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, JULY 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 June 6, 2024 Minutes.
5. Limited Public Comment.
6. Sheriff's Office Update.
    - Sheriff Fees Schedule Police and Accident Reports
7. Central Dispatch Update.
    - SEMCO License Agreement
8. Emergency Management Update.
    - Multi-Year Strategic Plan 6-month Progress Report
    - Memorandum of Understanding with the American Red Cross
9. Miscellaneous.
10. Limited Public Comment.
11. Adjournment.

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

517-543-2122
517-543-3331 (Fax)
1045 Independence Blvd.
Charlotte, MI 48813
eatoncounty.org

PUBLIC SAFETY COMMITTEE

THURSDAY, JUNE 6, 2024
4:00 P.M.

MINUTES

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

ALSO PRESENT: Commissioner Jim Mott, Connie Sobie, Sheriff Tom Reich, Undersheriff Jeff Cook, Kelly Cunningham, Ryan Wilkinson, Melanie Achenbach, Betsy Gibbs, Amy Brown, Paula McCloy, Rick McCloy, and Jerri Nesbitt

The June 6, 2024, 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 as presented. Commissioner Mudry seconded. Motion carried unanimously.

APPROVAL OF MEETING MINUTES
Commissioner Droscha moved to approve the May 2, 2024, meeting minutes as presented. Commissioner Hansen seconded. Motion carried unanimously.

LIMITED PUBLIC COMMENT
Amy Brown, a 21-year resident of Sunfield Township, voiced concerns in reference to the County budget and potential millage as they relate to Public Safety.

SHERIFF'S OFFICE UPDATE
Sheriff Reich reported the highlights for the month of May, 2024.

RESOLUTION TO AUTHORIZE APPLICATION FOR BYRNE RESIDENTIAL SUBSTANCE ABUSE TREATMENT (RSAT) GRANT
Controller Sobie gave a brief description of this program and stated the Sheriff's Office has had this grant for several years. Commissioner Droscha moved to recommend approval of the Resolution to the Board of Commissioners. Commissioner Haskell seconded. Motion carried unanimously.

CENTRAL DISPATCH UPDATE
Director Cunningham provided a monthly report. The Dispatch floor remodel is on-going with a completion date in August. There is one Telecommunicator vacancy and one applicant in the hiring process. It was also noted trainings were attended.

DRAFT

EMERGENCY SERVICES UPDATE
Manager Wilkinson reported that thirteen people were able to attend a Homeland Security Conference due to a grant. He noted that the number of hours required for Emergency Management exercise attendance is being exceeded. He stated the Hazardous Identification Risk Assessment (HIRA) is nearing completion, which will include an interactive website and Ella Gardner has completed the National Emergency Management Institute Basic Academy.

MISCELLANEOUS
None.

LIMITED PUBLIC COMMENT
None.

ADJOURNMENT

Commissioner Barnes adjourned the meeting at 4:28 p.m.

The next regularly scheduled meeting of the Public Safety Committee will be held July 11, 2024, at 4:00 p.m.

_____
Commissioner Timothy Barnes
Chairperson, Public Safety Committee

DRAFT

EATON COUNTY BOARD OF COMMISSIONERS

JULY 17, 2024

RESOLUTION TO AMEND THE SHERIFF DEPARTMENT FEE SCHEDULE

Introduced by the Public Safety Committee

WHEREAS, the Eaton County Board of Commissioners has approved a User Fee Schedule for the Eaton County Sheriff Department; and

WHEREAS, the Public Safety Committee has reviewed and is recommending an increase to the rate for accident reports from $7.00 to $10.00 and the addition of a fee of $10.00 for police reports; and

NOW, THEREFORE, BE IT RESOLVED, that the Eaton County Board of Commissioners approves the attached recommended Sheriff Department User Fee Schedule effective August 1, 2024; and

BE IT FURTHER RESOLVED, that any other User Fee Schedules established by the Sheriff Department are superseded by the attached schedule.

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Revised 4/20/2005
Revised 11/17/2004
Revised 1/21/2009
Revised 11/16/2011
Revised 4/17/2019
Revised 1/01/2022

Sheriff Department Fee Schedule

Description of Fee:		Current Fee	
Background Check	$	10.00	
Accident/Incident Report		~~7.00~~	$10.00
Police Report		10.00	New
Fingerprinting:			
Fingerprinting (Cards)		15.00	
Fingerprinting LiveScan - Residents (State Fee)		43.25	
Fingerprinting LiveScan - Non-Residents (State Fee plus $25)		68.25	
Notary - Gun Purchase Permit		2.50	
Pistol Sales Record Copy		1.00	
Dealer Application (R.I. 9 Form)		5.00	
Preliminary Breathalizer Test		5.00 - 8.00	
Vehicle Inspections (Requiring TR-54 Form)		20.00	
Firing Range Usage		10.00	per individual
Boating Safety Permit (Reissuance)		5.00	
Precious Metal & Gem Dealer Prospective Employee			
Computerized Criminal History (LEIN) Check		15.00	
Dedicated Patrol/Enforcement Contractual Rate (per officer)		60.00	per hour
Large Object Moving (Traffic Assistance)			
First 2 hours		60.00	per vehicle
Each additional hour		35.00	per vehicle
Abandoned Vehicle:			
Tow Only		97.00	
Tow/Scrap		200.00	
Tow/Auction		274.00	
Vehicle Storage		5.00	per day
OUIL:			
Basic		224.00	
& PD Accident		270.00	
& PI Accident		387.00	
& Fatal Accident		2722.00	
False Alarm (within one year period):			
First & Second Alarm		N/C	
Third Alarm		75.00	
Subsequent Alarms		145.00	
Inmate Housing		32.00 *	per day
Work Release		70.00	per week plus
		11.00	per work day
Tether Hook-up Cost		50.00	
Weekend Inmate		32.00	per day
Weekend Inmate processing		15.00	per weekend

* Individuals will receive a 50% discount if their account is paid in full within 30 days from date of invoice, a 40% discount if their account is paid in full within 31 to 60 days from date of invoice, and a 30% discount if their account is paid in full within 61 to 90 days from date of invoice.

