

EATON COUNTY BOARD OF COMMISSIONERS



Tim Barnes
Blake Mulder
Terrance Augustine
Brandon Haskell
Jeanne Pearl-Wright

Trevor "TJ" Youngquist
Mark Mudry
Joseph C. Brehler
Brian Droscha
Jacob Toomey

Scott Hansen
Brian Lautzenheiser
Jim Mott - Chair
Frank Holmes
Barbara A. Rogers - Vice Chair

EATON COUNTY BOARD OF COMMISSIONERS/PUBLIC SAFETY COMMITTEE

THURSDAY, JANUARY 11, 2024, 4:00 P.M.

BOARD OF COMMISSIONERS' ROOM, COUNTY COURTHOUSE, CHARLOTTE

AGENDA

1. Call to Order.
2. Pledge of Allegiance.
3. Agenda Additions and Changes.
4. Approval of December 7, 2023 Minutes.
5. Limited Public Comment.
6. Sheriff's Office Update.
 - Sheriff Jail Medical Request
 - Reports
 - Reimbursement
 - Jail Census
 - Security
7. Central Dispatch Update.
8. Emergency Management Update.
 - Multi-year Strategic Plan
 - Interlocal Incident Management Team (IMT) Agreement
9. Miscellaneous.
10. Limited Public Comment.
11. Adjournment.

A quorum of the Board of Commissioners may be present at this meeting.



1045 Independence Blvd.
Charlotte, MI 48813



eatoncounty.org

PUBLIC SAFETY COMMITTEE

THURSDAY, DECEMBER 7, 2023

4:00 P.M.

MINUTES

MEMBERS PRESENT: Commissioners Tim Barnes, Brian Droscha, Jacob Toomey, Scott Hansen, Brandon Haskell, and Frank Holmes

ABSENT: Commissioner Mark Mudry

ALSO PRESENT: Commissioners Jim Mott, Terrance Augustine, and Joe Brehler, Connie Sobie, Sheriff Tom Reich, Undersheriff Jeff Cook, Chief Deputy El Sidel, Sergeant Jason Shipman, Kelly Cunningham, Frances D'Huyvetter, Ryan Wilkinson, and Jerri Nesbitt

The December 7, 2023, regular meeting of the Public Safety Committee was called to order at 4:00 p.m. by Chairperson Barnes.

The Pledge of Allegiance was given by all.

AGENDA ADDITIONS AND CHANGES

Commissioner Haskell moved to approve the agenda with one amendment, to add Windsor Township Police Services Contract under Miscellaneous. Commissioner Droscha seconded. Motion carried unanimously

APPROVAL OF MEETING MINUTES

Commissioner Droscha moved to approve the November 2, 2023, meeting minutes as presented. Commissioner Haskell seconded. Motion carried unanimously.

LIMITED PUBLIC COMMENT - None.

SHERIFF'S OFFICE UPDATE

Sheriff Reich reported the highlights for the month of November, 2023. Sheriff Reich introduced Lieutenant Jason Shipman as the newly promoted County Patrol Lieutenant. He is replacing Lieutenant Scott Brooks who retired in early December.

CENTRAL DISPATCH UPDATE

Central Dispatch Director Cunningham reported a busy month with several Telecommunicators attending trainings. One supervisor resigned and the promotion process is progressing to fill that vacancy. Director Cunningham presented a State and Local Cybersecurity Grant Program consent agreement for potential future funding. Commissioner Haskell moved to recommend approval of the agreement. Commissioner Toomey seconded. Motion carried unanimously.

EMERGENCY SERVICES UPDATE

Emergency Services Manager Wilkinson reported on the status of the Presidential Declaration request filed by the governor on October 18th from the severe storms that swept through Eaton

County August 14th. It is expected it will be a few months before we receive word on approval or denial. Should the request be denied, he anticipates the state would opt to appeal, potentially extending the review process by several more months. Review of the Multi-Year Strategic Plan has begun.

MISCELLANEOUS

WINDSOR TOWNSHIP POLICE SERVICES CONTRACT

Controller Sobie presented the Windsor Township Police Services Contract for calendar year 2024 and noted no changes were made to the contract from the current year. Discussion Held. Commissioner Toomey moved to recommend approval of the contract to the Ways and Means Committee. Commissioner Haskell seconded. Motion carried unanimously.

LIMITED PUBLIC COMMENT - None.

ADJOURNMENT

Commissioner Barnes adjourned the meeting at 4:20 p.m.

The next regularly scheduled meeting of the Public Safety Committee will be held in January 2024 on a date to be determined at the Board of Commissioners Organizational Meeting scheduled for 7:00 p.m. on January 2, 2024, in the Board of Commissioners Room of the Courthouse located at 1045 Independence Blvd, Charlotte MI 48813.

Commissioner Timothy Barnes
Chairperson, Public Safety Committee



EATON COUNTY OFFICE OF THE SHERIFF

THOMAS L. REICH, SHERIFF

JEFFREY G. COOK, UNDERSHERIFF

ELBERT SIDEL, CHIEF DEPUTY

1025 Independence Blvd • Charlotte MI 48813 • Phone 517-543-3512 • 517-372-8217 • Fax 517-543-2922

December 12, 2023

To: Eaton County Board of Commissioners

From: Sheriff Reich

Ref: Lucas medical device for our jail inmate medical clinic

In an effort to improve our emergency medical response for an inmate suffering a cardiac arrest in our jail, we would like to purchase a Stryker Lucas Chest Compression system. When applied to a person in cardiac arrest, it performs perfect depth chest compressions at the ideal rate and without interruption, for as long as necessary. This device has been credited by emergency medical doctors to have saved many lives.

We have been offered an opportunity to purchase a used device, re-furbished and in excellent condition for \$10,000 total. This is approximately 50% of the price of a new unit. Stryker representatives have advised us that they can service this device for many years to come. The manufacturers recommended annual service is also included in the quote (4 years).

Since this device is intended for the benefit of inmates incarcerated in our jail, we would like to use funding from the Commissary Proceeds Fund to make this purchase.

Thank you for your consideration.

Sheriff Tom Reich

JAIL BOARDING					
Fiscal Year 2023-2024		DECEMBER 2023			
PAYEE	REVENUE ACCOUNT	ANNUAL BUDGET	MONTHLY BILLED	YTD BILLED	YTD COLLECTED
PAROLE VIOLATORS	MDOC HOUSING	\$15,000.00	\$1,295.00	\$3,675.00	\$2,587.39
DIVERTED FELONS	MDOC HOUSING	\$275,000.00	\$23,425.00	\$71,067.20	\$47,642.50
IDRP PROGRAM	MDOC HOUSING	\$0.00	\$9,415.00	\$17,465.00	\$0.00
WRAP PROGAM	MDOC HOUSING	\$385,000.00	\$47,925.00	\$136,485.00	\$89,750.15
TOTAL BOARDING		\$675,000.00	\$82,060.00	\$228,692.20	\$139,980.04
GENERAL FUND					
INDIVIDUALS	SENTENCED INMATES	CURRENT BUDGET	MONTHLY BILLED	YTD BILLED	YTD COLLECTED
	HOUSING	\$20,000.00	\$151,072.00	\$318,976.00	\$1,303.88
	OUIL IMPAIRED	\$15,000.00	\$2,093.00	\$5,199.00	\$2,399.00
	FALSE ALARMS	\$10,000.00	\$0.00	\$1,610.00	\$1,390.00
	ABAN. VEHICLES	\$4,000.00	\$0.00	\$6,600.00	\$1,332.23
	INMATE MEDICAL	\$1,000.00	\$2,065.22	\$9,031.40	\$302.25
TOTALS		\$50,000.00	\$155,230.22	\$341,416.40	\$6,727.36

JAIL COUNT SUMMARY

Oct-23

Day	Building Total	Eaton County Pop.	Female Inmates	MDOC	WRAP	% of Capacity	% of Eaton County Pop
1	203	163	33	10	29	54%	81%
2	196	156	32	10	29	52%	80%
3	195	152	30	11	31	52%	78%
4	196	156	31	7	32	52%	80%
5	193	153	31	7	32	52%	80%
6	184	149	31	4	31	49%	81%
7	193	157	32	4	31	52%	82%
8	194	158	33	4	31	52%	82%
9	192	156	33	4	31	51%	82%
10	189	152	32	4	32	51%	81%
11	187	154	30	1	32	50%	82%
12	185	152	30	1	32	49%	82%
13	178	144	29	2	32	48%	81%
14	183	149	28	2	32	49%	81%
15	186	154	29	2	30	50%	83%
16	184	152	29	2	30	49%	82%
17	182	151	29	2	29	49%	83%
18	180	149	28	2	29	48%	83%
19	179	148	28	2	29	48%	82%
20	179	143	26	5	31	48%	80%
21	182	149	26	5	28	49%	82%
22	183	150	30	5	28	49%	82%
23	182	149	29	5	28	49%	82%
24	174	146	27	0	28	47%	84%
25	176	145	27	3	28	47%	82%
26	186	155	27	3	28	50%	83%
27	183	147	26	5	31	49%	80%
28	187	152	25	5	30	50%	81%
29	190	154	26	5	30	51%	81%
30	189	153	26	5	30	51%	81%
31	182	147	23	5	30	49%	81%

