

**AGENDA**  
**Wednesday, August 21, 2019**  
**9:00 a.m.**  
**CLARE COUNTY BOARD OF COMMISSIONERS**

**MISSION STATEMENT:**

The mission of Clare County government is to provide quality services among competing demands for limited resources in the most effective and efficient manner possible to the citizens and patrons of Clare County government.

1. **Call to Order**  
**Pledge of Allegiance**
  
2. **Roll Call**  
  
**Approval of Agenda**
  
4. **Approval of Minutes**
  - A. **Board of Commissioners Minutes for July 17, 2019** **Pages 5-9**
  - B. **Budget Meeting Minutes for July 23, 2019** **Page 10-12**
  - C. **Closed Session Minutes for July 23, 2019** **To be distributed**
  - D. **Board of Commissioners Minutes for July 30, 2019** **Pages 13-15**
  
5. **General Public Comment (Limited to Three Minutes per Speaker)**
  
6. **Communications List** **Pages 17-72**
  
7. **ADMINISTRATOR’S REPORT (Limited to three minutes)**
  
8. **COMMUNITY SERVICES DIRECTOR (Limited to five minutes)**
  
9. **Public Hearings/Special Presentation**  
  
9:15 a.m. John Obermesik and Sara Miceli-Sorenson- CMHCM, presentation/ update  
11:00 a.m. Closed Session
  
10. **Committee Reports/Consent Calendar**
  - A. **Justice Committee**
    1. Updated/ Revised 2019 Clare county EAG Basic Plan **Pages 75-147**

**Motion:** To approve the updated/revised (Public Facing) 2019 Clare County EAG Basic plan.

**Motion By:**

**Seconded By:**

**Carried**

**Failed**

**2. Mid-Michigan College**

**Pages 149-151**

**Motion:** To allow the Sheriff's Office to fill the previously approved Mid-Michigan College Liaison position via the 327 fund and contract.

**Motion By:**

**Seconded By:**

**Carried**

**Failed**

**3. Detective Position**

**Pages 149-151**

**Motion:** To allow the Sheriff's Office to fill the vacant Detective position and Deputy position created by a promotion.

**Motion By:**

**Seconded By:**

**Carried**

**Failed**

**4. Road Patrol Lieutenant Position**

**Pages 149-151**

**Motion:** To allow the Sheriff's Office to fill the vacant Road Lieutenant position and any vacancies created from the promotional process.

**Motion By:**

**Seconded By:**

**Carried**

**Failed**

**B. Health and Human Services Committee**

**1. Appoint Signer**

**Pages**

**Motion:** To appoint Lori Phelps as the authorized signer on the purchase of a building for the Clare kitchen and senior center.

**Motion By:**

**Seconded By:**

**Carried**

**Failed**

**C. Physical Resources and Economic Development Committee**

**D. Finance and Administration Committee**

**1. Statutory Finance Committee**

**Pages 155-157**

**Motion:** To approve Statutory Finance Committee meeting minutes of July 15, 2019 in the amount of \$192,117.42, July 29, 2019 in the amount of \$34,827.34 and August 12, 2019 in the amount of \$94,812.84.

**Motion By:**

**Seconded By:**

**Carried**

**Failed**

**2. Monthly Expenditures**

**Page 159**

**Motion:** To approve the expenditures for the month of July 2019 in the amount of \$1,885,140.36 with the General Fund expenditures totaling \$1,000,948.97.

**Motion By:**

**Seconded By:**

**Carried**

**Failed**



- 16. PUBLIC COMMENT (Limited to three minutes per speaker)**
- 17. UNFINISHED BUSINESS**
- 18. NEW BUSINESS**
- 19. ADJOURNMENT**

**MINUTES OF THE CLARE COUNTY  
BOARD OF COMMISSIONERS**

Harrison, Michigan 48625

Unapproved minutes  
July 17, 2019

Meeting was called to order at 9:00 a.m.

Pledge of Allegiance

**COMMISSIONERS PRESENT**

District 1 Dale Majewski, District 2 Samantha Pitchford, District 3 Leonard Strouse, District 4 Jack Kleinhardt, District 5 Mark Fitzpatrick, District 6 David Hoefling, and District 7 Jeff Haskell.

**COMMISSIONERS ABSENT**

No Commissioners Absent

**OTHERS PRESENT**

Robert and Vickie Buckley, William and Cindy Hoefling, Valerie Kusiak, and Dan Dysinger Grant Township

**APPROVAL OF AGENDA**

It was moved by Commissioner Majewski, seconded by Vice Chairperson Pitchford, to approve the agenda after striking off Resolution #19-13 under Justice Committee. Chairperson Kleinhardt asked for discussion, hearing none motion carried.

**APPROVAL OF MINUTES**

It was moved by Commissioner Strouse, seconded by Commissioner Majewski to approve the Board of Commissioners Minutes for June 19, 2019. Chairperson Kleinhardt asked for discussion, hearing none motion carried.

It was moved by Commissioner Haskell, seconded by Commissioner Fitzpatrick to approve the Special Budget Board of Commissioners Minutes for July 10, 2019. Chairperson Kleinhardt asked for discussion, hearing none motion carried

**GENERAL PUBLIC COMMENT**

Dan Dysinger, Grant Township Supervisor made comment regarding the proposed Sheriff's Dept. millage and suggested the Commissioners talk about this with their local townships while they are at the meetings.

Don Kolander was present to give a quick overview of what is going on with Friends of Clare County Parks of Recreation, they partnered with 4-H for their Forestry Camp, they received a grant for \$5,000.00, and are working on a couple other grants. The Friends of Parks and Recreation is strong. Michelle Ambrozaitis, Prosecuting Attorney, questioned who all these funds came from the County or Friends of Parks and Recreation. Mr. Kolander confirmed he was reporting from the Friends of Parks and Recreation and not Clare County Parks and Recreation.

Terry Acton, Hayes Township Supervisor requested the Board of Commissioners look again at the Gypsy Moth problem, it seems to be increasing. Melissa Townsend of the Conservation District commented on the future of the spraying program and the increase in cost.

Nick Madji, Co-Assistant Court Administrator and Kate Warner, Program Manager for Clare and Isabella County DHHS was here to get an amendment of the child care fund approved by the Board of Commissioners to their current contract. The amendment could add \$80,000.00 to the current budget and \$100,000.00 to next year's budget.

**GENERAL PUBLIC COMMENT**

It was moved by Commissioner Haskell, seconded by Commissioner Majewski to approve the amendment of the DHHS Budget Summary for the Child Care Fund contract to be submitted to the State. Chairperson Kleinhardt asked for discussion, Ms. Warner stated they have two high needs children that will require 24 hour one on one care in an institution, this is not something that could have been anticipated. Administrator Byard confirmed the Board does not have a choice, they must approve it. Ms. Warner stated that there is no other placement for children. Chief Assistant Prosecuting Attorney Eilisia Schwarz disputed that statement saying there is a "non-offending" father in another state that wants his children and is willing to take on the care and cost of treatment for the children and Clare County Department of Health and Human Services will not allow the children to be placed with their father. Motion carried.

Alex Schunk from MSUE and 4H exchange introduced Jennifer, Junior Ambassador and Camilla from Norway. Update on fair week, youth council, Jennifer spoke about "Fun at Four" and the different activities they participate in and it is free to everyone and open to the public. Ms. Schunk invited everyone to Goat yoga with elected officials at the Clare County Fair. They are also looking at starting a youth leadership counsel.

Maggie Meeske, AmeriCorps 4H Spin Club Coordinator spoke about the many skills the kids are learning, CPR, babysitting, personal skills, life skills, healthy eating habits, child development stages, and business skill. They participated in a baby pantry diaper drive and collected a great deal of diapers and clothes.

Pat Adams, Vice President of South Cranberry Lake Homeowners Association stated they have a home infested with cockroaches and is looking for help. The Township does not have an ordinance and the Sheriff's Dept. can't help either. The cockroaches have infested from that house into 3 neighboring houses. The Board of Commissioners offered suggestions, but could not help at this time.

Karl Houser, Veteran's Affairs Director announced he is holding a Veterans Coffee Hour monthly and invites all to attend so all veterans can ask questions.

**Recess at 10:21 a.m.**

**Back in Session at 10:33 a.m.**

**PUBLIC HEARINGS/SPECIAL PRESENTATIONS**

1. Jennifer Martin, 44 North, Renewal Review.  
Ms. Martin gave an overview of the 11% reduction in cost in healthcare and gave two options of coverage the Board of Commissioners can choose from.

It was moved by Commissioner Majewski, seconded by Vice Chairperson Pitchford to approve the hard-cap. Chairperson Kleinhardt asked for discussion, hearing none motion carried.

It was moved by Commissioner Majewski seconded by Commissioner Strouse to renew the medical "as is". Chairperson Kleinhardt asked for discussion, hearing none motion carried.

It was moved by Commissioner Strouse, seconded by Commissioner Fitzpatrick to switch vision from VSP to EyeMed effective October 1, 2019. Chairperson Kleinhardt asked for discussion, hearing none motion carried.

There was discussion on how often the Board wants 44 North here to discuss rates and options. Commissioner Majewski requested quarterly updates.

**COMMUNICATIONS LIST**

No discussion

**ADMINISTRATOR'S REPORT**

Administrator Byard has been meeting with 44 North, email was sent to Department Heads to roll back to the 2017 budget, Union negotiations are underway with the Courts, and she has been working on the budget.

**COMMUNITY SERVICES DIRECTOR**

Absent – no report

**COMMITTEE REPORTS/CONSENT CALENDAR**

**A. Health and Human Services Committee**

**1. Resolution #19-12**

It was moved by Commissioner Strouse, seconded by Commissioner Majewski to approve Resolution #19-12, Urging compliance with the plain language of MCL 35.623a, and calls upon the State Legislature and the Governor to fully fund the County Veterans Service Fund Grant in FY 2020 and beyond, Chairperson Kleinhardt asked for discussion, hearing none

Roll call vote revealed:

Yeas: (7) being Commissioners Strouse, Majewski, Hoefling, Haskell, Pitchford, Fitzpatrick, and Kleinhardt

Nays: (0)

Absent: (0)

**Motion for Resolution carried**

**B. Physical Resources and Economic Development Committee**

**1. Soil Erosion & Sedimentation**

It was moved by Commissioner Majewski, seconded by Commissioner Strouse to approve the contract with Clare Conservation District for Soil Erosion and Sedimentation Control Service Agreement through September 30, 2020. Chairperson Kleinhardt asked for discussion, there was discussion on how to budget for this agreement, motion carried.

**2. Agreement between Clare county and Townships**

It was moved by Vice Chairperson Pitchford, seconded by Commissioner Majewski to approve a contract for services through Clare County Equalization Department and Townships to provide assessment and tax preparation services to the Township under terms and conditions as set forth. Chairperson Kleinhardt asked for discussion, hearing none motion carried.

**C. Finance and Administration Committee**

**1. Statutory Finance Committee**

It was moved by Commissioner Haskell, seconded by Vice Chairperson Pitchford to approve Statutory Finance Committee meeting minutes of June 18, 2019 in the amount of \$72,026.15 and July 1, 2019 in the amount of \$72,136.80. Chairperson Kleinhardt asked for discussion, hearing none motion carried.

**2. Monthly Expenditures**

It was moved by Commissioner Fitzpatrick, seconded by Vice Chairperson Pitchford to approve the expenditures for the month of June 2019 in the amount of \$1,885,140.36 with the General Fund expenditures totaling \$880,815.70. Chairperson Kleinhardt asked for discussion, hearing none motion carried.

**COMMITTEE REPORTS/CONSENT CALENDAR - continued**

3. Budget Adjustments  
It was moved by Commissioner Hoefling, seconded by Commissioner Majewski to approve Budget Adjustment #19-119, 19-121, 19-124, 19-125 and 19-129 in the amount of \$95,590.00, \$35,204.00, \$21,865.00, \$36,564.00 and \$109,524.00. Chairperson Kleinhardt asked for discussion, hearing none motion carried.
4. Finance Committee Dates  
It was moved by Commissioner Strouse, seconded by Commissioner Majewski to approve moving the Finance Meeting Dates from every other Tuesday to every other Monday, starting July 29, 2019. Chairperson Kleinhardt asked for discussion, hearing none motion carried.
5. MERS Annual Meeting  
It was moved by Commissioner Majewski, seconded by Vice Chairperson Pitchford to appoint David Hoefling as the delegate and Tracy Byard as the alternate to represent Clare County at the MERS Annual Meeting of Delegation to be held in Grand Rapids on October 3 & 4, 2019. Chairperson Kleinhardt asked for discussion, hearing none motion carried.

**CLERK/REGISTER OF DEEDS REPORT**

Clerk/Register of Deeds Lori Martin gave an update on the collections program in her Circuit Court. At the end of the FY2019 3<sup>rd</sup> quarter our collections are more than double than just 2 years ago. Reminder deadline to file for November Election is August 13, 2019 at 4:00 p.m. Clerk/Register Martin discussed the proposed State takeover of the Trial Courts and also pointed out that the Trial Court Funding Committee addressed many things, but at no point did they say how this would be paid for, they will figure that out later. Also pointing out that research regarding other state-funded court systems has shown that state funding creates a culture of complacency that tolerates delay. In Michigan, public school funding is an excellent example of this reality.

**TREASURER'S REPORT**

Treasurer Jenny Beemer-Fritzinger gave a reminder that the first land auction will be August 15, 2019 in Clare at the Doherty Hotel and they have 67 parcels (down from previous years). The FY2019 budget is still -\$187,000.00 and the fund balance is still under 8%. Treasurer Beemer-Fritzinger urged the Board of Commissioners to hold more than 1 meeting a month in order to be updated more frequently on the budget, no action was taken.

**CHAIRPERSON'S REPORT**

Chairperson Jack Kleinhardt had nothing to report.

**VICE CHAIRPERSON'S REPORT**

Vice Chairperson Samantha Pitchford reported there has been talk about an increase for the Clare County Transit.

**COMMISSIONER'S REPORT**

Commissioner Majewski attended his meetings. The Health Department may have a refund of \$14,000.00 to the County. Commissioner Majewski stated the talk at all his townships has been Road Commission and the public supports the County Board of Commissioners to take over the Road Commission. Commissioner Fitzpatrick asked for clarification of what would change for the Board of Commissioners if they took it over.

July 17, 2019

**COMMISSIONER'S REPORT - continued**

Commissioner Haskell spoke about the Michigan Works Job Fair, Splash Park in the City of Harrison and the loss of their general contractor, he will not answer their calls also spoke about the gypsy moth issue growing.

Commissioner Fitzpatrick agrees there is a push in his townships for the County to take over the Road Commission. Arthur Township passed a special assessment for fire protection and will begin collection at the first of the year.

Commissioner Hoefling has attended his meetings, Greenwood Township will be having a recycling day and they are concerned about gypsy moths, Winterfield Township is reviewing their master plan for their Planning Commission, Frost Township having issues with cemetery and may fence it in. Frost Township seems to be against a Road Commission take over by the County, and the Road Commission meeting ran smoothly.

Commissioner Strouse Grant Township wants to get the Road Commission issue settled, Sheridan Township had a lot of discussion regarding the roads.

**PUBLIC COMMENT**

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

- A. Discussion – Meal and Room Rates  
Clerk/Register of Deeds Martin asked the Board of Commissioners to consider increasing their policy amounts for hotel room rates by \$20.00 and lunch and dinner rates by \$5.00 each. Room rates are near or above \$150.00 per room and food costs are almost always above the allotted amount. Clerk/Register of Deeds Martin does not want the travel and expense amounts to be increased, only policy changed. Chairperson Kleinhardt asked for that to be put on the next budget meeting agenda.

Meeting Adjourned at 12:03 p.m.

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Lori Martin, Clerk  
Clare County Board of Commissioners

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Jack Kleinhardt, Chairperson  
Clare County Board of Commissioners

**MINUTES OF THE CLARE COUNTY  
BOARD OF COMMISSIONERS  
SPECIAL BOARD MEETING**

Harrison, Michigan 48625

Unapproved minutes  
July 23, 2019

Meeting was called to order at 9:00 a.m.

Pledge of Allegiance

**COMMISSIONERS PRESENT**

District 1 Dale Majewski, District 2 Samantha Pitchford, District 3 Leonard Strouse, District 4 Jack Kleinhardt, District 5 Mark Fitzpatrick, District 6 David Hoefling, and District 7 Jeff Haskell.

**COMMISSIONERS ABSENT**

No Commissioners Absent

**OTHERS PRESENT**

Sheriff John Wilson, Undersheriff Dwayne Miedzianowski, Sheriff's Department Administrative Assistant Kim Davis, Treasurer Jenny Beemer-Fritzinger, Community Services Director Lori Phelps, and Chief Assistant Prosecuting Attorney Eilisia Schwarz

**APPROVAL OF AGENDA**

It was moved by Commissioner Haskell, seconded by Commissioner Majewski, to approve the Agenda after adding a closed session. Chairperson Kleinhardt asked for discussion, hearing none motion carried.

**GENERAL PUBLIC COMMENT**

None

**2020 BUDGET DISCUSSION**

**A. General Budgetary Overview/Comments**

Commissioner Haskell made the suggestion to re-look at employee health insurance. Chairperson Kleinhardt didn't know the magnitude of the problem when they approved the insurance last week.

Treasurer Beemer-Fritzinger suggested contacting IT Right and asking their opinion on whether they agree with Director Bellinger that it may be illegal to do the free upgrade to Windows 10 verses paying \$77,000.00 to upgrade all computers. Administrator Byard will check into that.

Chairperson Kleinhardt suggested looking into contracting out the Emergency Management. Administrator Byard will look into it. Also questioned was whether or not our county could partner with other counties for Veteran's Affairs, Administrator Byard confirmed that Clare County could partner with another county.

Commissioner Majewski suggested Administrator Byard take on being the backup accounting/payroll person and cut and employee out of that department. Administrator Byard confirmed she could do that.

Vice Chairperson Pitchford suggested a Headlee roll back tax, which will raise over \$800,000.00 and will get the county back on their feet.

Commissioner Strouse asked Administrator Byard where they stand currently on the 2019 budget. Administrator Byard confirmed

**2020 BUDGET DISCUSSION - continued**

-\$170,000.00. Treasurer Beemer-Fritzinger pointed out several line items that are at 90%-95% used and will go over budget along with several line items that are already over budget along with revenues that need to be adjusted and estimated that figure to be at least an additional \$100,000.00 but would probably be a bigger number than that.

The non-mandated list was gone over and there just wasn't much that people would want to see out of the budget. The Administrator was directed to bid out the copy machine lease when it is up for renewal because the county currently pays \$90,000.00 a year. The Administrator passed out a letter from Capt. Emmitt McGowan, Commander Deputy State Director of Emergency Management and Homeland Security regarding the responsibilities of the Emergency Manager/Homeland Security.

It was moved by Commissioner Hoefling, seconded by Vice Chairperson Pitchford to eliminate Parks and Recreation from the 2020 Budget. Chairperson Kleinhardt asked for discussion, hearing none motion carried with six in favor and one opposed (Commissioner Haskell).

It was moved by Vice Chairperson Pitchford, seconded by Commissioner Majewski to eliminate Middle Michigan from the 2020 Budget. Chairperson Kleinhardt asked for discussion, options for cost savings was discussed and motion carried.

**Recess at 10:46 a.m.**

**Back in session 10:59 a.m.**

Commissioner Majewski asked what is being done to fix the 2019 budget. Administrator Byard confirmed she is working on it and they need to give her more time.

Undersheriff Miedzianowski offered that the Sheriff's Department could cut \$587,500.00 from the FY2020 budget, but asked that the Board not change the health insurance plan as that is their biggest recruiting tool. Commissioner Majewski asked how the Sheriff's Department can cut half a million dollars out of their budget. Undersheriff Miedzianowski stated they shaved from their largest divisions, pulled out new requests and did not fill 2 vacated positions. He also asked that if anyone leaves their position county wide that the Sheriff be informed so they may be able to recoup some of their lost positions.

Treasurer Beemer-Fritzinger confirmed that one and a half people are paid out of one of her funds. If the Board wants her to cut those positions she will, but that will cut the revenue she puts in to offset those positions.

Prosecutor Ambrozaitis confirmed that she is not cutting staff and they may have to argue it out in court. The Board is mandated to fund her office at a minimal serviceable level and she would be willing to sit down and talk about what can be cut, but not people.

**B. Road Patrol Millage Discussion**

The only discussion on a road patrol millage was that the Board does not want to ask for that unless there is no other choice.

**C. Travel/Meal Rate Discussion, Chairperson Kleinhardt suggested to share travel costs and not use the travel and expense unless absolutely necessary.**

**D. Gypsy Moth Millage Discussion**

Discussion was had regarding putting this on the ballot in 2020. There is funding for 2020 now, but not in the future.

**CLOSED SESSION**

It was moved by Commissioner Majewski, seconded by Commissioner Strouse to go into closed session to discuss the acquisition of property, motion carried.

**Recess for closed session 12:22 p.m.**

**Back in session 12:42 p.m.**

It was moved by Vice Chairperson Pitchford, seconded by Commissioner Majewski to allow Director Phelps to peruse possible property acquisition for Senior Services with funds to repay possible loan to come out of Senior Services. Chairperson Kleinhardt asked for discussion, hearing none motion carried.

Meeting Adjourned at 12:43 p.m.

