # _____            Deployment/Activation: # _____</p>
<b>Comments</b>		

## (14) OTHER - Unscheduled EMERGENCY MANAGEMENT ACTIVITIES

List other emergency management work items not included in the preceding 13 EM Objectives.

	Activities	Action Taken
1 <sup>st</sup>		
2 <sup>nd</sup>		
3 <sup>rd</sup>		
4 <sup>th</sup>		
Comments		

EMHSD-31 Michigan State Police Emergency Management and Homeland Security Division	<b>(Enter Jurisdiction Name)</b> <b>Emergency Management</b> Fiscal Year 2020 <b>Emergency Management Performance Grant (EMPG)</b> <b>Work Agreement/Quarterly Report</b>		<input type="checkbox"/> Initial Work Agreement
<input type="checkbox"/> 1 <sup>st</sup> Quarter	<input type="checkbox"/> 2 <sup>nd</sup> Quarter	<input type="checkbox"/> 3 <sup>rd</sup> Quarter	<input type="checkbox"/> 4 <sup>th</sup> Quarter
SIGNATURE OF CHIEF ELECTED OFFICIAL		SIGNATURE OF EMERGENCY MANAGEMENT COORDINATOR	
DATE		DATE	
SIGNATURE OF EMERGENCY MGMT. PROGRAM MANAGER		SIGNATURE OF DISTRICT COORDINATOR	
DATE		DATE	

## Purpose

This survey functions as the 2020 EMPG work agreement/quarterly report. The objectives of this work agreement are based upon standards identified in the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) Publication 206 - Local Emergency Management Program Standards Workbook. Activities for each objective have been determined by a group of local and state emergency management subject matter experts who maintain a baseline set of standards for emergency management programs in the state of Michigan. Survey responses will assist in the assessment of emergency management programs, determine how EMPG funds are utilized and help validate the importance of these emergency management activities to all levels of government.

## (1) ADMINISTRATION AND FINANCE

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction promulgates laws, ordinances, resolutions, policies and procedures to carry out emergency financial and administrative responsibilities. The EMPG funded emergency manager shall provide a copy of their job description(s) that incorporate their Emergency Management (EM) activities. EM activities of the EMC and other response personnel shall be identified in the EM ordinance, resolution, and county plans.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Verify that the jurisdiction submitted the previous quarter's EMPG reports and financial documentation timely, and that current quarterly EMPG reports and financial documentation, with original signatures, will be submitted by 1/20/20.</li> </ul>	EMPG reports were submitted: Yes/No  Financial documents were submitted: Yes/No

2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Verify that the jurisdiction submitted the previous quarter's EMPG reports and financial documentation timely, and that current quarterly EMPG reports and financial documentation, with original signatures, will be submitted by 1/20/20.</li> </ul>	<p>EMPG reports were submitted: Yes/No</p> <p>Financial documents were submitted: Yes/No</p>
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Verify that the jurisdiction submitted the previous quarter's EMPG reports and financial documentation timely, and that current quarterly EMPG reports and financial documentation, with original signatures, will be submitted by 1/20/20.</li> </ul>	<p>EMPG reports were submitted: Yes/No</p> <p>Financial documents were submitted: Yes/No</p>
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Verify that the jurisdiction submitted the previous quarter's EMPG reports and financial documentation timely, and that current quarterly EMPG reports and financial documentation, with original signatures, will be submitted by 1/20/20.</li> <li>Submit documents for 2020 EMPG work agreement to EMHSD financial staff by 9/20/20.</li> </ul>	<p>EMPG reports were submitted: Yes/No</p> <p>Financial documents were submitted: Yes/No</p> <p>Position Description Submitted: Yes/No</p> <p>EMD-17 Form Submitted: Yes/No</p> <p>EMHSD-31 Form Submitted: Yes/No</p>

## (2) LAWS AND AUTHORITIES

The Emergency Management Program (EMP) shall comply with the Michigan Emergency Management Act (P.A. 390 of 1976 as amended) and applicable laws and regulations and have a local Emergency Management (EM) resolution.

	Planned Activities	Action Taken (Local EMC Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Attend quarterly district EM meetings held between 10/1/19-12/31/19.</li> </ul>	Quarterly meeting attended: Yes/No

	<ul style="list-style-type: none"> <li>Report attendance at other EM related meetings held between 10/1/19-12/31/19.</li> </ul>	<p><i>Meeting Type/Number of Meetings</i></p> <p>ESF #1 - Transportation #_____</p> <p>ESF #2 - Communications #_____</p> <p>ESF #3 - Public Works and Engineering #_____</p> <p>ESF #4 - Firefighting #_____</p> <p>ESF #5 - Information And Planning #_____</p> <p>ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services #_____</p> <p>ESF #7 - Logistics #_____</p> <p>ESF #8 - Public Health and Medical Services #_____</p> <p>ESF #9 - Search and Rescue #_____</p> <p>ESF #10 - Oil and Hazardous Materials #_____</p> <p>ESF #11 - Agriculture and Natural Resources #_____</p> <p>ESF #12 - Energy #_____</p> <p>ESF #13 - Public Safety and Security #_____</p> <p>ESF #14 - Long Term Recovery #_____</p> <p>ESF #15 - External Affairs #_____</p> <p>Local #_____</p> <p>District #_____</p> <p>Regional #_____</p> <p>State #_____</p> <p>Federal # _____</p>
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Attend quarterly district EM meetings held between 1/1/20-3/31/20.</li> <li>Report attendance at other EM related meetings held between 1/1/20-3/31/20.</li> </ul>	<p>Quarterly meeting attended: Yes/No</p> <p><i>Meeting Type/Number of Meetings</i></p> <p>ESF #1 - Transportation #_____</p> <p>ESF #2 - Communications #_____</p> <p>ESF #3 - Public Works and Engineering #_____</p> <p>ESF #4 - Firefighting #_____</p> <p>ESF #5 - Information And Planning #_____</p>

		<p>ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services #_____</p> <p>ESF #7 - Logistics #_____</p> <p>ESF #8 - Public Health and Medical Services #_____</p> <p>ESF #9 - Search and Rescue #_____</p> <p>ESF #10 - Oil and Hazardous Materials #_____</p> <p>ESF #11 - Agriculture and Natural Resources #_____</p> <p>ESF #12 - Energy #_____</p> <p>ESF #13 - Public Safety and Security #_____</p> <p>ESF #14 - Long Term Recovery #_____</p> <p>ESF #15 - External Affairs #_____</p> <p>Local #_____</p> <p>District #_____</p> <p>Regional #_____</p> <p>State #_____</p> <p>Federal #_____</p>
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Attend quarterly district EM meetings held between 4/1/20-6/30/20.</li> <li>Report attendance at other EM related meetings held between 4/1/20-6/30/20.</li> </ul>	<p>Quarterly meeting attended: Yes/No</p> <p><i>Meeting Type/Number of Meetings</i></p> <p>ESF #1 - Transportation #_____</p> <p>ESF #2 - Communications #_____</p> <p>ESF #3 - Public Works and Engineering #_____</p> <p>ESF #4 - Firefighting #_____</p> <p>ESF #5 - Information And Planning #_____</p> <p>ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services #_____</p> <p>ESF #7 - Logistics #_____</p> <p>ESF #8 - Public Health and Medical Services #_____</p> <p>ESF #9 - Search and Rescue #_____</p> <p>ESF #10 - Oil and Hazardous Materials #_____</p>



		ESF #11 - Agriculture and Natural Resources #_____ ESF #12 - Energy #_____ ESF #13 - Public Safety and Security #_____ ESF #14 - Long Term Recovery #_____ ESF #15 - External Affairs #_____ Local #_____ District #_____ Regional #_____ State #_____ Federal #_____ 
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Attend quarterly district EM meetings held between 7/1/20-9/30/20.</li> <li>Report attendance at other EM related meetings held between 7/1/20-9/30/20.</li> </ul>	Quarterly meeting attended: Yes/No  <i>Meeting Type/Number of Meetings</i> ESF #1 - Transportation #_____ ESF #2 - Communications #_____ ESF #3 - Public Works and Engineering #_____ ESF #4 - Firefighting #_____ ESF #5 - Information And Planning #_____ ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services #_____ ESF #7 - Logistics #_____ ESF #8 - Public Health and Medical Services #_____ ESF #9 - Search and Rescue #_____ ESF #10 - Oil and Hazardous Materials #_____ ESF #11 - Agriculture and Natural Resources #_____ ESF #12 - Energy #_____ ESF #13 - Public Safety and Security #_____ ESF #14 - Long Term Recovery #_____ ESF #15 - External Affairs #_____ Local #_____ 

	District # _____ Regional # _____ State # _____ Federal # _____
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<b>(3) HAZARD IDENTIFICATION, RISK ASSESSMENT, AND CONSEQUENCE ANALYSIS</b>		
<p>The jurisdiction shall continually identify natural and human-caused hazards that potentially impact the jurisdiction. The jurisdiction shall also assess the risk and vulnerability of people, property, the environment, and its own operations from these hazards. The jurisdiction should also conduct a consequence analysis for significant hazards, to consider their impact on the public, responders, continuity of operations that include the delivery of services; property, facilities, and infrastructure; the environment; the economic condition of the jurisdiction, and public confidence in the jurisdictions governance.</p>		
	<b>Planned Activities</b>	<b>Action Taken (Local EM Status Report)</b>
<b>1<sup>st</sup></b>	<ul style="list-style-type: none"> <li>Document any hazard identification, risk assessment, or consequence analysis activities performed between 10/1/19-12/31/19.</li> <li>Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 10/1/19-12/31/19?</li> </ul>	<i>Type of Risk Assessment/Number Completed:</i> County: #____ Municipal: #____ Facilities: #____ Special Events: #____  I.P. Gateway tool utilized: Yes/No
<b>2<sup>nd</sup></b>	<ul style="list-style-type: none"> <li>Document any hazard identification, risk assessment, or consequence analysis activities performed between 1/1/20-3/31/20.</li> </ul>	<i>Type of Risk Assessment/Number Completed:</i> County: #____ Municipal: #____ Facilities: #____ Special Events: #____

	<ul style="list-style-type: none"> <li>Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 1/1/20-3/31/20?</li> </ul>	I.P. Gateway tool utilized: Yes/No
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Document any hazard identification, risk assessment, or consequence analysis activities performed between 4/1/20-6/30/20.</li> <li>Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 4/1/20-6/30/20?</li> </ul>	<p><i>Type of Risk Assessment/Number Completed:</i>  County: #____  Municipal: #____  Facilities: #____  Special Events: #____</p> <p>I.P. Gateway tool utilized: Yes/No</p>
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Document any hazard identification, risk assessment, or consequence analysis activities performed between 7/1/20-9/30/20.</li> <li>Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 7/1/20-9/30/20?</li> </ul>	<p><i>Type of Risk Assessment/Number Completed:</i>  County: #____  Municipal: #____  Facilities: #____  Special Events: #____</p> <p>I.P. Gateway tool utilized: Yes/No</p>