TOTAL			896	132	934	50%	39%
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Bldg Total	5772
Avg/Day	186

Eaton Cty. Total	4544
Avg/Day	147

Housing Total	132
Avg/Day	4

Female Total	896
Avg/Day	29

JAIL COUNT SUMMARY

Nov-23

Day	Building Total	Eaton County Pop.	Female Inmates	MDOC	IDRP	WRAP	% of Capacity	% of Eaton County Pop
1	181	146	23	5	0	30	48%	80%
2	180	145	24	5	0	30	48%	80%
3	176	139	21	8	0	29	47%	79%
4	180	144	21	8	0	28	48%	80%
5	183	146	21	8	0	29	49%	80%
6	179	142	21	8	0	29	48%	79%
7	175	140	19	6	0	29	47%	80%
8	181	146	21	6	0	29	48%	80%
9	177	140	21	6	0	31	47%	79%
10	179	130	22	10	8	31	48%	72%
11	188	138	23	11	7	31	50%	74%
12	192	142	23	11	7	31	51%	74%
13	189	139	23	11	7	31	51%	74%
14	181	129	23	12	7	33	48%	71%
15	183	127	23	12	7	37	49%	69%
16	189	132	22	12	7	37	51%	70%
17	187	131	26	12	7	37	50%	70%
18	191	131	26	15	7	37	51%	69%
19	193	133	27	15	7	37	52%	69%
20	192	132	27	15	7	37	51%	69%
21	190	128	26	15	9	37	51%	68%
22	191	129	26	15	9	37	51%	68%
23	188	126	27	13	10	38	50%	67%
24	187	126	27	13	10	38	50%	67%
25	191	129	27	13	10	38	51%	68%
26	197	135	27	13	10	38	53%	69%
27	196	134	27	13	10	38	52%	69%
28	190	127	27	13	12	37	51%	67%
29	191	127	28	13	13	37	51%	67%
30	190	126	28	13	13	37	51%	67%
31		0					0%	#DIV/0!

TOTAL

727

330

50%

36%

Bldg Total

5587

Avg/Day

186

Eaton Cty. Total

4040

Avg/Day

135

Housing Total

330

Avg/Day

11

Female Total

727

Avg/Day

24

JAIL COUNT SUMMARY

Dec-23

Day	Building Total	Eaton County Pop.	Female Inmates	MDOC	IDRP	WRAP	% of Capacity	% of Eaton County Pop
1	189	123	28	16	13	36	51%	65%
2	181	128	28	4	13	36	48%	70%
3	185	132	28	4	13	36	49%	71%
4	187	134	28	4	13	36	50%	71%
5	186	136	26	5	9	36	50%	73%
6	193	142	30	5	9	36	52%	74%
7	191	139	30	5	9	37	51%	73%
8	191	137	29	7	10	36	51%	72%
9	198	142	30	8	11	36	53%	72%
10	196	140	31	8	11	36	52%	72%
11	192	136	31	8	11	36	51%	71%
12	186	132	26	7	11	36	50%	71%
13	180	126	27	7	11	36	48%	70%
14	176	124	28	6	11	35	47%	70%
15	175	120	28	9	11	35	47%	68%
16	179	125	28	9	10	35	48%	70%
17	181	127	29	9	10	35	48%	70%
18	179	125	28	9	10	35	48%	70%
19	179	125	26	9	10	35	48%	70%
20	163	116	28	4	8	35	44%	71%
21	163	122	27	4	5	32	44%	75%
22	152	111	28	4	5	32	41%	73%
23	159	118	28	4	5	32	43%	74%
24	160	119	28	4	5	32	43%	74%
25	162	121	28	4	5	32	43%	74%
26	162	121	28	4	5	32	43%	74%
27	157	115	28	5	5	32	42%	73%
28	149	108	29	4	5	32	40%	72%
29	152	112	29	4	4	32	41%	73%
30	153	114	29	4	4	31	41%	74%
31	158	119	29	4	4	31	42%	75%

TOTAL

878

188

47%

32%

Bldg Total

5414

Avg/Day

175

Eaton Cty. Total

3763

Avg/Day

121

Housing Total

188

Avg/Day

6

Female Total

878

Avg/Day

28

Court Security Screening Monthly Report 2023

	Courthouse	County Offices	Guns Confiscated/ Returned	Knives Confiscated/ Returned	Chemical Agents	Other
January	4,320	1,550	0	46	14	48
February	3,668	1,523	0	31	8	43
March	5,375	1,928	1	48	10	50
April	5,661	1,580	1	104	12	45
May	6,608	1,466	1	71	7	37
June	5,848	1,227	0	104	10	36
July	5,341	1,401	2	74	7	34
August	5,402	1,581	0	71	8	30
September	6,002	1,479	1	82	13	40
October	6,166	1,396	1	63	14	50
November	5,838	1,115	0	55	8	28
December	5,285	1,124	0	56	8	38
Totals	65,514	17,360	7	680	118	479

Started screening everyone coming into the Complex
3/27/2023 on both business and courthouse sides.

Juvenile Court Security Screening Monthly Report 2023

	People Screened	People Not Screened	Guns Confiscated/ Returned	Knives Confiscated/ Returned	Chemical Agents	Other
January	1,890	0	0	1	0	1
February	1,983	0	0	0	0	1
March	2,563	0	0	1	0	1
April	2,275	0	0	0	0	2
May	2,827	0	0	0	1	1
June	2,086	0	0	0	0	0
July	1,950	0	0	2	0	1
August	1,609	0	0	0	0	0
September	1,155	0	0	0	0	0
October	2,169	0	0	0	0	1
November	1,905	0	0	0	0	0
December	1,997	0	0	0	0	1
Totals	22,504	0	0	4	1	8



Eaton County Central Dispatch

911 Courthouse Dr. | Charlotte MI 48813
Phone: 517-543-4913 | Fax: 517-543-3036

Kelley Cunningham, *Director*
Francis D'Huyvetter, *Deputy Director*

Monthly Report: December 2023

Monthly Statistics:

- Total Telephone Calls: 8,704
 - o Emergency Lines: 3,420
 - o Non-Emergency Lines: 5,284
- Text-to-911 Sessions: 14
- Total Incidents: 7,059
 - o EMS: 1,385
 - o Fire: 661
 - o Law Enforcement: 5,013
- Addresses Issued: 6
- Radio Support Tickets: 6
- RAVE Mobile Safety:
 - o Smart911 Safety Profile Activity: 86
 - o Smart911 Safety Profiles Created: 23
 - o RAVE Facility Profile Activity: 132
 - o RAVE Facility Profiles Created: 4
 - o RAVE Panic Button Activity: 9

Training & Exercise:

- Telecommunicator Heuer & Telecommunicator Wonnacott attended *Advanced 40-Hour Dispatch School* hosted by Eaton County Central Dispatch. This is a state-mandated training.
- Supervisor Yarger attended *Achieving Supervisory Excellence* at Livingston County Central Dispatch.
- Telecommunicator Cavender attended *Grit & the Value of Critical Thinking: Common Sense & Emotional Intelligence in the Dispatch Center* training virtually.
- Telecommunicator Riley attended *The Changing Face of the Active Shooter* training virtually.
- Telecommunicator Heuer attended *Emergency Medical Dispatch Certification* training virtually.
- Telecommunicator Brown attended *ICS-400: Advanced ICS- Complex Incidents* at the Ingham County Sheriff's Department.
- All Telecommunicators & Supervisors completed *Protocol 5: Back Pain (Non-Traumatic or Non-Recent Trauma)* & *Protocol 6: Breathing Problems* training virtually.