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Lori Martin, Clerk  
Clare County Board of Commissioners

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Jack Kleinhardt, Chairperson  
Clare County Board of Commissioners

DRAFT

**MINUTES OF THE CLARE COUNTY  
BOARD OF COMMISSIONERS  
SPECIAL BOARD MEETING**

Harrison, Michigan 48625

Unapproved minutes  
July 30, 2019

Meeting was called to order at 9:00 a.m.

Pledge of Allegiance

**COMMISSIONERS PRESENT**

District 1 Dale Majewski, District 2 Samantha Pitchford, District 3 Leonard Strouse, District 4 Jack Kleinhardt, District 5 Mark Fitzpatrick, District 6 David Hoefling, and District 7 Jeff Haskell.

**COMMISSIONERS ABSENT**

No Commissioners Absent/Commissioner Hoefling came in late at 9:05 a.m.

**OTHERS PRESENT**

Sheriff John Wilson, Prosecuting Attorney Michelle Ambrozaitis, Treasurer Jenny Beemer-Fritzinger, MSUE Director Shari Spoelman, Emergency Manager Jerry Becker,

**APPROVAL OF AGENDA**

It was moved by Commissioner Majewski, seconded by Vice Chairperson Pitchford, to approve the agenda. Chairperson Kleinhardt asked for discussion, hearing none motion carried.

**GENERAL PUBLIC COMMENT**

None

**2020 BUDGET DISCUSSION**

a. General Budgetary Overview/Comments

Administrator Byard started by informing the Board that the amount the FY 2020 budget needs to be reduced by is \$374,174.00 in order to balance with the projected revenues.

Some of the suggested cuts are 4 days a week workweek, cut employee health insurance, don't replace lost employees, cut courthouse security some, and move Veterans Affairs and Emergency Manager from full time to part time. Another point that was made is that the County offers a large number of services and programs that are not supported by millages. Commissioner Strouse asked for figures from Administrator Byard showing how much would be saved if employee hours were cut by one day (7.5 hours) in every department that wasn't mandated to be open. Administrator Byard agreed to bring that to the next meeting.

It was discussed going back to the 2017 budget figures and the Board of Commissioners heard from the Prosecuting Attorney in detail, her employee's workload and what it will do to the services she is not required to provide if she cuts an employee. Since 2018 the attorneys in her office have given the county 990 hours to the county, that they were not paid for. The MIDC mandate has put added work on the Prosecutor's office.

Sheriff Wilson commented on the extensive amount of time spent on investigations, both in his office and the Prosecuting Attorney's office.

July 30, 2019

**2020 BUDGET DISCUSSION- continued**

Prosecutor Ambrozaitis has a full case load in addition to her administrative duties.

Chairperson Kleinhardt asked Sherri Spoelman if she can make any other cuts from MSUE. Ms. Spoelman discussed how she is paying for her department now and is unsure where she can make any additional cuts, but is still trying. Commissioner Strouse pointed out that the kids in 4H are not the trouble of this county and are a good investment.

Chairperson Kleinhardt commented court security could be cut and have one point of entry and confirmed that the public does not want more security. Sheriff Wilson confirmed he is responsible for courthouse security even though it is not a mandated service.

Emergency Management Director Jerry Becker reminded the Board of Commissioners his position was part time to begin with and he was working full time hours. In 2014 the Board of Commissioners promoted his position to full time and confirmed that this position is not a part time position, there are mandated duties. Director Becker will submit his resignation if his position is cut to part time because he will not go back to working full time for part time compensation.

Chairperson Kleinhardt commented that the State Treasury can send someone up to make cuts for the County Board of Commissioners if they can't come to a decision. Sheriff Wilson voiced his desire for the Board of Commissioners to tell him what they would like to see cut verses the State coming in telling him what they think he needs to operate his department.

Commissioner Hoefling confirmed that if more cuts can't be made they will have to put a millage on the ballot. Commissioner Majewski strongly stated that should not even be considered.

**Recess at 10:44 a.m.**

**Back in Session at 11:23 a.m.**

It was moved by Commissioner Majewski, seconded by Vice Chairperson Pitchford to take projected revenue of \$12,254,958.00 and that is what we will base our budget on and kick back to the 2017 budget of \$12,600,373.00 and add in the insurance kickback which is \$140,000.00 and add in the deficit so it will give a total revenue of \$128,585.00 in the positive then we will have to revert to some of the things that are needed like the update of the 7 to 10 and some other added things and we will have to look at the non-mandated services to make up that funding. Chairperson Kleinhardt asked for discussion, Administrator Byard asked if the Board wanted by department or if all departments for each elected official could be put together and balanced as one big budget and the example was the Clerk has 6 different budgeted departments, can she put them all together as one. Vice Chairperson Pitchford wants each department separated, not put together as one under one Elected Official otherwise they will have the State come in and say what will be cut,

Roll call vote revealed:

Yeas: (6) being Commissioners Majewski, Pitchford, Fitzpatrick, Hoefling, Strouse, and Kleinhardt

Nays: (1) being Commissioner Haskell

Absent: (0)

**Motion carried**

July 30, 2019

**2020 BUDGET DISCUSSION - continued**

Vice Chairperson Pitchford asked Administrator Byard to come back to the next meeting with updated figures showing Administrator's secretary gone, cut courthouse security in half, Emergency Manager at half time, MSUE out, Veteran's Secretary out, cut Bob Dodson at Animal Control to half time, all in order to get extra money to pay for the 2020 election and windows update.

It was discussed that the attorney fees line items were moved from District and Circuit Court into their own department for the Indigent Defense Fund, it was questioned if those departments would also have to make employee cuts, Chairperson Kleinhardt confirmed they would also have to make employee cuts.

It was moved by Vice Chairperson Pitchford, seconded by Commissioner Hoefling to reinstate hiring freeze. Chairperson Kleinhardt asked for discussion, more discussion ensued,

Roll call vote revealed:

Yeas: (7) being Commissioners Pitchford, Hoefling, Strouse, Majewski, Fitzpatrick, Haskell, and Kleinhardt.

Nays: (0)

Absent: (0)

**Motion carried**

Commissioner Strouse is a strong supporter of MSUE and the Emergency Management Director position can't be cut or the Board Chair would have to take on those duties.

Vice Chairperson Pitchford suggested if revenue isn't increased they may have to look at a Headlee Rollback being placed on the 2020 ballot.

Chairperson Kleinhardt asked Administrator Byard to reach out to the State to see if anyone is available to come in and suggest cuts if needed.

Meeting Adjourned at 11:45 a.m.

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Lori Martin, Clerk  
Clare County Board of Commissioners

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Jack Kleinhardt, Chairperson  
Clare County Board of Commissioners



**CLARE COUNTY BOARD OF  
COMMISSIONERS  
COMMUNICATIONS LIST  
August 21, 2019**

1. DEQ- Pending New Source Review Applications Report
2. MAC- policy platform proposals for 2019-20.
3. Gladwin County- Resolution 2019-015, Opposed to the Trial Court Funding Commission Interim Report dated April 8, 2019
4. Charlevoix County-Resolution, Opposed to the Trial Court Funding Commission Interim Report dated April 8, 2019
5. City of Clare- Clare DDA informational meeting
6. Huron County- Resolution 19-89C, opposed to the Trial Court Funding Commission Interim Report dated April 8, 2019
7. Huron County- Resolution 19-94C, strongly supports the withholding of local Huron County funding from the PIHP for the purposes of increasing the Medicaid capitation rate of the PIHP
8. Community Mental Health for Central Michigan- executive summary and correspondence outlining critical issues which threaten county governance over the public behavioral health system.





GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
LANSING



LIESL EICHLER CLARK  
DIRECTOR

1.

July 17, 2019

Dear Interested Party:

Pursuant to Act 451, Section 5511, the Michigan Department of Environmental Quality, Air Quality Division's Pending New Source Review Application Report is enclosed. This report lists all of the pending applications submitted for sources within your county.

The Pending New Source Review Applications Report includes the following information: county, city, date received, applicant's name, site address, application permit number, and a brief description of the nature of the source or process.

This report will be sent to you on a monthly basis unless you request that your name be deleted from our mailing list. Please note that this information is updated weekly and is also available on the Internet. A list is available on the Permits to Install Internet page at <https://www.michigan.gov/air>. Click the "Permits" tab, click the link by the second bullet for PTI/NSR permits, and click the sixth bullet under "Application / PTI Information" entitled "Pending PTI Application List." You may obtain information on sources located in neighboring counties by accessing the above list or by contacting me.

Thank you for your interest in this matter.

Sincerely,

Sue Thelen  
Permit Section  
Air Quality Division  
517-284-6804

Enclosure



## MDEQ Air Quality Pending Permit to Install Applications

### District: Saginaw Bay

<u>County</u>	<u>City</u>	<u>SRN</u>	<u>Site Address</u>	<u>Applicant</u>	<u>Permit No.</u>	<u>Received</u>	<u>Application Reason</u>
CLARE	HAMILTON	N0547	5900 OLD ALLEGAN ROAD	DARLING INGREDIENTS, INC	208-95B	6/3/2019	CHANGE OF SCRUBBER CHEMISTRY
CLARE	HAMILTON	P0686	3393 S M-40	ADVANCED ARCHITECTURAL PRODUCTS	31-16C	6/27/2019	SIXTH PULTRUSION LINE
HURON	PIGEON	B7013	7050 HARTLEY STREET & 125 STURM ROAD	HURON CASTING, INC & BLUE DIAMOND STEEL CASTING	89-19	5/24/2019	STEEL CASTING OPERATIONS
ISABELLA	WINN	N1701	8507 S WINN ROAD	MORBARK LLC	511-89E	6/27/2019	INCREASE COATING THROUGHPUT
MIDLAND	MIDLAND	A4043	3901 S SAGINAW ROAD 1790 BUILDING	DOW SILICONES CORPORATION	308-94A	5/8/2019	REMOVE SECOND CONDENSER AND VENT
MIDLAND	MIDLAND	P1028	701 WASHINGTON STREET	DOW AGROSCIENCES, LLC	108-19	6/24/2019	VENTS FROM RECYCLE WATER TANKS AND SSCRUBBER ARE TIED IN THE VENT HEADER
SAGINAW	HEMLOCK	P0995	EAST OF N ORR ROAD & NORTH OF GEDES ROAD	THOMAS TOWNSHIP ENERGY, LLC	210-18	12/17/2018	NEW NATURAL GAS-FIRED COMBINED CYCLE TURBINE POWER PLANT.
SANILAC	DECKERVILLE	A6444	3525 RANGELINE ROAD	MIDWEST RUBBER COMPANY	102-19	6/7/2019	CURE OVEN
TUSCOLA	REESE	P1000	135 S BRADLEYVILLE ROAD	QUALITY ROASTING, LLC	31-19	2/4/2019	EXTRUSION PROCESS
TUSCOLA	VASSAR	B4350	5512 SCOTCH ROAD	ASTECH, INC	96-19	5/31/2019	THERMAL SAND RECLAIM SYSTEM



July 19, 2019

To: All County Commissioners  
From: Ken Borton, President, MAC Board of Directors  
Re: Proposed platforms at Annual Conference

Enclosed you will find a copy of the MAC policy platform proposals for 2019-20. These platforms are the result of ongoing work by MAC's seven policy committees (see list below) and the MAC Board of Directors. These platforms guide the work of MAC staff at the State Capitol and in Washington, D.C.

The policy process works like this:

- Committees study, debate and draft proposed language, which is forwarded to the MAC Board
- The Board reviews the drafts, then approves them for a vote for general membership
- The membership discusses and votes on the drafts at the Annual Conference

Under MAC's By-laws, amendments to these drafts can be adopted in two ways:

- "A member wishing to submit an amendment to the MAC Platform shall submit the amendment to MAC at least five (5) days prior to the opening day of the MAC Annual Conference. Such amendment will require a majority vote at the annual meeting to be adopted."
- "An amendment to the MAC Platform may be presented from the floor during the annual meeting. Such amendment will require a 2/3 majority vote of the members at the meeting at which a quorum is initially established to be adopted."

### **MAC Policy Committees**

- Agriculture and Tourism
- Environmental, Natural Resources and Regulatory Affairs
- Finance
- General Government
- Health and Human Services
- Judiciary and Public Safety
- Transportation

Digital versions of the platforms are available in the advocacy section of the MAC website.

The Annual Membership Meeting will begin at 8:30 a.m. on Tuesday, Aug. 20 during our Annual Conference at the Grand Traverse Resort near Traverse City.

If you have any questions about these proposals, I encourage you to contact your regional directors on the Board, or you may contact Executive Director Stephan Currie at [scurrie@micounties.org](mailto:scurrie@micounties.org) or 517-372-5374.

I look forward to seeing you at the Annual Conference.





## **2019-2020 PROPOSED AGRICULTURE & TOURISM PLATFORM**

### **FARMLAND PRESERVATION**

#### **MAC urges:**

- The state of Michigan to provide greater leadership in permanently preserving agricultural land. The Michigan Agriculture Environmental Assurance Program (MAEAP) certification should be a component of the preservation of farmland.
- The Department of Natural Resources to work with agricultural producers to promote the utilization of state-owned land for agricultural production, either through leasing of the land or sale of the land to producers.

### **PURCHASE DEVELOPMENT RIGHTS PROGRAM**

#### **MAC supports:**

- The utilization of all farmland preservation tools or resources that are available and exploring options for new preservation methods.

### **CONSERVATION DISTRICTS**

#### **MAC urges:**

- The Legislature to restore historical funding to local Conservation Districts and Michigan State University Extension to assist with the preservation of agricultural lands and natural resources.

### **CONCENTRATED ANIMAL FEEDING OPERATIONS (CAFOs)**

#### **MAC supports:**

- The consistent enforcement of current regulations and permit requirements for CAFOs. All CAFOs should be working toward MAEAP certification.

### **COOPERATIVE FARMING**

#### **MAC supports:**

- Legislation that would provide protections to co-op farms and farm-to-table enterprises.

## **TIMBER MANAGEMENT**

### **MAC supports:**

- State and federal timber management standards that provide for maximum yield, the highest timber quality and reforestation.

## **AGRIBUSINESS**

### **MAC supports:**

- State tools and investment to encourage food processors to come to, and stay in, Michigan.

## **TOURISM**

### **MAC supports:**

- Legislation that would provide for additional revenue options for counties to promote tourism.
- Maintaining, or increasing, the current level of funding for the Pure Michigan marketing and economic development campaign.
- Providing adequate or additional funding to ensure the additional growth of tourism across the state of Michigan.



## **2019-2020 PROPOSED ENVIRONMENTAL & REGULATORY AFFAIRS PLATFORM**

The Michigan Association of Counties holds that a healthy environment is central to sustaining a sound economy and a positive quality of life in Michigan. Federal, state and local governments, businesses and all citizens must share the responsibility for maintaining and improving the environment. Legislative initiatives and administrative rule-making authority addressing environmental issues must include county representation and input. They must also consider balancing long-term needs with short-term impacts, costs and benefits, including economic impacts to local communities, and consideration of possible unintended consequences. Sound, responsible and sustainable funding strategies must be identified to implement and ensure the success of policies and programs. We support full state funding or provision for reasonable cost recovery for county departments that deal with health and environmental activities carried out on behalf of the state.

### **SOLID WASTE MANAGEMENT**

#### **MAC recognizes:**

- Michigan's integrated solid waste management objectives are best addressed by each county's authority over the siting of solid waste facilities and the development of local solutions.

#### **MAC supports:**

- State funding mechanisms, as provided in Part 115 of PA 451 of 1994, that develop and enforce county solid waste plans and assure solid waste facility capacities.
- Retaining local authority to convert capped and excess landfills to other uses.
- State legislation improving provisions of Part 115 of PA 451 of 1994 by streamlining planning process timelines; clarifying the role and authority of counties in plan implementation; providing for funding of solid waste plan development and implementation responsibilities; and improving data collection.
- Tipping fees that are comparable to those in other Midwest states.
- State policies to provide adequate staff resources to plan and implement county solid waste management laws, rules and regulations.
- Efforts by the Michigan Department of Environment, Great Lakes and Energy (EGLE) to set clear priorities with a studied, reasoned approach to regulatory policies and procedures, and which are determined with the purposeful engagement of local, political jurisdictions and their citizenry.

### **STATEWIDE SEPTIC AND SEWAGE SOLUTIONS-**

#### **MAC supports:**

- The use of state and county leadership and legislation to address problems

associated with septic and sewage waste, including potable water quality, E. Coli, algal blooms and economic loss from beach closings, water sports and recreation.

- The development of comprehensive septic sewage initiatives that focus on collaborative partnerships among local public health departments, commercial Realtors and homeowners through regional and statewide initiatives.
- Efforts to enhance information management systems and outreach activities to the public on health benefits and threats resulting from best and worst purposes.
- The establishment of financial support mechanisms for homes that need to replace a well or septic system.
- The development of a statewide sanitary code that addresses the contamination of our rivers, lakes, streams and groundwater, so long as the statewide code does not restrict counties from establishing greater environmental protections than the state requires.
- Proper funding for the separation of storm and sanitary sewers.
- A county's right to initiate a point of sale ordinance.

## **RECYCLING**

### **MAC supports:**

- Comprehensive recycling initiatives that focus on integrating the participation of the residential, commercial and industrial sectors through regional and statewide initiatives.
- The continuation of county recycling revenue generation via market development and state funding sufficient to support recycling initiatives.
- State legislative incentives to reduce waste via improved packaging designs, the ability to purchase "long-life" products, the creation of products with recycled materials and incentives for developing strategies for obsolescence that may be warranted.
- The cost-effective expansion of non-carbonated bottle recycling.

## **HOUSEHOLD HAZARDOUS WASTE (HHW) PROGRAMS**

### **MAC supports:**

- Sustained funding for collections, collection facilities and HHW disposal.
- Regulations regarding hazardous waste collection, storage and disposal or recycling that are founded upon environmentally and scientifically sound standards, thereby sustaining the highest degree of public health and safety.

## **HAZARDOUS WASTE MANAGEMENT**

### **MAC supports:**

- Adoption of a policy that deep well injection be proven environmentally safe before it is utilized.

## **WATER RESOURCES**

### **MAC supports:**

- State laws and policies on pollution prevention strategies that reduce waste and neutralize the toxicity of hazardous waste.
- Adequate and sustainable state funds and grants to county health departments with Watershed, Beach and Surface (water) monitoring programs.
- The reauthorization of the Michigan Groundwater Stewardship Program, funded through assessments on nitrate fertilizers and pesticides, to provide technical assistance, cost-sharing funds and research.
- Michigan's collaboration with other Great Lakes states, the National Association of Counties and Canadian provinces to protect the Great Lakes and prevent the diversion and redistribution of Great Lakes waters outside their basins.
- The creation of a public body, similar to the previously existing Water Resources Commission, with policy-making authority in water quality and resource issues.
- Legislation that maintains consistent conservation standards for Michigan's groundwater resources.
- Reasonable soil erosion control, sedimentation control and watershed management, provided all mandated activities are fully funded and sustained by the state.
- The regulation of, testing for and remediation of problem chemicals, such as PFAS. The costs involved should not be borne by counties.
- The continued development of blue trails (waterways utilized for outdoor recreation) that bolster county economic development.

## **LOW-LEVEL RADIOACTIVE WASTE (LLRW)**

### **MAC supports:**

- Amending the federal 1980 Low Level Radioactive Waste Policy Act to:
  - limit the number of LLRW sites to three nationwide;
  - exclude from the definition of LLRW those substances that remain hazardous for more than 100 years; and
  - deregulate below regulatory concern (BRC) radioactive waste and provide for its disposal in municipal solid waste landfills or incinerators.
- A policy that the siting criteria of PA 204 of 1987 should allow a county interested in locating a LLRW facility within its borders to seek a waiver of specific criteria.
- A policy that all surrounding jurisdictions to the facility/site and citizens are included in the process.
- A policy to require full compensation and environmental agreements be reached before the community is asked to make a firm commitment, plus a countywide referendum to authorize the signing of final agreements.

## **SCRAP TIRE MANAGEMENT**

### **MAC asserts:**

- That scrap tires pose challenges to mosquito abatement and fire control.

### **MAC supports**

- Legislation to create a tire deposit law that would encourage proper disposal activities for used tires that are similar to the bottle deposit law.
- The utilization of Act 51 money and/or state general fund dollars to expand the use of rubberized asphalt for roads and other public facilities as an alternative to scrapping tires.

### **ENVIRONMENTAL EDUCATION**

#### **MAC supports:**

- Primary and secondary school curricula on how natural aquatic and land environments function; and how human beings can manage behavior and ecosystems to live sustainably and improve their communities for future generations.
- Initiatives by MSU Extension, conservation districts, recycling centers and other stakeholders to develop resources to better inform communities on environmental topics.

### **AIR POLLUTION**

#### **MAC asserts:**

- That point-source polluters are the parties responsible for their practices.
- That state law, policies and federal regulatory authorities must strive to prevent all jurisdictions from being subject to federal corrective actions or penalties for non-locally generated air pollution.

### **LAND USE/PLANNING**

#### **MAC asserts:**

- That local governments must have, with the caveat of recognizing the primacy of private property rights, the statutory resources necessary for effective growth management.
- That indiscriminate land use, urban sprawl and the lack of land preservation resources are primary threats to the environment.
- That Michigan is lagging behind other states in effective growth management initiatives and tools.
- That state leadership is needed to develop a more comprehensive framework to enable counties to address problems associated with residential and commercial development of rural areas; the loss of agricultural and forest resources; the costs of infrastructure; and the social conflicts at the residential/agricultural interface.