#### (4) HAZARD MITIGATION

The Emergency Management Coordinator (EMC) should participate in activities to eliminate hazards or mitigate the effects of hazards that cannot be reasonably prevented. If the jurisdiction intends to receive mitigation funds, then the EMC shall ensure that the jurisdiction's hazard mitigation (HM) plan is developed and updated every five years.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Document whether your community has developed a hazard mitigation plan.</li> <li>Confirm the date of the jurisdiction's hazard mitigation plan.</li> <li>Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 10/1/19-12/31/19.</li> <li>Report how many action items listed in the hazard mitigation plan have been completed between 10/1/19-12/31/19.</li> </ul>	<p>HM plan: Yes/No/Adopted County Plan</p> <p>Plan is expired: Yes/No Expiration Date: ____/____/____</p> <p>Check appropriate steps</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assemble a local planning team</li> <li><input type="checkbox"/> Collect information about local hazard impacts</li> <li><input type="checkbox"/> Identify vulnerabilities</li> <li><input type="checkbox"/> Edit the document</li> <li><input type="checkbox"/> Offer the document for stakeholder and public review</li> <li><input type="checkbox"/> Meeting(s) to identify or select hazard mitigation actions</li> <li><input type="checkbox"/> Describe the details of action item implementation</li> <li><input type="checkbox"/> Official plan adoption by participating jurisdictions</li> </ul> <p>Total action items: # ____ Action items completed: # ____</p>
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Report how many action items listed in the hazard mitigation plan have been completed between 1/1/20-3/31/20.</li> </ul>	<p>Total action items: # ____ Action items completed: # ____</p>

	<ul style="list-style-type: none"> <li>Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 1/1/20-3/31/20.</li> </ul>	<p>Check appropriate steps</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assemble a local planning team</li> <li><input type="checkbox"/> Collect information about local hazard impacts</li> <li><input type="checkbox"/> Identify vulnerabilities</li> <li><input type="checkbox"/> Edit the document</li> <li><input type="checkbox"/> Offer the document for stakeholder or public review</li> <li><input type="checkbox"/> Meeting(s) to identify or select hazard mitigation actions</li> <li><input type="checkbox"/> Describe the details of action item implementation</li> <li><input type="checkbox"/> Official plan adoption by participating jurisdictions</li> </ul>
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Report how many action items listed in the hazard mitigation plan have been completed between 4/1/20-6/30/20.</li> <li>Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 4/1/20-6/30/20.</li> </ul>	<p>Total action items: # _____ Action items completed: # _____</p> <p>Check appropriate steps</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assemble a local planning team</li> <li><input type="checkbox"/> Collect information about local hazard impacts</li> <li><input type="checkbox"/> Identify vulnerabilities</li> <li><input type="checkbox"/> Edit the document</li> <li><input type="checkbox"/> Offer the document for stakeholder and public review</li> <li><input type="checkbox"/> Meeting(s) to identify or select hazard mitigation actions</li> <li><input type="checkbox"/> Describe the details of action item implementation</li> <li><input type="checkbox"/> Official plan adoption by participating jurisdictions</li> </ul>
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Report how many action items listed in the hazard mitigation plan have been completed between 7/1/20-9/30/20.</li> <li>Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 7/1/20-9/30/20.</li> </ul>	<p>Total action items: # _____ Action items completed: # _____</p> <p>Check appropriate steps</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assemble a local planning team</li> <li><input type="checkbox"/> Collect information about local hazard impacts</li> </ul>

	<ul style="list-style-type: none"> <li>Disseminate EMHSD hazard mitigation information announcements and notices of funding availability for Hazard Mitigation Assistance to all local jurisdictions within your EMP.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify vulnerabilities</li> <li><input type="checkbox"/> Edit the document</li> <li><input type="checkbox"/> Offer the document for stakeholder and public review</li> <li><input type="checkbox"/> Meeting(s) to identify or select hazard mitigation actions</li> <li><input type="checkbox"/> Describe the details of action item implementation</li> <li><input type="checkbox"/> Official plan adoption by participating jurisdictions</li> </ul> <p>Information Was Disseminated: Yes/No Does not apply: _____</p>
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## (5) PREVENTION

The Emergency Management Program (EMP) has a strategy among disciplines to coordinate prevention activities, to monitor the identified threats and hazards, and adjust the level of prevention activity commensurate with the risk and has procedures for exchanging information between internal and external stakeholders to prevent incidents.

Planned Activities	Action Taken (Local EM Status Report)
<ul style="list-style-type: none"> <li>Identify prevention activities that the jurisdiction participated in between 10/1/19-9/30/20.</li> </ul>	<p><i>Check all that apply</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assigning prevention activities to each agency identified in the jurisdiction's basic plan portion of the emergency plan.</li> <li><input type="checkbox"/> Establishing a jurisdiction-wide prevention activities coordinator to coordinate with all agencies in prevention activities.</li> <li><input type="checkbox"/> Participating in the Homeland Security Information Network (HSIN).</li> <li><input type="checkbox"/> Developing a Critical Infrastructure Protection Plan and identifying roles and responsibilities.</li> </ul>

	<input type="checkbox"/> Utilizing MI CIMS or another monitoring system to identify and coordinate prevention activities within the EOC.  <input type="checkbox"/> Establishing procedures that coordinate reporting with the Regional MIOC liaison and State MIOC.  <input type="checkbox"/> Conducting information sharing procedures.  <input type="checkbox"/> Other: _____
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(6) OPERATIONAL PLANNING		
<p>The Emergency Management Coordinator (EMC) shall ensure the jurisdiction is compliant with P.A. 390 of 1976, as amended, by maintaining a current Emergency Operation Plan (EOP) or Emergency Action Guidelines (EAG) that meets the criteria in the MSP/EMHSD Publication (Pub) 201a. The EMC shall verify that each jurisdiction whose population exceeds 10,000 also complies with P.A. 390 of 1976, as amended, by maintaining an emergency support plan. The local emergency manager must verify that the EOP (or EAG), and supplemental emergency support plans are updated every four years. The EMC will ensure that the jurisdiction's current Chief Elected Official (CEO) has signed the updated/revised EOP, EAG, and emergency support plans.</p>		
	Planned Activities	Action Taken (Local EM Status Report)
<b>1<sup>st</sup></b>	<ul style="list-style-type: none"> <li>▪ Report the number of Local Planning Team (LPT) meetings that occurred between 10/1/19-12/31/19.</li> <li>▪ Host four LEPC meetings by 9/30/2020.</li> <li>▪ Confirm the date of the jurisdiction's EOP/EAG and verify if the plan will expire between 10/1/19 - 9/30/20.</li> </ul>	<p>#_____ LPT meetings.</p> <p>Hosted #_____ LEPC meetings.</p> <p>EOP/EAG is current: Yes/No          Expiration Date: ____/____/_____</p>

<ul style="list-style-type: none"> <li>▪ Identify EOP/EAG annexes that were reviewed and/or updated between 10/1/19 - 12/31/19. Ensure that any section/annex updates are still in compliance with Pub 201a.</li> <li>▪ Report participation in EM activities with school officials that took place between 10/1/19-12/31/19.</li> <li>▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, identified by MSP/EMHSD between 10/1/19-12/31/19. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the District Coordinator, (DC).</li> </ul>	<p>Reviewed Annexes: # _____</p> <p>Total Annexes: # _____</p> <p>Annexes Updated: # _____</p> <p><i>School Activities/Number of Activities:</i></p> <p>Planning: # _____</p> <p>Seminars: # _____</p> <p>Outreach: # _____</p> <p>Special Events: # _____</p> <p>Total Support Plans: # _____</p> <p>Current plans: # _____</p> <p>Does Not Apply: _____</p>
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2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>▪ Report the number of Local Planning Team (LPT) meetings that occurred between 1/1/20-3/31/20.</li> <li>▪ Host four LEPC meetings by 9/30/2020.</li> <li>▪ Verify that the CEO original signature is current in the EOP/EAG, if new CEO, forward contact information to the DC.</li> <li>▪ Identify EOP/EAG annexes that were reviewed and/or updated between 1/1/20 - 3/31/20. Ensure that any section/annex updates are still in compliance with Pub 201a.</li> <li>▪ Report participation in EM activities with school officials that took place between 1/1/20-3/31/20.</li> <li>▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, identified by MSP/EMHSD between 1/1/20-3/31/20. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC.</li> </ul>	<p>Attended/Hosted #_____ LPT meetings.</p> <p>Hosted #_____ LEPC meetings.</p> <p>EOP/EAG CEO signature is current: Yes/No  Current CEO contact information was sent to DC: Yes/No  Does not apply _____</p> <p>Reviewed Annexes: #_____  Total Annexes: #_____  Annexes Updated: # _____</p> <p><i>School Activities/Number of Activities:</i>  Planning: #_____  Seminars: #_____  Outreach: #_____  Special Events: #_____</p> <p>Total Support Plans: #_____  Current plans: #_____  Does Not Apply: _____</p>
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3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>▪ Report the number of Local Planning Team (LPT) meetings that occurred between 4/1/20-6/30/20.</li> <li>▪ Host four LEPC meetings by 9/30/2020.</li> <li>▪ Identify EOP/EAG annexes that were reviewed and/or updated between 4/1/20 - 6/30/20. Ensure that any section/annex updates are still in compliance with Pub 201a.</li> <li>▪ Report participation in EM activities with school officials that took place between 4/1/20-6/30/20.</li> <li>▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, identified by MSP/EMHSD between 4/1/20-6/30/20. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC.</li> <li>▪ Report the status of SARA Title III plans and report any problem areas.</li> </ul>	<p>#_____ LPT meetings.</p> <p>Hosted #_____ LEPC meetings.</p> <p>Reviewed Annexes: #_____</p> <p>Total Annexes: #_____</p> <p>Annexes Updated: # _____</p> <p><i>School Activities/Number of Activities:</i></p> <p>Planning: #_____</p> <p>Seminars: #_____</p> <p>Outreach: #_____</p> <p>Special Events: #_____</p> <p>Total Support Plans: #_____</p> <p>Current plans: #_____</p> <p>Does Not Apply: _____</p> <p>Total Sites: #_____</p> <p>Total Plans: #_____</p> <p>Problem Areas: _____</p> <p>Does not apply: _____</p>
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4 <sup>th</sup>	<ul style="list-style-type: none"> <li>▪ Report the number of Local Planning Team (LPT) meetings that occurred between 7/1/20-9/30/20.</li> <li>▪ Host four LEPC meetings by 9/30/20.</li> <li>▪ Identify EOP/EAG annexes that were that were reviewed and/or updated between 7/1/20 - 9/30/20. Ensure that any section/annex updates are still in compliance with Pub 201a.</li> <li>▪ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, identified by MSP/EMHSD between 7/1/20-9/30/20. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC.</li> <li>▪ Report participation in EM activities with school officials that took place between 7/1/20-9/30/20 and supply any planning guidance/templates that are available.</li> <li>▪ Verify receipt by 9/15/20 and distribution of scheduled drill days for school buildings operated by the school, school district, intermediate school district, or public academy, for the 2020-2021 school year.</li> </ul>	<p>#____LPT meetings</p> <p>Hosted #_____ LEPC meetings.</p> <p>Reviewed Annexes: #_____  Total Annexes: #_____  Annexes Updated: # _____</p> <p>Total Support Plans: #_____  Current plans: #_____  Does Not Apply: _____</p> <p><i>School Activities/Number of Activities:</i>  Planning: #_____  Seminars: #_____  Outreach: #_____  Special Events: #_____</p> <p>Drill distribution was received: Yes/No  Drill distribution was distributed: Yes/No</p>
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## (7) INCIDENT MANAGEMENT