Technology & Radios:

- Current Projects In-Progress:
 - o Computer-Aided Dispatch Replacement
 - o Eaton County Alertus
 - o ASAP to PSAP
 - o NICE Elite Upgrade
- Pending Radio Templates from MPSCS:
 - o Calhoun County (New Implementation)

Operations:

- Telecommunicator Jones was promoted to Supervisor on Sunday, December 31st.
- With the Supervisor promotion, there is currently an opening for one (1) Public Safety Telecommunicator position. One (1) applicant on the hiring list is set to start on Tuesday, January 2nd.
- There is one (1) applicant on the Public Safety Telecommunicator hiring list.
- EvansCare provided cleaning and maintenance for all eight (8) CAD stations.
- The Law Enforcement Information Network (LEIN) Audit was conducted on December 20th by the Michigan State Police.
- Telecommunicator Neirink, Deputy Director D'Huyvetter, & Director Cunningham staffed the Communications Unit for Special Operation.

Operational Staffing Report:

- Public Safety Telecommunicators
 - o Fully Trained: 12
 - o In Training: 3
 - o Vacant: 1
 - o Hiring List: 2
- Supervisors
 - o Fully Trained: 6
 - o Vacant: 0

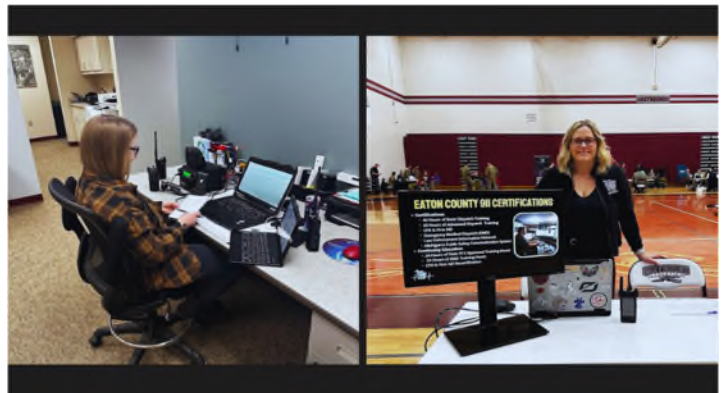
Outreach & Public Relations Events:

- Director Cunningham attended the Opioid Settlement Funds Strategic Planning kick-off meeting.
- Deputy Director D'Huyvetter attended the Tri-County Active Violence Incident Command meeting.
- Director Cunningham attended the Eaton Rapids High School Career Day.
- Deputy Director D'Huyvetter trained Parkview Elementary staff on utilizing the RAVE Panic Button.
- Director Cunningham and Deputy Director D'Huyvetter trained Eaton Rapids Public School staff on utilizing the RAVE Panic Button.
- Director Cunningham and Deputy Director D'Huyvetter met with Olivet Community Schools' Director of Operation to discuss utilizing the RAVE Panic Button.

Yours Truly,



Kelley Cunningham
Director



Eaton County Central Dispatch

Total Calls For Service

December 2023				
Type Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
EMS	1,385	19.6%	16,928	18.1%
Fire	661	9.4%	9,455	10.1%
Police	5,013	71.0%	67,288	71.8%
Total Calls	7,059	100.0%	93,671	100.0%

Eaton County Central Dispatch

EMS Calls For Service

December 2023				
Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
Benton Twp. EMS	60	4.3%	876	5.2%
Delta Twp. EMS	477	34.4%	5,782	34.2%
Eaton Area EMS	495	35.7%	6,213	36.7%
Grand Ledge EMS	184	13.3%	2,107	12.4%
Vermontville EMS	22	1.6%	223	1.3%
Windsor Twp. EMS	96	6.9%	1,277	7.5%
Outside Agencies* <i>DLHE, LIFE, LTEM, MARE, NEMS</i>	51	3.7%	450	2.7%
Total EMS Calls	1,385	100.0%	16,928	100.0%

* Agencies Outside Eaton County

Eaton County Central Dispatch

Fire Calls For Service

December 2023				
Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
Bellevue Fire	35	5.3%	351	3.7%
Benton Twp Fire	23	3.5%	312	3.3%
Charlotte Fire	61	9.2%	936	9.9%
Delta Fire	281	42.5%	3,437	36.4%
Eaton Rapids City	38	5.7%	738	7.8%
Eaton Rapids Twp.	36	5.4%	738	7.8%
Grand Ledge Fire	59	8.9%	1,004	10.6%
Hamlin Twp Fire	17	2.6%	227	2.4%
Olivet Fire	24	3.6%	275	2.9%
Roxand Twp. Fire	14	2.1%	165	1.7%
Sunfield Fire	19	2.9%	285	3.0%
Vermontville Fire	11	1.7%	148	1.6%
Windsor Fire	29	4.4%	669	7.1%
Outside Agencies*	14	2.1%	170	1.8%
<i>LAFD, LTFD, MNGO</i>				
Total Fire Calls	661	100.0%	9,455	100.0%

* Agencies Outside Eaton County

Eaton County Central Dispatch

Police Calls For Service

December 2023				
Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
Bellevue Police	41	0.8%	409	0.6%
Charlotte Police	667	13.3%	8,235	12.2%
Eaton County Sheriff	2,303	45.9%	35,878	53.3%
<i>Delta</i>	1,439	28.7%	18,362	27.3%
<i>Out County</i>	864	17.2%	11,911	17.7%
<i>Animal Control</i>	115	2.3%	2,001	3.0%
Eaton Rapids Police	228	4.5%	3,555	5.3%
Grand Ledge Police	402	8.0%	4,657	6.9%
Michigan State Police	1,196	23.9%	11,826	17.6%
Olivet Police	24	0.5%	355	0.5%
Potterville Police	141	2.8%	2,239	3.3%
Outside Agencies* <i>ME, DNR</i>	11	0.2%	134	0.2%
Total Police Calls	5,013	100.0%	67,288	100.0%

Eaton County 911 Phone Calls Received in 2023			
Month	911	Non-emergency	Total Calls
January	3,720	6,494	10,214
February	3,804	6,084	9,888
March	4,190	7,185	11,375
April	4,381	6,809	11,190
May	5,206	7,878	13,084
June	5,054	7,915	12,969
July	4,467	6,929	11,396
August	5,568	7,384	12,952
September	3,801	6,396	10,197
October	3,885	5,926	9,811
November	3,436	5,808	9,244
December	3,420	5,284	8,704
TOTAL	50,932	80,092	131,024

Eaton County New Builds

Date Issued	Certificate #	New Address	City	Zip Code	Permit Type
December 6, 2023	2023-116	1165 W KALAMO HWY	CHARLOTTE	48813	NEW BUILD
December 13, 2023	2023-117	8806 DAVIS HWY	DIMONDALE	48821	NEW BUILD
December 18, 2023	2023-120	6686 CASTLETON DR	GRAND LEDGE	48837	NEW BUILD
December 18, 2023	2023-119	6683 CASTLETON DR	GRAND LEDGE	48837	NEW BUILD
December 18, 2023	2023-118	6689 CASTLETON DR	GRAND LEDGE	48837	NEW BUILD
December 26, 2023	2023-121	966 N STINE RD	CHARLOTTE	48813	NEW BUILD

Public Safety Committee Report

January 11, 2024



Cover Photo: National Weather Service Briefing with EOC Partners, Winter 2023.

Planning

- Lansing Board of Water & Light emergency management partners breakfast held at Hawk Hollow on December 5th.
- Ryan Wilkinson and Ella Gardner continue to facilitate information gathering and information compilation from victim advocates, public safety partners, and other officials to develop a hazard specific annex for an Active Violence Incident with a focus on victim care. Expected completion of this project is March 2024 with a tabletop exercise tentatively scheduled for May 2024.
- Our office collaborated with Chad Powers and the Physical Plant department to organize and complete a walk-through of our county complex with Critical Response Group (CRG) personnel. CRG is the company selected to gather mapping data for our county complex, enabling better communication and navigation during an incident.
- Ryan Wilkinson and Ella Gardner spent the month gathering stakeholder input on our new Multi-Year Strategic Plan. Opportunities to present on our proposed plan included at regularly scheduled local and regional meetings, a WLNS-TV6 interview, a Michigan Business Network interview, on the county website, and through multiple social media channels. We received 17 responses to our Google form.

Organizing

- Ryan Wilkinson met with Brad Funkhouser, CEO of the Capital Area Transit Authority (CATA) to discuss and collaborate on the community lifeline function that is transportation.
- At the request of the Michigan State Police, Emergency Management and Homeland Security Division, Ryan Wilkinson was asked to present on a statewide webinar on tips, tricks, and treasures, for damage assessment and public assistance. This request arose as a result of the recovery phase successes we experienced following the storm on August 24th.
- Ella Gardner attended the Eaton County Amateur Radio Club Christmas party.