Revised 4/20/2005
Revised 11/17/2004
Revised 1/21/2009
Revised 11/16/2011
Revised 4/17/2019
Revised 1/01/2022

Sheriff Department Fee Schedule

Description of Fee:	**Current Fee**	
Tether/Blood Alcohol Tester (based on hourly wage):		
Federal Minimum Wage - $10.00	19.00	per day
$10.01 - $15.00	25.00	per day
$15.01 - $20.00	32.00	per day
$20.01 and up	38.00	per day
Inmate Medical and Dental Fees:		
Nurse Visit	7.50	
Doctor or Dentist Visit	25.00	
Prescription Handling Fee	3.00	
Emergency Room Treatment	As Billed	
Medication	As Billed	

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: June 2024

Monthly Statistics:

- Total Telephone Calls: 9,814
  - Emergency Lines: 3,862
  - Non-Emergency Lines: 5,952
- Text-to-911 Sessions: 38
- Total Incidents: 7,337
  - EMS: 1,341
  - Fire: 800
  - Law Enforcement: 5,196
- Addresses Issued: 7
- Radio Support Tickets: 4
- RAVE Mobile Safety
  - Smart911 Safety Profile Activity: 91
  - Smart911 Safety Profiles Created: 239
  - RAVE Facility Profile Activity: 164
  - RAVE Facility Profiles Created: 0
  - RAVE Panic Button Activity: 2

Training & Exercise:

- Deputy Director D'Huyvetter attended the City of Eaton Rapids Table Top Exercise.
- Telecommunicator Hennessy attended the *Mutual Aid Box Alarm System (MABAS) Training* at the Jackson Fire Department.
- Supervisor Nunham, Supervisor Yarger, Telecommunicator Shaw, & Telecommunicator Cavender attended the *North American Active Assailant Conference* in Troy, Michigan. Eaton County Emergency Management & the Homeland Security Grant Program made this opportunity possible.
- Deputy Director D'Huyvetter, Supervisor Thacker, & Telecommunicator Cavender attended the City of Grand Ledge Table Top Exercise.
- Supervisor Howland, Supervisor Yarger, & Telecommunicator March attended the *Eaton County AVI Training.*

Facility Projects:

- Current Projects In-Progress:
  - Dispatch Floor Remodel
  - Quiet/Lactation Room & Sleep Quarters Remodel

Technology & Radios:

- Current Projects In-Progress:
  - Computer-Aided Dispatch Replacement
  - Eaton County Alertus
  - ASAP to PSAP

    - Dispatch Floor- Network Wire Upgrade
- Pending Radio Templates from MPSCS:
    - Calhoun County (New Implementation)

Communications Unit Support:

- Events:
    - 2024 Gizzard Fest
    - 2024 Dimondale Car Show: Communications Unit Deployed by Supervisor Thacker & Supervisor Jones
    - 2024 Grand Ledge Yankee Doodle Days
    - Special Operations: Communication Unit Deployed by Supervisor Jones
- Incident Radio Communications Plans Created:
    - 2024 Delta Fireworks
    - 2024 City of Eaton Rapids 4th of July Celebration
    - 2024 Charlotte High School Full-Scale AVI Exercise

Operations:

- The Outdoor Warning Sirens monthly test was conducted on Saturday, June 1st.
- On June 5th, ECCD started direct dispatching for Nashville EMS for calls in Eaton County.
- One (1) applicant completed the hiring process & has a start date of Monday, July 8th.
- There is currently an open hiring process for one (1) Telecommunicator vacancy.
- Director Cunningham, Deputy Director D'Huyvetter, Emergency Manager Wilkinson, & Supervisor Jones met with Michigan Mutual Aid Box Alarm System (MABAS) to discuss the possibility of becoming the Backup RED Center.
- Director Cunningham & Deputy Director D'Huyvetter attended the Active Violence Incident Full-Scale Exercise planning meeting at Charlotte Public Schools.
- Director Cunningham & Deputy Director D'Huyvetter attended the Tri-County AVI Meeting.
- Deputy Director D'Huyvetter worked with Ford Motor Company to test their 911 Assist SYNC Technology.
- ECCD hosted sit-alongs for responders from the following agencies: Eaton County Emergency Management, Eaton County Sheriff's Department Cadet Program, & Eaton Rapids Police Department.

Operational Staffing Report:

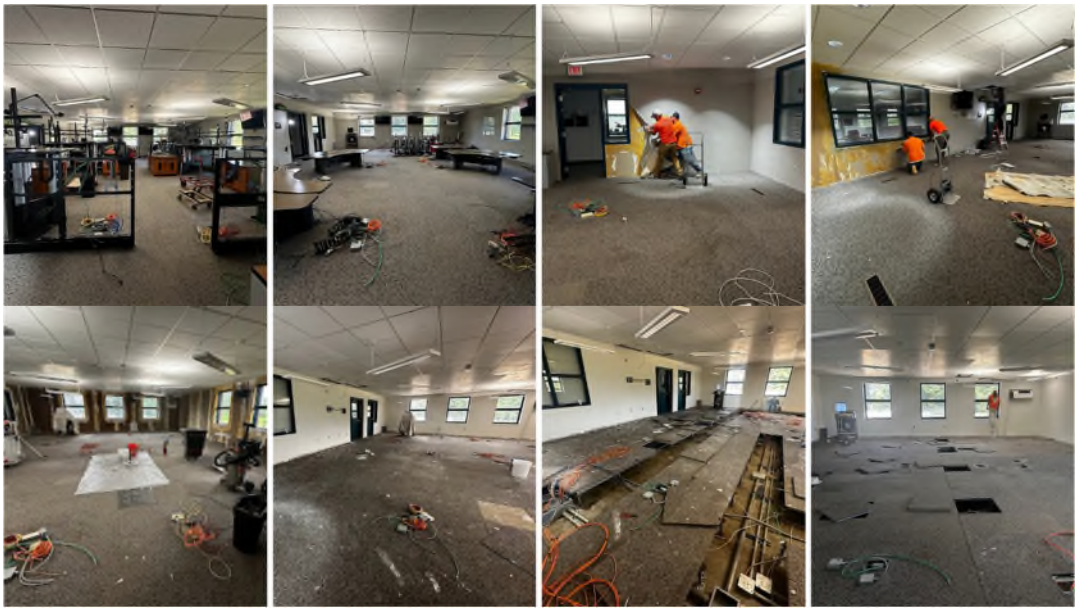
- Public Safety Telecommunicators
    - Fully Trained: 13
    - In Training: 1
    - Vacant: 2
- Supervisors
    - Fully Trained: 6
      Vacant: 0

Outreach & Public Relations Events:

- Supervisor Thacker participated in the Mid-Michigan Police Academy Felony Stop Video & is the "voice" of the new video, which will be used for teaching at the police academy.
- Supervisor Howland visited the Brownstown Township Police Department to help them develop their training program.

- Telecommunicator Neirink, Telecommunicator Thorne, Clerk/Receptionist Niska, & family members participated in the 2024 Potterville Gizzard Fest Parade.
- Telecommunicator Brown participated in the Alive Family Fun Day as a Child Passenger Safety Technician.
- Director Cunningham, Clerk/Receptionist Niska, & family members participated in the 2024 Grand Ledge Yankee Doodle Days Parade.
- Supervisor Jones & Child Passenger Safety Technicians: Telecommunicator Brown, Telecommunicator March, & Telecommunicator Hennessy provided their first Car Seat Safety Checkup Event hosted by the Charlotte Fire Department.