The Emergency Management Program (EMP) shall comply with Homeland Security Presidential Directive/HSGP-5, and Executive Directive 2005-09 by formally adopting the National Incident Management System (NIMS) to provide for efficient and effective emergency response operations amongst multiple agencies and jurisdictions. The program shall establish a means of interfacing on-scene incident management with the jurisdiction's Emergency Operations Center (EOC).

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Update EOC call list, including the CEO, and submit a copy to the DC by 12/31/19.</li> </ul>	EOC call list is updated: Yes/No EOC call list has been sent to the DC: Yes/No
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Update EOC call list and submit a copy to the DC by 3/31/20, only if changes have been made.</li> </ul>	Changes have been made: Yes/No Changes have been sent to the DC: Yes/No
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Update EOC call list and submit a copy to the DC by 6/30/20, only if changes have been made.</li> </ul>	Changes have been made: Yes/No Changes have been sent to the DC: Yes/No
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Perform an EOC call-out for a drill or an actual event between 10/1/19 and 9/30/20.</li> <li>Update EOC call list and submit a copy to the DC by 9/30/20, only if changes have been made.</li> <li>Conduct EOC orientation session between 10/1/19 and 9/30/20.</li> <li>Submit the EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification by 9/30/20.</li> </ul>	EOC call-out drill has been performed: Yes/No EOC call-out for an actual event has been performed: Yes/No  Changes have been made: Yes/No Changes have been sent to the DC: Yes/No  EOC orientation was conducted: Yes/No  EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification submitted by 9/30/20: Yes/No

## (8) RESOURCE MANAGEMENT, LOGISTICS, AND MUTUAL AID

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction is compliant with the NIMS resource management requirements including; identification, location, acquisition, storage, maintenance, distribution, and accounting for services and materials, to address hazards identified in the jurisdiction. The jurisdiction shall use the Michigan Critical Incident Management System (MI CIMS) to manage their NIMS-typed resources. The EMC should also develop Mutual Aid Agreements (MAA) and promote memberships in the Michigan Emergency Management Assistance Compact (MEMAC) to address resource shortfalls and reduce resource gaps in the jurisdiction.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>		
2 <sup>nd</sup>		
3 <sup>rd</sup>		
4 <sup>th</sup>	<ul style="list-style-type: none"><li>Report new, updated or current MAA/MOUs within the emergency management program.</li></ul> <p>Report any MEMAC membership additions that occurred between 10/1/19 and 9/30/20.</p> <ul style="list-style-type: none"><li>Verify that the jurisdiction's NIMS-typed resources are current in the MI CIMS and complete the resource portion of form EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification by 9/30/20.</li></ul>	<p>New MAA/MOUs: # _____ Updated MAA/MOUs: # _____ Current MAA/MOUs: # _____</p> <p>MEMAC Member Name:</p> <p>EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification Report submitted: Yes/No</p>

## (9) COMMUNICATIONS AND WARNING

The Emergency Management Coordinator (EMC) shall ensure that the jurisdiction communicates both internally and externally with all Emergency Management Program (EMP) stakeholders and emergency personnel. The local emergency manager shall disseminate disaster related information, and emergency alerts and warnings to response personnel, EOC staff, state and federal government officials, and the public. The system should be interoperable with other communication systems.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Identify the primary and secondary public alerting (i.e. Emergency Alert System (EAS) &amp; Wireless Emergency Alerts (WEA), sirens, weather radio, etc.) systems used in the jurisdiction.</li> <li>Identify the primary and secondary public opt-in mass notification systems used in the jurisdiction.</li> <li>Verify if the jurisdiction is Integrated Public Alert &amp; Warning System (IPAWS) compliant.</li> <li>If jurisdiction is not IPAWS compliant, document if your jurisdiction is in the process of becoming IPAWS compliant.</li> <li>If jurisdiction is not working towards IPAWS compliancy; indicate reason.</li> <li>Participate in monthly IPAWS proficiency demonstration with the IPAWS Test Lab between 10/1/19-12-31-19. (New requirement from FEMA starting 10/1/19).</li> <li>Participate in district and/or statewide radio testing between 10/1/19-12/31/19</li> </ul>	<p>Primary Public Alerting System: _____            Secondary Public Alerting System: _____</p> <p>Primary Mass Notification System: _____            Secondary Mass Notification System: _____</p> <p>Jurisdiction is IPAWS compliant: Yes/No/IPAWS is on a County Level.</p> <p>Jurisdiction is in the process of becoming IPAWS compliant: Yes/No/IPAWS on County level.</p> <p>Reason why jurisdiction is not working towards IPAWs compliancy: _____</p> <p>IPAWS Proficiency Demonstrations Completed: # _____</p> <p><i>Radio Test Type/Number of Radio Tests:</i>            District: # _____            State: # _____            Other: # _____</p>

	<ul style="list-style-type: none"> <li>Participate in district and/or statewide MI CIMS drills/exercises between 10/1/19-12/31/19.</li> <li>Document the jurisdiction's participation in any additional communication tests between 10/1/19-12/31/19.</li> </ul>	<i>MI CIMS Drill Type/Number of MI CIMS Drills/Exercises:</i> District: # _____ State: # _____  <i>Communication tests Type/Number of Communication tests:</i> Communication tests: _____, # _____
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Participate in monthly IPAWS proficiency demonstration with the IPAWS Test Lab between 10/1/19-12-31-19. (New requirement from FEMA starting 10/1/19).</li> <li>Participate in district and/or statewide radio testing between 1/1/20-3/31/20.</li> <li>Participate in district and/or statewide MI CIMS drills/exercises between 1/1/20-3/31/20.</li> <li>Document the jurisdiction's participation in any additional communication tests between 1/1/20-3/31/20.</li> </ul>	<i>IPAWS Proficiency Demonstrations Completed:</i> # _____  <i>Radio Test Type/Number of Radio Tests:</i> District: # _____ State: # _____ Other: # _____  <i>MI CIMS Drill Type/Number of MI CIMS Drills/Exercises:</i> District: # _____ State: # _____  <i>Communication tests Type/Number of Communication tests:</i> Communication tests: _____, # _____
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Participate in monthly IPAWS proficiency demonstration with the IPAWS Test Lab between 10/1/19-12-31-19. (New requirement from FEMA starting 10/1/19).</li> <li>Participate in district and/or statewide radio testing between 4/1/20-6/30/20.</li> <li>Participate in district and/or statewide MI CIMS drills/exercises between 4/1/20-6/30/20.</li> <li>Document the jurisdiction's participation in any additional communication tests between 4/1/20-6/30/20.</li> </ul>	<i>IPAWS Proficiency Demonstrations Completed:</i> # _____  <i>Radio Test Type/Number of Radio Tests:</i> District: # _____ State: # _____ Other: # _____  <i>MI CIMS Drill Type/Number of MI CIMS Drills/Exercises:</i> District: # _____ State: # _____  <i>Communication tests Type/Number of Communication tests:</i> Communication tests: _____, # _____

4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Participate in monthly IPAWS proficiency demonstration with the IPAWS Test Lab between 10/1/19-12-31-19. (New requirement from FEMA starting 10/1/19).</li> <li>Participate in district and/or statewide radio testing between 7/1/20-9/30/20.</li> <li>Participate in district and/or statewide MI CIMS drills/exercises between 7/1/20-9/30/20.</li> <li>Document the jurisdiction's participation in any additional communication tests between 7/1/20-9/30/20.</li> <li>Meet with local EAS/MAB region representatives between 10/1/19-9/30/20.</li> <li>Review and compare your jurisdiction's warning capabilities are compliant with the regional MAB, EAS plan by 9/30/20.</li> </ul>	<p><i>IPAWS Proficiency Demonstrations Completed:</i> #_____</p> <p><i>Radio Test Type/Number of Radio Tests:</i> District: #_____ State: #_____ Other: #_____</p> <p><i>MI CIMS Drill Type/Number of MI CIMS Drills/Exercises:</i> District: #_____ State: #_____</p> <p><i>Communication tests Type/Number of Communication tests:</i> Communication tests: _____, #_____</p> <p>EAS/MAB regional meetings were held – Yes/No</p> <p>Attended: #_____ Regional MAB/EAS Meeting.</p> <p>Capabilities were compared with regional MAB/EAS Plan: Yes/No</p>
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## (10) OPERATIONS, PROCEDURES, AND FACILITIES

The Emergency Management Coordinator (EMC) shall develop procedures that reflect operational priorities including life, safety, health, property protection, environmental protection, restoration of essential utilities, and restoration of essential functions and coordination among all levels of government. Procedures shall also be developed to guide situation and Damage Assessment (DA), situation reporting, and incident action planning. The Emergency Management Program (EMP) shall have a primary facility Emergency Operations Center (EOC) capable of coordinating and supporting response and recovery operations. The EOC shall have activation, operation, and deactivation procedures that are updated regularly.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Verify that the procedures for Requesting a Governor's Emergency or Disaster Declaration and State Assistance are up to date in the jurisdiction's plans or procedures by 12/31/19.</li> </ul>	Procedures are up to date in plans or procedures: Yes/No