### **CONSERVATION DISTRICTS (SHARED WITH AG. & TOURISM)**

#### **MAC urges:**

- The Legislature to restore historical levels of funding to local Conservation Districts and Michigan State University Extension to assist with the preservation of agricultural and natural resources.

## **FARMLAND PRESERVATION (SHARED WITH AG. & TOURISM)**

### **MAC urges:**

- The state to provide greater leadership in permanently preserving agricultural land, including, but not limited to, the Purchase of Development Rights (PDR) Program.
- The state to substantially increase the funding methods for initiatives that will make significant annual preservations of farmlands.

### **MAC asserts:**

- That the Michigan Agriculture Environmental Assurance Program (MAEAP) certification should be a component of the preservation of farmland.

## **CONCENTRATED ANIMAL FEEDING OPERATIONS (CAFOs) (SHARED WITH AG. & TOURISM)**

### **MAC supports:**

- Consistent enforcement of current regulations and permit requirements for CAFOs. All CAFOs should be working towards MAEAP certification.

## **RENEWABLE ENERGY**

### **MAC supports:**

- The statewide development of sustainable, renewable energy resources, energy conservation programs and the removal of regulatory obstacles.

## **INVASIVE SPECIES & PEST INFESTATION**

### **MAC urges:**

- The Legislature to develop and sustain plans to identify, prevent, reduce and eliminate invasive species in Michigan.

### **MAC supports:**

- Collaborative action by the federal government and Great Lakes states to prevent further entry of invasive species into the Great Lakes (e.g., Asian Carp).

## **STATE LAND MANAGEMENT**

### **MAC urges:**

- The Legislature to properly manage the state lands under its control.
- The state to use good and reasonable land management policies and encourage the Michigan Department of Natural Resources (DNR) to work more closely with counties and other units of local government on land management issues.

### **MAC opposes:**

- Any state-owned purchases, sales, land transfers or exchanges without approval of the boards of commissioners of affected counties.

## **MINING AND SEVERED MINERAL RIGHTS**

**MAC supports:**

- Efforts to develop legislation that will protect the mineral rights of surface (i.e., property) owner(s) from improper seizure, including mineral rights registration and activity notification.
- A policy that any proposed state changes to taxes for mining shall not result in any loss of local revenues or local authority.
- Legislation that will require oil and gas drillers to pay impact fees to counties, cities, villages and townships across the state.

**TIMBER MANAGEMENT (SHARED WITH AG. & TOURISM)**

**MAC supports:**

- State and federal timber management standards that provide for maximum yield, the highest timber quality and reforestation.

**ENVIRONMENTAL HEALTH**

**MAC supports:**

- Full state funding or provision for reasonable cost recovery for county health department Environmental Health Division activities carried out on behalf of the state.
- Full state or federal funding for non-community well monitoring and testing.
- State and federal funding for a coordinated state/local initiative to combat the harmful effects of PFAS on groundwater.



## 2019-2020 PROPOSED FINANCE PLATFORM

### **REVENUE SHARING**

#### **MAC supports:**

- Full funding and, at a minimum, inflationary increases in county revenue sharing.
- All efforts to protect county revenue sharing either through a constitutional amendment or a restricted revenue account.
- The state fully and promptly honoring its obligation to restore revenue sharing to counties as revenue sharing reserve Funds are exhausted.
- The elimination of the County Incentive Program, provided those funds go back into the county revenue sharing distribution formula.
- The establishment in statute the definition of full funding for county revenue sharing to include inflationary increases every year.

### **TAX CAPTURE DISTRICTS, ABATEMENTS AND EXEMPTIONS**

#### **MAC supports:**

- State laws and policies to require that whenever an abatement, exemption or capture of county property taxes is contemplated, counties have the authority to determine if an abatement, exemption or capture of county taxes shall be allowed — in whole, in part or not at all.
- State laws and policies that provide for a county to have a seat on an economic development board or equivalent authority of a tax-capture unit, if the capture of county taxes is allowed.
- Legislation that moves toward resetting pre-1994 tax-capture district baselines and allows counties the discretion to opt in or out of a tax-increment financing district.
- State laws and policies that prohibit tax-capture authorities and economic development boards from using captured revenues to fund normal municipal services on an ongoing basis; this prohibition would not include funding for enhanced municipal services during an event or festival.
- Legislation that prohibits tax-capture districts from capturing the revenue from extra voted millages.

### **PAYMENTS-IN-LIEU-OF-TAXES (PILT) and the COMMERCIAL FORESTRY ACT (CFA)**

#### **MAC supports:**

- Uninterrupted inflationary increases to county PILT and CFA payments.
- County veto power over new state land acquisitions, if the county has more than 40 percent of its land owned by the state and/or federal government.

## **STATE AND LOCAL FUNDING FOR LOCAL SERVICES**

### **MAC supports:**

- Full state funding for any county-mandated services enacted by the Legislature or rule changes adopted by state departments or agencies.
- State laws and policies that give authority to counties to set all non-mandated fees and charges for county services at rates that allow the full recovery of costs.
- Return-on-investment (ROI) analyses when creating new or expanding existing programs.

### **MAC opposes:**

- Any legislation that reduces state funding to counties, without a corresponding reduction in mandated services.

## **911 SURCHARGE**

### **MAC supports:**

- Legislation that requires telecommunication providers to annually report funding collected from 911 surcharges levied on all telecommunication devices.
- Legislation that enables counties to audit 911 surcharge collections by telecommunication providers that mirrors the current ability to audit lodging tax collections by hotels and motels.

## **SALES TAX**

### **MAC supports:**

- The state of Michigan entering reciprocating compacts with other states for the collection of sales tax revenues generated by interstate, catalog and internet purchases.
- State laws that grant public entities an exemption from sales tax for capital improvements and infrastructure projects.
- The codification of the Wayfair decision that requires that out-of-state sellers collect sales tax and remit it to the state.

### **MAC opposes:**

- State laws and policies that reduce state sales tax revenue, without fully reimbursing local units of government for the effect that those losses have on revenue sharing.

## **NATURAL RESOURCE DEPLETION/SEVERANCE TAX**

### **MAC supports:**

- Implementation of the severance/resource depletion tax and impact-fee legislation that returns a portion of the revenue generated back to the local communities of origin in which the mining or oil and gas drilling occurred.

## **MANUFACTURED HOUSING ON LEASED LANDS**

### **MAC supports:**

- revision of the Michigan tax code applicable to these products and/or their communities to ensure they pay an equitable share of the cost of services provided by local governments and schools.

## **PROPERTY TAXES**

### **MAC supports:**

- State laws and policies that allow local units of government, without a vote of the people, to restore the operating millage rate to the previous year's rate in years in which the property revenue increase was less than the rate of inflation.
- Altering PA 206 to allow the millage reduction fraction to exceed one (1).
- Changes that would remove uncapped property sales from the millage reduction calculation when determining yearly rollbacks.

### **MAC opposes:**

- State laws and policies that reduce local property tax revenue, without fully reimbursing local units of government for the effect that those losses have on local revenue.
- Legislation that requires the payment to property owners of all net proceeds from a tax foreclosure.

## **TAX ASSESSMENT**

### **MAC supports:**

- A state policy of sharing the costs of expenses when tax assessments on large parcels are challenged in court.
- Legislation that requires the Michigan Tax Tribunal to consider all three appraisal methods and to prohibit the use of deed restrictions in determining value.

## **PERSONAL PROPERTY TAX**

### **MAC supports:**

- The distribution of all use tax dollars allocated for local reimbursement, so long as the excess is distributed in a fashion that dedicates that revenue to counties and local units that provide the most services.
- Legislation that requires reimbursement attributable to losses to dedicated millages to go back to those dedicated revenue accounts.
- A policy that reimbursements exceeding 100 percent of losses should go to the local unit's general fund, not to the funds of other millages.

## **PROPERTY TAX EXEMPTIONS**

### **MAC supports:**

- Legislation that will address court decisions expanding property tax exemptions to private businesses due to the charitable nature of the business.

### **MAC opposes:**

- Legislation that expands property tax exemptions, unless the state provides for full reimbursement of resulting revenue losses to local units of government.



## **2019-2020 PROPOSED GENERAL GOVERNMENT PLATFORM**

### **ELECTIONS ISSUES**

#### **MAC supports:**

- The revision of county commissioner terms of office from the current two-year terms to four-year terms, thereby placing commissioners on the same four-year cycle as all other elected county officials.
- The revision of road commissioner terms of office to four years.
- Converting all elected road commissioner positions to appointed positions.
- A dedicated state funding source to support the replacement of county-owned voting equipment.
- Legislation that gives county boards of commissioners the option to make all county elected officials nonpartisan.

#### **MAC opposes:**

- Increases in county costs associated with the election process, unless funded by appropriate means.
- Legislation that changes how county commissioner districts are drawn.

### **TRIBAL AGREEMENTS**

#### **MAC supports:**

- New compacts or consent agreements between the state and its Native American tribes that maintain a minimum distribution of the 2 percent of gross slot machine revenues to elected local units of government but does not extend such distributions to non-governmental organizations.

### **WORKFORCE INVESTMENT ACT (WIA) INITIATIVES**

#### **MAC supports:**

- Extensive involvement and control by counties in the local delivery of services in the national Workforce Investment System, particularly in the appointment of Workforce Investment Board members.
- Adequate federal and state funding for Michigan's Workforce Investment System.
- Federal and state efforts to assist the agricultural industry with seasonal labor resources.
- Efforts to retain and grow our skilled workforce.

#### **MAC encourages:**

- Strong, local public-private partnerships comprised of county commissioners and representatives of business and industry, education, labor and community-based organizations.

### **MAC urges:**

- Congress and the Michigan Legislature to appropriate sufficient funding for all workforce development activities.

### **PUBLIC EMPLOYER ISSUES**

#### **MAC supports:**

- Legislation that would assist counties in dealing with post-employment benefit costs.
- Expansion of the requirements within the Public Employment Relations Act that protect against being required to pay wage and benefit increases after a collective bargaining agreement has expired for PA 312-eligible units. This should also include the requirement that an arbitration panel not order any retroactive wage or benefit increases when a new contract is agreed upon.

#### **MAC opposes:**

- Any legislation that allows the state to dictate county salaries and benefits.
- The expansion of binding arbitration or addition of new subjects to collective bargaining for county employees.
- Any increase in salary-level requirements to qualify for white-collar exemptions.

### **RECORD RETENTION AND PUBLIC NOTIFICATION**

#### **MAC supports:**

- Updates and revisions to the public notification process to allow for new notification methods designed to reach a greater number of county residents, as long as the integrity within the public notification process is maintained while reducing costs.
- State financial support and continued work toward assisting counties and other local governments with efforts to provide for safer and better retention of valuable public records, including efforts to convert paper documents to digital formats for ease of access and long-term retention.
- The review and reduction of statutory record retention timelines.

### **PLANNING AND ZONING**

#### **MAC supports:**

- The use of county land banks as a tool to help reduce blight and return abandoned property to productive use.
- A countywide perspective on coordination and planning of services to prevent duplication.

### **MANUFACTURED HOUSING**

#### **MAC supports:**

- The authority of local units of government to override manufactured housing community standards to accommodate growth-related concerns.

- The ability of local governments to review and approve all site plans for new and expanding communities, similar to the workings of the Subdivision Control Act.
- A reform of the tax structure of these developments to ensure they pay an equitable share of the cost of services provided by local governments and schools.
- A policy that ad valorem taxes paid on manufactured housing units within manufactured housing or seasonal parks be based on the value of individual units within these parks. Any fee and/or tax should be equitably distributed back to local governments and to individual local school districts in which these parks are contained.

#### **FREEDOM OF INFORMATION ACT (FOIA) AND OPEN MEETINGS**

##### **MAC supports:**

- Revisions to the Michigan FOIA to ensure public access to records, while providing additional provisions for dealing with the costs and time imposed by frivolous requests and the use of FOIA provisions for harassment purposes.
- The continued ability of local elected officials to participate in government meetings from remote settings when necessary to ensure a board member can effectively represent the county and its residents.

#### **BUILDING AND MECHANICAL INSPECTIONS**

##### **MAC supports:**

- The consolidation of inspection services at the county level to provide for more efficient administration of building and mechanical inspections. This will provide more consistency throughout counties in the enforcement of regulations and inspection fees for residents.



## **2019-2020 PROPOSED HEALTH & HUMAN SERVICES PLATFORM**

This committee shall review all pending health and human services reforms that pertain to county governments. This committee supports local control and accountability to meet the individual needs of local communities; and opposes the creation of any unfunded mandates. This committee has the responsibility to assess the adequacy of state appropriations related to the local delivery of services. MAC supports stronger prevention and treatment initiatives for all human services, such as, but not limited to, mental health issues, substance abuse, homelessness, children's protective services, the stabilization of families and the prevention and control of disease.

### **COUNTY BOARDS OF HEALTH**

#### **MAC supports:**

- The coordination of decision-making by county, state and federal health care officials to provide optimal consumer services.
- Efforts to preserve and strengthen the role of local boards of health.
- Adequate funding for mandated local public health services, which, at minimum, should include full implementation of the 50/50 cost-sharing mechanism. Lack of appropriate funding for Local Public Health services may result in a loss of current services.
- The continuation of county health plans as important components of the social safety net in providing access to health care for low-income and uninsured persons.
- State and local coordination of health needs surveys to identify the state priority health problems.

### **MEDICAID AND MANAGED CARE ISSUES**

#### **MAC supports:**

- A policy of county, state and federal government agencies and county health boards working as responsible partners in providing optimal and equitable health care services, with adequate state and federal funding.
- Continued collaboration between local health and community mental health boards in the development and delivery of local health care services.
- Flexibility in the use of local funds to match and/or support individual county Medicaid and Medicare services.
- Federal entitlement benefits for otherwise Medicaid- and Medicare-eligible individuals placed in a state or county facility, including correctional facilities.

## **MENTAL HEALTH AND SUBSTANCE USE DISORDER (SUD) ISSUES**

### **MAC supports:**

- Community and evidence-based mental health care.
- Optimal funding for mandated mental health services.
- Continued mental health parity, thereby ensuring financial requirements for mental health and SUD are no more restrictive than requirements applied to other medical or surgical benefits.
- Sustainable funding for SUD treatment services.
- The ability of the regional advisory committee to determine the appropriate use of PA 2 SUD funds, with county member input.
- Increased state funding to support community mental health providers and proper classification of enrollees to ensure maximum Medicaid rates.
- State investment for treatment and services related to combatting the opioid epidemic.
- The removal of Section 928, which requires local counties to fund the state's obligation for drawing down Medicaid funds.
- The maximization of local and state match to leverage Medicaid revenue.
- A rate-setting system that more effectively responds to changes in the quantity and cost of services
- Increasing the ability of the PIHP system to build adequate reserves.

## **COUNTY MEDICAL CARE FACILITIES**

### **MAC supports:**

- An appropriate reimbursement and regulatory structure that is adequate for the delivery and sustainability of quality care services.
- The merger of Medicaid and Medicare dually eligible persons into one managed care program — but only if improved care is achieved, care settings are used appropriately and in the best interest of the beneficiary, reimbursement is not reduced and county-operated entities are fully engaged and fully funded.

### **MAC recognizes:**

- The importance of medical care facilities and long-term care units in guaranteeing access to long-term care for county residents.

## **AGING ISSUES**

### **MAC supports:**

- The coordination of county, state and federal programs to meet the needs and services of Michigan's aging population.
- Quality long-term care options focused on individualized quality care.
- Senior initiatives that encourage and prolong independence, including, but not limited to, wellness programs, suitable housing, transportation, health care choices, home delivery of meals, in-home care, care-giver respite and senior volunteers.
- State investment in effective alternative treatment programs that build health and well-being for age-friendly communities.

## **VETERANS AFFAIRS**

### **MAC encourages:**

- Collaboration and communication between the Michigan Department of Veterans Affairs and counties to ensure adequate and sustained funding for veteran services.
- The direction of funding to the local level for the most efficient programming and services for veterans.
- Increased funding for veterans specialty courts.

## **COUNTY CHILD CARE FUND ISSUES**

### **MAC supports:**

- An increase in the state match for children's community-based prevention/intervention programs with proven, positive outcomes. Such programs are the best alternative for children and will ultimately save both the counties and the state money.
- The continuation of, at minimum, a 50 percent cost share in state funding for out-of-state placements made by the local courts.
- The state's recognition of the county role in child welfare and juvenile justice funding model discussions and allowing counties to decide how Child Care Fund dollars are most appropriately allocated.
- Continued collaboration toward best practices between the state and the counties to ensure timely payments.
- Fair appeal processes for fund source determinations and partnership with the state to maximize federal foster care funding.

## **WORKFORCE DEVELOPMENT**

### **MAC supports:**

- Extensive involvement and oversight by county commissioners in administering the Partnership Accountability Training Hope (PATH) program, or other programs that move people to self-sufficiency.
- Adequate funding for training displaced and unemployed workers to address the gap that exists between workers' skills and employers' needs.
- The delivery of employment and training services by existing county-structured partnerships and labor market areas through the state's Workforce Investment System.
- Increased funding for the Skilled Trades Training Fund.
- The Legislature's appropriation of sufficient and sustaining funds for all workforce development activities, particularly the provision of employment and training services to welfare recipients.



## **2019-2020 PROPOSED JUDICIARY & PUBLIC SAFETY PLATFORM**

This committee shall review all pending criminal justice and public safety policy and fiscal reforms that may impact county governments. This committee has the responsibility to assess the impact and adequacy of state appropriations related to local criminal justice systems.

### **COURTS**

#### **MAC supports:**

- The creation or expansion of sustainable court-funding mechanisms.
- The ability of courts to assess reasonable costs on criminal defendants in accordance with PA 352 of 2014.
- Court reforms that seek administrative and operational efficiencies, such as, but not limited to, controlling personnel costs and streamlining records management procedures and data collection efforts.
- The establishment and/or expansion of funding for specialty courts.
- Statutory language that prohibits judges from bringing an action against a county without prior approval by the Michigan Supreme Court, as it pertains to claims of inadequate funding from the county board of commissioners.
- Implementation of indigent defense standards, but only if the state provides full and complete funding, not to include dollars remitted from local funds, for the changes, now and into the future.
- Codifying best practices for setting bail that includes provisions to minimize any risk to public safety and do not violate Article I, Section 15 of the Michigan Constitution.
- The expansion of pre-trial risk assessment tools that create-accuracy in the criminal justice system, while maintaining safe communities.

### **CORRECTIONS**

#### **MAC supports:**

- County discretion on the utilization of private detention facilities.
- Statutory and budgetary changes to reduce the cost of health care and mental health services in county detention facilities.
- Changes to allow health care providers to bill at the Medicaid-established rate for all inmates who do not possess private health care insurance and receive medical care outside of the county jail.
- The continuation of Truth-in-Sentencing policies.
- Funding of and new investment in community corrections programs.

- The restoration of the state's leased beds program and exploration of alternatives to the leased beds program.
- The continuation of the County Jail Reimbursement Program that does not include any financial penalties due to county policy/ordinance/rule, especially those policies/ordinances/rules that county boards do not have sole authority over.
- Mandatory impact analyses of all state juvenile and adult criminal justice policy proposals, including estimates of fiscal impacts on state and local budgets.
- A policy that treats 17-year-olds as juveniles, so long as counties are held harmless and funding for treatment programming and services is provided solely by the state.
- A policy emphasizing the implementation of the following before initiatives to house state prison inmates in county jails are contemplated:
  - primary prevention;
  - juvenile education;
  - drug education and effective law enforcement;
  - expanded substance abuse treatment programs;
  - adequate funding of youth assistance prevention programs;
  - expanded Mental Health Treatment alternatives to incarceration; and
  - use of the Michigan Prisoner Re-entry Program (MPRI) to reduce probation and parole failure rates.

**MAC opposes:**

- Any state-led efforts to alleviate prison crowding by shifting responsibilities to counties, unless full funding for all related costs is appropriated and sufficient time is allocated for all diversion programs.

**LAW ENFORCEMENT**

**MAC supports:**

- Funding of secondary road patrol
- Legislation that holds county governments and law enforcement harmless from liability in pursuit situations and emergency response.

**EMERGENCY 911 FUNDING AND OPERATIONS**

**MAC supports:**

- Keeping 911 operations and funding at the local level.
- The concept of voluntary consolidation of local 911 centers, either physically or virtually, when efficiencies can be gained and public safety is not diminished. The state should grant opportunities for this purpose.
- Adequate state funding for NG 911 or 911 services and the continued ability for county governments to ensure all telecommunication devices shall share in the responsibility of funding through the retention of the 911 surcharge.

- Policy changes for transparency so counties have an accurate accounting of devices from the telecommunications industry.
- Rules to require entities with multi line telephone systems, such as schools and businesses, to have the location of the phone register at 911.
- Legislation that requires telecommunications providers to annually report funding collected from 911 surcharges levied on all telecommunication devices.
- Legislation that enables counties to audit 911 surcharge collections by telecommunications providers that mirrors the current ability to audit lodging tax collections by hotels and motels.

**MAC opposes:**

- The mandated consolidation of 911 dispatch.