Yours Truly,
Kelley Cunningham
Director



Eaton County Central Dispatch
Total Calls For Service

June 2024				
Type Agency	Month To Date		Year To Date	
	Calls	**%/Total**	**Calls**	**%/Total**
EMS	1,341	18.3%	8,336	19.1%
Fire	800	10.9%	4,570	10.5%
Police	5,196	70.8%	30,634	70.4%
Total Calls	**7,337**	**100.0%**	**43,540**	**100.0%**

Eaton County Central Dispatch
EMS Calls For Service

June 2024

Agency	Month To Date		Year To Date	
	Calls	**%/Total**	**Calls**	**%/Total**
Benton Twp. EMS	39	2.9%	343	4.1%
Delta Twp. EMS	442	33.0%	2,823	33.9%
Eaton Area EMS	535	39.9%	3,172	38.1%
Grand Ledge EMS	183	13.6%	1,118	13.4%
Vermontville EMS	18	1.3%	89	1.1%
Windsor Twp. EMS	95	7.1%	604	7.2%
Outside Agencies* *LIFE, LTEM, MARE, NEMS*	29	2.2%	187	2.2%
Total EMS Calls	**1,341**	**100.0%**	**8,336**	**100.0%**

* Agencies Outside Eaton County

Eaton County Central Dispatch
Fire Calls For Service

June 2024				
Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
Bellevue Fire	46	5.8%	194	4.2%
Benton Twp. Fire	22	2.8%	136	3.0%
Charlotte Fire	86	10.8%	359	7.9%
Delta Fire	272	34.0%	1,811	39.6%
Eaton Rapids City	73	9.1%	345	7.5%
Eaton Rapids Twp.	70	8.8%	341	7.5%
Grand Ledge Fire	75	9.4%	499	10.9%
Hamlin Twp Fire	15	1.9%	123	2.7%
Olivet Fire	15	1.9%	127	2.8%
Roxand Twp. Fire	11	1.4%	76	1.7%
Sunfield Fire	32	4.0%	155	3.4%
Vermontville Fire	16	2.0%	66	1.4%
Windsor Fire	55	6.9%	288	6.3%
Outside Agencies*	12	1.5%	50	1.1%
LTFD, LAFD				
Total Fire Calls	**800**	**100.0%**	**4,570**	**100.0%**

* Agencies Outside Eaton County

Eaton County Central Dispatch
Police Calls For Service

June 2024

Agency	Month To Date		Year To Date	
	Calls	**%/Total**	**Calls**	**%/Total**
Bellevue Police	29	0.6%	305	1.0%
Charlotte Police	602	11.6%	3,722	12.1%
Eaton County Sheriff	2,623	50.5%	15,355	50.1%
Delta	*1,541*	29.7%	9,066	29.6%
Out County	*1,082*	20.8%	6,289	20.5%
Animal Control	*192*	3.7%	1,088	3.6%
Eaton Rapids Police	340	6.5%	1,753	5.7%
Grand Ledge Police	290	5.6%	2,054	6.7%
Michigan State Police	1,111	21.4%	6,402	20.9%
Olivet Police	19	0.4%	110	0.4%
Potterville Police	174	3.3%	845	2.8%
Outside Agencies* *ME, LANS*	8	0.2%	88	0.3%
Total Police Calls	**5,196**	**100.0%**	**30,634**	**100.0%**

Eaton County 911 Phone Calls Received in 2024			
Month	**911**	**Non-emergency**	**Total Calls**
January	3,511	6,025	9,536
February	2,943	5,431	8,374
March	3,464	5,638	9,102
April	3,445	5,513	8,958
May	3,902	6,284	10,186
June	3,862	5,952	9,814
July			-
August			-
September			-
October			-
November			-
December			-
TOTAL	21,127	34,843	55,970

Eaton County New Builds

Date Issued	Certificate #	New Address	City	Zip Code	Permit Type
June 5, 2024	2024-29	8971 S CLINTON TR	EATON RAPIDS	48827	NEW BUILD
June 11, 2024	2024-31	10070 HARVEST PARK	DIMONDALE	48821	
June 11, 2024	2024-30	10070 HARVEST PARK	DIMONDALE	48821	
June 18, 2024	2024-33	11401 W KALAMO HWY	NASHVILLE	49073	NEW BUILD
June 18, 2024	2024-32	2949 VALLEY HWY	CHARLOTTE	48813	NEW BUILD
June 21, 2024	2024-35	705 MONTELS WAY	CHARLOTTE	48813	NEW BUILD
June 21, 2024	2024-34	1972 GLASS DR	CHARLOTTE	48813	NEW BUILD

LICENSE AGREEMENT

THIS LICENSE AGREEMENT, (the "Agreement") made and entered into this _____ day of ___, 2024, ("Effective Date"), by and between SEMCO Energy, Inc., 1411 Third Street, Suite A, P.O. Box 5004, Port Huron, MI 48061-5004 ("SEMCO") and ___County__ of __Eaton ___ ("Authority").

W I T N E S S E D:

WHEREAS, the Authority owns and operates the Eaton County ("Sub-System") which is part of the statewide public safety communications system known as the Michigan Public Safety Communications System ("MPSCS"); and

WHEREAS, SEMCO, a public utility company with a role in public safety, has reached an agreement with MPSCS officials to become an end user of the MPSCS System; and

WHEREAS, SEMCO has submitted a request to the Authority to use the Sub-System for trucks/devices daily assigned to their Battle Creek Operations Center; and

WHEREAS, the Authority and SEMCO have agreed a non-exclusive license shall be granted to SEMCO for use of the Sub-System subject to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein,
IT IS HEREBY AGREED as follows:

1. **License to SEMCO.** The Authority hereby grants SEMCO a non-exclusive license to:

- **a.** Install and maintain the necessary communications equipment for additional channels to be added to select Sub-System tower sites. The additional channel shall be integrated into the Sub-System and will be a shared resource among all Sub-System users.
- **b.** Use of the Sub-System for up to TBD (TBD) trucks/devices daily assigned to the SEMCO Battle Creek Operations Center that support services in Eaton County. The Authority understands this may fluctuate depending on public utility needs and emergencies. Therefore, it is the responsibility of SEMCO to provide the Authority with the number of trucks/devices daily assigned to the Service Center annually. The number of trucks/devices licensed to use the Sub- System may be increased by written mutual agreement in accordance with Section 21 of this Agreement.

It is expressly understood and agreed that the sums paid by SEMCO under this Agreement shall be construed as full consideration for the licenses SEMCO receives under this Agreement and that SEMCO shall not owe the Authority any additional rent or other charges for its use of the tower sites, equipment shelter space, or utilities.