	<ul style="list-style-type: none"> <li>▪ Report updates to EOC activation for the jurisdiction's EOC, provide a copy to the DC by 12/31/19.</li> <li>▪ Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance initiative to develop and maintain local energy assurance plans.</li> </ul>	<p>EOC activation, operation, and deactivation procedures are current: Yes/No Procedures have been sent to DC: Yes/No</p> <p>Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No</p>
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>▪ Ensure that procedures for declaring a local "State of Emergency" and requesting a Governor's Emergency or disaster declaration, and state assistance are reviewed with the jurisdiction's public officials by 3/31/20.</li> <li>▪ Report any major updates to EOC activation, operation, and deactivation procedures between 1/1/20 and 3/31/20.</li> <li>▪ Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance initiative to develop and maintain local energy assurance plans.</li> </ul>	<p>Procedures have been reviewed with public officials: Yes/No</p> <p>Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No</p> <p>Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No</p>
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>▪ Report any major updates to EOC activation, operation, and deactivation procedures between 4/1/20 and 6/30/20.</li> <li>▪ Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance initiative to develop and maintain local energy assurance plans.</li> </ul>	<p>Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No</p> <p>Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No</p>

## (11) TRAINING

The Emergency Management Coordinator (EMC) shall have a formal, documented training program composed of training needs, assessment, curriculum, course evaluation, and records of training. Necessary training includes: Professional Development Series (PDS), MI CIMS, Damage Assessment and NIMS training courses. The local emergency manager shall submit the Quarterly Training and Exercise Reporting Worksheet (EMD-65) and promote available Emergency Management (EM) training for all personnel, including EOC staff, specific to their responsibilities.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"><li>Promote emergency management courses between 10/1/19-12/31/19.</li></ul>	Emergency management course schedule has been promoted: Yes/No
2 <sup>nd</sup>	<ul style="list-style-type: none"><li>Promote emergency management courses between 1/1/20-3/31/20.</li></ul>	Emergency management course schedule has been promoted: Yes/No
3 <sup>rd</sup>	<ul style="list-style-type: none"><li>Promote emergency management courses between 4/1/20-6/30/20.</li></ul>	Emergency management course schedule has been promoted: Yes/No
4 <sup>th</sup>	<ul style="list-style-type: none"><li>Promote emergency management courses between 7/1/20-9/30/20.</li></ul>	Emergency management course schedule has been promoted: Yes/No

## (12) EXERCISES, EVALUATIONS, AND CORRECTIVE ACTIONS

The Emergency Management Program (EMP) shall have a documented exercise program that regularly tests the skills, abilities, and experience of emergency personnel, as well as plans, policies, procedures, equipment, and facilities. Exercises will comply with local, state, and federal requirements, including the Homeland Security Exercise and Evaluation Program (HSEEP). The local emergency manager shall track all exercises on the Quarterly Training and Exercise Reporting Worksheet (EMD-065) including the type, hazards, grant funding, and number of participants, and submit this form.

All EMPG funded personnel receiving funding for any portion of their salary, benefits, or other expenditures must participate in no fewer than three exercises in the 12-month fiscal year grant period. Participation includes roles as exercise director, player, evaluator, controller, and assisting as a player in a simulation cell. Observation of an exercise will not count as participation.

One of the exercises must be conducted within the funded jurisdiction and test the local program Emergency Operations Plan (EOP). By authority conferred on the director of the department of state police by section 19 of 1976 PA 390, as amended, MCL 30.419) Per R 30.51 (Admin Code) each program shall have "(D) An exercise that tests the emergency operations plan at least once each fiscal year (October 1 to September 30)."

At least one After Action Report and Improvement Plan (AAR/IP) for an exercise which tests the local jurisdiction or programs EOP must be submitted to EMHSD each fiscal year via the District Coordinator.

Effort shall be made to submit the AAR/IP within 90 days of the exercise conclusion. It is requested that all AAR/IPs be submitted to EMHSD for tracking purposes.

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Submit EMD-065 – Quarter Training and Exercise Report by 1/10/20.</li> </ul>	EMD-065 has been submitted: Yes/No
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Submit EMD-065 – Quarter Training and Exercise Report by 4/10/20.</li> <li></li> </ul>	EMD-065 has been submitted: Yes/No
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Submit EMD-065 – Quarter Training and Exercise Report by 7/10/20.</li> </ul>	EMD-065 has been submitted: Yes/No

4 <sup>th</sup>	<ul style="list-style-type: none"> <li>▪ Submit EMD-065 – Quarter Training and Exercise Report by 10/10/20.</li> <li>▪ Develop and submit multi-year training and exercise plan for FY2021 – FY2023 by 9/30/20.</li> </ul>	<p>EMD-065 has been submitted: Yes/No</p> <p>Multi-year training and exercise plan has been submitted: Yes/No</p>
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### (13) CRISIS COMMUNICATIONS, PUBLIC EDUCATION, AND INFORMATION

The Emergency Management Program (EMP) provides preparedness information and education to the public concerning threats to life, safety, and property. These activities include information about specific threats, appropriate preparedness measures, actions to mitigate the threats, including protective actions, updating the public website, and promoting hazard awareness weeks and campaigns such as “Do 1 Thing.”

	Planned Activities	Action Taken (Local EM Status Report)
1 <sup>st</sup>	<ul style="list-style-type: none"> <li>▪ Document efforts to educate the public about preparedness activities occurring between 10/1/19-12/31/19. Report the data presented and the media by which this was accomplished.</li> <li>▪ Document any Citizen Corps activity that occurred between 10/1/19-12/31/19.</li> </ul>	<p><i>Data Presented/Type of Media:</i>            Awareness Weeks: _____, Media: _____            Speaking Engagement: _____, Media: _____            See Something/Say Something: Yes/No: Media: _____            8 signs of terrorism: Yes/No: Media: _____            Ok2Say: Yes/No, Media: _____            Other: _____, Media: _____</p> <p><i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i>            Training: # _____            Deployment/Activation: # _____</p>
2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>▪ Document efforts to educate the public about preparedness activities occurring between 1/1/20-3/31/20. Report the data presented and the media by which this was accomplished.</li> </ul>	<p><i>Data Presented/Type of Media:</i>            Awareness Weeks: _____, Media: _____            Speaking Engagement: _____, Media: _____            See Something/Say Something: Yes/No, Media: _____            8 signs of terrorism: Yes/No, Media: _____            Ok2Say: Yes/No, Media: _____            Other: _____, Media: _____</p> <p><i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i></p>

	<ul style="list-style-type: none"> <li>Document any Citizen Corps activity that occurred between 1/1/20-3/31/20.</li> </ul>	Training: # _____ Deployment/Activation: # _____
3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Document efforts to educate the public about preparedness activities occurring between 4/1/20-6/30/20. Report the data presented and the media by which this was accomplished.</li> <li>Document any Citizen Corps activity that occurred between 4/1/20-6/30/20.</li> </ul>	<i>Data Presented/Type of Media</i> Awareness Weeks: _____, Media: _____ Speaking Engagement: _____, Media: _____ See Something/Say Something: Yes/No, Media: _____ 8 signs of terrorism: Yes/No, Media: _____ Ok2Say: Yes/No, Media: _____ Other: _____, Media: _____  <i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i> Training: # _____ Deployment/Activation: # _____
4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Document efforts to educate the public about preparedness activities occurring between 7/1/20-9/30/20. Report the data presented and the media by which this was accomplished.</li> <li>Document any Citizen Corps activity that occurred between 7/1/20-9/30/20.</li> </ul>	<i>Data Presented/Type of Media</i> Awareness Weeks: _____, Media: _____ Speaking Engagement: _____, Media: _____ See Something/Say Something: Yes/No, Media: _____ 8 signs of terrorism: Yes/No, Media: _____ Ok2Say: Yes/No, Media: _____ Other: _____, Media: _____  <i>Citizen Corps Activity Type/Number of Citizen Corps Activities:</i> Training: # _____ Deployment/Activation: # _____

## (14) OTHER - Unscheduled EMERGENCY MANAGEMENT ACTIVITIES

List other emergency management work items not included in the preceding 13 EM Objectives.

	Activities	Action Taken
1 <sup>st</sup>		
2 <sup>nd</sup>		
3 <sup>rd</sup>		
4 <sup>th</sup>		

## CONTACTS FOR ASSISTANCE

The following is a list Subject Matter Experts (SME) to assist with the information required on this report.

	<b>Name of SME</b>	<b>Contact Information</b>	<b>Specialty</b>
	Lt. Jeff Yonker	yonkerj@michigan.gov <b>517-284-3843 (office), 517-719-9767 (cell)</b>	District 1 Coordinator
	Lt. Timothy Ketvirtis	KetvirtisT@michigan.gov <b>586-726-6709 (office), 517-202-5597 (cell)</b>	District 2N Coordinator
	Lt. Nate McQueen	McQueenN@michigan.gov <b>734-287-5044 (office), 248-210-0672 (cell)</b>	District 2S Coordinator
	Lt. Richard Martin	MartinR13@michigan.gov <b>517-322-1918 (office), 989-245-3154 (cell)</b>	District 3 Coordinator
	Lt. Kenneth High	HighK@michigan.gov <b>269-657-6081 (office), 269-332-3475 (cell)</b>	District 5 Coordinator
	Lt. Mark Russo	RussoM3@michigan.gov <b>616-866-6665 (office), 616-299-9312 (cell)</b>	District 6 Coordinator
	Lt. Michael DeCastro	DecastroM@michigan.gov <b>231-946-3005 (office), 231-499-8266 (cell)</b>	District 7 Coordinator
	Lt. Steven Derusha	DerushaS1@michigan.gov <b>906-293-8061 (office Newberry); 906-227-7504 (office Marquette); 517-898-5055 (cell)</b>	District 8 Coordinator
	F/Lt. Gabe Covey	CoveyG@michigan.gov <b>517-284-3989 (office), 517-927-5362 (cell)</b>	State and Local Support Section Manager
	Penny Burger	BurgerP@michigan.gov <b>517-284-3991 (office)</b>	Grants and Financial Management Section Manager
	Amanda VanKoevinger	VanKoevingerA@michigan.gov <b>517-284-3959 (office)</b>	Financial Analyst
	Kim Richmond	RichmondK@michigan.gov <b>517-284-3952 (office)</b>	Grants Unit Manager
	Kristie Helms	HelmsK@michigan.gov <b>517-284-3987 (office)</b>	Emergency Management Performance Grant Coordinator
	Matt Schnepf	SchnepfM1@michigan.gov <b>517-284-3950 (office)</b>	Recovery Unit Manager
	Mike Sobocinski	SobocinskiM@michigan.gov <b>517-284-3947 (office)</b>	Hazard Mitigation Planning