Training

- Ryan Wilkinson facilitated an ICS 400 – Advanced ICS – Complex Incidents course in Ingham County. Two Eaton County participants successfully completed the course:
 - Lt. Preston Dahlgren – Eaton County Sheriff’s Office
 - Nolan Brown – Eaton County 911

Exercise

- Ryan Wilkinson, Ella Gardner, Michigan Department of Health and Human Services officials, and Michigan Funeral Directors Association officials conducted a site visit of the Eaton County Fairgrounds to explore the possibility of hosting the Michigan Mortuary Response Team (MI-MORT) 2024 Functional Exercise.

Action Items

1. Multi-Year Strategic Plan
2. Interlocal Incident Management Team (IMT) Agreement

Sincerely,



Ryan Wilkinson

Emergency Manager

Eaton County Emergency Management

Eaton County Board of Commissioners
January 17, 2024

**Resolution Approving the Eaton County Emergency Management
Multi-Year Strategic Plan**

Introduced by the Public Safety Committee

WHEREAS, the Emergency Management Accreditation Program (EMAP) standard 3.1.1 requires that the Emergency Management Program has a multi-year Strategic Plan, developed with input from stakeholders; and

WHEREAS, the multi-year strategic plan shall include the following:

- (1) a vision statement for emergency management;
- (2) mission, goals, objectives, and milestones for the Emergency Management Program;
- (3) a method for Plan implementation; and
- (4) a maintenance process, including a method and schedule for evaluation and revision; and

WHEREAS, Eaton County Emergency Management is committed to developing a coordinated and cooperative program that engages the “whole community” in all efforts possible to prevent, protect, mitigate, respond to and recover from all hazards in order to build and maintain a more resilient community; and

WHEREAS, the developed multi-year strategic plan by Eaton County Emergency Management is designed to determine the department direction and to focus organizational efforts to achieve our Mission and Vision; and

WHEREAS, an overarching goal through the creation of this document is to identify gaps that can be addressed in order to actively work towards program accreditation through the Emergency Management Accreditation Program (EMAP); and

WHEREAS, this plan is intended to be a living document that reflects the emergency management vision to eliminate disparities in disaster resilience through whole community engagement, deliberate planning, impactful training, and purposeful exercises in ways that are relevant and meaningful for our communities; and

WHEREAS, Continuous reevaluation and revision of the program may be required to determine whether or not the initiatives are current and adequate to protect the life, property and environment of Eaton County and meet current EMAP standards that are updated every three years.

NOW THEREFORE BE IT RESOLVED, the Eaton County Board of Commissioners approves the Eaton County Emergency Management Multi-Year Strategic Plan to set a course for Eaton County Emergency Management and to serve as an educational tool for all emergency management stakeholders by clearly identifying goals and objectives necessary to meet the overall mission, and documenting the milestones.

Multi-Year Strategic Plan

2024 & 2025

“[I find] the great thing in this world is not so much where we stand, as in what direction we are moving.”

- Oliver Wendall Holmes, Sr.

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Record of Revisions

Revisions of this Multi-year Strategic Plan will be made following each evaluation; additional revisions can be made on an “as needed” basis. The Emergency Management Specialist will have the responsibility of making any updates to the plan and uploading the latest plan to the department webpage. The table below will be used to document when revisions have occurred.

Date	Description of Revision	Page Numbers	Revised By

Mission & Vision Statement

Mission Statement

Our mission is to eliminate disparities in disaster readiness, response, and resilience through whole community engagement, deliberate planning, impactful training, and purposeful exercises in ways that are relevant and meaningful for our communities.

Vision Statement

Our vision is to create and nurture a ready, responsive, and resilient Eaton County.

Summary

Eaton County Emergency Management is committed to developing a coordinated and cooperative program that engages the “whole community” in all efforts possible to prevent, protect, mitigate, respond to and recover from all hazards in order to build and maintain a more resilient community.

The dynamics and demographics of Eaton County are evolving faster than ever. The challenges of providing emergency, infrastructure, and human needs support are growing consistent with these changes in population, threats, and rising customer expectations. Additionally, the nature of a diverse business and industry platform also present unique challenges in achieving the mission.

This Multi-Year Strategic Plan is designed to determine the department direction and to focus organizational efforts to achieve our Mission and Vision. The plan endeavors to set a course for Eaton County Emergency Management and to serve as an educational tool for all emergency management stakeholders by clearly identifying goals and objectives necessary to meet the overall mission, and documenting the milestones.

An overarching goal through the creation of this document is to identify gaps that can be addressed in order to actively work towards program accreditation through the Emergency Management Accreditation Program (EMAP). EMAP, as an independent non-profit organization, fosters excellence and accountability in emergency management programs, by establishing credible standards applied in a peer review accreditation process.

This plan is intended to be a living document that reflects the emergency management vision to eliminate disparities in disaster resilience through whole community engagement, deliberate planning, impactful training, and purposeful exercises in ways that are relevant and meaningful for our communities.

Continuous reevaluation and revision of the program may be required to determine whether or not the initiatives are current and adequate to protect the life, property and environment of Eaton County and meet current EMAP standards that are updated every three years. In any case, the program will not succeed without the unwavering support of the whole community to contribute to, develop and maintain successful emergency management activities for all of Eaton County.

Our Staff



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Our Program

Eaton County Emergency Management as the designated department vested with the authority and responsibility to oversee and manage the county's emergency management program in compliance with the Emergency Management Act, Act 390 of 1976. The obligations and responsibilities of the emergency management office encompass the coordination and collaboration on all aspects related to county emergency management. This encompasses a range of activities such as disaster mitigation, preparedness, response, and recovery. In the event of a declared emergency or disaster, we provide liaison duties and coordination with state and federal authorities for assistance related to the incident.

Our program, in its current form, is still relatively new. Before its transition into an independent county department in 2018, reporting directly to the County Controller/Administrator, Eaton County Emergency Management operated as a division within the Eaton County Sheriff's Office.

In 2018, Ryan Wilkinson was hired to lead the newly configured department and to carry out the obligations and responsibilities required of the emergency management program. The department maintained one additional person, Rod Sadler, within the office as a planner, funded through the Homeland Security Grant Program (HSGP).

Eaton County Emergency Management has cultivated a strong internship program, fostering connections with Saginaw Valley State University and Central Michigan University. In 2022, Ella Gardner assumed the role of summer intern for Eaton County Emergency Management. Her experiences during this internship were so impactful that she decided to change her minor to emergency management. She remained in close contact with personnel from Eaton County Emergency Management over the next year.

With the upcoming retirement of Rod Sadler in September 2023, Ryan demonstrated unwavering determination to restructure the planner position into a general funded Emergency Management Specialist role. This transformation would significantly broaden the role's scope, removing any previous constraints associated with the HSGP. Ella successfully applied and was appointed to the role, commencing her position as Emergency Management Specialist in July 2023.

Our program has established an ongoing culture of learning in which organizational capabilities, processes, and functions are periodically examined to ensure they are sufficient, accurate and effective to handle the threats, hazards and risks Eaton County encounters. We

continuously strive to enhance operational readiness initiatives by refining program operations, making informed decisions regarding information resources, and diligently monitoring the implementation of recommendations for improvement.

This Multi-Year Strategic Plan reinforces our commitment to future-oriented planning by establishing pragmatic and attainable goals and objectives, and establishing milestones that signify substantial changes or development. Long-term, we are pursuing the goal of working towards and achieving accreditation through the Emergency Management Accreditation Program (EMAP). This ambitious pursuit reflects Eaton County's commitment to enhancing its emergency management program capabilities and readiness.

Plan Implementation and Maintenance

Plan Implementation

Having a multi-year strategic plan is only effective if you have the ability to implement that plan to achieve your vision and accomplish your mission. To be successful, Eaton County Emergency Management has developed a comprehensive list of goals that will help us to achieve our mission. Each of those goals has multiple objectives and milestones associated with it. Eaton County Emergency Management staff are assigned responsibilities associated with the milestones, though some milestones by their very nature will never be finished (e.g., conducting preparedness outreach in the community). The Multi-Year Strategic Plan will be used in conjunction with any annual reports produced to track progress towards the milestones and denote any significant updates and accomplishments related to the objectives and goals.