2. **License Fee.** In consideration for this license, SEMCO agrees to the following:

- **a.** SEMCO shall pay to install and maintain the necessary communications equipment for one additional channel to be added and integrated to each of the Sub-System tower sites. This equipment shall remain the property of SEMCO. Therefore, future replacement and/or upgrade costs associated to changes made to the Sub-System and/or the MPSCS shall the responsibility of SEMCO if the cost Is not covered by MPSCS. Equipment or upgrades shall not now or in the future cause damage to, or interfere with, the Authority's current or future equipment or systems installed at the Sub-System site. If such damage or interference shall occur, the Authority shall give SEMCO written notice thereof and SEMCO shall take immediate action to correct the damage or interference.
- **b.** SEMCO shall pay the Authority annually in advance a license fee equal to One Hundred Five ($105) Dollars per truck/device with an estimated TBD (TBD) truck/devices assigned to the

Battle Creek Operations Center that support services in Eaton County for the first year of this Agreement. This Agreement term shall start from the day of beneficial use of the Sub-System and shall occur each year thereafter. Payment Terms are to be NET 30 days on day of invoice.

i. Prior to the end of the second year of this Agreement and every year thereafter, the parties agree to conduct a cost analysis of the per truck/device license fee. The Authority shall provide SEMCO a cost analysis illustrating all Sub-System tower site operational costs and a per channel breakdown for the previous year.

ii. By written mutual agreement, the annual license fee may be adjusted as a result of the cost analysis. If the parties cannot mutually agree on the annual license fee and the cost analysis reveals an operational increase for the Sub-System of more than five percent (5%) over the previous year, the Authority may increase the license fee by three percent (3%) for the upcoming year.

3. **Access to the Sub-System Tower Sites.** The Authority agrees to grant access to Motorola and MPSCS officials, engineers, and technicians as necessary to install, maintain, repair, remove, and/or replace equipment belonging to SEMCO at each Sub-System site.

4. **Maintenance.** SEMCO shall be solely responsible for the maintenance and repair of their communications equipment.

5. **Utilities.** It is understood and agreed that all utilities required to operate SEMCO's communications equipment shall be included in the annual license fee outlined in Section 2.

6. **Damage and Clean-up to Authority Property and/or Premises**. SEMCO shall be responsible for any damage to any Authority property, equipment, or premises that is caused by SEMCO employees, contractors, or volunteers. If damage occurs, SEMCO shall make necessary repairs and/or replacements to the damaged property and equipment or in the alternative pay the Authority the cost for such repairs or replacement. SEMCO shall be responsible for removal of its equipment from the Sub-System tower sites when it is no longer needed unless otherwise agreed upon with the Authority in writing. In removing its equipment, the SEMCO shall not disturb Authority-owned equipment and shall leave the Sub-System sites in a clean, good condition.

The Authority shall be responsible for any damage to SEMCO's equipment at the Sub-System tower sites caused by Authority employees, contractors or volunteers and shall likewise require any other licensees to agree to assume such responsibility for damage they or their contractors or volunteers may cause to the Authority's or SEMCO's property. If damage to either party's property occurs the responsible party shall make necessary repairs or replacements or in the alternative pay both parties the cost of such repairs or replacement.

7. **Destruction; Condemnation.**

a. **Destruction.** If one or more tower sites are destroyed or so damaged as to materially interfere with SEMCO's use and benefits from a tower site, the Authority and SEMCO, if they mutually agree, may elect to cancel and terminate this Agreement on the date of such casualty. Notwithstanding the foregoing, the Authority may elect, to repair the damage, in which case the Authority and SEMCO shall remain bound to the terms of this Agreement.

b. **Condemnation.** If the whole or any substantial part of a tower site shall be taken by any public authority under the power of eminent domain or in deed or conveyance in lieu of condemnation so as to materially interfere with SEMCO's use thereof, SEMCO may terminate this Agreement.

8. **Status of Relationship**. Nothing in this Agreement is intended to create a partnership or agency relationship between the parties. The employees, agents, contractors, lessees, or licensors of

one of the parties shall not be deemed to be an employee, agent, contractor, lessee, or licensee of the other party.

9. Insurance. SEMCO shall procure, pay the premium on, keep, and maintain during the term of this Agreement adequate personal injury and property damage insurance, covering injuries, death and property damage arising out of the SEMCO's activities pursuant to this Agreement. Any insurance policies covering the SEMCO's equipment or activities on the tower sites shall include the Authority as an additional insured. In the event the insurance coverage obtained by SEMCO is for any reason reduced or terminated during the term of this Agreement, SEMCO shall immediately notify the Authority of that fact in writing.

Notwithstanding the foregoing, either the Authority or SEMCO shall have the right to self-insure the risks for which they are required to insure against in this Section.

10. No Third Party Beneficiaries. This Agreement is not intended to be a third-party beneficiary contract and confers no rights or privileges on anyone other than the Authority and SEMCO.

11. Discrimination. In carrying out the terms to this Agreement, the parties hereto shall adhere to all Federal, State, and local laws and regulations prohibiting discrimination. The parties hereto, as required by law, shall not discriminate against persons to receive services under this Agreement or against an employee or applicant for employment because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, political affiliation or beliefs, or citizenship. Breach of this covenant shall be regarded as a material breach of this Agreement.

12. Compliance with Laws. The parties to this Agreement shall perform all their respective duties and obligations hereunder in complete compliance with all applicable Federal, State, and local statutes, laws, ordinances, rules, and regulations.

13. 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 Authority and SEMCO.

14. Amendments. All modifications, amendments, or waivers of any provision of this Agreement shall be made by the written mutual consent of the parties hereto.

15. Contract Period/Termination. This Agreement shall be effective from the date of execution by the authorized representatives of both the Authority and SEMCO and shall remain in effect until terminated as provided in this Agreement, or so long as the useful life of the Sub-System, whichever shall first occur. Notwithstanding any other provision in this Agreement to the contrary this Agreement may be terminated by either party upon three hundred sixty-five (365) days written notice to the other party. Upon the effective date of the termination, the License shall be deemed revoked and SEMCO's equipment must be removed from the tower sites or, by written mutual agreement, the Authority and SEMCO may agree to the Authority's purchase of the equipment.

16. Waiver. The waiver by a party of any default in performance by the other party of any of the terms, covenants or conditions contained herein shall not be deemed a continuing waiver of that default or any subsequent default.

17. Assignment. SEMCO shall not assign this Agreement or any right or obligation under this Agreement without the prior written consent of the Authority. If this Agreement is assigned, then it will bind and benefit the successors and assigns of the parties.

18. **Third Parties.** This Agreement confers no rights or remedies on any third party, other than the parties to this Agreement and their respective successors and permitted assigns.