	Henrik Hollaender	HollaenderH@michigan.gov <b>517-284-3970 (office), 517-898-4225 (cell)</b>	Local Planning/NIMS
	Brenna Roos	RoosB@michigan.gov <b>517-284-3727 (office)</b>	HMEP/LEPC/ SARA Title III
	Brianna Briggs	BriggsB3@michigan.gov <b>517-230-2949 (cell)</b>	Operations Management Section Manager
	Jaclyn Barcroft	BarcroftJ@michigan.gov <b>517-230-2279 (cell)</b>	Communication Specialist
	Matt Cook	BouffardD@michigan.gov <b>517-284-3958 (office)</b>	MI CIMS Coordinator
	Jackie Hampton	HamptonJ@michigan.gov <b>517-284-3973 (office)</b>	Training and Exercise Section Manager
	Tonya Nobach	NobachT@michigan.gov <b>517-284-3956 (office)</b>	Training, Exercise, and Radiological Unit Manager
	Danica Frederick	FrederickD3@michigan.gov <b>517-285-9714 (cell)</b>	Training Officer
	Stephanie Aynn	AynnS@michigan.gov <b>517-285-9069 (cell)</b>	Exercise Officer
	Sherrie Loader	<u>LoaderS@michigan.gov</u> <b>517-284-3656 (office)</b>	Audit
	Dale George	GeorgeD5@michigan.gov <b>517-284-3962 (office)</b>	Public Information Officer
	Insp. James Grady	gradyj@michigan.gov <b>517-284-3967 (office)</b>	MSP/EMHSD Assistant Commander
	Capt. Emmitt McGowan	McGowanE1@michigan.gov <b>517-284-3966 (office)</b>	MSP/EMHSD Commander



Michigan State Police,  
Emergency Management and Homeland Security Division  
FY 2020 Emergency Management Report Schedule

**Initial Work Agreement DUE: October 31, 2019**

- **Annual Training and Exercise Plan Worksheet for 2020-2022:** Submit an electronic copy to the training and exercise staff at msp-em@michigan.gov by September 30, 2019. Please contain the following information in the subject line: "EMD-006 [Jurisdiction Name]".
- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** Submit Original and One (1) Copy to District Coordinator. Must have original signatures.
- **EMD-17: Summary Request for Emergency Management Assistance Expenses:** Submit to District Coordinator. Must have signatures. Electronic copy is acceptable.
- **Current Job Description:** For federally EMPG funded employee on EMD 17. Submit to District Coordinator. Submit Two (2) Copies.

**First Quarter Report**

- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** **DUE: 1/10/20.** Submit through MSP/EMHSD electronic survey tool.
- **EMD-065 Quarterly Training and Exercise Report:** **DUE: 1/10/20.** Submit through MSP/EMHSD electronic survey tool.
- **EMD-007: EMPG Quarterly Expenses Report:** **DUE: 1/20/20.** Submit on paper EMD 007.

**Second Quarter Report**

- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** **DUE: 4/10/20.** Submit through MSP/EMHSD electronic survey tool.
- **EMD-065 Quarterly Training and Exercise Report:** **DUE: 4/10/20.** Submit through MSP/EMHSD electronic survey tool.
- **EMD-007: EMPG Quarterly Expenses Report:** **DUE: 4/20/20.** Submit on paper EMD 007.

**Third Quarter Report**

- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** **DUE: 7/10/20.** Submit through MSP/EMHSD electronic survey tool.
- **EMD-065 Quarterly Training and Exercise Report:** **DUE: 7/10/20.** Submit through MSP/EMHSD electronic survey tool.
- **EMD-007: EMPG Quarterly Expenses Report:** **DUE: 7/20/20.** Submit on paper EMD 007.

**Fourth Quarter Report**

- **EMHSD-31: Emergency Management Performance Grant Work Agreement/Quarterly Report:** **DUE: 10/10/20.** Submit through MSP/EMHSD electronic survey tool.
- **EMD-065 Quarterly Training and Exercise Report:** **DUE: 10/10/20.** Submit through MSP/EMHSD electronic survey tool.
- **EMD-007: EMPG Quarterly Expenses Report:** **DUE: 10/20/20.** Submit on paper EMD 007.
- **Annual Training and Exercise Plan Worksheet for 2021-2023:** Submit an electronic copy to the training and exercise staff at msp-em@michigan.gov by September 30, 2020. Please contain the following information in the subject line: "EMD-006 [Jurisdiction Name]".

Updated 9/3/19

## 2020 Work Agreement Supplemental Document

This document was created by the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) and is supplemental to the 2020 Emergency Management Performance Grant (EMPG) Work Agreement/Quarterly Report (EMHSD-31). This document provides additional information to local emergency management programs to assist with the completion of the EMHSD-31. Each quarter the EMHSD-31 must be completed electronically and submitted through the MSP/EMHSD electronic survey system. Once the local Emergency Management Coordinator (EMC) submits the EMHSD-31, it will be forwarded to the District Coordinator (DC) for review and approval.

This document is organized by the 2020 EMHSD-31 items which are based on the standards identified in the EMHSD Publication 206: Local Emergency Management Standards. Pub 206 standards follow the Emergency Management Accreditation Program (EMAP).

The goal of each work agreement objective is identified in this document along with additional information and available resources that may assist in the completion of the objective.

### **Work Agreement Objective 1: Administration and Finance**

Goal: Verify that the appropriate administration and financial documents are submitted on time to MSP/EMHSD.

Pub 206 Standard: Section 4.1

Metrics:

- Indicate whether EMPG reports and financial documentation were submitted
  - Select Yes or No.

Notes:

- 1<sup>st</sup> Quarter Documents: 2020 EMD-007, EMHSD-31
- 2<sup>nd</sup> Quarter Documents: 2020 EMD-007, EMHSD-31
- 3<sup>rd</sup> Quarter Documents: 2020 EMD-007, EMHSD-31
- 4<sup>th</sup> Quarter Documents: 2020 EMD-007, EMHSD-31, Current Position Description for EMPG funded personnel, EMD-17, EMHSD-31
- There is no form for position descriptions, information can be sent in any format.
- The position descriptions are required to show that the duties being performed are in line with EMPG, especially for those that hold multiple positions. It is not a problem to submit the same position description with no changes each year.
- The original Initial Work Agreement with signatures containing the Chief Elected Official and Emergency Management Program Manager are due by the deadline determined by MSP/EMHSD which is October 15, 2019.
- The EMHSD-31 will be submitted electronically, electronic signatures are acceptable.
- The financial forms will not be submitted electronically.

### Contacts:

Penny Burger: 517-284-3991 - BurgerP@michigan.gov - Financial and Grants

Amanda VanKoevering: 517-284-3959 - VanKoeveringA@michigan.gov - Financial

### **Work Agreement Objective 2: Laws and authorities**

Goal: Verify attendance at quarterly district meetings and other meetings related to emergency management, which may assist in the execution of emergency management activities within the jurisdiction. This objective will assist in identifying functional areas where additional coordination and communication efforts are needed.

Pub 206 Standard: Section 4.2

### Metrics:

- Indicate whether the quarterly district meeting was attended
  - Select Yes or No.
- List the number of meetings attended per Emergency Support Function (ESF)
  - Examples:
    - ESF #1 Transportation, # of Meetings
    - ESF #7 Logistics, # of Meetings

### Notes:

- The federal ESFs were chosen for the work agreement as a way to organize meetings by type. The program/EOC does not need to be structured according to the 15 Federal ESFs to report in this format.
- Document meetings held with functional areas/annex heads regarding plan updates and other types of meetings e.g., Ebola concerns resulted in an increase of public health meetings.
- This objective will identify areas where more coordination and communication are needed, e.g. programs affected by flooding or disaster incidents should be participating in long term recovery meetings. If this is not occurring, MSP/EMHSD can analyze and address, e.g. a local program may not be aware of meetings held by the Michigan Department of Health and Human Services (MDHHS) and/or MI Voluntary Organizations Active in Disaster (VOAD). MSP/EMHSD can help bridge this gap.
- Difference between Regional and District meeting types:
  - Regional – Homeland Security Planning Board meetings
  - District – District meetings and any additional meetings conducted by the DC
- Do not track meetings in this area that are addressed elsewhere in the work agreement (e.g., Local Planning Team (LPT), Local Emergency Planning Committee (LEPC), etc.).
- If a meeting occurs with multiple functional areas, it can be counted in each appropriate ESF, e.g. an Emergency Operation Center (EOC) planning meeting can include multiple functional areas at once. A 1 can be counted in Transportation, Communications, and Firefighting if all were present at the meeting.
- The EMC does not need to attend all types of meeting.

### Resources:

15 National Response Framework ESF: <http://www.fema.gov/national-preparedness-resource-library>

### Contacts:

DCs: [http://www.michigan.gov/documents/EMD\\_Map-2\\_5-12-05\\_124830\\_7.pdf](http://www.michigan.gov/documents/EMD_Map-2_5-12-05_124830_7.pdf)

## **Work Agreement Objective 3: Hazard Identification, Risk Assessment, and Consequence Analysis**

Goal: Identify risk/vulnerability assessments that are completed in each jurisdiction. This objective is more detailed than #4 Hazard Mitigation. This objective should identify new hazards and identify vulnerabilities that may not have a hazard mitigation strategy associated with it. Number 4 Hazard Mitigation is a broad (5-year) view of mitigation objectives and action items. The activities identified in this standard may relate to the development of the Hazard Mitigation Plan and may also support activities in #5 Prevention and #6 Operational Planning.

Pub 206 Standard: Section 4.3

### Metrics:

- List the number of assessments completed in the I.P. Gateway tool.
  - This is the new system that has replaced ACAMS. It has been rolled out to all regional programs.
- List the number of risk assessments completed for critical infrastructure facilities such as schools, stadiums, chemical plants, etc.
- List the number of risk assessments completed for special events such as fairs, conventions, concerts, etc.
- List the number of risk assessments completed for local municipalities.
  - This may include a Threat and Hazard Identification and Risk Assessment (THIRA), Hazard Analysis Plan, use of Hazus, etc.
- List the number of risk assessments completed for the county.
  - This may include THIRA, Hazard Analysis Plan, use of Hazus, etc.