Plan Maintenance

Evaluation

The Multi-Year Strategic Plan is a living document and requires ongoing review and evaluation to determine if the goals set forth are being met. As such, Eaton County Emergency Management staff will meet at least once a year to evaluate the Plan and make updates as appropriate. At the annual review meeting, we will come together and discuss each of the goals and objectives, share progress towards completion of the milestones, and discuss any updates that are needed to the language throughout the document. This will allow us to evaluate the overall direction as it relates to our mission and vision.

Goals, Objectives, & Milestones

The listed goals, objectives, and milestones presented below and on subsequent pages have been identified as strategic priorities. These priorities encapsulate the mission of Eaton County Emergency Management and signify the concerted efforts of our staff to address them simultaneously, propelling us toward achieving our vision.

1. **Goal #1:** Strengthen Community Engagement
2. **Goal #2:** Reinforce Planning Efforts
3. **Goal #3:** Ensure the Ability to Support Response
4. **Goal #4:** Coordinate Multi-Hazard Training and Exercise
5. **Goal #5:** Improve Capabilities for Prevention Activities
6. **Goal #6:** Achieve a Deeper Comprehension and Proficiency

Figure 1: Multi-Year Strategic Plan 1-Pager



Goal #1 – Strengthen Community Engagement

Strengthen community engagement efforts through programs and initiatives to develop a “Culture of Preparedness” in Eaton County.

Objective 1.1 – Raise public awareness through enhanced outreach efforts and activities.

To best serve the residents of Eaton County, Eaton County Emergency Management must work with the individuals in our 26 communities to help them become more informed about local hazards and the actions they can take to be prepared. In addition, public engagement provides the opportunity to build relationships between our department and the people we serve, helping them to better understand what we do, and how they can be proactive in addressing the needs they may experience after a disaster strikes.

Milestones		Responsibility
1.1.1	Conduct regular public education campaigns for the threats and hazards that can affect Eaton County and the resources available to help residents understand those threats.	Emergency Manager and Emergency Management Specialist
1.1.2	Continue to develop and disseminate public education program materials (including electronic materials) to include individuals with access and functional needs on all hazards planning and preparedness.	Emergency Manager and Emergency Management Specialist
1.1.3	Participate in ongoing workshops and public education/outreach events with community stakeholders and local jurisdictions.	Emergency Manager and Emergency Management Specialist
1.1.4	Redesign the Eaton County Emergency Management webpage to include additional content supporting preparedness efforts while increasing accessibility for individuals with access and functional needs.	Emergency Manager
1.1.5	Include community outreach engagements and strategies in the Integrated Preparedness Plan.	Emergency Manager and Emergency Management Specialist

Goal #1 – Strengthen Community Engagement

Strengthen community engagement efforts through programs and initiatives to develop a “Culture of Preparedness” in Eaton County.

Objective 1.2 – Strengthen collaborative partnerships with public, private, non-profit, and faith-based organizations.

In order to effectively serve our communities, preparedness efforts should extend beyond the public sector to encompass private, non-profit, and faith-based organizations that can offer vital resources during disasters. Preparedness is a collective responsibility, and only through collaborative efforts can the county address the diverse needs that may arise during times of disaster. By fostering cooperation among different levels of government and engaging with a diverse array of community groups, we can ensure the safety and resilience of Eaton County in the face of various hazards.

Milestones		Responsibility
1.2.1	Hold meaningful meetings with locally elected and appointed officials, as well as private, non-profit, and faith-based leaders in Eaton County, to cultivate strong relationships and facilitate clear communication regarding roles and expectations.	Emergency Manager
1.2.2	Incorporate private, non-profit, and faith-based organizations in preparedness efforts including training and exercise opportunities.	Emergency Manager and Emergency Management Specialist

Goal #1 – Strengthen Community Engagement

Strengthen community engagement efforts through programs and initiatives to develop a “Culture of Preparedness” in Eaton County.

Objective 1.3 – Advance the county’s emergency public information system.

The ability to develop, coordinate, and disseminate information, alerts, warnings, and notifications to the public and incident management responders is one of the most important roles Eaton County Emergency Management plays for the county. Having a robust Joint Information System that coordinates accurate and timely information is an important component of the emergency management program.

Milestones		Responsibility
1.3.1	Improve and maintain documents and procedures that enhance the activities of the Joint Information Center (JIC).	Emergency Manager
1.3.2	Identify training and exercise opportunities to exercise crisis communications and emergency public information capabilities.	Emergency Manager and Emergency Management Specialist

Goal #2 – Reinforce Planning Efforts

Reinforce planning efforts by focusing on improved plan integration and ensuring the inclusion of additional partners in planning activities.

Objective 2.1 – Mature the Eaton County Emergency Operations Plan while integrating community lifeline and core capability concepts and national best practices.

Planning is fundamental to preparedness. As a practice, it provides a methodical way to engage the whole community in considering the lifecycle of a potential crisis, determining required capabilities, and establishing a framework for roles and responsibilities. In order to truly be effective, Eaton County's Emergency Operations Plan (EOP) should not only be up to date, but should also ensure that it takes into consideration best practices from guidance documents and other programs around the country.

Milestones		Responsibility
2.1.1	Review the EOP annually including revisions of multiple Emergency Support Functions (ESFs) each year.	Emergency Manager and Emergency Management Specialist
2.1.2	Evaluate the need for additional hazard-specific annexes and work with key stakeholders on development and maintenance of supporting documents like the Local Energy Assurance Plan or the Local Damage Assessment Guide.	Emergency Manager and Emergency Management Specialist
2.1.3	Include Lifeline and Core Capability concepts throughout the EOP as appropriate.	Emergency Manager and Emergency Management Specialist
2.1.4	Update the plan when areas for improvement are identified from exercises or real-world incidents or events.	Emergency Manager and Emergency Management Specialist

Goal #2 – Reinforce Planning Efforts

Reinforce planning efforts by focusing on improved plan integration and ensuring the inclusion of additional partners in planning activities.

Objective 2.2 – Mature the Eaton County Continuity of Operations and Continuity of Government Plan.

When disasters strike, Eaton County must ensure that county government remains prepared to fulfill its functions and support all residents. To that end, in 2021, the Board of County Commissioners passed a county resolution promulgating a Continuity of Operations and Continuity of Government (COOP/COG) Plan that ensures that our form of government will be able to continue to operate under any and all circumstances. Along those same lines, each county department that supports the county's essential functions has developed a Continuity of Operations (COOP) Plan as part of Eaton County's overarching COOP Program.

Milestones		Responsibility
2.2.1	Conduct COOP planning workshops every three years to help county departments evaluate and maintain continuity plans.	Emergency Manager
2.2.2	Review and update the Eaton County COOP/COG Plan with the appropriate county stakeholders.	Emergency Manager and Emergency Management Specialist
2.2.3	Continue outreach to county departments to support the training and exercise of the COOP Plan	Emergency Manager and Emergency Management Specialist

Goal #2 – Reinforce Planning Efforts

Reinforce planning efforts by focusing on improved plan integration and ensuring the inclusion of additional partners in planning activities.

Objective 2.3 – Promulgate a Disaster Recovery Framework that integrates federal concepts and national best practices.

Milestones		Responsibility
2.3.1	Collaborate with recovery stakeholders to provide strategies and guidelines for coordinating a county-level effort to recover from the affects of a disaster. Describe the general roles and responsibilities of local, state, federal, private sector, and voluntary, faith-based, and nongovernmental agencies and organizations during post-disaster recovery operations, including coordinating county level recovery operations, and supporting information and resource sharing. Additionally, incorporate Recovery Support Function Annexes to this framework.	Emergency Manager

Goal #3 – Ensure the Ability to Support Response

Ensure Eaton County's ability to support multi-faceted response through enhanced facilities, technology, and well-documented procedures.

Objective 3.1 – Amend existing procedures for the Emergency Operations Center (EOC) and daily department operations using best practices and technological improvements to enhance information sharing before, during, and after a disaster.

The Eaton County Emergency Manager and the Eaton County Emergency Management Specialist maintain the capability for continuous monitoring of potential hazards and threats. They are ever-ready to active the County's Emergency Operations Center (EOC). To ensure readiness for both Eaton County Emergency Management staff and EOC partners, documented procedures are meticulously trained to and regularly exercise.