19. **Severability.** Each provision of this Agreement shall be interpreted in a way that is valid under applicable law. If any provision is held invalid, the remainder of the Agreement shall remain in effect.

20. **Applicable Law.** This Agreement shall be construed in accordance with the laws of the State of Michigan.

21. **Notices.** All required notices shall be in writing and shall be considered given when delivered by registered, certified or electronic mail, return receipt requested, addressed as follows (or any other address that is specified in writing by either party):

If to SEMCO:
SEMCO Energy, Inc.
Attention: Darcy Falkowski
1411 Third Street, Suite A
P.O. Box 5004
Port Huron, MI 48061-5004

If to the Authority:
Eaton County Central Dispatch
Attention: Kelley Cunningham
911 Courthouse Dr.
Charlotte, MI 48813

22. **Entire Agreement**. This writing contains the entire agreement of the parties regarding the subject matter of this Agreement and may be modified only upon the subsequent written agreement signed by all parties.

23. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which is an original, and all of which constitute only one agreement between the parties.

16. **Certification of Authority to Sign Agreement.** The people signing this Agreement on behalf of the parties hereto certify by their signatures that they are duly authorized to sign on behalf of said parties and that this Agreement has been authorized by said parties.

This License Agreement has been fully signed by the authorized representatives of the parties hereto on the day and year first above written.

SEMCO Energy, Inc.	**County of Eaton**
By:	By:
Name: Darcy Falkowski	Name:
Title: Emergency Manager	Title:
Date:	Date:

EATON COUNTY
Emergency
Management

Public Safety Committee Report July 11, 2024

Cover Photo: Participants from Various City of Eaton Rapids Departments Participate in a Community Readiness Exercise on Tuesday, June 4, 2024.

Planning

1. Ryan Wilkinson, the Emergency Manager for Eaton County, has been actively involved in the Michigan Emergency Management Assistance Compact (MEMAC) workgroup. This group is conducting an in-depth review of the MEMAC language and procedures to implement essential updates to the agreement.
2. Ryan and Ella met with new Charlotte City Manager Rob Hilliard on June 18 introduce ourselves and extend our assistance to Mr. Hilliard and the city on emergency management initiatives.
3. Multi-Year Strategic Plan 6-month Progress Report is attached highlighting milestones achieved as we work towards our goals and objectives.

Training

1. Eaton County Emergency Management sent 22 attendees to the North American Active Assailant Conference using the Homeland Security Grant Program in Troy, Michigan. Eligible grant expenses included pre-conference and general conference registration cost of the grant project was **$6,124.23**.

   Attendees were from the following agencies and organizations:

   a. Charlotte Police Department
   b. Eaton County Central Dispatch
   c. Eaton County Emergency Management
   d. Eaton County Sheriff's Office
   e. Eaton Rapids Police Department
   f. Grand Ledge Area Emergency Services Authority
   g. Grand Ledge Police Department
   h. Grand Ledge Public Schools
2. Ryan Wilkinson, Ella Gardner, and Mitchell Carlson attended the International Association of Emergency Managers (IAEM-USA) Region 5 Virtual Sunshine Summit on Wednesday, June 26, 2024. Presentations included a briefing on the East Palestine Train Derailment from Columbiana County (OH) Emergency Manager Peggy Clark and a presentation on criminal mass violence with a focus on victim care.

Exercise

1. Ryan Wilkinson facilitated a Community Readiness tabletop exercise for the City of Eaton Rapids on Tuesday, June 4, 2024. The exercise module contained discussion points on the current state of community readiness for the July 3rd and July 4th community event in Eaton Rapids, culminating in a brief scenario to work through issue identification, response, and potential recovery initiatives.

2. Ryan Wilkinson facilitated a Community Readiness tabletop exercise for the City of Grand Ledge on Tuesday, June 11, 2024. The exercise module contained discussion points on the current state of community readiness for the July 3rd and July 4th community event in Eaton Rapids, culminating in a brief scenario to work through issue identification, response, and potential recovery initiatives.

Project Management

1. Eaton County Emergency Management, in collaboration with the Eaton County Clerk and Eaton County Technology Services, has undertaken a grant project funded by the Homeland Security Grant Program to enhance election security. The project involved acquiring a portable generator, UPS drives, and vDrives to ensure that the clerk's office can continue conducting elections even if an election site is disrupted by natural, technological, or human-caused hazards. Total cost of the grant funded project was **$22,316.91**.

Sincerely,

Ryan Wilkinson

Emergency Manager

Eaton County Emergency Management

EATON COUNTY
Emergency Management

Multi-Year Strategic Plan 6-Month Progress Report

2024 & 2025

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

“[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.

Goal #1 – Strengthen Community Engagement

Strengthen community engagement efforts through programs and initiatives to develop a "culture of readiness" 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
1.1.1 Task Completion: • Emergency Manager Ryan Wilkinson and Emergency Management Specialist Ella Gardner wrote, designed, developed, and published the web-based public-facing version of the Hazard Identification & Risk Assessment (HIRA) to help residents understand their risks in a more digestible manner.		Eaton County Emergency Management HIRA (arcgis.com)
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
1.1.2 Task Completion: • Emergency Manager Ryan Wilkinson and Emergency Management Specialist Ella Gardner wrote, designed, developed, and published the web-based public-facing version of the Hazard Identification & Risk Assessment (HIRA) to help residents understand their risks in a more digestible manner.		Eaton County Emergency Management HIRA (arcgis.com)

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

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

1.2.2 Task Completion: • Emergency Management Specialist Ella Gardner invited all local and regional partners to attend the Crisis Communications: Navigating Mass Violence training. Individuals from local schools, colleges, universities, hospitals, etc. were in attendance on February 9, 2024.	PDF Crisis Communications Trai
1.2.2 Task Completion: • Emergency Manager Ryan Wilkinson and Emergency Management Specialist Ella Gardner invited local and regional partners to attend the MI-MORT full-scale exercise. Individuals from local hospitals and private sector utilities were in attendance on May 1, 2024.	PDF MI-MORT FSE Observers.pdf

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
1.3.2 Task Completion: • Emergency Management Specialist Ella Gardner organized, promoted, and facilitated the Crisis Communications: Navigating Mass Violence training on February 9, 2024.		PDF Crisis Communications Trai

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 (EOP) 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 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 the development and maintenance of supporting documents like Energy Assurance or Damage Assessment.	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

Objective 2.2

Mature the Eaton County Continuity of Operations and Continuity of Government Plan.