## **2019-2020 PROPOSED TRANSPORTATION PLATFORM**

### **TRANSPORTATION DEVELOPMENT ISSUES**

#### **MAC supports:**

- The logical development, interconnection and sustained maintenance of all transportation designs and infrastructures within our state.

### **FEDERAL FUNDING ISSUES**

#### **MAC holds that:**

- Any federal surface transportation proposal must contain Fixing America's Surface Transportation (FAST) provisions that raise Michigan's return on federal highway dollars and transit funds to full funding.
- The Michigan Department of Transportation (MDOT) must continue to implement the Fixing America's Surface Transportation Act to ensure the equitable treatment of all Michigan's counties.
- The federal government should release all obligated state and local funding, including the Federal Highway and Airport Development Trust Funds.
- The Michigan Legislature must increase federal bridge funds directed to Michigan Local Bridge Fund.
- Any federal mandates and procedures for airport security must be accompanied by funding so county-run airports can best meet the rigorous demands of these mandates and provide the highest security for our citizens.
- The future development of intelligent transportation technologies is necessary and state policy changes should include planning for autonomous vehicles development and implementation.

### **STATE INFRASTRUCTURE ISSUES**

#### **MAC holds that:**

- A comprehensive, independent, statewide study must be completed prior to any major changes in the Michigan Transportation Fund (MTF) distribution formula.
- MDOT should constantly review the development/use of road salt alternatives.
- All unexpended MDOT dollars within MTF should be returned and applied to MDOT's bonding debt in order to decrease debt service costs to the state.
- Local Program Fund dollars should be returned to the MTF for distribution among county road commissions, cities, and villages.

- ❑ Debt service for the Transportation Economic Development Fund program should be changed to reflect the true proportional share of debt held by local road agencies.
- ❑ A robust, durable, and well-maintained transportation network is the hallmark of a great economy throughout the state.

**MAC supports:**

- ❑ Continued research into experimental methods for road surfacing regardless of a warranty available.

**MAC holds that:**

- ❑ Any efforts to divert the 2015 road plan funding level for other than currently prescribed Public Act 51 uses: MDOT 39.1% (8% of miles), County Road Agencies 39.1% (74% of miles), Cities & Villages 21.8% (18% of miles).
- ❑ The transfer of MTF dollars to other state departments.
- ❑ Any state legislation requiring counties to levy property taxes to fund roads.

**COUNTY INFRASTRUCTURE ISSUES**

**MAC supports:**

- The provisions in PA 51
- Any increase in road funding adopted by the Legislature during the 2019-2020 legislative session to be allocated to both the PA 51 distribution model and a new distribution model focused on funding roads in the most highly traveled areas and the roads in the worst condition for a period of no more than 10 years before revisiting this distribution model.
- Returning emergency status authority to county road commissioners.
- State legislation to give county boards of commissioners the option to limit the term of county road commissioners to four years.
- Continued encouragement to the Michigan State Police to work with local units of government, such as, but not limited to, county road commissions, county boards of commissioners and city and village officials, during the establishment of speed limits on local roads.
- The elimination of the sunset on allowing county boards of commissioners to absorb the duties of their local road commission.
- Flexibility in county spending on non-motorized transportation.

**MAC opposes:**

- ❑ Any reductions of state funding to county road agencies.
- ❑ Altering the PA 51 formula to miles driven.

**RIGHT-OF-WAY ISSUES**

**MAC holds that:**

- Road right-of-way (ROW) exists for transportation purposes.
- Such ROW transportation purposes include, but are not limited to, providing proper drainage for the road and a safe recovery area for vehicles leaving the road surface.
- Placement of other infrastructure in the ROW must be done in such a way that the safety of the motoring public and the maintenance of the roadway are not compromised.

**MAC supports:**

- Allowing utilities to place necessary infrastructure within the ROW, provided there is proper oversight by local road agencies through the permitting process.
- The consideration of modern communications infrastructure as an ancillary user that may place infrastructure in the ROW, with the proper oversight through the local road agency's permitting process.
- Holding county road commissions and road departments harmless from costs incurred from negligence, incomplete work or unapproved work by other users of the ROW.
- Allowing local road agencies sufficient authority to regulate placement of infrastructure in the ROW in such a way that the safety of the motoring public is maintained.

**MAC opposes:**

- Limiting permit fees in such a way that actual costs of local road agencies overseeing the placement of infrastructure in the ROW cannot be recovered.

**PUBLIC TRANSIT**

**MAC supports:**

- The creation/operation of regional transit authorities.
- The expansion of specialized transportation services so senior citizens and the disabled can maintain independent, healthy and fulfilling lifestyles.

**MAC holds that:**

- Legislation should provide adequate revenues and/or funding mechanisms for the development, operation, maintenance and expansion of public transportation.

**RAIL**

**MAC supports:**

- Continued state subsidies for all Michigan Amtrak services, provided that those subsidies are matched by Amtrak's enhanced marketing efforts to increase ridership and promote Michigan tourism.
- The promotion and development of freight rail and encouraging state policy to avoid abandonment of short-line freight rails.

- The retention of rail ROW for future use in situations where rail lines are abandoned.
- A federal, state and local partnership to develop a user-funded, high-speed rail corridor from Chicago to Detroit, with connecting routes to Grand Rapids, Ann Arbor, Flint, Saginaw and Lansing.
- The development of rails-to-trails assets to support tourism and economic development and to encourage communities to cooperate in forming an integrated trail system without disturbing the rail corridor.
- Efforts to make rail corridors a public ROW to maintain the accessibility for public use and industry.
- A long-term study of proposed rail abandonments by MDOT with results of the study presented to the House Transportation Committee.
- Legislation changing the Michigan Rail Loan Assistance Program (MiRLAP) by converting MiRLAP from a budgetary to a statutory program, ensuring this important economic development tool has permanence and stability.
- An MDOT review of: railroad crossing fatalities and related liability, particularly at crossings without a signal where the use of such measures as reflectors on the back of crossbucks would greatly reduce accidents; and the transport of solid and hazardous waste materials.

#### **PORT AUTHORITY DEVELOPMENT**

##### **MAC supports:**

- Legislative initiatives to encourage the development of port authorities that give local units of government control over property tax exemptions.
- State provisions that Michigan's ballast rules for freight shipping are consistent with neighboring states and countries.

#### **COUNTY AIRPORTS**

##### **MAC supports:**

- Sufficient state funds to match federal dollars.

##### **MAC urges:**

- Michigan Bureau of Aeronautics to adequately fund the growing needs of Michigan air service.

#### **OFF-ROAD VEHICLES(ORVs)/OFF-HIGHWAY VEHICLES (OHVs)**

##### **MAC supports:**

- Legislation expanding the use of ORVs on state and federal forest roads.
- Promotion of the connection of existing ORV trails.

##### **MAC opposes:**

- The use of any future increases in ORV permit fees for purposes other than maintaining and building trails and offering law enforcement grants for local governments.



Resolution 2019- 015

TRIAL COURT FUNDING COMMISSION INTERIM REPORT

July 23, 2019

WHEREAS, the County Clerks in Michigan have a constitutional stake in the trial court funding question, but were excluded from participation in the Trial Court Funding Commission. The County Clerks have a unique relationship with the courts and a perspective that should be heard when making recommendations for substantial changes.

WHEREAS, the goal of Public Act 65 of 2017 was to create a Trial Court Funding Commission to "review and recommend changes to the trial court funding system in light of *People v. Cunningham*".

WHEREAS, the vast majority of the Interim Report deals with the consolidation of all local court staff and operations under state control but does not solve the funding problems that *Cunningham* created (simply moving collections of fines and costs and payment of court salaries/benefits to the state does not mitigate the fact that we will still not be funded adequately).

WHEREAS, centralized control of our court process does not necessarily serve the best interest of the public. The County Clerks believe that local judges and citizens are better served by local custodial control. It has been proven to be a more responsive method of serving their needs.

WHEREAS, research of other state-funded court systems has shown that state funding creates a culture of complacency that tolerates delay. Accountability is removed from the local level and placed in the hands of bureaucrats in state government who are less connected to the people.

WHEREAS, we are concerned that transferring funding to state control would tether the judicial branch to the short term whims of the legislative and executive branches even more than they exist already. In the event of a lack of state funding (government shutdown) this process would also force the shutdown of the court system, resulting in constitutional violation of due process.

WHEREAS, it is critical to note that the finding of 46th Circuit Trial Court v. County of Crawford, 2006:143 states directly: "In order for the judicial branch to carry out its constitutional responsibilities as envisioned by the Constitution of 1963, art3, SS 2, the judiciary cannot be totally beholden to legislative determinations regarding its budgets."

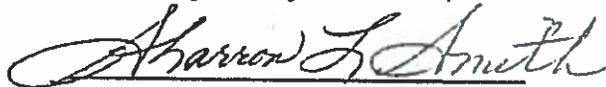
WHEREAS, this Interim Report recommends altering the Michigan Constitution to provide that circuit court clerks are employed by the court and under the supervision of state government rather than the County Clerk.

**WHEREAS**, County Clerks serve a critical role in the judicial system. They are constitutionally mandated to ensure the integrity of the records and protecting the best interests of our citizens. Removing County Clerks from the picture would serve as substantial disruption to the purpose that we serve.

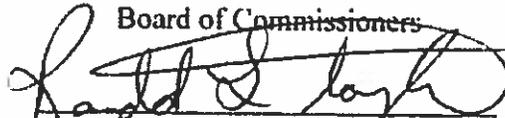
**NOW, THEREFORE, BE IT RESOLVED**, the Gladwin County Board of Commissioners are opposed to the Trial Court Funding Commission Interim Report dated April 8, 2019. We believe that it is imperative to maintain local control and accountability because that is how our constituents are best served. We strongly oppose this Interim Report and possible pending legislation and encourage the other 82 Michigan counties to join us.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be forwarded to Governor Gretchen Whitmer, Senator Jim Stamas, Representative Jason Wentworth, the Michigan Association of Counties and the other 82 Michigan Counties.

Respectfully Submitted,

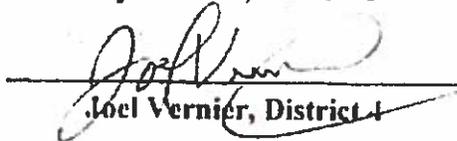


Sharron L. Smith, Chair, District 4  
Board of Commissioners

  
Ronald Taylor, Vice-Chair, District 2

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Kyle Grove, District 1

  
Joel Vernier, District 1

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Rick Grove, District 5

Dated: 7-23-19

  
Laura Brandon-Maveal, Gladwin County Clerk

JULY 24, 2019

TRIAL COURT FUNDING COMMISSION INTERIM REPORT

RESOLUTION

WHEREAS, the County Clerks in Michigan have a constitutional stake in the trial court funding question but were excluded from participation in the Trial Court Funding Commission. The County Clerks have a unique relationship with the courts and a perspective that should be heard when making recommendations for substantial changes.

WHEREAS, the goal of Public Act 65 of 2017 was to create a Trial Court Funding Commission to "review and recommend changes to the trial court funding system in light of *People v. Cunningham*".

WHEREAS, the vast majority of the Interim Report deals with the consolidation of all local court staff and operations under state control but does not solve the funding problems that *Cunningham* created (simply moving collections of fines and costs and payment of court salaries/benefits to the state does not mitigate the fact that we will still not be funded adequately).

WHEREAS, centralized control of our court process does not necessarily serve the best interest of the public. The County Clerks believe that local judges and citizens are better served by local custodial control. It has been proven to be a more responsive method of serving their needs.

WHEREAS, research of other state-funded court systems has shown that state funding creates a culture of complacency that tolerates delay. Accountability is removed from the local level and placed in the hands of bureaucrats in state government who are less connected to the people.

WHEREAS, we are concerned that transferring funding to state control would tether the judicial branch to the short-term whims of the legislative and executive branches even more than they exist already. In the event of a lack of state funding (government shutdown) this process would also force the shutdown of the court system, resulting in constitutional violation of due process.

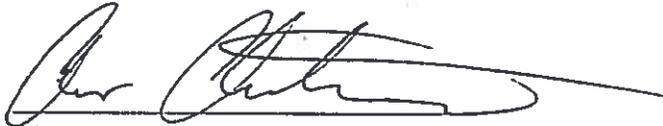
WHEREAS, it is critical to note that the finding of 46th Circuit Trial Court v. County of Crawford, 2006:143 states directly: "In order for the judicial branch to carry out its constitutional responsibilities as envisioned by the Constitution of 1963, art3, SS 2, the judiciary cannot be totally beholden to legislative determinations regarding its budgets."

WHEREAS, this Interim Report recommends altering the Michigan Constitution to provide that circuit court clerks are employed by the court and under the supervision of state government rather than the County Clerk.

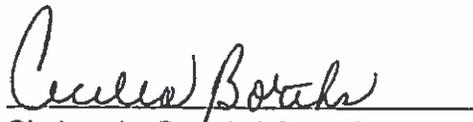
WHEREAS, County Clerks serve a critical role in the judicial system. They are constitutionally mandated to ensure the integrity of the records and protecting the best interests of our citizens. Removing County Clerks from the picture would serve as substantial disruption to the purpose that we serve.

NOW, THEREFORE, BE IT RESOLVED, the Charlevoix County Board of Commissioners are opposed to the Trial Court Funding Commission Interim Report dated April 8, 2019. We believe that it is imperative to maintain local control and accountability because that is how our constituents are best served. We strongly oppose this Interim Report and possible pending legislation and encourage the other 82 Michigan counties to join us.

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to Governor Gretchen Whitmer, Senator Wayne Schmidt, Representative Triston Cole, the Michigan Association of Counties and the other 82 Michigan Counties.



Chairman of the Board



Clerk to the Board of Commissioners

CERTIFIED	
Cecelia Borths, County Clerk	
DEPUTY 	DATE
July 15, 2019	

5



# CITY OF CLARE

202 West Fifth Street | Clare, Michigan 48617-1490  
Office 989.386.7541 | Fax 989.386.4508  
[www.cityofclare.org](http://www.cityofclare.org)

## CITY HALL

Ph 989.386.7541  
Fx 989.386.4508  
[www.cityofclare.org](http://www.cityofclare.org)  
Manager x102  
Assessor x103  
Clerk x106  
Treasurer x107

July 29, 2019

Ms. Lori Martin  
Clare County Clerk & Board of Commissioners  
PO Box 438  
225 W. Main St.  
Harrison MI 48625

## DEPARTMENT OF PUBLIC WORKS

Ph 989.386.2182 or  
989.386.7541 x202  
Fx 989.386.4508

Re: Semi-annual DDA & LDFA informational meeting date set.

Dear Ms Martin & County Board of Commissioners:

## UTILITY BILLING

Ph 989.386.7541 x201

Please accept this letter as notice that the City of Clare's Downtown Development Authority and Local Development Finance Authority have scheduled the first of two semi-annual informational meetings in accordance with PA57 of 2018 requirements.

## W/WWT PLANT

Ph 989.386.2321  
Fx 989.386.2387

The Clare Downtown Development Authority will hold their public informational meeting on Friday, August 16, 2019 @ 8am at Clare City Hall; the Local Development Finance Authority will hold their public informational meeting on Friday, August 16, 2019 @ 9am at Clare City Hall, 202 W. 5<sup>th</sup> St., Clare, MI.

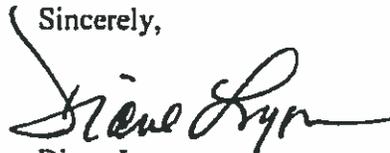
## POLICE DEPT. NON-EMERGENCY

Ph 989.386.2121  
Fx 989.386.0440

You may contact the City Treasurer at 989-386-7541 ext. 107 if you have questions regarding this matter.

## FIRE DEPT. NON-EMERGENCY

Ph 989.386.2151  
Fx 989.386.3020

Sincerely,  


Diane Lyon  
City Clerk

## PARKS & RECREATION

Ph 989.386.7541 x213  
Fx 989.386.4508

Enclosure(s)

## AIRPORT

Ph 989.386.0445  
Fx 989.386.4508







# CITY OF CLARE

202 West Fifth Street | Clare, Michigan 48617-1490

Office 989.386.7541 | Fax 989.386.4508

[www.cityofclare.org](http://www.cityofclare.org)

## CITY HALL

Ph 989.386.7541  
Fx 989.386.4508  
[www.cityofclare.org](http://www.cityofclare.org)  
Manager x102  
Assessor x103  
Clerk x106  
Treasurer x107

### *Notice of Clare Downtown Development Authority Bi-Annual Informational Meeting*

In accordance with the provisions of the Michigan Recodified Tax Increment Financing Act, 2018 Public Act 57, the Clare Downtown Development Authority will hold a public informational meeting on Friday, August 16, 2019 @ 8am @ Clare City Hall, 202 W. 5<sup>th</sup> St., Clare, MI.

*The City of Clare is an equal opportunity employer and provider.*



## DEPARTMENT OF PUBLIC WORKS

Ph 989.386.2182 or  
989.386.7541 x202  
Fx 989.386.4508

## UTILITY BILLING

Ph 989.386.7541 x201

## W/WWT PLANT

Ph 989.386.2321  
Fx 989.386.2387

## POLICE DEPT. NON-EMERGENCY

Ph 989.386.2121  
Fx 989.386.0440

### *Notice of Clare Local Development Finance Authority Bi-Annual Informational Meeting*

In accordance with the provisions of the Michigan Recodified Tax Increment Financing Act, 2018 Public Act 57, the Clare Local Development Finance Authority will hold a public informational meeting on Friday, August 16, 2019 @ 9am @ Clare City Hall, 202 W. 5<sup>th</sup> St., Clare, MI.

*The City of Clare is an equal opportunity employer and provider.*



## FIRE DEPT. NON-EMERGENCY

Ph 989.386.2151  
Fx 989.386.3020

## PARKS & RECREATION

Ph 989.386.7541 x213  
Fx 989.386.4508

## AIRPORT

Ph 989.386.0445  
Fx 989.386.4508





**RESOLUTION**

To: The Honorable Board of Commissioners  
Huron County  
Michigan

WE, the LEGISLATIVE COMMITTEE, respectfully beg leave to submit the following resolution for your consideration:

WHEREAS, the County Clerks in Michigan have a constitutional stake in the trial court funding question, but were excluded from participation in the Trial Court Funding Commission. The County Clerks have a unique relationship with the courts and a perspective that should be heard when making recommendations for substantial changes; and

WHEREAS, the goal of Public Act 65 of 2017 was to create a Trial Court Funding Commission to "review and recommend changes to the trial court funding system in light of *People v. Cunningham*"; and

WHEREAS, the vast majority of the Interim Report deals with the consolidation of all local court staff and operations under state control, but does not solve the funding problems that *Cunningham* created (simply moving collections of fines and costs and payment of court salaries/benefits to the state does not mitigate the fact that we will still not be funded adequately); and

WHEREAS, centralized control of our court process does not necessarily serve the best interest of the public. The County Clerks believe that local judges and citizens are better served by local custodial control. It has been proven to be a more responsive method of serving their needs; and

WHEREAS, research of other state-funded court systems has shown that state funding creates a culture of complacency that tolerates delay. Accountability is removed from the local level and placed in the hands of bureaucrats in state government who are less connected to the people; and

WHEREAS, we are concerned that transferring funding to state control would tether the judicial branch to the short term whims of the legislative and executive branches even more than they exist already. In the event of a lack of state funding (government shutdown) this process would also force the shutdown of the court system, resulting in constitutional violation of due process; and

WHEREAS, it is critical to note that the finding of 46th Circuit Trial Court v. County of Crawford, 2006:143 states directly: "In order for the judicial branch to carry out its constitutional responsibilities as envisioned by the Constitution of 1963, art3, SS 2, the judiciary cannot be totally beholden to legislative determinations regarding its budgets." and;

WHEREAS, this Interim Report recommends altering the Michigan Constitution to provide that circuit court clerks are employed by the court and under the supervision of state government rather than the County Clerk; and

WHEREAS, County Clerks serve a critical role in the judicial system. They are constitutionally mandated to ensure the integrity of the records and protecting the best interests of our citizens. Removing County Clerks from the picture would serve as substantial disruption to the purpose that we serve; now

THEREFORE, BE IT RESOLVED the Huron County Board of Commissioners are opposed to the Trial Court Funding Commission Interim Report dated April 8, 2019. We believe that it is imperative to maintain local control and accountability because that is how our constituents are best served. We strongly oppose this Interim Report and possible pending legislation and encourage the other 82 Michigan counties to join us; and

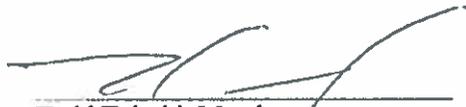
BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to Governor Gretchen Whitmer, Senator Dan Lauwers, Representative Phil Green, the Michigan Association of Counties and the other 82 Michigan Counties.