Milestones		Responsibility
3.1.1	Complete an EOC Manual and incorporate comprehensive Incident Support Model (ISM) and Emergency Support Function (ESF) position-specific checklists.	Emergency Manager and Emergency Management Specialist
3.1.2	Implement an EOC training program on processes, systems, technology, and functions. Ensure core EOC personnel have completed or are working towards this training and maintain comprehensive training records.	Emergency Manager and Emergency Management Specialist
3.1.3	Design and develop, conduct, and evaluate exercises of all types (e.g., discussion-based, operations-based) and sizes to validate processes, systems, and technologies.	Emergency Manager and Emergency Management Specialist
3.1.4	Sustain the ongoing process of identifying technological requirements and improvements within the EOC, encompassing tasks such as event and incident information creation and display, telephone and radio communications, and the capability to monitor data from various external resources .	Emergency Manager and Emergency Management Specialist

3.1.5	Regularly maintain and refresh countywide contact lists, ensuring they encompass county personnel, local jurisdictions, and partners agencies.	Emergency Manager and Emergency Management Specialist
3.1.6	Strategically determine what additional resources and capabilities the department should have readily available and accessible for deployment. Ensure the functionality of current department resources through routine testing and maintenance.	Emergency Manager and Emergency Management Specialist

Goal #4 – Coordinate Multi-Hazard Training and Exercise

Coordinate a multi-hazards training and exercise program to evaluate all aspects of the emergency management system.

Objective 4.1 – Request and deliver training based on a multi-year schedule that addresses community-defined needs.

Training and exercises serve a multitude of purposes, such as enhancing individuals' and organizations' comprehension of their roles and equipping them with the essential knowledge and skills required to perform their tasks effectively. As our program endeavors to enhance the processes and procedures that underpin our support to Eaton County and its affiliated jurisdictions, it is imperative that our staff and partners grasp methods and possess the requisite skills to maximize their effectiveness. We should be targeting identified gaps and needs, and not conduct training solely for the sake of training.

Milestones		Responsibility
4.1.1	Engage in an annual Integrated Preparedness Planning Workshop (IPPW).	Emergency Manager and Emergency Management Specialist
4.1.2	Organize, promote, and oversee training sessions aimed at bolstering areas with identified deficiencies.	Emergency Manager and Emergency Management Specialist
4.1.3	Ensure that training is aligned with all internal and external requirements.	Emergency Manager and Emergency Management Specialist

Pictured Right: Students participate in an activity during a February 2023 ICS 300 – Intermediate ICS for Expanding Incidents course. Participants from around the county included partners from the Delta Township Fire Department, Eaton County Sheriff's Office, Eaton Rapids Police Department, Eaton County 911, Barry-Eaton District Health Department, Sparrow-Eaton, Eaton Rapids Fire Department, and the Bellevue Community Fire Department.



Goal #4 – Coordinate Multi-Hazard Training and Exercise

Coordinate a multi-hazards training and exercise program to evaluate all aspects of the emergency management system.

Objective 4.2 – Establish a recurring exercise and evaluation program that systematically assesses the knowledge, skills, and abilities of emergency response personnel and support agencies throughout the entire county.

Exercises provide invaluable experiential learning, offering teams an effective means to ready themselves for all phases of emergency management. In Eaton County, these exercises should be carefully crafted to immerse participants in a non-blame, learning-oriented environment, promoting collaborative response management for hypothetical scenarios. Through exercises, participants not only deepen their understanding of existing plans, policies, and procedures, but also enhance their individual performance. Additionally, these exercises pinpoint areas for capability improvement, better preparing responders to address real-world incidents.

Milestones		Responsibility
4.2.1	Engage in an annual Integrated Preparedness Planning Workshop (IPPW).	Emergency Manager and Emergency Management Specialist
4.2.2	Establish a routine exercise and improvement evaluation program.	Emergency Manager and Emergency Management Specialist
4.2.3	Ensure emergency management plans, policies, procedures, equipment, and facilities are regularly tested and evaluated through a variety of initiatives.	Emergency Manager and Emergency Management Specialist
4.2.4	Give priority to and monitor the execution of corrective actions, ensuring the resolution of any identified areas in need of improvement with support from applicable stakeholders.	Emergency Manager and Emergency Management Specialist
4.2.5	Ensure that exercise is aligned with all internal and external requirements.	Emergency Manager and Emergency Management Specialist

Goal #5 – Improve Capabilities for Prevention Activities

Enhance capabilities for prevention, encompassing resource acquisition, intelligence gathering, and information sharing activities.

Objective 5.1 – Collaborate with public and private infrastructure partners in prevention and protection activities.

Frequently, there is a degree of overlap between the four phases of emergency management and the five mission areas of National Preparedness. While the other four mission areas are inherently designed to be all-hazard in nature, the core capabilities of Prevention concentrate on the proactive measures of averting, mitigating, or countering potential or actual human-caused threats. Although Eaton County Emergency Management maintains a broad all-hazards approach, we must also prioritize maintaining a strong collaboration with our law enforcement partners, particularly when dealing with threats that inherently fall within the domain of law enforcement.

Milestones		Responsibility
5.1.1	Revise and enhance the Threat and Hazard Identification and Risk Assessment (THIRA) for Eaton County, focusing on risk assessment and the identification of prevention gaps at the local, county, and regional levels.	Emergency Manager and Emergency Management Specialist
5.1.2	Document lessons learned from exercises and real-world incidents, tie them to existing plans, policy, and procedure, and incorporate findings into future prevention activities.	Emergency Manager and Emergency Management Specialist
5.1.3	Foster the capacity for information gathering and sharing among stakeholders in emergency management.	Emergency Manager and Emergency Management Specialist
5.1.4	Engage in public-private partnerships to build connections between responders and private sector infrastructure owners.	Emergency Manager and Emergency Management Specialist
5.1.5	Integrate public and private sector infrastructure personnel into training and exercises.	Emergency Manager and Emergency Management Specialist

Goal #6 – Achieve a Deeper Comprehension and Proficiency

Participate in emergency management continuing education to achieve a deeper understanding and proficiency in disaster preparedness, response, and recovery.

Objective 6.1 - Participate in ongoing emergency management education to significantly expand proficiency and expertise in disaster readiness, response, and recovery, thus empowering us to make a more impactful and informed contribution to community safety and well-being.

Milestones		Responsibility
6.1.1	Complete all classroom requirements for the National Emergency Management Basic Academy (NEMBA) to support the early career of the Emergency Management Specialist through a training experience combining knowledge of all fundamental systems, concepts, and practices of cutting-edge emergency management.	Emergency Management Specialist
6.1.2	Successfully graduate from the Michigan Professional Emergency Manager (PEM) Program, showcasing the requisite knowledge and skills for proficiently fulfilling the role of an emergency manager in the state of Michigan. This includes the ability to proactively prevent, diligently prepare for, swiftly respond to, efficiently recover from, and adeptly mitigate the impact of disasters or emergencies within their respective communities.	Emergency Management Specialist
6.1.3	Successfully graduate from the National Emergency Management Advanced Academy (NEMAA) to reinforce the qualities needed to lead emergency management programs, understand relevant management theories and concepts, and utilize appropriate case studies for program application.	Emergency Manager

6.1.4	Participate in the Instructor Training Course with the goal of deepening comprehension in adult learning principles, honing instructor competencies, refining classroom strategies, enhancing communication skills, improving instructional delivery techniques, and incorporating technology effectively.	Emergency Management Specialist
6.1.5	Attend Emergency Management Standard Training to learn about the Emergency Management Accreditation Program (EMAP), EMAP standards, and preparing their programs for assessment and accreditation.	Emergency Manager and Emergency Management Specialist



EMAP Accreditation

Emergency Management Accreditation Program (EMAP)

Eaton County Emergency Management is pursuing a long-term goal of working towards and achieving accreditation through the Emergency Management Accreditation Program (EMAP). This ambitious pursuit reflects Eaton County's commitment to enhancing its emergency management program capabilities and readiness.

The *Emergency Management Standard* by EMAP is a set of 73 standards by which programs that apply for EMAP accreditation are evaluated. The *Emergency Management Standard* covers:

1. Program management, administration and finance, and laws and authorities
2. Hazard Identification, risk assessment, and consequence analysis
3. Hazard mitigation
4. Prevention
5. Operational Planning and procedures
6. Incident management
7. Resource management, mutual aid, and logistics
8. Communications and warning
9. Facilities
10. Training
11. Exercises, Evaluations, and Corrective Action
12. Emergency Public Education and Information

The accreditation process includes 5 steps:

1. Subscription
2. Self-assessment and application
3. On-site assessment
4. Committee review and commission decision



5. Accreditation and maintenance

Currently, the only accredited programs in the state are the State of Michigan and Michigan State University. Eaton County Emergency Management could potentially become the first accredited county in the State of Michigan. For additional information on the accreditation process, standards, and the vital role it plays in ensuring effective emergency management practices, visit the [EMAP website](#).