### Resources:

MSP/EMHSD Publications: [http://michigan.gov/msp/0,4643,7-123-1645\\_4607-14743--,00.html](http://michigan.gov/msp/0,4643,7-123-1645_4607-14743--,00.html)

Pub 103 - Michigan Hazard Analysis

Pub 106 - Michigan Hazard Mitigation Plan

Pub 207 - Local Hazard Mitigation Planning Workbook

FEMA - <http://www.fema.gov/hazard-mitigation-planning-risk-assessment>

### Contacts:

Mike Sobocinski: 517-284-3947 - [SobocinskiM@michigan.gov](mailto:SobocinskiM@michigan.gov) - Hazard Mitigation Planning

Peter Hoffman: 517-712-1556 - [HoffmanP4@michigan.gov](mailto:HoffmanP4@michigan.gov) - Critical Infrastructure Protection

## Work Agreement Objective 4: Hazard Mitigation

Goal: Document the status of their hazard mitigation plan, appropriate steps taken to create a new or update an expired plan, completed hazard mitigation plan objectives, and the dissemination of hazard mitigation grant information announcements and notices.

Pub 206 Standard: Section 4.4

### Metrics:

- Document whether your community has developed a hazard mitigation plan. (This question is conditional in the survey)
  - Select Yes, No, or Adopted County Plan - if you are a local jurisdiction that has a emergency management program but is incorporated in the county hazard mitigation plan.
- Confirm the date of the jurisdiction's hazard mitigation plan.
  - Plan is expired: Select Yes or No
  - Expiration date: Enter in the expiration date of the hazard mitigation plan - MM/DD/YYYY
- Document appropriate steps taken by your jurisdiction to create a new or update an expired hazard mitigation plan
  - Select checkbox next to all appropriate steps.
- Report the number of action items in the hazard mitigation plan that have been completed
  - List the total number of action items.
  - List the number of action items completed.
- Indicate whether MSP/EMHSD hazard mitigation information announcements and notices of funding availability for hazard mitigation assistance have been sent to local jurisdictions.
  - Select Yes, No, or Does Not Apply for municipal programs

### Notes:

- Document any issues with hazard mitigation grants, e.g. difficulty filling out forms, unable to provide the 25% match, etc.
- When using the State Hazard Mitigation Plan and the Michigan Hazard Analysis as references, users should use the most up to date document. The Hazard Mitigation Plan contains a more up-to-date Hazard Analysis after it is updated.

### Resources:

MSP/EMHSD Publications: [http://michigan.gov/msp/0,4643,7-123-1645\\_4607-14743--,00.html](http://michigan.gov/msp/0,4643,7-123-1645_4607-14743--,00.html)  
Pub 103 - Michigan Hazard Analysis  
Pub 106 - Michigan Hazard Mitigation Plan  
Pub 207 - Local Hazard Mitigation Planning Workbook  
FEMA: <http://www.fema.gov/hazard-mitigation-assistance>  
Local Mitigation Plan Review Guide: <https://www.fema.gov/media-library/assets/documents/23194>  
Local Mitigation Planning Handbook: <https://www.fema.gov/media-library/assets/documents/31598>

#### Contacts:

Mike Sobocinski: 517-284-3947 - SobocinskiM@michigan.gov - Hazard Mitigation Planning  
Matt Schnepf: 517-284-3950 - SchnepfM1@michigan.gov - Recovery Unit Manager

### **Work Agreement Objective 5: Prevention**

Goal: Identify strategies within the jurisdiction that coordinate prevention activities, monitor identified threats and hazards, adjust the level of prevention activity commensurate with the risk, and identify procedures for exchanging information between internal and external stakeholders to prevent incidents.

Pub 206 Standard: Section 4.5

#### Metrics:

- Identify prevention activities that the jurisdiction has participated in.
  - Select checkbox next to all prevention activities.

#### Notes:

- Prevention activities were taken directly from Pub 206, standards 4.5.2 and 4.5.3.

#### Contacts:

Peter Hoffman: 517-712-1556 - HoffmanP4@michigan.gov - Critical Infrastructure Protection  
MIOC: 877-616-4677 - MIOC@michigan.gov

#### Resources:

<http://michigan.gov/mioc>

### **Work Objective 6: Operational Planning**

Goal: Document attendance of planning meetings, verify status of Emergency Operation Plans (EOP)/Emergency Action Guidelines (EAG), annexes, support EOPs, and SARA Title III plans. Document emergency management coordination and participation with schools.

Pub 206 Standard: Section 4.6

#### Metrics:

- List the number of LPT and LEPC meetings that were attended.
- Indicate whether the EOP/EAG is up to date and list the plan expiration date.
  - EOP/EAG is current: Select Yes or No
  - Expiration date: Enter in the expiration date of the EOP/EAG- MM/DD/YYYY.
    - Plans expire every 4 years.
- List the total number of annexes in the EOP/EAG and the number of annexes that were reviewed and/or updated.
  - List the number of total annexes

- List the number of annexes updated
  - Reviewed annexes
- List number of times the jurisdiction participated with school officials regarding planning, seminars, outreach, and special events:
  - Planning: Assist/review a school plan; provide planning documents to schools, etc.
  - Seminars: School seminar regarding emergency management/school violence, etc.
  - Outreach: Include schools in emergency management activities such as drills, EOC activation, Student Tools Emergency Planning (STEP) program, etc.
  - Special Events: Participate in school activities; invite school officials to EM events, etc.
- Indicate whether the jurisdiction's Chief Elected Official (CEO) has signed the EOP/EAG and that their contact information is current and sent to the DC.
  - EOP/EAG CEO signature is current: Select Yes or No
  - Current CEO contact information was sent to DC: Select Yes or No
  - Does not apply: Select if no changes in CEO.
- Verify status of support EOPs for jurisdictions with population of 10,000 or more
  - List the number of total support plans
  - List the number of current emergency support plans.
    - Support plans expire after update of the County EOP or change of the municipal CEO.
  - Does not apply: Municipal programs can select this.
- Report status of Superfund Amendments and Reauthorization Act (SARA) Title III plans.
  - Report the number of total SARA Title III sites, provided by MSP/EMHSD and the Michigan Department of Environmental Quality (MDEQ).
- Document any problem areas with SARA Title III plans.
  - Does not apply: Municipal programs can select this.
- Verify receipt and distribution of scheduled drill days for school buildings.
  - Drill distribution was received: Select Yes or No
  - Drill distribution was distributed: Select Yes or No

Resources:

MSP/EMHSD Publications: [http://michigan.gov/msp/0,4643,7-123-1645\\_4607-14743--,00.html](http://michigan.gov/msp/0,4643,7-123-1645_4607-14743--,00.html)  
 Pub 201 Local Emergency Planning Workbook  
 Emergency Operations and Emergency Action Guidelines Templates  
 Pub 201a Review Guide for Local Emergency Operations Plans and Emergency Action Guidelines  
 Pub 204 Local Support Plan Guide  
 LEPC Organizing for Success  
 Guidance for Community Hazmat Response Plans  
 FEMA Plan: <http://www.fema.gov/plan>

### Contacts:

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Raquel Hardy: 517-284-3940 - HardyR@michigan.gov - Local Planning  
Brenna Roos: 517-284-3727 - RoosB@michigan.gov - HMEP/LEPC/ SARA Title III  
Wendy Galbreath: 517-284-3980 - GalbreathW@michigan.gov - School Planning

### **Work Agreement Objective 7: Incident Management**

Goal: Verify that the jurisdiction maintains an EOC call list, including the CEO, performs a call out drill, and conducts an EOC orientation session. Ensure that the local jurisdiction is compliant with the National Incident Management System (NIMS).

Pub 206 Standard: Section 4.7

### Metrics:

- Indicate whether the EOC call list, including the CEO, has been updated and sent to the DC.
  - EOC call list is updated: Select Yes or No
  - EOC call list has been sent to the DC: Select Yes or No
- Indicate if changes have been made to the EOC call list and sent to the DC.
  - Changes have been made: Select Yes or No
  - Changes have been sent to the DC: Select Yes or No
- Indicate whether an EOC call out drill or actual event has been performed to verify accuracy of the EOC call list.
  - EOC call out drill has been performed: Select Yes or No
  - EOC call out for an actual event has been performed: Select Yes or No
- Indicate whether an EOC orientation was conducted.
  - Select Yes or No
- Indicate whether the EMD-70 NIMS Training Progress Report and EMD-71 NIMS Certification forms and were submitted.
  - EMD-70 has been submitted: Select Yes or No
  - EMD-71 has been submitted: Select Yes or No

### Notes:

- The EOC call list should be updated and submitted to the DC each year this is listed in the 1<sup>st</sup> quarter. After the 1<sup>st</sup> quarter the metric only asked for changes to be reported and sent.
- EOC orientations can be integrated with EOC planning meetings or EOC call out drills.
- EOC orientation may include orientation for new employees, training of new EOC technology/equipment, review of EOC procedures, etc.
- EOC call out drill can count towards exercise credit if an After Action Report (AAR) is completed.
- The EMD 70 and 71 will be submitted electronically.



### Resources:

FEMA: <http://www.fema.gov/national-incident-management-system>

MSP/EMHSD NIMS: <http://www.michigan.gov/msp/0,4643,7-123-1564-191891--Y,00.html>

### Contacts:

DCs: [http://www.michigan.gov/documents/EMD\\_Map-2\\_5-12-05\\_124830\\_7.pdf](http://www.michigan.gov/documents/EMD_Map-2_5-12-05_124830_7.pdf)

Henrik Hollaender: 517-284-3970 - [HollaenderH@michigan.gov](mailto:HollaenderH@michigan.gov) – NIMS

## **Work Agreement Objective 8: Resource Management and Logistics and Mutual Aid**

Goal: Ensure that Mutual Aid Agreements (MAAs) and Memoranda of Understandings (MOUs) are developed and maintained, the Michigan Emergency Management Assistance Compact (MEMAC) is promoted, and that the jurisdiction's NIMS typed resources are current in the Michigan Critical Incident Management System (MI CIMS).

Pub 206 Standard: Sections 4.8 & 4.9

### Metrics:

- List number of new, updated, and current MAAs/MOUs.
  - List number of new MAA/MOUs
  - List number of updated MAA/MOUs
  - List number of current MAA/MOUs
- Document the name of new MEMAC members.
- Indicate whether the EMD-003 Resource Inventory Certification Form was submitted.
  - Select Yes or No

### Notes:

- The EMD-003 will be submitted electronically.

### Resources:

NIMS RLTL Tool: <https://rtlt.ptaccenter.org/Public>

<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-703.a>

MSP/EMHSD NIMS: <http://www.michigan.gov/msp/0,4643,7-123-1564-191891--Y,00.html>

MSP/EMHSD MEMAC: [http://www.michigan.gov/msp/0,4643,7-123-60152\\_69727\\_69730\\_69743-9460--,00.html](http://www.michigan.gov/msp/0,4643,7-123-60152_69727_69730_69743-9460--,00.html)

### Contacts:

Henrik Hollaender: 517-284-3970 - [HollaenderH@michigan.gov](mailto:HollaenderH@michigan.gov) – NIMS

## **Work Agreement Objective 9: Communications and Warning**

Goal: Verify that the jurisdiction maintains a primary and secondary warning system, participate in radio tests and MI CIMS drills, and are actively involved in exercising additional

communication methods. Verify attendance at regional Michigan Association of Broadcasters (MAB)/Emergency Alert System (EAS) meetings and review of regional plans.