Respectfully submitted,

LEGISLATIVE COMMITTEE

  
 Mary E. Babcock, Chairman

  
 Ron Wruble, Vice Chairman

  
 Todd Talaski, Member

Dated: August 13, 2019

VOICE / ROLL-CALL VOTE:								
COMMISSIONER	YES	NO	ABSENT	COMMISSIONER	YES	NO	ABSENT	
SAMI KHOURY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	JOHN L. BODIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MICHAEL H. MEISSNER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RON WRUBLE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TODD TALASKI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MARY E. BABCOCK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
STEVE VAUGHAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

RESOLUTION:  ADOPTED                       DEFEATED                       TABLED

**RESOLUTION**

To: The Honorable Board of Commissioners  
Huron County  
Michigan

WE, the SAFETY COMMITTEE, respectfully beg leave to submit the following resolution for your consideration:

WHEREAS, the Huron County Board of Commission having entered into an enabling resolution to create the Huron County Community Mental Health Authority pursuant to Section 100 et seq. and Section 205 of the Mental Health Code, 1974 PA 258, as amended (MCL330.1100 et seq; MCL330.1205); and

WHEREAS, Huron County Community Mental Health Authority is a community mental health authority of the county of Huron, organized under the terms of Section 204(a) of the Michigan Mental Health Code (the Code), (MCL330.1204[a]); and

WHEREAS, Section 116(b) of the Code (MCL330.1116[b]) requires that the Department of Community Health shift primary responsibility for the direct delivery of public mental health services from the state to a community mental health services program whenever the community mental health services program has demonstrated a willingness and capacity to provide an adequate and appropriate system of mental health services for the citizens of that service area; and

WHEREAS, Huron County Community Mental Health Authority has demonstrated such willingness and capacity to provide community mental health services for over the past 40 years and is properly certified as a community mental health services program under the terms of Section 232(a) of the Code (MCL330.1232[a]); and

WHEREAS, Section 202(1) of the Code (MCL330.1202[1]) requires that the state shall financially support, in accordance with chapter 3, community mental health services programs that have been established and that are administered according to the provisions of this chapter; and

WHEREAS, there are also established in the state entities known as Prepaid Inpatient Health Plans (PIHPs), which receive Medicaid funds and distribute them to Community Mental Health Services Programs and other Medicaid providers; and

WHEREAS, Appropriations Bill Public Act 207 of 2018, Article X, Part 2 Provisions Concerning Appropriations, General Sections, Behavioral Health Services, Section 928 (1) states, "Each PIHP shall provide, from internal resources, local funds to be used as a bona fide part of the state match required under the Medicaid program in order to increase capitation rates for PIHPs. These funds shall not include either state funds received by a CMHSP for services provided to non-Medicaid recipients or the state matching portion of the Medicaid capitation payments made to a PIHP."; and;

WHEREAS, Huron County Community Mental Health is not a state designated PIHP; and

WHEREAS, the county of Huron has a strong desire to keep local funding at the local level to meet the financial liability of the county pursuant to Section 302(1) of the Code (MCL330.1301[1]) and to respond to the behavioral health needs in this county; now

THEREFORE, BE IT RESOLVED that the Huron County Board of Commissioners strongly supports the withholding of local Huron County funding from the PIHP for the purposes of increasing the

Medicaid capitation rate of the PIHP and strongly supports the use of local county funds for local community mental health services as provided for under the Michigan Constitution and Michigan Mental Health Code; and

BE IT FURTHER RESOLVED, that the Huron County Board of Commissioners strongly urges its State Senate and House of Representatives members to eliminate similar language mentioned above in future State funding appropriations; and

BE IT FURTHER RESOLVED, that the State Senate and House of Representatives ensure that the current level of Medicaid funding is not negatively impacted by the removal of Section 928; and

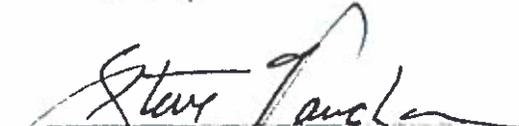
BE IT FURTHER RESOLVED that copies of this resolution be provided to Governor Gretchen Whitmer, Senator Dan Lauwers (25<sup>th</sup> District), Representative Phil Green (84<sup>th</sup> District), Michigan Department of Health and Human Services Director Robert Gordon, Behavioral Health and Developmental Disabilities Administration Deputy Director Dr. George McLos, and the Michigan Association of Counties.

Respectfully submitted,

SAFETY COMMITTEE

  
 John L. Bodis, Chairman

  
 Michael H. Meissner, Vice Chairman

  
 Steve Vaughan, Member

Dated: August 13, 2019

VOICE / ROLL CALL VOTE:

COMMISSIONER	YES	NO	ABSENT	COMMISSIONER	YES	NO	ABSENT
SAMI KHOURY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	JOHN L. BODIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MICHAEL H. MEISSNER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RON WRUBLE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TODD TALASKI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MARY E. BABCOCK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STEVE VAUGHAN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

RESOLUTION:  ADOPTED                       DEFEATED                       TABLED

## Advocacy to Support Removal of Section 928 from State Budget

- Boilerplate language added in 2003 requiring the CMHSPs to forward local funds to the state of Michigan for the purpose to “draw down” additional federal Medicaid funds. Known as “draw-down match”.
  - Statewide = \$25.2 million in local match dollars obtained from 46 CMHSPs
  - Yields = \$47 million in additional Medicaid dollars
- This local draw-down is an additional requirement and is different from the required county “match” included in the Michigan Mental Health Code since 1974. The existing CMHSPs are already meeting the county “match” obligation required by state law.
- The federal government considers this additional local draw down “match” to be voluntary on the part of the CMHSPs.
- Many Legislators are in support of eliminating the “draw down match” from the Budget language. Counties currently supporting a resolution to remove the requirement are:
  - Antrim, Arenac, Bay, Benzie, Cheboygan, Charlevoix, Clinton, Eaton, Emmet, Gratiot, Ingham, Iosco, Kalkaska, Manistee, Ogemaw, Oscoda, Otsego and Shiawassee
  - Counties pending a resolution of support: Oakland and Wexford.
  - Counties also in process: Crawford, Grand Traverse, Leelanau, Missaukee, and Roscommon
- Questions raised:
  - Removing this language will result in a funding cut to the CMHSPs.
    - Not true. Medicaid rates/payments are certified/established by an actuary and cannot be reduced or cut capriciously.
  - State would need an additional \$25 million in General Funds to replace the \$25 million in local match/draw-down dollars.
    - Also not true. Currently the PIHPs and health care providers are paying the ICA (Insurance Provider Assessment) Tax. (IPA replaced the HICA tax in October.) The state has resources that could be directed to cover this \$25 million.
- Huron Behavioral Health information:
  - County of Huron annual base allocation to HBH = \$193,250
  - Huron Behavioral Health = required “draw-down match” = \$168,800
    - Note: Huron does not receive any specific, additional Medicaid allocation above the actuarially established Per Medicaid Enrollee Per Month (PEPM) rate as a result of the local “match” draw down.
  - Net county allocation remaining for local needs = \$24,450
    - Local funds are required to be used to pay 10% match for State Hospitalization and for 10% match for General Fund services.
    - HBH = FY18 10% Local match total = \$92,124
      - Breakdown = State Hospitalizations: \$51,815 and GF services: \$40,309
  - Insurance Provider Assessment Tax withheld by Mid-State Health Network (MSHN) PIHP
    - HBH’s FY19 funds withheld by MSHN for estimated IPA tax = \$93,643
  - IPA tax + “draw down match” for FY 19 for HBH = \$262,440
    - Money comes from HBH operating funds for tax and drawdown & not available for services





# Community Mental Health for Central Michigan

www.cmhcm.org

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August 13, 2019

Jack Kleinhardt, Chairperson  
Clare County Commission  
P. O. Box 438  
225 West Main Street  
Harrison, MI 48625

Dear Chairperson Kleinhardt:

The Community Mental Health for Central Michigan (CMHCM) Board of Directors submits for your review and consideration the below executive summary and correspondence outlining critical issues which threaten county governance over the public behavioral health system.

### Executive Summary

On June 28, 2019, the Michigan Department of Health and Human Services (MDHHS) gave notice to terminate the specialty Prepaid Inpatient Health Plan (PIHP) state contract with the Lakeshore Regional Entity (LRE) on September 30, 2019 for alleged 'mismanagement'.

Preserve the local governance structure: MDHHS is in process to replace the PIHP Board of Directors – a violation of state law. County boards of commissioners are authorized to form the regional entity (MCL 330.1204b).

Provide LRE-Beacon Health Options public-private agreement more time to advance the turnaround plan: This unique model just began this calendar year and MDHHS is not affording sufficient time to develop.

Revenue outlook is dramatically improving for LRE: MDHHS has announced (1) the largest rate increase in the state (7.6% preliminary) for the LRE Region in FY20, (2) an unprecedented risk pool contribution is planned for FY20, and (3) \$49.8M in Supplemental Medicaid funding is under consideration to offset FY19 shortages experienced by all PIHPs. The June 28, 2019, MDHHS termination notice to LRE is counterintuitive to the newly emerging revenue enhancements that would advance the LRE-Beacon collaborative effort. The timing of these overdue revenue enhancements coinciding with the MDHHS announcement of the private for-profit Beacon Health Options assumption of the region is deeply concerning.

In conclusion, CMHCM strongly urges MDHHS to (1) preserve the local governance structure, (2) give the LRE-Beacon public-private agreement more time to advance the turnaround plan and join them at the table, and (3) invest the revenue increases for FY19 and FY20 into the advancement of the LRE-Beacon collaborative agreement.

### County Board of Commissioners Call to Action

CMHCM respectfully requests the support of the Clare County Board of Commissioners through adoption of the enclosed draft Resolution to Express Opposition to Termination of State Contract with the Lakeshore Regional Entity.

Sincerely,

Linda Howard, Chairperson  
CMHCM Board of Directors



***Serving Clare, Gladwin, Isabella, Mecosta, Midland, and Osceola Counties***

The George Rouman Center • 301 South Crapo • Suite 100 • Mt. Pleasant, MI 48858  
(989) 772-5938 Voice • (989) 773-1968 Fax • (989) 773-2890 TTY

The Joint Commission





110 W. Michigan Ave., Suite 200  
Lansing, MI 48933  
517-372-5374 Fax 517-482-4599  
www.micounties.org  
Stephan W. Currie, Executive Director

Aug. 2, 2019

Mr. Robert Gordon  
Director  
Michigan Department of Health and Human Services  
333 S. Grand Ave.  
Lansing, MI 48909

RE: Lakeshore Regional Entity Developments

Director Gordon,

The Michigan Association of Counties (MAC) is deeply concerned by the process outlined in the Michigan Department of Health and Human Services (MDHHS) press release dated July 26, 2019 — specifically that portion of the process that calls for a new board to be established by MDHHS. The press release indicates eight appointments out of 15 members for the proposed new regional board would be made by MDHHS and not the region, counties, CMHSPs or communities served.

This would be a drastic departure from the current local governance structure — and a violation of the Mental Health Code.

Over the years, state legislation has transferred greater levels of responsibility for mental health services from the state to local governments. Rooted in the Mental Health Code, county boards create single- or multi-county community mental health (CMH) agencies, by an enabling resolution, and the community mental health services board is appointed by the county boards of commissioners. Further, the authority to form a regional entity (prepaid inpatient health plan) rests within the board of commissioners and, by extension, members of the CMH boards who appoint members to the regional entity board. The resulting PIHP boards are ultimately responsible to the served communities, their local CMHSPs and their counties.

MAC understands the department's goal of having greater involvement in the management of the Medicaid benefit in the Lakeshore Regional Entity (LRE) Region; we welcome that opportunity, as does the LRE Board. MAC supports federal, state and county partnerships to optimize funding and policy to ensure optimal services are being provided to our most vulnerable citizens.

However, we cannot support the proposed board structure, and assert the local governance structure should be preserved.

The LRE has, in partnership with Beacon Health Options, created a promising public-private partnership. But the state is blocking implementation. This is unfortunate, as counties and the CMH local structure have been driven, due to severe underfunding by the state and *allegations* of "mismanagement," to engage with private providers and create a solution to ensure no disruption in service for Medicaid consumers.

MAC encourages the state to allow this new public-private partnership to move forward and lead as an example of collaboration, rather than impede and cause more uncertainty for residents.

We encourage the department's involvement in management, without eliminating local public control. The people we serve deserve local accountability by those they elect and to have the support of the state to maintain this unique and transparent structure recognized nationally over the past 50 years of development.

Respectfully,

A handwritten signature in black ink, appearing to read 'SWC', with a horizontal line underneath.

Stephan W. Currie  
Executive Director

SWC/mk

\_\_\_\_\_ COUNTY BOARD OF COMMISSIONERS

RESOLUTION \_\_\_\_\_

**RESOLUTION TO EXPRESS OPPOSITION TO TERMINATION OF  
STATE CONTRACT WITH THE LAKESHORE REGIONAL ENTITY**

**WHEREAS**, on June 28<sup>th</sup> the Michigan Department of Health and Human Services (MDHHS) notified the Lakeshore Regional Entity (LRE), its member Community Mental Health organizations, and the general public regarding its intent to terminate the specialty Prepaid Inpatient Health Plan contract with the LRE effective September 30, 2019; and

**WHEREAS**, this proposal, by the Michigan Department of Health and Human Services (MDHHS), causes a great deal of unnecessary chaos and conflict for the over 250,000 Medicaid recipients within the seven counties in Lakeshore Regional Entity; and

**WHEREAS**, this proposal eliminates local public governance of the public behavioral health system-one of the foundations of Michigan's nationally recognized behavioral health system for the past 50 years - and replaces it with a state-appointed advisory group; and

**WHEREAS**, this proposal does not get to the root cause of the fiscal distress of Lakeshore Regional Entity nor of the other Prepaid Inpatient Health Plans (PIHPs) facing such distress - inadequate funding over a sustained period. Without adequate funding, as required by the Michigan Mental Health Code and Michigan's Medicaid Plan, the Lakeshore system and others who have been underfunded - regardless of the greater involvement of the state in the operation of the local public system - will be unable to pay providers and provide behavioral healthcare services to persons entitled to such services; and

**WHEREAS**, a better plan could be achieved sooner, simpler, and more directly without eliminating the local public control of the public behavioral healthcare system in this region. This plan would include, MDHHS joining Lakeshore and Beacon Health Options a three-way contract co-managing the benefit in the region; and

**WHEREAS**, a three-way contract maintains the momentum already achieved by the Lakeshore/Beacon partnership; maintains the local public governance of the public behavioral health system; and prevents the unnecessary chaos that the MDHHS proposal would create; and

**NOW THEREFORE BE IT RESOLVED**, that the County of \_\_\_\_\_ requests that the Michigan Department of Health and Human Services (MDHHS) do not terminate its contract with the Lakeshore Regional Entity, thereby ensuring respect for the law and the rich history of Michigan's mental health system, which is clear in its intent to maintain a publicly governed mental health system.

**BE IT FURTHER RESOLVED** that copies of this resolution be provided to Governor Gretchen Whitmer, Senator Thomas Barrett, Representative Graham Filler, Michigan Department of Health and Human Services Director Robert Gordon, Behavioral Health and Developmental Disabilities Administration Deputy Director Dr. George Mellos, and the Michigan Association of Counties.

STATE OF MICHIGAN

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, Clerk of the County of \_\_\_\_\_ do hereby certify that the foregoing Resolution was duly adopted by the \_\_\_\_\_ County Board of Commissioners at the regular meeting held \_\_\_\_\_ and is on file in the records of this office.

\_\_\_\_\_ County Clerk



August 13, 2019

Robert Gordon  
Director  
Michigan Department of Health and Human Services  
333 South Grand Avenue  
Lansing, MI 48909

**RE: LAKESHORE REGIONAL ENTITY**

Dear Director Gordon:

The Board of Directors of Community Mental Health for Central Michigan (CMHCM) representing Clare, Gladwin, Isabella, Mecosta, Midland, and Osceola Counties is deeply concerned with the Michigan Department of Health and Human Services (MDHHS) June 28, 2019, notice to terminate the specialty Prepaid Inpatient Health Plan (PIHP) state contract with the Lakeshore Regional Entity (LRE) on September 30, 2019. The CMHCM Board of Directors, entirely comprised of appointees from its six County Commissions in accordance with the Michigan Mental Health Code, strongly opposes the discontinuation of the current publicly-appointed LRE Board, and calls upon MDHHS to accede to statutes codifying local public governance of the public behavioral health system.

CMHCM calls on MDHHS to observe the authority established in the county boards of commissioners to form a regional entity (MCL 330.1204b). Specifically, members of the CMH boards appointed by the county commissions are responsible for appointing members to the regional entity board.

CMHCM does not support the MDHHS proposed LRE board structure for FY20. The public behavioral health safety net is made strong through county governance over these past 50 years reflecting the wisdom of the Mental Health Code in stipulating current membership categories and proportions.

CMHCM encourages the MDHHS involvement in the turnaround of the fiscal distress experienced by LRE with the assistance of Beacon Health Options. The LRE-Beacon public-private collaborative model has not been afforded sufficient time to develop having just begun on January 1, 2019.

CMHCM is greatly concerned that after issuing the LRE contract termination notice for allegations of mismanagement, that MDHHS has announced the largest rate increase in the state (7.6% preliminary) for the LRE Region indicating that MDHHS recognizes that LRE has been underfunded.

CMHCM is concerned that MDHHS has failed to provide funding to PIHPs for a risk pool allowance as required by federal law for over 20 years. The unprecedented .75% planned risk pool contribution for FY20 is an acknowledgement by MDHHS of inadequate funding to all PIHPs to accumulate adequate risk reserves.



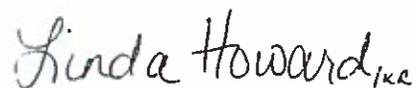
Director Robert Gordon, MDHHS  
August 13, 2019  
Page Two

CMHCM acknowledges that the Michigan Legislature also recognizes systemic funding shortages in its consideration of \$49.8M in Supplemental Medicaid funding to offset FY19 shortages experienced by all PIHPs. The June 28, 2019, MDHHS termination notice to LRE is counterintuitive to the actuarial finding that revenue enhancements are necessary this year.

CMHCM is concerned that the timing of these revenue enhancements after the announced private for-profit Beacon Health Options assumption of the region conveys a state-sponsored departure from over 50 years of effective local public governance which has proven critical to locally-driven services to our most vulnerable citizens.

In conclusion, CMHCM strongly urges MDHHS to (1) preserve the local governance structure, (2) give the LRE-Beacon public-private agreement more time to advance the turnaround plan and join them at the table, and (3) invest the revenue increases for FY19 and FY20 into the advancement of the LRE-Beacon collaborative agreement.

Sincerely,

Handwritten signature of Linda Howard in cursive script.

Linda Howard  
Chairperson  
Board of Directors

## **A. JUSTICE STANDING COMMITTEE**



AL

**The Clare County Office of Emergency Services & Homeland Security Division**



**Homeland Security**

**Jerry Becker/Director**

**225 West Main Street/ P.O. Box 438**

**Harrison, Mi. 48625 Ph. 989-539-6161/Fax 989-539-6389**

**Email: [beckerj@clareco.net](mailto:beckerj@clareco.net)**

**This is the updated/Revised (Public Facing) 2019 Clare County EAG Basic plan. Please review and if you have no changes additions please approved for public posting to the county website.**

**If you have any question please contact me anytime, thank you, Jerry Becker**



# CLARE COUNTY EMERGENCY ACTION GUIDELINES 2019



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## PROGRAM OVERVIEW

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Basic Plan- Revised July

2019

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## INTRODUCTION / OVERVIEW

Emergency management has come a long way since Congress first responded to a local disaster and enacted the Congressional Fire District Act of 1803. That was the first piece of national legislation that related to emergency management in the United States. Prior to the 20<sup>th</sup> century, formal involvement of the federal government was reactionary rather than proactive. In contrast, today's focus is on comprehensive emergency management that incorporates the five phases: **Protection, Preparedness, Response, Recovery, and Mitigation**. Only by integrating planning efforts and the NIMS in the five phases can jurisdictions produce an effective emergency management and homeland security program.

### *The Five Phases of Emergency Management*

**Phase 1 / Protection:** Prevention happens when property and lives are protected by those that identify, deter or stop an incident from occurring. Activities that may include these types of countermeasures can include:

- Heightened inspections
- Improved surveillance and security operations
- Investigations to determine the full nature and source of the threat.
- Public health surveillance and testing
- Immunizations
- Isolation or quarantine

**Phase 2 / Preparedness:** Preparedness is the phase of emergency management in which governments, organizations, and individuals assess risks; develop plans to save lives and minimize damage; and enhance emergency response operations. Preparedness includes the research, development, and testing of:

- Risk analysis and assessments
- Emergency Management Plans
- Emergency Training and Exercises
- Warning and Notification Systems
- Emergency Communication Systems
- Equipment Supplies and Resources
- Emergency Operation Centers
- Resource Inventories
- Emergency Personnel Contact Lists
- Mutual Aid Agreements
- Public Education Techniques and information dissemination methods

**Phase 3 / Response:** Response is that phase in emergency management, during and following an emergency or disaster, in which governments, organizations, and individuals act to provide emergency assistance to people and property. They seek to minimize further injuries or fatalities, to limit property damage, and to speed recovery operations. Response activities include:



- Determination of the Type of Incident, its Scope, and its Location
- Dispatch of "on-duty" Emergency Service Personnel or Teams
- Notification of "Stand-by" or Emergency Service Organizations
- Development of Incident Action Plans (IAPs)
- Notification of Mutual Aid Groups
- Implementation of Emergency Management/Operation plans
- Declaration of Emergencies
- Issuance of Public Advisories and Warnings
- Command and Control of Incidents
- Field Operations, including Medical Assistance, Search, Rescue, and Security
- Evacuations and Shelter Operation Centers
- Activation of EOCs



**Phase 4 / Recovery:** Recovery is that phase of emergency management, which continues after an event or incident, until all systems are restored to normal operations. Short-term recovery operations focus on returning vital life support systems (roads, bridges, power, telephones, water, sewer, food distribution, etc.) to minimum operating standards. Long-term recovery is aimed at restoring life in an area to normal or improved levels. Often recovery also includes mitigation measures to reduce the potential impact of a repeat event. Recovery may activities include:

- Damage Assessment
- Financial Aid in the Form of Insurance, Low-Interest Loans, and Grants
- Counseling Programs
- Temporary Housing
- Reconstruction
- Relocation

**Phase 5 / Mitigation:** Mitigation is the long-term phase of emergency management which aims to reduce or eliminate the impacts or probability of a disaster. It also includes activities which reduce the effects of unavoidable disasters. Mitigation activities include:

- Improvements in Building Codes
- Zoning and Land Use Management
- Safety Codes
- Code Enforcement
- Public Education
- Planning

Disasters are forever imposing on communities and for a variety of reasons occur with greater frequency. Population increases have influenced sprawl and development of what use to be rural and farm lands, away from the urban, centralized cities. As a result, people must consider the reality of facing a natural or man-made disaster where they reside, travel or work. Planning for the inevitable incident can help alleviate the consequences of a disaster.