When disasters strike, Eaton County must ensure that the 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

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 effects 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 into this framework.	Emergency Manager

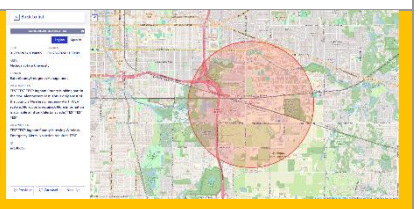
Goal #3 – Ensure the Ability to Support Response

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

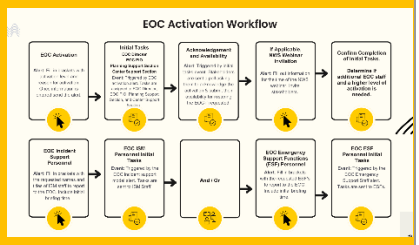
Objective 3.1

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 activate 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 exercised.

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 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
3.1.3 Task Completion: • Emergency Manager Ryan Wilkinson participated in the Wireless Emergency Alert (WEA) Cross-Jurisdictional Alert Test for MSU on January 23, 2024.		
3.1.3 Task Completion: • Emergency Manager Ryan Wilkinson, Emergency Management Specialist Ella Gardner, 911 Director Kelley Cunningham, and 911 Deputy Director Francis D'Huyvetter		Record maintained within Rave Mobile Safety Application

participate in the IPAWS Monthly Proficiency Demonstration on the third Wednesday of each month.	
3.1.3 Task Completion: • Emergency Management Specialist Ella Gardner participated in the Crisis Communications: Navigating Mass Violence Incidents with a Focus on Victim Care training on February 9, 2024.	PDF Crisis Communications Trai
3.1.3 Task Completion: • Emergency Manager Ryan Wilkinson, facilitator, and Emergency Management Specialist Ella Gardner, player, participated in a WEA development drill – lightning bolt exercise on March 19, 2024.	PDF AAR-IP - WEA Development Drill (Li
3.1.3 Task Completion: • Emergency Manager Ryan Wilkinson participated in the MI-MORT MIC/VIC training on March 21, 2024.	PDF MIC-VIC Exercise Sign In.pdf
3.1.3 Task Completion: • Emergency Manager Ryan Wilkinson participated in the District Coordinator's Quarterly Radio Check on April 18, 2024.	Record maintained by MSP/EMHSD First District Coordinator
3.1.3 Task Completion: • Emergency Manager Ryan Wilkinson & Emergency Management Specialist Ella Gardner participated in the MI-MORT full-scale exercise from April 29 – May 3, 2024.	PDF MI-MORT FSE Observers.pdf
3.1.3 Task Completion: • Emergency Manager Ryan Wilkinson & Emergency Management Specialist Ella Gardner designed, developed, and conducted an EOC Activation functional exercise on April 29, 2024.	PDF AAR-IP.pdf
3.1.3 Task Completion: • Emergency Manager Ryan Wilkinson evaluated the Grand Rapids Community College (GRCC) full-scale active shooter exercise on April 30, 2024.	PDF Operational Coordination_GRCC F

3.1.3 Task Completion: • Emergency Manager Ryan Wilkinson evaluated the Flood Tabletop for the City of Lansing on May 10, 2024.		PDF Flood Response EOC TTX 2024 Observatior
3.1.3 Task Completion: • Emergency Manager Ryan Wilkinson & Emergency Management Specialist Ella Gardner designed, developed, and conducted a Community Readiness 4th of July tabletop exercise for the City of Eaton Rapids on June 4, 2024.		
3.1.3 Task Completion: • Emergency Manager Ryan Wilkinson & Emergency Management Specialist Ella Gardner designed, developed, and conducted a Community Readiness Yankee Doodle Days tabletop exercise for the City of Grand Ledge on June 11, 2024.		
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
3.1.4 Task Completion: • Emergency Management Specialist Ella Gardner created a new and refined process for activating the EOC that encompasses task assignments, and event/incident information that can be remotely monitored through the RAVE dashboard.		
3.1.5	Regularly maintain and refresh countywide contact lists, ensuring they encompass county personnel, local jurisdictions, and partner agencies.	Emergency Manager and Emergency Management Specialist
3.1.5 Task Completion: • Emergency Management Specialist Ella Gardner maintains a regional contact list encompassing local jurisdictions and partnering agencies.		2024 R1 Contact Info.xlsx

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 – Coordination 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
4.1.2 Task Completion: • Emergency Manager Ryan Wilkinson organized and promoted the Homeland Security Exercise and Evaluation Program (HSEEP) training course from January 22 – January 23, 2024.		L-0146 Sign-in Sheet.pdf
4.1.2 Task Completion: • Emergency Management Specialist Ella Gardner organized, promoted, and facilitated the Crisis Communications: Navigating Mass Violence Incidents training on February 9, 2024.		Crisis Communications Trai
4.1.2 Task Completion: • Emergency Manager Ryan Wilkinson and Emergency Management Specialist Ella Gardner organized, promoted, and oversaw the Damage Assessment for Local Jurisdictions – Half Day training on March 12, 2024.		Sign-in Sheet - Damage Assessment

4.1.3	Ensure that training is aligned with all internal and external requirements.	Emergency Manager and Emergency Management Specialist

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 the 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 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, policies, and procedures, 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
5.1.5 Task Completion: • Emergency Manager Ryan Wilkinson and Emergency Management Specialist Ella Gardner hosted the MI-MORT full-scale exercise at the Eaton County Fairgrounds where		 MI-MORT FSE Observers.pdf

the invitation was both extended and accepted by private infrastructure personnel.	

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
6.1.1 Task Completion: • Emergency Management Specialist Ella Gardner completed E0101: Foundations of Emergency Management at the Emergency Management Institute (EMI) in Emmitsburg, Maryland from January 22 – January 26, 2024.		E101_FoundationsOfEM_EGardner.pdf
6.1.1 Task Completion: • Emergency Management Specialist Ella Gardner completed L0105: Public Information Basics in Ingham County February 26 – February 29, 2024.		L105_PublicInformationBasic_EGardner.
6.1.1 Task Completion: • Emergency Management Specialist Ella Gardner completed K0146: Homeland Security Exercise and Evaluation Program Training Course online April 8 – April 11, 2024.		K146_HSEEPTrainingCourse_EGardner.p
6.1.1 Task Completion: • Emergency Management Specialist Ella Gardner completed E0102: Science of Disaster at the Emergency Management		E102_ScienceOfDisaster_EGardner.pdf