EMAP Milestones

EMAP 5 Step Accreditation Process	
Step	Completion Date
Subscription	
Self-assessment and application	
On-site assessment	
Committee review and commission decision	
Accreditation and maintenance	

Definitions and Acronyms

Definitions

N/A

Acronyms

EMAP – Emergency Management Accreditation Program

EOC – Emergency Operations Center

HSGP – Homeland Security Grant Program

IPPW – Integrated Preparedness Planning Workshop

JIC – Joint Information Center

PEM – Professional Emergency Manager

NEMAA – National Emergency Management Advanced Academy

NEMBA – National Emergency Management Basic Academy

Follow Us!



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Eaton County Board of Commissioners
January 17, 2024

Resolution Approving the Oakland County Incident Management Team Interlocal Agreement

Introduced by the Public Safety Committee

WHEREAS, the Oakland County Incident Management Team (OCIMT) is an all-hazard approach to managing incidents or supporting Unified Commands with personnel trained and qualified in the National Incident Management System (“NIMS”), Incident Command System (“ICS”), and specific ICS positions; and

WHEREAS, The OCIMT can provide support to an Incident Commander by performing ICS functions as required by the incident kind, type, and complexity; and

WHEREAS, the goal is to work together to implement and achieve the NIMS Implementation Objectives of Command and Management at the scene of an incident/emergency, disaster, or catastrophe; and

WHEREAS, Oakland County and Eaton County enter into this Agreement for the purpose of delineating the Parties’ roles and responsibilities for their participation in the OCIMT under the direction and supervision of the Oakland County Emergency Management Division (“Emergency Management Division”).

WHEREAS, Eaton County shall provide at least one Participating Agency Employee for membership in the OCIMT; and

WHEREAS, Ryan Wilkinson as the Participating Agency Employee will comply with all of the OCIMT’s policies and procedures, successfully complete the appropriate training, maintain continuing education requirements, participate in readiness assessments; and

NOW THEREFORE BE IT RESOLVED, the Eaton County Board of Commissioners approves Eaton County and Ryan Wilkinson to coordinate and collaborate with the Oakland County Incident Management Team to implement and achieve the NIMS Implementation Objectives of Command and Management at the scene of an incident/emergency, disaster, or catastrophe.

BE IT FURTHER RESOLVED, the Chairman of the Board of Commissioners is authorized to execute said agreement for the County.

OAKLAND COUNTY INCIDENT MANAGEMENT TEAM

Interlocal Agreement between Oakland County and Eaton County

This Agreement (the "Agreement") is made between Oakland County, a Municipal and Constitutional Corporation, 1200 North Telegraph Road, Pontiac, Michigan 48341 ("County"), and the Eaton County located at 911 Courthouse Dr., Charlotte, Michigan ("Participating Agency"). County and Participating Agency may be referred to individually as a "Party" and jointly as "Parties".

PURPOSE OF AGREEMENT

Pursuant to the Urban Cooperation Act of 1967, 1967 Public Act 7, MCL 124.501 et seq., the County and the Participating Agency enter into this Agreement for the purpose of delineating the Parties' roles and responsibilities for their participation in the Oakland County Incident Management Team ("OCIMT") under the direction and supervision of the Oakland County Emergency Management Division ("Emergency Management Division").

The Parties understand that the OCIMT is an all-hazard approach to managing incidents or supporting Unified Commands with personnel trained and qualified in the National Incident Management System ("NIMS"), Incident Command System ("ICS"), and specific ICS positions. The OCIMT will provide support to an Incident Commander by performing ICS functions as required by the incident kind, type, and complexity. The goal is to work together to implement and achieve the NIMS Implementation Objectives of Command and Management at the scene of an incident/emergency, disaster, or catastrophe.

In consideration of the mutual promises, obligations, representations, and assurances in this Agreement, the Parties agree to the following:

1. **DEFINITIONS.** The following words and expressions used throughout this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows:
 - a. **Agreement** means the terms and conditions of this Agreement and any other mutually agreed to written and executed modification, amendment, exhibit and attachment.
 - b. **Claims** mean any alleged losses, claims, complaints, demands for relief or damages, lawsuits, causes of action, proceedings, judgments, deficiencies, liabilities, penalties, litigation, costs, and expenses, including, but not limited to, reimbursement for reasonable attorney fees, witness fees, court costs, investigation expenses, litigation expenses, amounts paid in settlement, and/or other amounts or liabilities of any kind which are incurred by or asserted against County or Participating Agency, or for which County or Participating Agency may become legally and/or contractually obligated to pay or defend against, whether direct, indirect or consequential, whether based upon any alleged violation of the federal or the state constitution, any federal or state statute, rule, regulation, or any alleged violation of federal or state common law, whether any such claims are brought in law or equity, tort, contract, or otherwise, and/or whether commenced or threatened.

- c. **County** means Oakland County, a Municipal and Constitutional Corporation, including, but not limited to, all of its departments, divisions, the County Board of Commissioners, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, volunteers, and/or any such persons' successors.
 - d. **Day** means any calendar day beginning at 12:00 a.m. and ending at 11:59 p.m.
 - e. **Participating Agency** means Eaton County including, but not limited to, its council, its Board, its departments, its divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons' successors.
 - f. **Participating Agency Employee** means any employees, officers, directors, members, managers, trustees, volunteers, attorneys, representatives of Participating Agency, licensees, concessionaires, contractors, subcontractors, independent contractors, agents, and/or any such persons' successors or predecessors (whether such persons act or acted in their personal, representative or official capacities), and/or any persons acting by, through, under, or in concert with any of the above. "Participating Agency Employee" shall also include any person who was a Participating Agency Employee at any time during the term of this Agreement but, for any reason, is no longer employed, appointed, or elected in that capacity.
2. **PARTICIPATING AGENCY'S RESPONSIBILITIES.** Subject to the terms and conditions of this Agreement and applicable changes in law, the Participating Agency shall provide at least one Participating Agency Employee for membership in the OCIMT ("Participating Member"). All costs associated with employment, including, but not limited to wages, salary, overtime, benefits, local, state and federal taxes associated with employment, and Worker's Compensation Coverage, shall be the sole responsibility of the Participating Agency. The Participating Agency further understands and agrees that all Participating Members shall:
- a. Complete an application for membership and any other paperwork to be determined by the Emergency Management Division. It is within the sole discretion of the Emergency Management Division whether any Participating Agency's Employee shall become and remain a Participating Member. Participating Agency and Participating Member understand that if accepted to serve as a member of the OCIMT, the Participating Member may be deployed for a period of up to fourteen (14) Days. The length of deployment will depend on the incident type, but the Participating Agency must anticipate the maximum duration.
 - b. Comply with all of the OCIMT's policies and procedures.
 - c. Attend and successfully complete the following training:
 - i. i. NIMS ICS-100, 200, 700, and 800 (pre-requisites for OCIMT membership).
 - ii. ii. NIMS IS-300 and 400 (pre-requisites for OCIMT membership).

- iii. Command and General Staff Functions for Local IMT.
 - iv. Position specific training, which will include classroom instruction, exercises, field experience, and completion of Position Task Books.
 - v. Any other training to be determined by the OCIMT.
 - d. Maintain annual continuing education requirements.
 - e. Maintain the ability to respond, when activated, for exercise or deployment within a time frame determined by the OCIMT.
 - f. Attend and participate in activation drills, whether deployed or not, for readiness assessment.
 - g. Not suffer any loss of pay, rank, leave time, or opportunity by the Participating Agency while participating in any training, deployment, drill, and/or exercise required by the OCIMT.
3. **PARTICIPATING AGENCY'S INSURANCE REQUIREMENTS.** The Participating Agency shall have adequate insurance coverage to protect it from any Claims arising under or related to this Agreement and its participation in the OCIMT.
4. **COUNTY'S RESPONSIBILITIES.**
- a. The County shall provide reimbursement to the Participating Agency in accordance with Section 6.
 - b. The County shall provide the Participating Agency with a copy of the OCIMT's policies and procedures.
5. **SCOPE OF AUTHORITY.** The OCIMT will provide support to an Agency having Jurisdiction (AHJ) during an incident/emergency, disaster, or catastrophe. However, the OCIMT will not take over the incident command and management from the AHJ, unless the OCIMT receives a Delegation of Authority from the AHJ.
6. **REIMBURSEMENT.**
- a. Reimbursement is not guaranteed and is contingent upon the County receiving reimbursement to pass through to the Participating Agency. B
 - b. Any reimbursement shall be consistent with the Michigan Emergency Management Act (MCL 30.401 et seq.) and any existing mutual aid agreements, including the Michigan Emergency Mutual Aid Compact (Intrastate) and/or the Emergency Management Mutual Aid Compact (Interstate). If there is a Presidential Disaster Declaration for an incident/emergency, disaster, or catastrophe and the OCIMT is deployed, then the County may seek reimbursement in accordance with Federal Emergency Management Agency reimbursement policies.