## ***National Influences on Program Management***

### **National Incident Management System**

On February 28, 2003, the President issued Homeland Security Presidential Directive (HSPD)-5, *Management of Domestic Incidents*, which directs the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). This system provides a consistent nationwide template to enable Federal, State, local, and tribal governments and private-sector and nongovernmental organizations to work together effectively and efficiently to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity, including acts of catastrophic terrorism.

### **Homeland Security Presidential Directive / HSPD-8**

### **Subject: National Preparedness**

#### **Purpose**



Basic Plan

(1) This directive establishes policies to strengthen the preparedness of the United States to prevent and respond to threatened or actual domestic terrorist attacks, major disasters, and other emergencies by requiring a national domestic all-hazards preparedness goal, establishing mechanisms for improved delivery of Federal preparedness assistance to State and local governments, and outlining actions to strengthen preparedness capabilities of Federal, State, and local entities.

Building on the foundation provided by existing incident management and emergency response systems used by jurisdictions and functional disciplines at all levels, NIMS integrates best practices that have proven effective over the years into a comprehensive framework for use by incident management organizations in an all hazards context (terrorist attacks, natural disasters, and other emergencies) nationwide. It also sets in motion the mechanisms necessary to leverage new technologies and adopt new approaches that will enable continuous refinement of the NIMS over time. NIMS were developed through a collaborative, intergovernmental partnership with significant input from the incident management functional disciplines, the private sector, and nongovernmental organizations.

The NIMS represents a core set of doctrine, concepts, principles, terminology, and organizational processes to enable effective, efficient, and collaborative incident management at all levels and includes critical components including: 1) Utilization of the incident command system; 2) Public Information Systems; 3) Preparedness Planning.

Institutionalization of NIMS in a community's government, public, and non-governmental agencies is critical for an effective jurisdiction-wide emergency management program.

### **National Response Framework**

The National Response Framework (NRF), formerly known as the National Response Plan, provides key principles for all levels of government to work together when responding to a major incident. When local jurisdictions become overwhelmed and resources are exhausted, the State steps in to provide assistance and if this is not enough, the Governor may then request for federal assistance, in this case the National Response Framework is then used to provide for an effective coordination of response from the federal, through the State, to the local government. The response from the federal government is divided into 15 functional areas called Emergency Support Functions (ESF). These include:

- #1. Transportation
- #2. Communications
- #3. Public Works & Engineering
- #4. Firefighting
- #5. Emergency Management
- #6. Mass Care, Human Services, Emergency Assistance
- #7. Logistics Management & Resource Support
- #8. Public Health.
- #9. Search and Rescue.
- #10. Oil and Hazardous Materials Response.
- #11. Agriculture and Natural Resources.
- #12. Energy.
- #13. Public Safety and Security.
- #14. Long-Term Recovery.
- #15. External Affairs.



The NRF works hand in hand with the NIMS. The NIMS provides the template for the management of incidents, while the NRF provides the structure and mechanisms for national-level policy for incident management.

### **National Preparedness Guidelines**

The National Preparedness Guidelines are contained within four documents that correlate to establish a vision for national preparedness and provide a systematic approach for prioritizing preparedness efforts across the nation for local, state, and federal governments. These four documents address capabilities-based preparedness for the full range of homeland security missions, from mitigation through recovery, and include: *The National Preparedness Vision, the National Planning Scenarios, the Universal Task List, and Core Capabilities.*

The purposes of the *Guidelines* are to:

- Organize and synchronize national (including Federal, State, local, tribal, and territorial) efforts to strengthen national preparedness;
- Guide national investments in national preparedness;
- Incorporate lessons learned from past disasters into national preparedness priorities;
- Facilitate a capability-based and risk-based investment planning process; and
- Establish readiness metrics to measure progress and a system for assessing the Nation's overall preparedness capability to respond to major events, especially those involving acts of terrorism.

Using the Core Capabilities List, local jurisdictions measure their capabilities against the list, identifying shortfalls and making corrective actions. In addition, local exercises are designed around using the national planning scenarios which allows for local jurisdictions to determine required capabilities already identified using pre-developed scenarios.

### **Integrated Planning System**

The Integrated Planning System (IPS) is designed to enhance the preparedness of the nation by establishing a standard and comprehensive approach to emergency planning. Initially developed for federal agencies, over time it is expected that state and local jurisdictions will adapt to the system and align and synchronize planning efforts with the federal government so that the system will be used as a collaborative effort amongst all levels of government. To help move this effort forward, the Comprehensive Preparedness Guide (CPG) 101 is a guide for federal, state, local, and tribal jurisdictions to use a standard planning process and develop their emergency operation plan, meeting all necessary and required plans components. Together, IPS and CPG 101 support national vertical integration by clearly articulating federal planning procedures to State, local, and tribal governments.

### **National Preparedness Directorate (NPD)**

Mandated out of the Post Katrina Emergency Management Reform Act (PKEMRA), the National Preparedness Directorate (NPD) strives to achieve a Nation prepared through a comprehensive cycle of planning, organizing and equipping, training, exercising, and evaluating and improvement planning. The Preparedness Cycle provides a process for enhancing preparedness and the NPD provides the doctrine, programs, and resources to help entities implement the Cycle. The NPD prioritizes its



resources to align Federal, State, local and tribal governments, as well as the private and non-governmental sector, toward a state of increased preparedness for all hazards. Additionally, the NPD has established organizational structures that align key roles and responsibilities across the Nation. State and local partnerships have also been built through the FEMA Regions and are sustained Through the Annual Program Guidance.

### **Emergency Management Accreditation Program (EMAP)**

The EMAP is a standard-based voluntary assessment and accreditation process for government programs responsible for coordinating prevention, mitigation, preparedness, response, and recovery activities for natural and human-caused disasters. Accreditation is based on compliance with collaboratively developed national standards, the *Emergency Management Standard by EMAP*.

### **National Fire Protection Agency, Standard 1600**

The NFPA 1600 establishes a common set of criteria and terminology for disaster management, emergency management, and business continuity programs. This standard provides those with the responsibility for disaster and emergency management and business continuity the specific criteria to assess current programs or to develop, implement, and maintain a program to prevent, mitigate, prepare for, respond to, and recover from disasters and emergencies.



Basic Plan

PO - 8

## THE EMERGENCY MANAGEMENT SYSTEM

The general nature of most emergencies and disasters requires prompt response and effective action. This can best be obtained from existing agencies of federal, state and local government. For this reason, such governmental agencies constitute the basic framework of the emergency management system in Michigan. In those situations where governmental agencies cannot accomplish all necessary and appropriate emergency functions, the private sector augments existing forces.

### ***Local Government***

In accordance with the provisions of the Michigan Emergency Management Act, each county shall appoint an Emergency Management Director/Coordinator and enabling legislation creating an emergency management program. Additionally Municipalities with a population of 10,000 or more may have also elected to appoint an Emergency Management Coordinator and establish an emergency management program. A jurisdiction must have an appointed Emergency Management Director/Coordinator and meet other criteria established by the Emergency Management Division, Department of State Police, to be formally recognized as an emergency management program. Coordination between the Emergency Management Division and local emergency management programs is accomplished through the Emergency Management Division District Coordinator.

### ***State Government***

At the state level, the Director of the Department of State Police is the State Director of Emergency Management in accordance with Act 390, P.A. 1976, as amended (The Michigan Emergency Management Act). The Director maintains an Emergency Management Division within the Department of State Police. The commanding officer of the Emergency Management Division is designated as Deputy State Director of Emergency Management. The Emergency Management Division consists of headquarters staff and field (District) Coordinators - each in charge of a specific area of the state. The Emergency Management Division coordinates the comprehensive emergency management activities of mitigation, preparedness, response and recovery for state and local government.

### ***Federal Government***

Federal emergency management programs are primarily coordinated by the Federal Emergency Management Agency (FEMA) under direction from the Department of Homeland Security (DHS). FEMA maintains seven regions, each in charge of coordinating emergency preparedness activities within their assigned states. Michigan is in Region Five, which is headquartered in Chicago, IL. FEMA works with DHS and other federal agencies to coordinate federal emergency management activities with state and local government to ensure a common system of emergency management for the nation.



## ***Clare County's Emergency Management Program***

Clare County established its local emergency management program in 1976. The program is supported by the Clare County Board of Commissioners through legislation entitled as the "Clare County Emergency Management Resolution", and has been through additional Revisions since. This document provides legal authority to the program and assigns critical responsibilities to government officials.

In addition to the administrative support provided by local government, the emergency management program is also supported through the Federal Emergency Management Agency's Emergency Management Performance Grant (EMPG) as administered by the State of Michigan. This program provides partial funding to local emergency management programs that successfully implement emergency management efforts in accordance with current state and federal emergency management principles and practices.

The Clare County Emergency Management Department has utilized federal and state support to maintain a comprehensive and progressive program. Standard staffing consists of a Full Time Director, and part-time clerical that could also assume the Director's responsibilities in his or her absence.

A local Emergency Management Center provides a central point for all emergency management department operations, including supporting the Emergency Operations Center role. This integration of department and EOC facility allows local officials to conduct planning sessions (i.e. local emergency planning committee meetings), deliver training courses, host tabletop and functional exercises, and maintain emergency equipment all at a single site which improves familiarity with incident management operations.

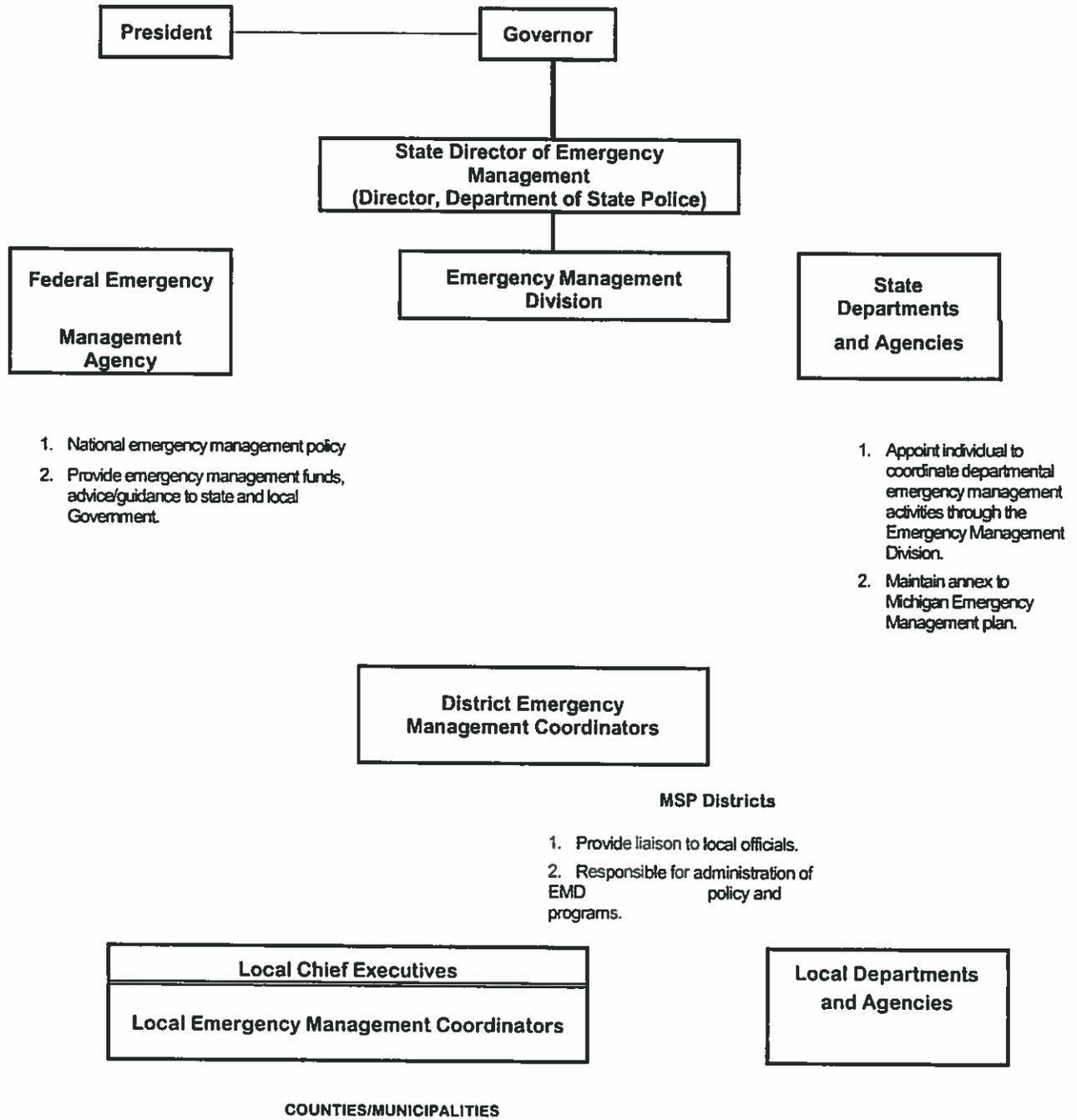
Clare County Emergency Management recognizes that disasters and emergencies are fluid and changing in nature. Therefore as such the information and instructions found in this EAG may be adaptable to the situation as deemed necessary.

More information about Clare County's Emergency Management program can be found on its website at [www.clareco.net/EmergencyServices](http://www.clareco.net/EmergencyServices).

Clare County is located in Region 6 of the MSP EMHSD Homeland Security Regions.



### The Emergency Management System

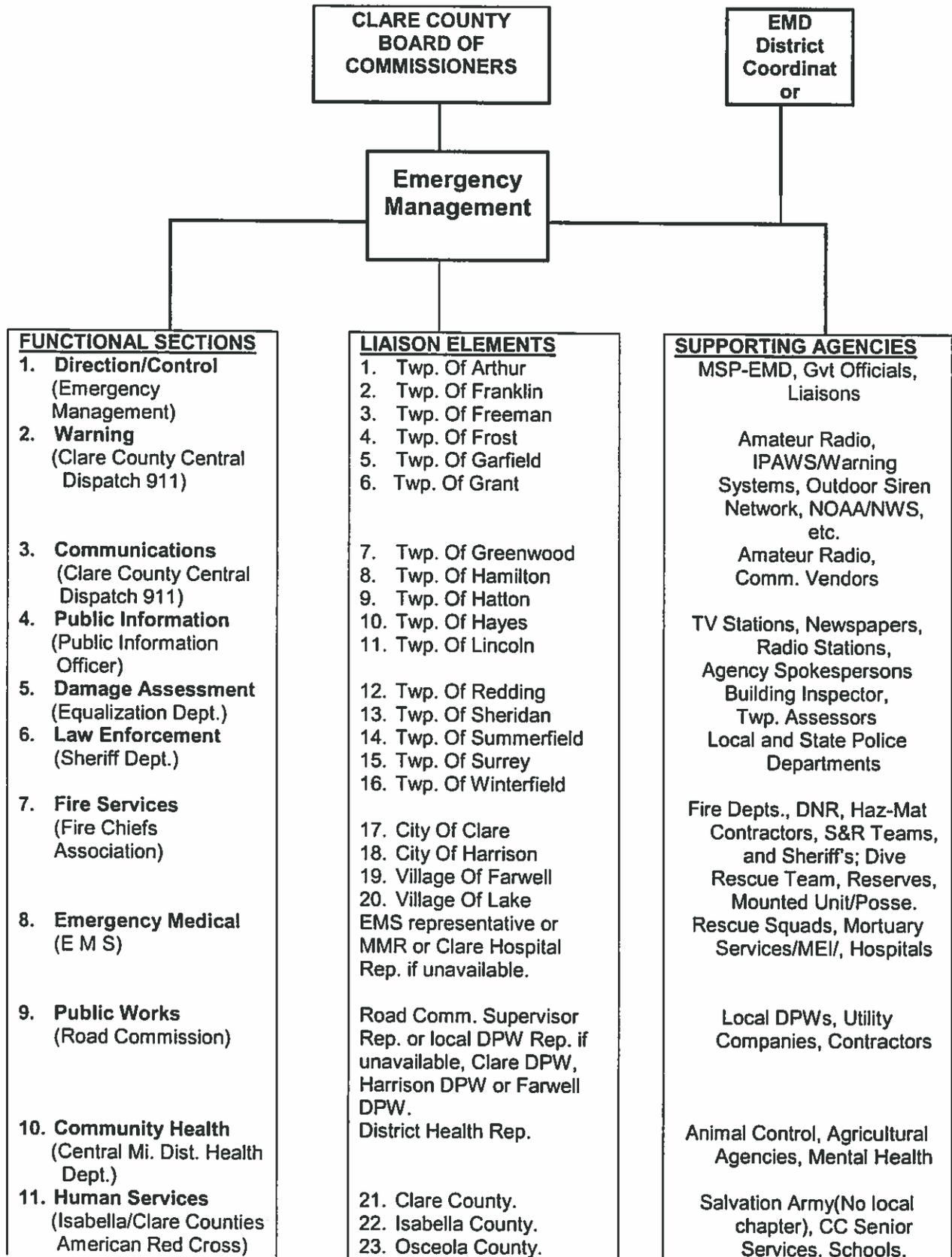


Basic Plan- Revised July

2019

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| <ol style="list-style-type: none"><li>1. Carry out federal/state policy/programs related to planning, training, exercising plans, radiological protection, and other emergency management functions</li><li>2. Establish local emergency operations center to coordinate emergency and disaster response and recovery efforts.</li></ol> | <ol style="list-style-type: none"><li>1. Maintain annex to local emergency operations plan</li><li>2. Provide emergency and disaster recovery assistance through local emergency operations center.</li></ol> |
|--|---|

## CLARE COUNTY EMERGENCY MANAGEMENT ORGANIZATION



**12. Resource Management  
(Coordinator's Office)**

**24. State Of Michigan  
25. Federal Agencies**

**Churches, Transportation Services  
Michigan Works, Private and Government Agencies**

## STRATEGIC PLAN

### ***Purpose***

In order to ensure an effective emergency management program, the Local Emergency Management Director/Coordinator needs to continually assess the jurisdiction's program and develop methods for keeping it current. Developing a strategic plan provides purpose and direction for an emergency management program by taking the time to think and envision what the program should be and where the program should be going in accordance with current professional practices and trends. This information provides the Local Emergency Management Director/Coordinator and EMD District Coordinator with a method to continually evaluate how the program is functioning and guide ongoing efforts to improve effectiveness.

### ***Considerations***

Emergency Management Director/Coordinators begin by discussing with community officials (i.e. officials identified in the existing Emergency Operations Plan and/or Local Emergency Planning Committee representatives), Local Planning Team (LPT) what their impressions of what the community's emergency management program are, and where it should be going. Directors/Coordinators also evaluate the completeness of their program by completing or reviewing accepted emergency management assessment guidance such as the EMD PUB - 206, "Emergency Management Standards Workbook and Assessment Guide," Emergency Management Accreditation Program "E.M.A.P.," or the N.F.P.A. 1600 "Standards for Local Emergency Management". Additionally, new Emergency Management Directors/Coordinators communicate with other Emergency Management Directors/Coordinators with similar size and scale programs and representatives from professional emergency management associations (i.e. Michigan Emergency Management Association) in discussions that provide guidance, resources, and examples of emergency management practices that have proven successful in other communities.

Additionally, new Emergency Management Directors/Coordinators immediately begin to participate in formal training in the emergency management profession by courses provided by the Federal Emergency Management Agency, Michigan State Police Emergency Management Division, and other federal, state, and local sources. Formal training provides new Emergency Management Directors/Coordinators with a good understanding of what their new job entails and what professional practices to implement in their local program.

### ***The Strategic Plan (Building a program)***

After evaluating the community's emergency management needs and the community's future, a vision of the local emergency management program must be developed without limiting the possibilities because of current funding trends or politics. From this vision, a mission statement for the emergency management program is developed, formally documenting the reason for the existence of the emergency management program and direction for the growth of the program. The mission statement provides a direction that may need to take a few bends in the road with it being reasonable to expect to take five to ten years to accomplish long-term goals.