Institute (EMI) in Emmitsburg, Maryland from May 15 – May 17, 2024.		
6.1.1 Task Completion: • Emergency Management Specialist Ella Gardner completed E0103: Planning: Emergency Operations at the Emergency Management Institute (EMI) in Emmitsburg Maryland from May 20 – May 21, 2024.		E103_Planning-EmergencyOperations_R
6.1.1 Milestone Completion: • Ella Gardner graduated with her NEMBA certificate on May 21, 2024, at the Emergency Management Institute (EMI) in Emmitsburg, Maryland.		
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
6.1.2 Task Completion: • Emergency Management Specialist Ella Gardner completed ICS 300: Intermediate ICS for Expanding Incidents in Livingston County from January 30 – February 1, 2024.		ICS300_ICSForExpandingIncidents_EGa
6.1.2 Task Completion: • Emergency Management Specialist Ella Gardner completed L0105: Public Information Basics in Ingham County February 26 – February 29, 2024.		L105_PublicInformationBasic_EGardner.
6.1.2 Task Completion: • Emergency Management Specialist Ella Gardner completed K0146: Homeland Security Exercise and Evaluation Program Training Course online April 8 – April 11, 2024.		K146_HSEEPTrainingCourse_EGardner.p

6.1.2 Task Completion: • Emergency Management Specialist Ella Gardner completed G0191: Incident Command System/Emergency Operations Center Interface Training Course in Midland County on May 29, 2024.		
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
6.1.3 Task Completion: • Emergency Manager Ryan Wilkinson completed Advanced II: Assessment of Teams in Professional Emergency Management at the Emergency Management Institute (EMI) in Emmitsburg, Maryland from February 5 – 9, 2024.		E0452 Certificate.pdf
6.1.3 Task Completion: • Emergency Manager Ryan Wilkinson completed Advanced III: Contemporary Issues in the Emergency Management Organization at the Emergency Management Institute (EMI) in Emmitsburg, Maryland from April 22 -26, 2024. • Research paper completed with a passing grade. Research paper topic: *The Bulletproof AAR: A Vital Tool for Strengthening Organizational Performance*		E0453 Certificate.pdf NEMAA.Papers.EMI-2.Wilkinson.August.202
6.1.4	Participate in the Instructor Training Course with the goal of deepening comprehension of adult learning principles, honing instructor competencies, refining classroom strategies, enhancing communication skills, improving instructional delivery techniques, and incorporating technology effectively.	Emergency Management Specialist

Memorandum of Understanding (MOU) Between the American Red Cross Mid-Michigan Chapter & Eaton County

Purpose

The purpose of this Memorandum of Understanding (MOU) is to define a working relationship between the American Red Cross Mid-Michigan Chapter (hereinafter “Red Cross”) and the County of Eaton, its lead emergency management agency (hereinafter Eaton County Emergency Management), and other agencies and organizations preparing for, responding to, and recovering from emergencies and disasters. This MOU provides the broad framework for cooperation and support between the Red Cross and Eaton County Emergency Management in assisting individuals, families and communities who have been or could be impacted by an emergency or disaster. It also provides the descriptions of readiness and the clarification of roles and responsibilities of the Red Cross and the County of Eaton to the community and other agencies.

Parties

County of Eaton

The Eaton County Board of Commissioners has established an emergency management program under resolution #02-09-99. Eaton County Emergency Management implements Eaton County’s disaster mitigation, preparation, response and recovery programs under resolution #02-09-99, the Michigan Emergency Management Act (P.A. 390 of 1976, as amended), the Emergency Planning and Community Right-to-Know Act of 1986, the Federal Civil Defense Act of 1950, and the Robert T. Stafford Disaster Relief and Emergency Assistance Act. Eaton County Emergency Management is also responsible for all homeland security federal grant funding activity.

A primary function of Eaton County Emergency Management is maintaining, enhancing, and activation of the county’s Emergency Operations Center (EOC). The purpose of the Eaton County EOC is to establish a central location where government at any level can provide interagency coordination and execute decision-making to support incident response.

American Red Cross

1. **<u>Services to help people prepare for, respond to, and recovery from disaster.</u>**
    a. Founded in 1881, the Red Cross is the nation’s premier nonprofit disaster management organization. As part of a worldwide movement that offers neutral and impartial humanitarian care, the Red Cross is a nongovernmental organization that mobilizes communities to aid people affected by or at risk of disasters with aim of preventing and alleviating suffering. The Red Cross provides disaster cycle services without regard to race, color, national origin, religion, gender, age, disability, sexual orientation,

citizenship, or veteran status. It follows Fundamental Principles of the International Red Cross and Red Crescent Movement. The Red Cross is closely integrated into community preparedness, response, and recovery efforts, including those of federal, tribal, state, and local government and other nongovernmental organizations. Our goal is to work with multi-sector partners to help individuals, families, and communities prepare for, respond to, and recovery from natural and manmade disasters of all sizes.

The Red Cross provides disaster cycle services pursuant to its Bylaws and other internal policies and procedures as well as its Congressional Charter (USC 36 §300101-300111). In the Charter, Congress authorized the Red Cross "to carry out a system of national and international relief in time of peace, and apply that system in mitigating the suffering caused by pestilence, famine, fire, floods, and other great national calamities, and to devices and carry out measures for preventing those calamities."

Preparedness

The Red Cross vision for preparedness is that we, together with community leaders, partners, and other stakeholders have built community capacity and capability to survive, to minimize suffering, and to recover quickly after a disaster or emergency; and that together we have made preparedness a culture norm all across the nation. The components for achieving this vision include:

1. Assessing community hazards, priority risks, needs and assets;
2. Engaging the community in preparedness (e.g., Home Fire Campaign);
3. Enabling individuals, families, and organizations to take preparedness actions;
4. Leveraging our national network of volunteers and our ability to engage partners in direct preparedness actions within communities nationwide;
5. Working with social service organizations and schools to help them, their clients, and students survive and recover quickly from a disaster;
6. Reinforcing preparedness for people and organizations who have taken preparedness actions

Response

The Red Cross vision for response is to alleviate human suffering in the face of emergencies by mobilizing and organizing community resources to meet the immediate life-sustaining needs of individuals, families, and communities affected by disaster; to lay the groundwork for long-term recovery, and to build resilience for future events.

The range of services necessary to achieve this vision will vary based on the needs of those affected and the scale of the disaster. Additionally, there is often overlap between the provision of response

and recovery services. The blending of the two processes is necessary for seamless service to individuals, families, and communities. Response services most commonly include;

- Home fire response services
- Sheltering
- Feeding
- Health services
- Mental health services
- Spiritual care services
- Reunification
- Distribution of Emergency Supplies
- Information and referral

Recovery

The Red Cross vision for recovery is to provide a standard and scalable set of services that align with available resources to bridge the gaps between client resources and serious human needs and that result in a similar set of assistance for similarly situated clients. Recovery services most commonly include:

- Community recovery strategy development
- Casework/recovery planning
- Direct client assistance
- Community preparedness and resiliency building

*For large and/or complex recovery operations where significant donor resources are available, expanded services assistance may be provided.