Pub 206 Standard: Section 4.10

Metrics:

- Document the name of the primary and secondary notification systems.
- Verify if jurisdiction is IPAWS compliant. (this question is conditional in the survey)
  - Select Yes, No, or N/A. N/A for non-county 390 programs. IPAWS is on county level.
- If jurisdiction is not IPAWS compliant, document if your jurisdiction is in the process of becoming IPAWS compliant.
  - Select Yes, No, or N/A
- If jurisdiction is not working towards IPAWS compliancy; indicate reason.
  - Open text box to document reasons
- List the number of radio tests that the jurisdiction participated in.
  - List the number of district radio tests
  - List the number of state radio tests
  - List the number of other radio tests
- List the number of MI CIMS drills that the jurisdiction participated in.
  - List the number of district MI CIMS drills
  - List the number of state MI CIMS drills
- Document additional communication tests that the jurisdiction has participated in.
  - Document name of communication tests
  - List the number of communication tests
- List the number of meetings with local EAS/MAB region representatives.
- Indicate whether the jurisdiction's warning capabilities were compared to the regional MAB plan.
  - Select Yes or No

Notes:

- Additional communication drills may include members of the public health sector, the general public, airports, special teams, multiple counties or jurisdictions, etc. This may also include sirens activated, tone alert with schools, EOC communications drills, etc.
- Additional communication drills may test social media, Radio Amateur Civil Emergency Service (RACES)/AUXCOM, Ham Radio, Emergency Alert System (EAS), Integrated Public Alert & Warning System (IPAWS), etc.
- State MI CIMS drills include any drill conducted by the state MI CIMS administrators e.g., Statewide load tests, etc.
- State and local EAS plans require a password.
- All regional plans were approved and submitted to Federal Communications Commission by MAB.
- All emergency managers are on their respective EAS region Local Emergency Communications Committee. Membership includes the local broadcast stations, the DC,

every county emergency manager, and representatives of special interest groups. Notices of meetings will be issued by the MAB.

- The MAB has a program to assist emergency managers with any and all issues with public alerting.
- Emergency Management coordinators should be meeting with their EAS regions which may be different than the MSP/EMHSD districts. Any meeting with representatives in these regions can be documented here.

#### Resources:

IPAWS: [http://www.michigan.gov/documents/msp/IPAWS\\_Informational\\_Letter\\_2-4-13\\_410325\\_7.pdf](http://www.michigan.gov/documents/msp/IPAWS_Informational_Letter_2-4-13_410325_7.pdf)

EMNet Training: <http://www.michmab.com/EASFCC/EmergencyAlertSystemEAS/EMnetTraining>  
EAS Required Monthly Test Schedules

<http://www.michmab.com/EASFCC/EmergencyAlertSystemEAS/AreaEASTestSchedules>

Password required EAS Forum

<http://www.michmab.com/Login?returnurl=%2fEASFCC%2fEmergencyAlertSystemEAS%2fMichiganEASForum>

#### Contacts:

Don Bouffard: 517-284-3995 - BouffardD@michigan.gov - Communications

Don Kelly: 517-484-7444 - dkelly@michmab.com – Director of Technical Services/Digital Communications Manager, Michigan Association of Broadcasters

### **Work Agreement Objective 10: Operations and Procedures and Facilities**

Goal: Verify that procedures for requesting a Governor's emergency or disaster declaration and state assistance are up to date in the jurisdiction's plans and that they are reviewed by public officials. Ensure that the jurisdiction maintains EOC procedures and provides an updated copy to the DC.

Pub 206 Standard: Sections 4.11 and 4.12

#### Metrics:

- Indicate whether the procedures for requesting a governor's emergency or disaster declaration, and state assistance are up-to-date in the jurisdiction's plans and have been reviewed with public officials.
  - Procedures are up to date in plans or procedures: Select Yes or No
  - Procedures have been reviewed with public officials: Select Yes or No
- Indicate whether the EOC procedures are current and have been provided to the DC.
  - Report updates to EOC activation, operation, and deactivation procedures: Select Yes or No
  - Procedures have been sent to DC: Select Yes or No
- Indicate whether major updates have been made to EOC procedures and sent to the DC.
  - Major updates have been made: Select Yes or No

- Major updates have been sent to the DC: Select Yes or No

Notes:

- Review with public officials can include a phone call, email, meeting, etc.

Resources:

MSP/EMHSD Publications: [http://michigan.gov/msp/0,4643,7-123-1645\\_4607-14743--,00.html](http://michigan.gov/msp/0,4643,7-123-1645_4607-14743--,00.html)  
 Pub 901 Michigan Damage Assessment Handbook  
 Attachment C, page 23: Formatting for Declaring a local "State of Emergency"  
 Attachment D, Page 24: Format for Requesting a Governor's Emergency or Disaster Declaration and State Assistance.  
 EOC Management and Operations:  
<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=is-775>  
<http://www.fema.gov/mitigation-best-practices-portfolio/emergency-operations-center-assessment-checklist>

Contacts:

DCs: [http://www.michigan.gov/documents/EMD\\_Map-2\\_5-12-05\\_124830\\_7.pdf](http://www.michigan.gov/documents/EMD_Map-2_5-12-05_124830_7.pdf)  
 Tom Weber: 517-284-3941 - WeberT1@michigan.gov - State Planning Manager

**Work Agreement Objective 11: Training**

Goal: Verify that jurisdiction is promoting emergency management courses.

Pub 206 Standard: Sections 4.13Metrics:

- Indicate if the emergency management course schedule has been promoted.
  - Select Yes or No

Notes:

- All training is included in the EMD-065 Quarterly Training and Exercise Report. The EMD-65 now includes the previous Quarterly Training Report and Quarterly Exercise Report. They have been combined and will be submitted electronically.
- The EMD-065 is NOT a unique link per jurisdiction like the EMD-31 is. The link can be accessed at: [https://survey.vovici.com/se/6CAB81314F4B83A0\\_](https://survey.vovici.com/se/6CAB81314F4B83A0_). This link is located on the website [https://www.michigan.gov/msp/0,4643,7-123-72297\\_60152\\_69852---,00.html](https://www.michigan.gov/msp/0,4643,7-123-72297_60152_69852---,00.html), will be sent by the electronic system each quarter, and is also included in the email containing the EMD-31.
- State Training provides the Emergency Management Course Catalog for each year
- Emergency Management Institute (EMI) provides the list of Federal Training courses for each year, including EOC specific training.

Resources:

MSP EMHSD Training & Exercise Guidebook: [http://www.michigan.gov/msp/0,4643,7-123-60152\\_69852---,00.html](http://www.michigan.gov/msp/0,4643,7-123-60152_69852---,00.html)  
 MI-Train: <https://mi.train.org/DesktopShell.aspx>  
 EMI - <http://training.fema.gov/>

Contacts:

Danica Frederick: 517-285-9714 - FrederickD3@michigan.gov – Training Officer

**Work Agreement Objective 12: Exercises, Evaluations and Corrective Actions**

Goal: Verify that the jurisdiction has submitted the EMD-065 and the multi-year training and exercise plan and adhered to required exercise participation as listed in the EMPG work agreement.

Pub 206 Standard: Sections 4.1Metrics:

- Indicate whether the EMD-065 has been submitted.
  - Select Yes or No
- Indicate whether the multi-year training and exercise plan has been submitted.
  - Select Yes or No

Resources:

MSP EMHSD Training and Exercise Guidebook: [http://www.michigan.gov/msp/0,4643,7-123-60152\\_69852---,00.html](http://www.michigan.gov/msp/0,4643,7-123-60152_69852---,00.html)  
[http://www.fema.gov/media-library-data/20130726-1914-25045-8890/hseep\\_apr13\\_.pdf](http://www.fema.gov/media-library-data/20130726-1914-25045-8890/hseep_apr13_.pdf)  
[hseep.dhs.gov/hseep\\_em](http://hseep.dhs.gov/hseep_em)

Contacts:

Stephanie Aynn: 517-285-9069 – AynnS@michigan.gov - Exercise Officer

**Work Agreement Objective 13: Crisis Communications, Public Education and Information**

Goal: Document efforts to educate the public about preparedness activities and report Citizen Corps activities.

Pub 206 Standard: Sections 4.15

Metrics:

- Document efforts to educate the public about preparedness activities
  - Awareness weeks: Document name e.g., Severe Weather, Winter Awareness, National Preparedness month, etc.
  - Media: document name of media e.g., social, print, TV, radio, etc.
  - See Something/Say Something: Select Yes or No
  - Eight Signs of Terrorism: Select Yes or No
  - OK2Say: Select Yes or No
- Document any Citizen Corps activity that occurred
  - Citizen Corps Activity Type/Number of Citizen Corps Activities.

Resources:

MSP/EMHSD Preparedness: [http://www.michigan.gov/msp/0,4643,7-123-60152\\_68558---,00.html](http://www.michigan.gov/msp/0,4643,7-123-60152_68558---,00.html)  
MSP/EMHSD 7 Signs of Terrorism: <http://www.michigan.gov/msp/0,4643,7-123-1564-171767--,00.html>  
<http://www.ready.gov/citizen-corps>  
<http://www.fema.gov/national-preparedness>  
<http://www.dhs.gov/see-something-say-something>

Contacts:

Dale George: 517-284-3962 - [GeorgeD5@michigan.gov](mailto:GeorgeD5@michigan.gov) - Public Information Officer

Wendy Galbreath: 517-284-3980 - [GalbreathW@michigan.gov](mailto:GalbreathW@michigan.gov) - Preparedness Activities

MIOC: 877-616-4677 - [MIOC@michigan.gov](mailto:MIOC@michigan.gov) - Eight signs of Terrorism, "If You See Something, Say Something" Campaign

## LOCAL BUDGET FOR EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)

**AUTHORITY:** 1976 PA 390, as amended, MCL 30.407a; **COMPLIANCE:** Voluntary.

**Emergency Manager Annual Salary/Fringes:** October 1,                      through September 30,

This request is for participation in the matching funds EMPG Program for projected expenses for emergency management. Submit an original and one copy to the appropriate Michigan State Police, Emergency Management and Homeland Security Division district coordinator. Retain a copy for your records.