After developing a mission statement, long-term goals must be identified to accomplish the statement. Long-term goals involve multiple activities that need to be completed, many of which may take several years to accomplish and may need to be changed due to current influences. These long-term goals reflect the community's intent for the program and are reviewed annually to evaluate whether they are still appropriate, how the program is doing in accomplishing the goals, and whether they are appropriate for the mission statement.

Based on the long-term goals, a list of short-term goals or objectives to help achieve the long-term goals is developed. As with the long-term goals, these are also reviewed annually to determine how the program is doing, and to determine whether the short-term goals are still pertinent. Short-term goals are used to generate the Emergency Management Performance Grant (EMPG) Annual Work Agreements developed between Local Emergency Management Directors/Coordinators and the Emergency Management Division.

### ***Clare County's Strategic Plan***

Clare County ensures the consistent progression of its local emergency management program through the establishment of a system designated as "Program Progression". The Program Progression system focuses on the development, maintenance, and implementation of activities to regularly evaluate and advance the local program's capabilities and performance. Activities of this system include:

- Annually evaluating the program's performance to standards described in accepted emergency management standard tools, specifically the Emergency Management Accreditation Program (EMAP) standards which are based on NFPA 1600 Standards for Emergency Management. From this assessment, a formal 'progress report' on local program performance in each critical area is developed.
- Based on the assessment, revising long-term goals and short-term objectives into an "Annual Goals and Objectives" document that describes the program's focus of efforts for the year.
- Allocating specific time frames within the year to focus on each of the program elements and identified goals. This schedule is carefully coordinated with the State – Local EMPG Work Agreement to ensure a synchronized, mutually beneficial timeline of activities.
- Ongoing evaluation of "Annual Goals" and resulting objectives to keep the program focused on improvement areas, eventually resulting in a final annual evaluation of performance.



## **Clare County Strategic Plan**

### **Mission Statement:**

*To provide for the mitigation, preparedness, response, and recovery from natural, technological, and human-made disasters within the County of Clare; to provide for the coordination and utilization of all resources in the county in an emergency or disaster situation; and to provide a*

*means through which the Clare County Board of Commissioners may exercise the authority and discharge the responsibilities in them by Act 390, Public acts of 1976 as amended, and the Clare County Emergency Management Resolution; passed on September 4, 1979, amended December 20, 1982, Section 402.*

### **Long Term Goal:**

*To successfully enhance and maintain Clare County's Emergency Management program to comply with or exceed established standards described in the National Fire Protection Association's NFPA1600 "Standards for Local Emergency Management" as assessed by the Emergency Management Accreditation Program (E.M.A.P.).*

### **Short Term Goals:**

1. Continue to maintain and develop the local emergency program in staffing, financial, and other **Administrative** capability.
2. Continue to maintain and improve the **Program Progression** process to guide the local program's efforts in compliance with standards identified in the Emergency Management Accreditation Program (EMAP).
3. Continue to maintain and develop a **Local Emergency Planning Committee/LPT Local Planning Team** to ensure community participation in emergency management program activities.
4. Continue to develop the **Emergency Action Guidelines** with effective general checklists, hazard specific checklists, supporting task lists, attachments, supporting procedures, and resources.
5. Continue to develop local **Resource Management** capability for rapid identification of contacts, personnel, facilities, and equipment.
6. Continue to develop local **Site Emergency Plans** for local schools, hazardous chemical facilities, and hazard areas (dams, wildfire, and scrap storage areas) to act as supporting procedures to the Emergency Action Guidelines.
7. Continue to maintain and develop the **Hazard Vulnerability Analysis** to provide a basis for local emergency planning and mitigation efforts.
8. Continue to aggressively pursue **Hazard Management and Mitigation**, consisting of projects focused on improving Clare County's resistance to emergencies and disasters.
9. Continue to maintain and develop a **Community Outreach** program to ensure community awareness of emergency management activities, hazard awareness, and family preparedness issues.
10. Continue to maintain and improve local emergency management **Training** to ensure highly educated staff and professional staff.
11. Continue to maintain and develop the local disaster **Exercise** program to test local planning efforts and practice community response. Under Region 6 grant guidance this may be integrated with Region wide exercise programs.
12. Continue to utilize emergency management developments in standard emergency **Responses** to improve community coordination and preparedness for large emergency and disaster event.
13. Regional/Local **RHSS** (Regional Homeland Security Strategic Strategy, **THIRA** (Threat Hazard Impact Risk Assessment)).

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## LOCAL EMERGENCY PLANNING COMMITTEE

### LEPC Purpose

An effective emergency management program must have the support and commitment of many different individuals and organizations. As no single organization or person can accurately portray an entire community, it takes a concerted effort to accurately portray the jurisdiction's emergency management system. The development of an advisory council / planning committee provides a method of ensuring the emergency management program reflects the community. Also, if all organizations with an emergency management role take an active part in developing critical program components, they will have ownership in the program.

Emergency management activities require a great deal of time and effort on the part of many people, most of whom already have other day-to-day responsibilities. Therefore, it is vitally important to secure the support and commitment of the key policy makers in the community. The leaders of the community must convey that emergency management activities are necessary and important, and should rank high in organizational work priorities. One common way of accomplishing this is by having the governing body pass a resolution directing departments and organizations to work cooperatively in emergency management activities and expressing the governing body's support of such efforts. Emergency Management Directors/Coordinators frequently utilize a public officials' conference to share information pertaining to emergency management to gain support for their programs. The Emergency Management Director/Coordinator can also show agencies with emergency management functions and responsibilities why their respective roles are important and how to better implement them.

### Advisory Council Function

The purpose of the Advisory Council Function is to oversee and resolve issues relevant to emergency management and regularly provide goals and focus for the entire emergency management program. Members performing the Advisory Council Function should be from both the private and public sectors with identified roles in a wide range of emergency management program functions such as planning, hazard analysis, capability assessment, etc. In some community's this role is handled by the Local Emergency Planning Committee created under SARA, Title III.

### LPT Planning Team Function

The purpose of the Planning Team Function is to write and maintain the community's emergency management documents.

Planning Team members should possess the following characteristics:

- authorized to speak for their organization
- able to commit organization resources
- able to make changes in their organization
- possess good writing and organizing skills
- experienced with disaster response

It should be noted that the Advisory Council Function and Planning Team Function may or may not be performed by the same membership. This is most common in smaller jurisdictions with limited personnel. In larger communities, the Advisory Council will consist of the highest-ranking official from governmental agencies who may delegate planning responsibilities to a subordinate. Planning team members should be a representative of their section.

## **Advisory Council / Planning Team Membership**

A system must be established to determine who should be a part of the Advisory Council and Planning Team. In most communities, the Chief Executive Official may appoint members through some pre-existing system. In others the Chief Executive Official will rely on the Emergency Management Director/Coordinator to identify potential members. It is up to the community to determine what positions are needed for the functions.

## **Clare County Local Emergency Planning Committee**

Clare County's Local Emergency Planning Committee (L.E.P.C.) has been established by the Board of Commissioners and is chaired by the Emergency Management Director to serve as the primary emergency preparedness committee within the jurisdiction including acting as the Local Emergency Planning Committee required under SARA III legislation. The representatives are established through formal by-laws to include the lead official from a wide range of government, public, and private organizations within the jurisdiction that have an identified role in the local emergency management system.

The Clare County Local Emergency Planning Committee consists of three distinct groups. First, "Lead Official's" are representatives identified in the Emergency Action Guidelines document as having responsibility for managing broad functional capabilities within the local emergency management system. This group, led by the Emergency Management Director, primarily serves as the Advisory Council Function in providing emergency management program direction through advisement to the Chairperson of the Board of Commissioners. Secondly, "Supporting Officials" are representatives identified in the Emergency Action Guidelines document as providing a critical role within the emergency management system to a significant portion or audience of the jurisdiction. These representatives are primarily members of organizations/agencies that provide services to the entire county as a whole or significant portion thereof. Finally, "Participating Entities" are representatives identified in the Emergency Action Guidelines document as providing a limited but significant role, service, or resource within the jurisdiction. These representatives usually only provide service to only a single jurisdiction, or audience, but can be of benefit to the entire emergency management system as a result.

Meetings of the Local Emergency Planning Committee consist of quarterly "general sessions" that allow discussion on the numerous, current emergency management issues affecting the jurisdiction and additional "workshop" sessions that focus on key emergency management activities, such as capability assessment, exercises, site planning, emergency operations planning, etc. Sub-committees may be formed to focus on activities involving specific functions or projects. Regular meetings of the Local Emergency Planning Committee are scheduled with the emergency management program's "Annual Activity Schedule" to ensure a coordinated community approach to emergency management.



## Clare County Local Emergency Planning Team

### **Direction/Control**

#### ***Emergency Mgt. Director***

Emergency Management  
County Commissioners  
Municipal Officials

### **Warning**

#### ***911 Director***

Central Dispatch  
Public Safety

### **Law Enforcement**

#### ***Sheriff***

Sheriff Dept.  
Clare City Police  
Michigan State Police – Mt. Pleasant  
Court System Representatives

### **Public Works**

#### ***Road Commission Manager***

Road Commission  
Clare, Farwell, & Harrison Public Works  
Utility Companies  
Private Contractors  
CCTC

### **Damage Assessment**

#### ***Equalization Director***

Equalization  
Building Department  
Municipal Assessors

### **Communications**

#### ***911 Director***

Central Dispatch  
Amateur Radio Services  
Communications Utilities & Vendors

### **Fire Services**

#### ***Fire Department Official***

Harrison Community, Clare, Surrey,  
Lincoln, & Garfield Twps., Fire  
Departments  
Harrison DNR

### **Community Health**

#### ***District Health Representative***

Central Michigan District Health  
Department  
Central Michigan Community Mental  
Health  
Animal Control  
MSU-Extension & 4H

### **Public Information**

#### ***Public Information Officer***

Emergency Management  
Media Representatives  
Organization Spokespersons

### **Resource Management**

#### ***County Administrator***

Emergency Management  
County Coordinator's Office  
Economic Alliance

### **Emergency Medical**

#### ***EMS Director***

EMS  
MMMC Clare Hospital  
Clare County Medical Control  
Authority  
Local Funeral Homes  
Fire Departments

### **Human Services**

#### ***Red Cross Disaster Official***

American Red Cross  
Department of Human Services  
School Officials  
CC Senior Services/Council on aging  
Local Churches and welfare groups  
Nursing Homes, Special needs  
facilities. 211/Listening Ear Rep.

## **L.E.P.T./LPT Activities and Functions**

Due to the vital importance of maintaining a consistent approach to emergency management activities in accordance to the policies and procedures established in the local emergency plan and the plan's Section Leaders, Clare County's L.E.P.T./LPT serves as the primary emergency management coordination body and serves the roles of several official committee functions. In addition to being the jurisdiction's advisory council and planning team, the LEPT/LPT also serves as the Local Emergency Planning Committee (LEPC), Homeland Security Grant Local Planning Team (LPT), Hazard Mitigation Council, and other functions as necessary. This provides for a consistent approach to activities by an established team of officials involved in all aspects of emergency management. The LEPT/LPT serves as the decision making and voting body for Region 6 local allocation projects and selects representatives to serve on the Region 6 Committees/Sub-Committees respectively. The selection of the Local Representatives for the Regional Groups shall be conducted annually and include alternates.

### ***LEPT Activity Schedule***

- January – Capability Assessment/  
HSGP - Related Grants Review and  
Management. Local HS Projects.
- July – Training
- April – Emergency Mgt. Operations/  
EOC Activation test
- October – Public Education/ Select  
Regional Committee Representatives.

## HAZARD ANALYSIS

### Purpose

The hazard analysis is the foundation upon which all emergency planning efforts in the community are built. In fact, preparing a good hazard analysis and community profile is the first step that the community's emergency planning team should take in building an effective emergency management program. A hazard analysis provides an understanding of the potential threats facing the community. By pinpointing the location, extent and magnitude of past disasters or emergency situations, and by examining knowledge of new or emerging risks, it is possible to determine the probability of such events occurring and the vulnerability of people and property. Coupled with relevant land use, economic and demographic information from a well prepared "community profile," Emergency Management Directors/Coordinators can make assumptions about those segments of the community that might be impacted by various types of incidents. This, in turn, allows them to set priorities and goals for resource allocation and response, recovery and mitigation activities prior to an incident occurring. Collectively, these decisions are the cornerstone of the community's emergency management program and should guide all decisions pertaining to community emergency management activities.

### Hazard Analysis Development

An effective community hazard analysis is commonly identified by containing three distinct, but equally important components. The first component identifies those hazards to which the community is susceptible. The second component is a community profile of major land use, demographic and economic trends and patterns to determine which segments of the community might be impacted by existing hazards. The third and final component is the actual analysis of the information that is, determining the level of community vulnerability based on the identified hazards and existing community trends and patterns. Coupling this information with the results of the community's Capability Assessment can help identify the community's strengths and weaknesses, and provides the basis for the community emergency management program.

#### Component 1: Hazards Identification

All local hazard analysis in the State of Michigan should be based on EMD PUB - 103, "Michigan Hazard Analysis." This document presents a comprehensive study of the various types of disasters and emergencies that have confronted the State of Michigan, as well as those hazards that have the potential to occur. From this document, it is possible to identify potential community hazards and gather information about the community's potential exposure and vulnerability to those hazards. Although this provides an excellent hazards overview from a statewide perspective, it is important to build upon this information to more specifically focus on the local jurisdiction. This requires local research conducted through local libraries, historical organizations, newspapers, broadcast media, chambers of commerce, insurance companies and other community entities (even private citizens) that may be able to provide insight and information about past disaster events and local hazard areas. The Emergency Management Director/Coordinator must also review previous hazard analysis and identify changes in the community. The information should be recorded on a map or maps to provide an accurate geographic portrayal of the community's hazard base.

### **Component 2: Community Profile**

A community profile provides information about key segments or elements of the community's makeup. It examines the land use pattern, the transportation network, demographic breakdown of the population, key industries, locations of key community facilities, major community organizations, and other information that is relevant to the community's existence. Simply put, preparing a community profile requires answers to the 5 W's of the jurisdiction. Who are we, where are we located, what do we do, and when, and why do we exist, what is the community's main "reason for being"? Answers to many of these questions have already been prepared by other community agencies, such as the planning department, chamber of commerce, economic development authority, aging office, community college or university, school district, etc. In most cases, this information can be utilized from information acquired from those organizations after adaptation into the proper format. As initially locating the information is critical, broadening the search for information also helps complete the job faster and generates support and "buy-in" for the end product from agencies assisting in the information gathering. This information is recorded on a map or maps (as per the hazard identification step outlined above) to indicate the geographic relationship of key facilities, population distributions and land use patterns to the identified hazards.

### **Component 3: Analysis of Hazards and Vulnerability**

The actual "analysis" portion of the hazard analysis comes when the hazard identification information is combined with the community profile. At this point, it is possible to determine and "analyze" the potential impact of these hazards on the community, or vulnerability. This requires a lot of "what ifs" to be asked. It is in answering the "what ifs" that the community can determine where its strengths and weaknesses lie in its capability to respond to, recover from and mitigate the consequences of the hazards to which it is susceptible. When matched with the community's Capability Assessment this analysis allows the community to determine its strengths and weaknesses, and then design an emergency management program that is tailored to its needs and resources.

### **Considerations**

While examining EMD PUB - 103, "Michigan Hazard Analysis" to identify those hazards to which the community may be susceptible, it is important to consider both natural and technological hazards. This must be followed up with extensive research with local agencies and organizations, the media, and, if appropriate, private citizens. Identifying hazards or hazard areas that may be specific to the community due to its location or function (its "reason for being") is crucial. Transferring this information onto one or more maps provides an accurate, complete portrayal of the community's hazard base.

Land use, demographic, economic and other pertinent community-related information must be examined to identify clusters of population, land uses and key facilities that may be susceptible to damage or be severely impacted. This information must also be transferred onto one or more maps.

Overlaying and comparing the information contained in the hazard identification (Step #1) with the community profile information helps determine where vulnerability is greatest, and what its impact might be. This information helps determine what types of actions might have to be taken to prepare for, respond to, recover from, or mitigate against the hazards to which the community (or segments of the community) might be vulnerable. These concerns can be noted into specific items for improving capability in conjunction with the Capability Assessment.

## Clare County Hazard Vulnerability Analysis

The Clare County Hazard Analysis has been developed by the emergency management department and community officials to provide a documented description of the community's identified hazards, possible risk, and potential vulnerabilities to support local emergency planning and mitigation activities.

Due to its inherent association with hazard mitigation and emergency planning, the hazard analysis is included as an integrated component of the Clare County Hazard Management (Mitigation) Plan and listed as a supporting document to the Clare County Emergency Action Guidelines.

Key components of the hazard analysis document include:

- A Community Profile describing the jurisdiction's historical, sociological, and geographic make-up to support planning activities
- A narrative description of each identified potential hazard from a local perspective, providing information on historical occurrences, expected impacts, and areas of concern
- An advanced evaluation process of all hazards based on unique threat aspects such as onset of impact, availability of warnings, potential area impacted, historical occurrences, etc.

Although addressing all of the 27 hazards identified in the Michigan Hazard Analysis, specific considerations have been combined into 12 hazard "classes" to allow for more efficient planning for emergencies that share similar mitigation, preparedness, response, and recovery aspects.

The Hazard Analysis is revised annually by the Emergency Management Department and Local Emergency Planning Committee in conjunction with the Hazard Management Plan to serve as the basis for local planning activities and mitigation efforts. The document is then made available to be utilized as a guidance tool for sustainable community development.

- Regional/Local RHSS (Regional Homeland Security Strategic Strategy), THIRA (Threat Hazard Impact Risk Assessment).
- Current HVA on file.
- Current Approved Hazard mitigation Plan on file.

## Clare County Hazard Vulnerability Analysis Summary

The Clare County Hazard Vulnerability Analysis is annually updated to meet recognized professional standards and is included as a supporting document to the Emergency Action Guidelines. For a full description of Clare County's Hazard Analysis program, refer to the Clare County Hazard Vulnerability Analysis and current Clare County Emergency Management Program Assessment Guide.

As the EAG document is designed to be an all-hazards management tool, hazards are grouped within the jurisdiction's major twelve areas of concern and are only summarized here. It is important to note that each hazard poses its own unique aspects that make it potential dangerous. For example, a snowstorm allows for more advanced notice but effects a wide area for an extended period of time as compared to a tornado that allows minimal warning, affects a small area, but may result in more casualties. Thus, ranking hazards must be closely considered with the jurisdiction's capabilities for each aspect.

<u>Class</u>	<u>Hazard Classification</u>	<u>Individual Hazards Included</u>
# 1	<b>Mass Casualty Incidents</b>	Transportation Accidents, Mass Casualty Incidents
# 2	<b>Infrastructure Failure</b>	Transportation, Electrical, Communication, Utility Failures
# 3	<b>Severe Thunderstorms</b>	High Winds, Lightning, Flash Flooding, Hail
# 4	<b>Winter Storm</b>	Snowfall, Ice Storms, Severe Cold,
# 5	<b>Tornado</b>	Tornados, Downbursts, Straight Line Winds
# 6	<b>Fire</b>	Structure & Industrial Fires, Refuse Fires
# 7	<b>Wildfire</b>	Woodland Fires, Wildland-Urban Interface Fires
# 8	<b>Hazardous Materials</b>	Fixed Facility, Transportation, Pipeline & Well Accidents
# 9	<b>Public Health</b>	Public Health Emergency, Biological Events
# 10	<b>Criminal Incidents</b>	Terrorism, Sabotage, Civil Disturbance
# 11	<b>Flooding</b>	Riverine Flooding, Dam Failure, Shoreline Flooding
# 12	<b>Drought</b>	Drought, Extreme Heat

## **CAPABILITY ASSESSMENT**

### ***Purpose***

Based on the identified potential hazards and the community's vulnerability described in the jurisdiction's hazard analysis, the planning team can begin to identify what resources may be needed to support management of those hazards. By assessing the community's ability to mitigate against, prepare for, respond to, and recover from disasters or emergency situations, the planning team can determine what resources are readily available and what additional resources may be needed to manage existing hazards. There are four primary areas that are assessed: Legal Authority, Personnel, Equipment, and Facilities.

### ***Starting Points***

Reviewing prior capability assessments, exercise after action reports or actual responses provides an initial analysis of what is available and a starting point of what facilities, equipment, operating procedures, personnel and training might be useful during a disaster situation. Additionally, reviewing the community's resource manual will contain the information needed to determine the capabilities of the community if the document is up to date and comprehensive.

### ***Considerations***

#### **Legal Authority**

A thorough knowledge of local and state laws pertaining to emergency management is necessary. The local resolution provides the basis for the Emergency Management Director/Coordinator's position and responsibilities. The Emergency Management Director/Coordinator must also be familiar with Michigan Emergency Management Law, Public Act 390, of 1976, and subsequent revisions as amended. If municipalities are to be included in a county program, each municipality should have a local ordinance stating the intended relationship with the county during emergency or disaster situations. Other issues such as evacuation authority, emergency expenditure of funds, resource use and commandeering, etc. must be researched for adequacy and new policies developed as needed.

#### **Personnel and Their Skills**

Each local government agency or private volunteer organization that could potentially be involved in a disaster or emergency must be examined for existing staffing levels. Methods of augmenting existing personnel resources, including private contractors, mutual aid, and volunteers must be considered. Determining how many personnel the community would realistically need to perform necessary emergency functions and protect the public is a necessary step in determining if the community can meet its basic needs, or must supplement its existing forces.