2. **<u>Services related to the National Response Framework</u>**

    a. The Red Cross is a co-lead for the mass care component of Emergency Support Function (ESF) #6 of the National Response Framework (NRF). In this role, the Red Cross engages in a variety of activities to support states in their planning, coordinating, and executing of mass care programs and strategies. The Red Cross also takes a leadership role in working with other non-governmental organizations and private companies that provide services during a disaster. Additionally, the Red Cross is a support agency to other ESFs.

3. **Services related to the National Disaster Recovery Framework**

    a. The Red Cross is among the supporting organizations for three Recovery Support Functions (RSF): Community Assistance, Health and Social Services, and Housing. In these roles, the Red Cross engages at the headquarters level, as well as at the Federal Emergency Management Agency (FEMA) regional level, to provide insight and assistance in planning by drawing on Red Cross experience and representing the perspective of nongovernmental organizations and private entities that provide recovery services.

Organization

The Red Cross is chartered by the United States Congress to provide humanitarian services. Its national headquarters, located in Washington, D.C., is responsible for implementing policies and procedures that govern Red Cross activities and provides administrative and technical oversight and guidance to its 62 regions in seven divisions. Each region has certain authority and responsibility for carrying out Red Cross disaster preparedness, response and recovery activities delivering local Red Cross services, and meeting corporate obligations within the territorial jurisdiction assigned to it. Each region is familiar with the hazards of the locality and surveys local resources for personnel, equipment, supplies, transportation, emergency communications, and facilities available for disaster relief. Regions also formulate cooperative plans and procedures with local government agencies and private organizations for relief activities should a disaster occur.

Through its nationwide network, the Red Cross coordinates its total resources for use in large disasters. In order to provide these services, the Red Cross will work with federal tribal, state and/or local government for assistance and collaboration.

Cooperative Actions

1. The Red Cross recognizes the authority assigned to the Eaton County Board of Commissioners, township supervisors, city mayors, city managers, village managers and other local officials of Eaton County and will share cooperating plans, priorities, and objectives with the delegated emergency management staff of the local jurisdiction.
2. The County of Eaton recognizes the national level roles and responsibilities designated to the Red Cross in the September 11, 2020 Memorandum of Agreement between the American Red Cross and the Department of Homeland Security / Federal Emergency Management Agency.
3. The County of Eaton recognizes the Red Cross as having mass care responsibility in domestic disasters and when activated. When the Red Cross is activated for this purpose, the county

officially grants authorization and will support and coordinate with the Red Cross in execution of these duties.

4. The Red Cross and Eaton County Emergency Management will coordinate their respective disaster cycle activities to maximize services of the community and avoid duplication of efforts in the following ways:

    a. Coordinate mutual activation of no-notice events through the established 24-hour point-of-contact to develop coordinated standard operating procedures for ongoing communications, including the use of technology, radio communications, and other emergency coordination protocols.

    b. Maintain close coordination liaison activities and support at all levels with briefings, meetings, and other means of communication. Include a representative of the other party in appropriate committees, workgroups, and task forces formed to mitigate, prepare for, respond to, and recovery from disasters and other emergencies.

    c. During a disaster or emergency, the Red Cross will, at the request of Eaton County Emergency Management, provide liaison personnel to the Eaton County Emergency Operations Center (EOC). Eaton County Emergency Management will provide facility access and identification, work space, and whenever possible, other required support, such as a technology and technology support, for the Red Cross liaison personnel assigned to the EOC.

    d. Eaton County Emergency Management will support the Red Cross in the use of the National Shelter System (NSS). The Red Cross will coordinate information sharing and reporting with Eaton County Emergency Management.

    e. Eaton County Emergency Management will facilitate the Red Cross use of facilities for shelters and service delivery sites whenever possible. The terms and conditions of such use will be set forth in a separate agreement.

    f. During emergencies and disasters, keep each other informed of the human needs created by the events and the services they are providing. Share current data regarding disasters, to include risk and hazard analysis, statistical information, social media verifications, historical information, emerging needs and trends, damage assessment data, declarations, and service delivery plans.

    g. Work together to develop plans, revise planning annexes, and identify resources to facilitate delivery of services to people with disabilities or other access and functional needs during a disaster.

h. Actively participate in reviewing and carrying out responsibilities outlined in the Eaton County Emergency Operations Plan.

i. Both parties will ensure, to the best extent possible, that disaster operations within Eaton County will be as accessible as possible to people with disabilities and other access and functional needs, based on the American with Disabilities Act and related local, state, and federal laws.

j. Prior to and during the time of disaster, keep the public informed of cooperative efforts through the public information offices of the Red Cross and Eaton County Emergency Management. Also, explore opportunities for collaboration to provide community, family, and citizen disaster preparedness with Eaton County.

k. Eaton County recognizes that the Red Cross is dependent upon voluntary public financial donations. In accordance with applicable laws and regulations, Eaton County Emergency Management will support the Red Cross in locating and acquiring necessary resources in an emergency or disaster including to respond to formal resources requests. Both parties will work together, as appropriate, to identify local sourcing solutions and expand disaster capabilities and enhance community resilience.

l. Both parties agree not to use or display any trademarks of the other without first receiving the express written permission to do so; however, the use of the trademarks of the other party is permitted for internal meeting notes and plans that are not publicly distributed and used during the normal course of business related to the purpose of the MOU. If either party desires to use the intellectual property of the other, the “requesting party” should submit the proposed promotional/marketing materials, press releases, website displays or otherwise proposed use of the trademarks to the “owning party” for review in advance of dissemination or publication.

m. The Red Cross will support Eaton County Emergency Management in integrating the efforts of the Nongovernmental Organizations (NGOs) and Voluntary Organizations Active in Disaster (VOAD) that provide mass care services during disaster response operations.

n. Make training, educational, and other developmental opportunities available to the other party’s personnel and explore joint training and exercises. Encourage all staff and volunteers to engage in training, exercises, and disaster response activities, as appropriate.

o. Widely distribute this MOU with the Red Cross, Eaton County Emergency Management, other stakeholders, and urge full cooperation.

Effective Date

The terms of this MOU will become effective upon the date of the last signature by the parties.

Modification

This MOU may be modified upon the mutual, written consent of the parties.

Supersession

This MOU supersedes the MOU between the Red Cross and Eaton County that was executed on June 6, 2019.

Termination

The terms of this MOU, as modified with the consent of both parties, will remain in effect until July 31, 2029. This MOU may be extended by mutual written agreement of the parties. Either party may terminate this MOU upon sixty (60) days written notice to the party.

Approved By:

Regional Disaster Officer	Date
LaToysa S. Rooks	07/03/2024

LaToysa Rooks

Regional Disaster Officer

American Red Cross

Board Chairperson	Date

Jim Mott

Board Chairperson

Eaton County Board of Commissioners