Jurisdiction	District
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I. Personnel Costs			
Emergency Program Manager's Full Name		Gross Annual Salary (GS)	Portion of GS Dedicated to EMPG Program
Total Hours Worked per Week	Gross Annual Fringe Benefits (GFB)	Portion of GFB Dedicated to EMPG Program	
Total Hours per Week Dedicated to EMPG Program		* Total Salary/Fringes Dedicated to EMPG Program	

\* **Note:** Salary and fringes are only allowable for **one** emergency manager/program manager under the EMPG Program. Fringe benefits are limited to holiday pay, vacation leave, sick leave, Social Security, Medicare, unemployment, workers compensation, retirement, and health and life insurance benefits.

II. Certification		
<input type="checkbox"/> I hereby certify that the salary and fringe benefits reported on this document represent an accurate budget for the EMPG Program.		
Signature of Emergency Program Manager	Title	Date
Signature of Financial Officer	Title	Date
Review Completed by District Coordinator	Title	Date

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:** Click or tap to enter a date.

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**Resolution Authorizing the Reorganization of the Drain Department – Drain Commissioner**

**WHEREAS,** the Drain Commissioner has evaluated the organizational structure of the Drain Department and wishes to make changes to that structure; and

**WHEREAS,** the Drain Department normally operates with 23 FTEs; and

**WHEREAS,** the Drain Department is currently operating with 22 FTEs and will soon be operating with 21 FTEs due to staff leaving within the department; and

**WHEREAS,** the two vacancies, Sanitary Facilities Operator and Administrative Aide, allow the opportunity to change the positions to Assistant Sanitary Facilities Operator and Administrative Specialist, respectively; and

**WHEREAS,** the Assistant Sanitary Facilities Operator and Administrative Specialist positions have previously been evaluated by Municipal Consulting Services, LLC., who classified the positions at Grade 6 and Grade 5, respectively; and

**WHEREAS,** the intent of the Drain Commissioner is to consider potential promotion of the Assistant Sanitary Facilities Operator (Grade 6) to Sanitary Facilities Operator (Grade 7) in the future upon completion of training and achievement of the necessary skills and knowledge; and

**WHEREAS,** the proposed changes to the organizational structure will not impact the current budget.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the reorganization of the Drain Department changing the currently vacant Sanitary Facilities Operator position to Assistant Sanitary Facilities Operator, and changing the Administrative Aide position to an Administrative Specialist position as described in the position control chart below.

**CURRENT**

<b>Position #</b>	<b>Description</b>	<b>Grade</b>
27500107	SAN. FACILITY OPERAT	7
27500118	ADMINISTRATIVE AIDE	3

**PROPOSED**

<b>Position #</b>	<b>Description</b>	<b>Grade</b>
27500107	ASSISTANT SAN. FACILITY OPERAT	6
27500118	ADMINISTRATIVE SPECIALIST	5

#

#

#

**MOVED:**

**SECONDED:**

**CARRIED:**





**LIVINGSTON COUNTY, MICHIGAN**  
**OFFICE OF THE LIVINGSTON COUNTY DRAIN COMMISSIONER**

2300 E. Grand River Avenue, Suite 105, Howell, MI 48843  
Phone 517-546-0040 Fax 517-545-9658  
Web Site: [www.livgov.com/drain](http://www.livgov.com/drain)

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Michelle LaRose, Deputy Drain Commissioner**  
**Date: 9/23/2019**  
**Re: Reorganization of the Drain Department**

Honorable Commissioners:

The Drain Commissioner's office covers a breadth of responsibilities, such as drain maintenance, administration and implementation of the Soil Erosion and Sedimentation Control Program, operation and maintenance of wastewater collection and treatment systems, watershed management, solid waste management, and continuous response to citizens regarding ongoing development, drainage issues, and other concerns. The Drain Department accomplishes these tasks with 23 full time employees (FTEs) and strives to operate as efficiently as possible with the resources at hand.

The department currently has one vacancy resulting from the recent departure of a staff member, and a second vacancy will soon exist as a result of a retirement. Vacant positions were advertised and filled with internal candidates, which at this point still leaves us with two vacant positions: Sanitary Facilities Operator and Administrative Aide. This presents us with an ideal opportunity to restructure in a manner that better suits the needs of this office. The attached resolution would permit the following changes to the organizational structure of the Drain Department:

1. *Change the vacant Sanitary Facilities Operator position to Assistant Sanitary Facilities Operator.*

DESCRIPTION: The current structure of the sanitary sewer division includes four Sanitary Facilities Operators (Grade 7) and one Sanitary Facilities Superintendent (Grade 8). The proposed change would modify the structure to include one Assistant Sanitary Facilities Operator (Grade 6), three Sanitary Facilities Operators (Grade 7), and one Sanitary Facilities Superintendent (Grade 8). The intent is to potentially promote the Assistant Sanitary Facilities Operator to Sanitary Facilities Operator in the future upon completion of training and achievement of the necessary skills and knowledge.

**BENEFITS:** The tiered structure offers an opportunity for advancement. The potential to be promoted provides incentive for the less experienced Assistant Sanitary Facilities Operator to learn the job efficiently and effectively. The more quickly an operator can get up to speed in understanding the sewer system operations, the sooner that person can share in other responsibilities such as becoming the lead responder to emergency calls outside of normal working hours. Consequently, it also offers incentive for the more experienced operators to help train the Assistant since it ultimately alleviates additional burden on them once the person is promoted. This helps to foster a stronger team environment.

**BUDGET IMPACT:** The proposed position is a grade lower than the current position. Therefore, this would not adversely impact the budget for 2019 or 2020.

2. *Change the vacant Administrative Aide position to Administrative Specialist.*

**DESCRIPTION:** The current structure of the front office staff includes one Office Manager (Grade 5), one Administrative Specialist (Grade 5), and one Administrative Aide (Grade 3). The vacant Administrative Aide position was recently advertised. After conducting interviews, an offer was extended to the top candidate, who declined due to a counteroffer. The remaining top two candidates were contacted and also declined due to other opportunities with higher salaries. After further reflection of the front office structure, it became evident that both the Administrative Specialist and Administrative Aide have shared the same duties within the Drain Office over the last several years. It is nearly impossible to divide responsibilities such that one position would have more or less responsibility than the other. The proposed change would modify the structure to include one Office Manager and two Administrative Specialists.

**BENEFITS:** Changing the position to Administrative Specialist will open the door to a wider range of more qualified candidates due to the higher level of pay. Additionally, having two of the same position helps to foster a stronger front office team by minimizing potential resentment that may occur from staff who perform equal tasks at different pay grades.

**BUDGET IMPACT:** The proposed position is two grades higher than the current position. However, the Drain Department has had multiple staff changes that offset this change in cost for both 2019 and 2020. Therefore, this would not adversely impact the budget.

We respectfully request passage of the attached resolution for reorganization of the Drain Department.

RISK

MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
A U T H O R I T Y

September 16, 2019

Ms. Natalie Hunt  
County of Livingston  
304 East Grand River, Ste 203  
Howell, MI 48843

**Re: Public Official Bond for Kathe Wenzel**

Dear Ms. Hunt:

Enclosed is the Public Official Bond(s) along with Power of Attorney designation form(s), per your request.

**Please have the employee review his/her name.** If correct, then sign the bond on the "Principal" signature line exactly as it appears on the bond. **The bond must be approved & dated by the Chief Judge.** If the employee name is incorrect please contact me.

**To complete the bonding process with the MMRMA,** forward a copy of the signed and approved bond to our office by email to [denisew@ibexagency.com](mailto:denisew@ibexagency.com) or fax to (248) 538-0471.

If you have any questions or need any additional information please contact us.

Sincerely,



Denise Weidenhamer  
Customer Service Representative



**RISK**

MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
A U T H O R I T Y

**PUBLIC OFFICIAL BOND**

**KNOW ALL MEN BY THESE PRESENTS:**

That, KATHE WENZEL, PROBATE RESGISTER COUNTY OF LIVINGSTON as Principal, and the Michigan Municipal Risk Management Authority of the State of Michigan, and having its principal office in the city of Livonia, Michigan, as Surety, are held firmly bound unto,

COUNTY OF LIVINGSTON AND THE STATE OF MICHIGAN

in the penal sum of ONE THOUSAND DOLLARS Dollars (\$1,000.00)  
lawful money of the United States of America, for which payment, well and truly to be made, we jointly and severally bind ourselves, our successors and assigns. The stated penal sum is the limit of liability for all losses caused by the principal to whom it applies during the time the bond is in force whether the loss occurs in one act or is spread over a period of years. Since the bond is a continuous instrument, the limit of the stated penal sum does not apply to each separate year that the bond is in force, but to the entire time the coverage is in existence.

SIGNED, SEALED, and DATED this 13<sup>TH</sup> day of SEPTEMBER 2019  
(Month) (Year)

WHEREAS the aforesaid Principal has BEEN DULY ELECTED OR APPOINTED TO THE POSITION OF  
PROBATE REGISTER

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, That if the aforesaid Principal shall faithfully perform the duties of said office then this obligation shall be void, otherwise to remain in full force and effect.

APPROVED BY: \_\_\_\_\_

KATHE WENZEL (Principal)

TITLE: \_\_\_\_\_

MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY

DATE: \_\_\_\_\_

By Michael L. Rhyner  
Michael L. Rhyner (Attorney-in-Fact)



**RISK**

MICHIGAN MUNICIPAL  
RISK MANAGEMENT  
A U T H O R I T Y

**POWER OF ATTORNEY**

**KNOW ALL MEN BY THESE PRESENTS:**

This Power of Attorney authorizes the execution of one instrument to which it should be attached.

That the Michigan Municipal Risk Management Authority, a self-insurance entity, does hereby make, constitute and appoint the following Attorney in Fact, with full power and authority conferred upon him or her to sign, execute, acknowledge and deliver for and on its behalf as Surety and its act and deed, any one bond, indemnity or undertaking, consent or agreement which this Authority may be authorized to write.

MICHAEL L. RHYNER, Executive Director

The Michigan Municipal Risk-Management Authority certifies that the following is a true and correct copy of the part of the minutes of the Board of Directors meeting of September 26, 1991, Action #92-18, moved by Robert Smith supported by Daniel Cullen, that:

"All bonds, policies, undertakings or other obligations of the Authority shall be executed in the name of the Authority by the Executive Director, or by such other officers as the Board of Directors May authorize from time to time. The corporate seal is not necessary for the validity of any bonds issued by the Authority."

In Witness Whereof, the said Michigan Municipal Risk Management Authority has caused these presents to be executed by its Secretary and Executive Director this 13th day of September 2019.

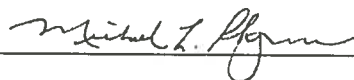
ATTEST

MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY



Secretary

By



Executive Director