- c. If the Participating Agency has not executed a mutual aid agreement, then any reimbursement to the Participating Agency shall be made pursuant to the written procedures and policies established by the Director of the Emergency Management & Homeland Security Department, which may be amended from time to time in the sole discretion of the Director, upon written notice to the Participating Agency.
 - d. All reimbursement requests shall be supported by adequate documentation, as determined by the Emergency Management Division.
- 7. **OVERSIGHT**. The Oakland County Grant Allocation Committee (“GAC”) is comprised of representatives from local response agencies, organizations, and special operations teams that receive grant funding. GAC will provide recommendations and counsel regarding the direction and operation of the OCIMT.
- 8. **COMPLIANCE WITH LAWS**. Each Party shall comply with all federal, state, and local statutes, ordinances, regulations, administrative rules, and requirements applicable to its activities performed under this Agreement. 9
- 9. **PERMITS AND LICENSES**. Each Party shall be responsible for obtaining and maintaining, throughout the term of this Agreement, all licenses, permits, certificates, and governmental authorizations for its employees and/or agents necessary to perform all of its obligations under this Agreement. Upon request, a Party shall furnish copies of any permit, license, certificate, or governmental authorization to the requesting Party.
- 10. **DURATION OF INTERLOCAL AGREEMENT**.
 - a. The Agreement and any amendments hereto shall be effective when executed by both Parties with concurrent resolutions passed by the governing bodies of each Party, and when the Agreement is filed in accordance with MCL 124.510. The approval and terms of this Agreement and any amendments hereto shall be entered into the official minutes of the governing body of each Party.
 - b. This Agreement shall remain in effect until cancelled or terminated by either Party pursuant to Section 13.
- 11. **ASSURANCES**.
 - a. **Responsibility for Claims**. Each Party shall be responsible for any Claims made against that Party by a third party, and for its own acts and the acts of its employees, agents, and subcontractors arising under or related to this Agreement.
 - b. **Responsibility for Attorney Fees and Costs**. In any Claim that may arise from the performance of this Agreement, each Party shall seek its own legal representation and bear the costs associated with such representation, including judgments and attorney fees.
 - c. **No Indemnification**. Except as otherwise provided for in this Agreement, neither Party shall have any right under this Agreement or under any other legal principle to be

indemnified or reimbursed by the other Party or any of its agents in connection with any Claim.

- d. **Authorization and Completion of Agreement.** The Parties have taken all actions and secured all approvals necessary to authorize and complete this Agreement. The persons signing this Agreement on behalf of each Party have legal authority to sign this Agreement and bind the Parties to the terms and conditions contained herein.

12. DISCRIMINATION. The Parties shall not discriminate against an employee or an applicant for employment in hiring, any terms and conditions of employment or matters related to employment regardless of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, height, weight, disability, veteran status, familial status, marital status or any other reason, that is unrelated to the person's ability to perform the duties of a particular job or position, in accordance with applicable federal and state laws.

13. TERMINATION OR CANCELLATION OF AGREEMENT.

- a. Either Party may terminate or cancel this Agreement for any reason upon 30 Days written notice before the effective date of termination or cancellation. The effective date for termination or cancellation shall be clearly stated in the notice.
- b. The County may immediately terminate or cancel this Agreement or a Participating Member's membership in the OCIMT, if the Participating Agency or Participating Member failed to comply, within the County's discretion, with federal, state, or local law, or any requirements contained in this Agreement. The County shall incur no penalty, expense, or liability if it terminates or cancels this Agreement in accordance with this Section.

14. AGREEMENT MODIFICATION OR AMENDMENT. Any modifications, amendments, rescissions, waivers, or releases to this Agreement must be in writing and agreed to by both Parties. Unless otherwise agreed, the modification, amendment, rescission, waiver, or release shall be signed by the same persons who signed the Agreement or other persons authorized by the Party's governing body.

15. DELEGATION OR ASSIGNMENT. Neither Party shall delegate or assign any obligations or rights under this Agreement without the prior written consent of the other Party.

16. RESERVATION OF RIGHTS. This Agreement does not, and is not intended to, impair, divest, delegate or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty, or immunity of the Parties. Nothing in this Agreement shall be construed as a waiver of governmental immunity for either Party.

17. NO THIRD-PARTY BENEFICIARIES. Except as provided for the benefit of the Parties, this Agreement does not and is not intended to create any obligation, duty, promise, contractual right

or benefit, right to indemnification, right to subrogation, and/or any other right in favor of any other person or entity.

18. NO IMPLIED WAIVER. Absent a written waiver, no act, failure, or delay by a Party to pursue or enforce any rights or remedies under this Agreement shall constitute a waiver of those rights with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, in one or more instances shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiver by either Party shall subsequently affect its right to require strict performance of this Agreement.

19. SEVERABILITY. If a court of competent jurisdiction finds a term or condition of this Agreement to be illegal or invalid, then the term or condition shall be deemed severed from this Agreement. All other terms, conditions, and provisions of this Agreement shall remain in full force.

20. CAPTIONS. The section and subsection numbers, captions, and any index to such sections and subsections contained in this Agreement are intended for the convenience of the reader and are not intended to have any substantive meaning. The numbers, captions, and indexes shall not be interpreted or be considered as part of this Agreement. Any use of the singular or plural, any reference to gender, and any use of the nominative, objective or possessive case in this Agreement shall be deemed the appropriate plurality, gender or possession as the context requires.

21. NOTICES. Notices given under this Agreement shall be in writing and shall be personally delivered, sent by express delivery service, certified mail, or first-class U.S. mail postage prepaid, and addressed to the person listed below. Notice will be deemed given on the date when one of the following first occur: (i) the date of actual receipt; (ii) the next business day when notice is sent express delivery service or personal delivery; or (iii) three Days after mailing first class or certified U.S. mail.

a. If Notice is sent to County, it shall be addressed and sent to: Emergency Manager 1200 N. Telegraph Bld 47W Pontiac MI 48341

b. If Notice is sent to Participating Agency, it shall be addressed and sent to: 911 Courthouse Dr., Charlotte, Michigan 48813.

22. GOVERNING LAW/CONSENT TO JURISDICTION AND VENUE. This Agreement shall be governed, interpreted, and enforced by the laws of the State of Michigan. Except as otherwise required by law or court rule, any action brought to enforce, interpret, or decide any Claim arising under or related to this Agreement shall be brought in the 6th Judicial Circuit Court of the State of Michigan, the 50th District Court of the State of Michigan, or the United States District Court for the Eastern District of Michigan, Southern Division, as dictated by the applicable jurisdiction of the court. Except as otherwise required by law or court rule, venue is proper in the courts set forth above.

23. SURVIVAL OF TERMS. The Parties understand and agree that all terms and conditions of this Agreement that require continued performance, compliance, or effect beyond the termination date of the Agreement shall survive such termination date and shall be enforceable in the event of a failure to perform or comply.

24. ENTIRE AGREEMENT. This Agreement represents the entire agreement and understanding between the Parties, and supersedes all other prior oral or written understandings, communications, agreements, or contracts between the Parties. The language of this Agreement shall be construed as a whole according to its fair meaning and not construed strictly for or against any Party.

IN WITNESS WHEREOF, Ryan Wilkinson hereby acknowledges that he/she has been authorized by a resolution of Eaton County, a certified copy of which is attached, to execute this Agreement on behalf of Participating Agency and hereby accepts and binds Participating Agency to the terms and conditions of this Agreement.

EXECUTED: _____ DATE: _____

Jim Mott, Chairperson

Eaton County Board of Commissioners

WITNESSED: _____ DATE: _____

Connie Sobie, Controller/Administrator

Eaton County Controller's Office

IN WITNESS WHEREOF, David Woodward, Chairperson, Oakland County Board of Commissioners, hereby acknowledges that he has been authorized by a resolution of the Oakland County Board of Commissioners to execute this Agreement on behalf of Oakland County, and hereby accepts and binds Oakland County to the terms and conditions of this Agreement.

EXECUTED: _____ DATE: _____

David Woodward, Chairperson

Oakland County Board of Commissioners

WITNESSED: _____ DATE: _____ Oakland

County Board of Commissioners

County of Oakland