#### **Equipment**

The type and amount of equipment that each involved agency has available for use in the disasters or emergencies that the community could potentially face must be determined. As many agencies already have an inventory of their equipment, much of this work is complete and needs just be acquired and re-formatted. It is important that the equipment needs for the types of disasters or emergencies the community may face be determined as to limit the assessment appropriately. As not all pieces of equipment will be useful or needed, it is not necessary or beneficial to count every pencil, desk, chair, etc. Only that equipment that can be used to mitigate against, prepare for, respond to, or recover from the community's most likely disaster/emergency scenarios is inventoried.

Each agency's equipment inventory is examined to determine if basic equipment needs can be met in a disaster or emergency. Methods for augmenting existing equipment inventories, including equipment rental, use of private contractors, mutual aid, and private equipment donations must be considered. Determining what types of equipment, and how much, the community would need in order to perform necessary tasks

will answer if the community can meet its basic needs or if it must supplement its existing equipment inventory.

### **Operating Procedures**

Developed operating procedures, guidelines, and emergency plans must also be reviewed for possible inclusion and/or influence on the Emergency Action Guidelines. Operating procedures provide information on the operational capabilities of the involved agencies and identify their expectations of their role in disaster and emergency response. Additionally, once they are referred to as a supporting document in the Emergency Action Guidelines, they become a supporting item of that legal document.

### **Facilities**

The type of facilities the community needs to respond to and recover from the hazards to which it is susceptible is another critical aspect that must be determined. Every community must ensure that provisions are in place for the following facilities including: an Emergency Operations Center capable of coordinating emergency operations for an extended period; a Public Information Center suitable for conducting media briefings; sufficient shelters to temporarily house affected citizens; adequate warehouses to temporarily store/stage disaster-related supplies and personnel; alternate work areas for the temporary operations of critical agencies relocated by or dedicated to the emergency.

### ***The Core Capabilities List***

After acquiring and studying the initial information on the jurisdiction's resources, the data must be assessed according to a measurable system to allow for a steady progression of capability. Of primary value is the National Preparedness Goal's Core Capabilities Lists (CCLs). The CCLs describe 37 areas of critical preparedness elements and are designed to provide a nation-wide mechanism for measuring jurisdiction's strengths and weaknesses and identifying resulting gaps. Utilizing the CCLs as an assessment tool allows community officials to prioritize and target necessary improvements over a multi-year strategy for regular improvement that results in tangible capability progression.

### ***Summary***

The capability assessment coupled with the hazard analysis, is an essential tool for determining the community's strengths and weaknesses and must address all of the hazards to which the community is susceptible. By anticipating potential shortfalls in authorities, personnel, equipment, and facilities, the community can take steps necessary to augment local resources through mutual aid, private contractors, regional and state resources, and volunteer groups. Resources identified through this augmentation process must be included in the jurisdiction's Resource Manual for future reference and use.

## **Clare County Capability Assessment**

Clare County has developed a formal Capability Assessment process that is conducted annually by the Emergency Management Department and reviewed by the Local Emergency Planning Team. This process involves formally reviewing critical agencies with emergency support roles in regards to various identified capability elements. Critical elements reviewed in the Capability Assessment include: resources (including personnel, equipment, facilities, supplies, etc.), mutual aid agreements, procedures, finance & administration, exercising, training, etc.

The Emergency Management Department and Local Emergency Planning Team utilizes information provided from the Capability Assessment process in efforts including Resource Management, Strategic Planning, Emergency Planning, Hazard Vulnerability Analysis, Hazard Mitigation, and Exercising.

### Clare County Critical Resources

Section (Function)	Critical Resources (Not All-Inclusive)
<b>DIRECTION &amp; CONTROL</b>	Emergency Management Department Emergency Operations Center Emergency Action Guidelines
<b>WARNING</b>	Warning Systems RAVE/Smart 911 – Public Alerting, EAS,IPAWS,NOAA Wx. Radio, and Sirens,
<b>COMMUNICATIONS</b>	Central Dispatch Communications Center Cache Communications Equipment Mobile Command Trailer Amateur Radio Equipment and Operators
<b>PUBLIC INFORMATION</b>	Public Information Staff & Procedures Media Center and Supplies (If needed JIC activation)
<b>DAMAGE ASSESSMENT</b>	Damage Assessment Staff and Procedures Field Inspection Team Equipment and Supplies Clare County Equalization Office, Amateur Radio Group,/ Local Assessors
<b>LAW ENFORCEMENT</b>	Security Personnel, Equipment, Specialized Teams, Sheriff’s Reserves, Clare Police Reserves, Sheriff’s Mounted Unit/Posse, Law Enforcement Containment Team and Dive Team.
<b>FIRE SERVICES</b>	Fire Suppression Personnel, Equipment, Apparatus Search and Rescue Technical Expertise Hazardous Materials Capability RIT Teams, Ice Water Rescue
<b>PUBLIC WORKS</b>	Infrastructure Equipment and Apparatus Transportation Personnel, Apparatus, Expertise Utility Personnel and Equipment
<b>EMERGENCY MEDICAL</b>	Ambulances and Medical Supplies Hospital Facilities, Personnel, Equipment, R6 Healthcare coalition assets.
<b>PUBLIC HEALTH</b>	Physical and Mental Health Expertise Animal and Livestock Personnel and Procedures
<b>HUMAN SERVICES</b>	Emergency Basic Needs Services Shelters, Feeding Units, Service Centers, American Red Cross Transportation Units, CCTC Transportation.
<b>RESOURCE MANAGEMENT</b>	Resource Management Systems Auxiliary Support to Other Functions

### Clare County Capability Progression

Status	Function	Description
Complete	Direction / Control	Improved facility for Emergency Operations Center and Emergency Management Office. Identified with regular supporting information. New 911 Communications Center/EOC constructed and equipped using local funds and Homeland Security Grant funds.
Complete	Warning	NOAA Weather Radio coverage for the majority of Clare County. Identified as a major limitation in providing a proven nationwide warning system. HMGP funded NOAA radio site constructed in Isabella County.
Complete	Warning	Enhanced warning equipment such as; EAS/IPAWS/WEA Mobile notification added, Both purchased with Homeland Security Grant funds. (13) Outdoor warning sirens, RAVE/SMART 911 Notification system added, Emailer list. Upgrade to RAVE/Smart 911.
Complete	Direction / Control	Mobile command unit to allow on-scene Unified Incident Command and communications. Acquired and managed by Clare County EMD/Sheriff's Department. Upgraded and enhanced, Units both Mobile Command and Dive Team Trailers replaced.
Complete - Maintaining	Communication	ICS, EOC, and 911 capabilities in multi-channel VHF, UHF, and MPSCS systems for enhanced interoperability. Clare County Public Safety using PSIC grant switched over to 800MHZ MPSCS system, maintaining UHF and VHF systems. All systems narrow banded 2012, Enhanced VHF & UHF capabilities using grant fund in, Including schools base stations and portable radios on Interop and UHF repeater network. Added new VHF Repeaters at Fire North and Fire South, Enhanced Tac 02/Admin. To repeater capability allows adding additional control points for Outdoor Warning Siren activation. Replaced 800MHZ/Begin VHF/UHF Nodes at 911. Ongoing Communications system upgrades and enhancements using both local money and Homeland Security Grants. Added Active 911 to Fire Services dispatch capability.
Complete - Maintaining	Law Enforcement	Security in potential targets identified in threat and risk assessment in Hazard Vulnerability Assessments. School Liaison officers placed in some schools with Security camera systems purchased and installed with Homeland Security Grant funding. Increased preparedness with regular lockdown drills taking place in all schools as of. New emergency UHF base radios began installing in school offices fall for county wide capability, ongoing. Added Gas Masks for all Law Enforcement Officers, Added Avatar II Robot to L.E. Containment Team capabilities. Ballistic Shields added to L.E. Containment Teams in, FLIR Camera, FLIR Camera for Mounted SAR Team, Dive/Rescue Team Upgrade and Enhancement using Homeland Security Grant. UHF repeater system for CCSD Corrections Division/Courthouse Security.
Completed/ Ongoing	Emergency Medical	Increased ambulance and E.R. bed capabilities for mass casualty identified in Hazard Vulnerability Assessments. Efforts with increased equipment, procedures, and exercises have yielded significant improvements from. Increased ambulance presence and addition of AVL tracking capability, (MMR) Mobile Medical Response Countywide operations, and (2) Stations currently North & South.
Complete – Maintaining	Damage Assessment	Damage assessment electronic documentation capability identified in Hazard Vulnerability Assessments. Ongoing efforts with WEBEOC capability and electronic processing funded under Homeland Security Grant. Damage Assessment Kits purchased with regional funds.

		Additional DA Team training Ongoing July annually and additional equipment added, DA Training/Equipment annual and as needed and required, New DA standards implemented via FEMA/SOM.
Completed - Maintaining	Public Information	Facilities, lead agency, and improved procedures for public information identified in Hazard Vulnerability Assessments. Public Information has been and is being enhanced using the counties own web site, IPAWS/EAS, NOAA Wx. Radio, RAVE/Smart 911, Emailer list, and Outdoor Warning Siren system, Backup encoders in place at Clare Fire Dept. and Garfield Twp. Fire.
Ongoing – In Progress	Human Services & Public Health	Generators identified as need for local shelters and mass vaccination clinics. High expense has limited these projects through even Homeland Security funding. Limited progress in this area due to funding restraints. Also refer to CMDHD POD Plan annex.
Ongoing In-Progress	Fire Services	Specialized service capabilities, such as Haz-Mat and Rescue identified in Hazard Vulnerability Assessments. Effort at improvement. Contracts with outside partners (Northern A-1 Environmental) Excavating/MDOT Approved contractor, Northern A-1 Environmental, Also MOU/MA Agreements for South County with Isabella Haz Mat Team. Provide response capabilities. Ongoing training RIT Team, Dive Team, Haz Mat etc. are adding to our response efforts.
Ongoing/In Progress	LE/ Special teams/Communications	Support Special teams: LE Ballistic Vest Project, Dive Team Equipment, 800MHZ Radio projects, RACES Amateur Radio IP Based Project, EOC AV Upgrade Project, EOC Laptop Computer Project, RAVE/Smart911, VHF Repeaters/Base Stations,

## HAZARD MITIGATION

### ***Purpose***

Hazard mitigation can be defined as any action taken to permanently eliminate or reduce the long-term risk to human life and property from disasters or emergencies. Hazard mitigation strives to reduce the impact and effects of hazards through a combination of regulatory, administrative and engineering approaches. By applying mitigation measures to identified vulnerable areas, and by integrating mitigation principles into the land use decision-making process, the community can help lessen the impact and consequences of future hazard events to the point that they remain incidents and do not escalate into disasters.

### ***Mitigation Strategies***

According to the Michigan State Police Emergency Management and Homeland Security Division, and highlighted in Clare County Hazard Management Plan, five basic hazard mitigation approaches are as follows:

**Strategy #1 – Modify the Hazard to remove or eliminate it.** Modification will reduce its size or amount or control the rate of release of the hazard. Examples include hazardous fuels reduction techniques such as prescribed burning, vegetation removal, vegetation clearing and/or thinning, slash removal and vertical clearance of tree branches.

**Strategy #2 – Segregating the Hazard to try to “keep the hazard away from the people.”** This can be done by creating defensible spaces around homes and improving ingress and egress to homes which could

**Strategy #3 – Preventing or Limiting development in locations where people and structures would be at risk.** This approach seeks to “keep the people away from the hazard” and includes a variety of land use planning and development regulation tools, such as comprehensive planning, zoning, Fire wise ordinances, capital improvements planning, disclosure laws, and the acquisition and relocation of hazard-prone

**Strategy #4 – Altering Design or Construction to make it less vulnerable to disaster damage.** Also known as “interacting with the hazard,” it focuses on engineering structures to withstand potentially destructive impacts. Examples include incorporation of the Fire wise Construction standards, retrofitting structures to install ignition resistant building materials, and retrofitting of ignition resistant building

**Strategy #5 – Early Warning and Public Education** to ensure that the public is aware of potential hazards, and that proper warning and communication systems are in place to save lives and protect property

### ***Critical Actions***

There are several steps that the community must take prior to a disaster occurring to mitigate the hazards to which it is susceptible:

1. **Establishing a formal hazard mitigation committee.** A community mitigation committee must be established to perform the critical tasks of identifying mitigation needs, establishing mitigation goals and objectives, and prioritizing potential projects and measures to achieve the stated goals and objectives. EMD PUB - 207, "Local Hazard Mitigation Planning Workbook," provides step-by-step guidance for carrying out these activities. The committee also must monitor the community's land use planning to ensure that mitigation goals and objectives are being considered in the day-to-day land use decisions being made (see item 3 below).
2. **Implementing selected mitigation measures.** The hazard mitigation committee oversees the implementation of the measures selected, per step 1 above. It may only be possible to lessen the community's vulnerability to a disaster, not remove the risk. The committee bases its planning efforts and project selection on the community Hazard Analysis, so that those hazards to which the community is most susceptible are addressed before those hazards that are less relevant. Mitigation projects are prioritized according to those that can (and should) be done immediately, and those that can wait (or must wait) for available funding. The committee issues mitigation reports or studies of the committee's research to the community's legislative board on an annual basis. This document is updated as projects are implemented and new projects are chosen for implementation or annually.
3. **Working with community planners to integrate mitigation concepts into future land use planning and decision-making.** For hazard mitigation efforts to be truly successful, mitigation concepts must be integrated into the community's land use planning and decision-making processes. The relationship between wise land use planning and the lessening of a community's vulnerability to hazards is clear. Preventing a problem in the first place is much more desirable than attempting to backtrack and correct the problem at a later time. Coordination between the Emergency Management Director/Coordinator, Emergency Planning Committee, the Hazard Mitigation Committee, and community planners is essential if the community is to reduce its exposure and vulnerability to hazards. By working together, these groups can help ensure that hazard mitigation principles are factored into every land use decision, and that mitigation efforts are less likely to be discarded in the future.
4. **Participation in federal and state mitigation programs and initiatives.** The Hazard Mitigation Committee must ensure that the community participates in federal and state mitigation initiatives. These include such programs as the National Flood Insurance Program (NFIP), Hazard Mitigation Grant Program, the Hazard Mitigation Act, etc. Such programs are critical for the local community to be in compliance with national and state mitigation strategies. The Hazard Mitigation Committee must review information provided in EMD Pub – 207 and other current emergency management resources for such programs.

### ***Hazard Mitigation Committee Activities***

Establishing a hazard mitigation committee is key to getting the community's mitigation effort off the ground. This requires obtaining the support of key officials from the legislative/executive bodies, involved agencies, and appropriate private entities. Consideration for member individuals who have knowledge and experience in the appropriate hazard and have a vested interest in reducing the community's exposure and vulnerability to hazards is crucial. The committee must represent a cross-section of the community, with members from both the public and private sectors. Once established, regular meetings must be established and maintained as necessary to support project activities. Invitation of the public to attend the meetings and offer input on possible mitigation measures that could be implemented is also an important factor.

Establishing an administrative mechanism that allows the mitigation committee to comment on all major development proposals presented to the planning commission or other body for approval is of significant benefit. This would help ensure that mitigation principles, goals and objectives are considered in the land development process.

### ***Clare County Hazard Mitigation***

Clare County Hazard Mitigation Team under the CCEMD Clare County Emergency Management Division completed Clare Counties plan in the Spring of 2016 and submitted for MSP/EMHSD approval which was granted in July 2016. Plan was submitted to FEMA and approved in August 2016 and adopted by CCBOC Resolution #16-15 on August 17<sup>th</sup>, 2016. Plan has now been adopted by participating Township, City, and Village Governments.

Annual review takes place by CCHMT/CCEMD.

Plan is valid for a 5 year period.

## Clare County Hazard Mitigation Committee

<b>Representative</b>	<b>Interest/Organization Representing</b>	<b>Committee Responsibility</b>
Director	Emergency Management	Ensures coordination with Emergency Management activities and functions
Representative	Planning Commission / Economic Alliance/Equalization Dept.	Ensures coordination with land use plan and community development
President/Representative	Townships Association	Ensures coordination at the township and municipal levels
Coordinator	County Commissioners	Ensures coordination with county government efforts
Director	Economic Alliance	Ensures local economic issues are addressed and coordinates with local businesses
Building Inspector	Local Emergency Planning Committee	Ensures coordination with local emergency officials
Sheriff	Sheriff Department	Ensures that law enforcement and security issues are considered
Planning Representative	Fire Departments	Ensures issues of fire control are considered and coordination with local fire departments
Citizen At Large	Variable	Allows variety of input from local officials of various audiences and disciplines

## EMERGENCY PLANNING

### ***Purpose***

After identifying hazards and resources, determination of how the community will respond to identified disaster situations must be documented. The Emergency Management Director/Coordinator and Planning Team must determine how the community's emergency management planning documents will be organized and formatted.

### ***Emergency Plan Establishment Process***

- Determining functional sections to be included in the Emergency Plan
- Assigning Sections to Lead Agencies and Officials
- Assigning General, Hazard Specific, and Task Supporting Considerations
- Writing Sections and supporting Attachments
- Reviewing the Drafted Sections
- Ensuring the Plan Meets State Standards
- Promulgating the Emergency Action Guidelines

### ***Considerations***

After completing the capability assessment, the Emergency Management Director/Coordinator and planning team are then able to execute three tasks: 1) determine the functional sections that must be in the jurisdiction's Emergency Plan; 2) assign the lead community response organizations and agencies to the appropriate sections; 3) assign disaster tasks to those sections. This process determines the format and structure of the community's Emergency Plan document.

The Emergency Action Guidelines in Section B are divided into twelve sections: Direction and Control, Warning, Communications, Public Information, Damage Assessment, Law Enforcement, Fire Services, Public Works, Emergency Medical, Public Health Services, Human Services, and Resource Management. Lead community response organizations and officials are assigned along with supporting entities according to the jurisdiction's unique composition. Disaster tasks and responsibilities are assigned to each section as appropriate.

Upon completing those three tasks, the Emergency Management Director/Coordinator and Planning Team begin the process of drafting the Emergency Plan, developing a time frame for completion of drafts, draft review, and completion. The Emergency Management Director/Coordinator may host a plan writing workshop for each section with all of the organizations involved in each section participating in its development. The plan writing workshop brings all agencies involved in the section together to discuss how they will implement the tasks assigned to them. This also provides an excellent means of training local response personnel. After the workshop, the lead agency prepares a draft of the section to be reviewed and improved upon as necessary by the section work group. The Emergency Management Director/Coordinator acts as facilitator or "editor" during plan development, working with the various section groups in identifying and resolving issues.

The section coordinators submit the final drafts to the Emergency Management Director/Coordinator for review. The Emergency Management Director/Coordinator acts as an “editor” in identifying and resolving inconsistencies in format and policy and in ensuring all identified emergency tasks are adequately addressed. When the draft is finalized, the lead agency representative or director of the section signs the completed section, showing support for the policies and procedures contained within the section and signifying that the policies will be followed during an emergency or disaster.

When satisfied that the draft sections have been completed, the Emergency Management Director/Coordinator completes the “Review Guide for Local Emergency Plans” (EMD Pub - 201a). When the entire Emergency Action Guidelines is compiled and the Emergency Management Director/Coordinator and organizations that participated in writing it are satisfied with its contents, it is then submitted to the chief executive(s) for endorsement. By signing the plan or guidelines, the leaders of the community signify that the document is the official policy for the jurisdiction(s) and that it will be used during the conditions stated within it. The finished product is then presented before the local governing body to inform them of the guideline’s content and brings attention to the emergency management system as an important service provided to the community.

### ***Distribution***

The Emergency Management Director/Coordinator develops a list of all the organizations that should receive a copy of the Emergency Plan. This list includes all those organizations having a response role and any other organizations that should be aware of the policies contained in the plan. The complete Emergency Plan is distributed according to this list. This same list is used when distributing updates and is included with the plan for easy reference. It is important to note that “limited” editions of the Emergency Plan may also be produced. These limited versions provide the Emergency Management Director/Coordinator with the option of providing agencies and/or officials with functional specific versions that meet the limited needs of entities. These versions may not include information on other Emergency Plan functions or resources that may be too excessive for its intended purpose or of a sensitive nature.

- This distribution list currently consists of; Mid Mi. Medical Center/Clare, Clare County Central Dispatch 911, CEO/Administration, MSP HSC District coordinator, CCEMD/EOC.
- Functional Section Copies; Law Enforcement, Fire Service, EMS, MMR, Public Works/CCRC, CC Equalization, American Red Cross, CMDHD Official.

### ***Clare County Emergency Plan***

Clare County maintains its Emergency Plan, known as the Emergency Action Guidelines (EAG), through annual revision by the Emergency Management Department and Local Emergency Planning Team. The EAG is divided into 21 ESF functional sections designated as follows:

- |                                |   |
|--------------------------------|---|
| • Table of Contents            | • Human Services                        |
| • Glossary of Terms/Acronyms   | • Donations/Volunteers Management Plans |
| • EOP Basic Plan               | • Law Enforcement                       |
| • Catastrophic Event           | • Public Health                         |
| • Communications/TIC Plan      | • Public Information                    |
| • Damage Assessment            | • Public Works                          |
| • Direction & Control          | • Severe Weather Event                  |
| • EMD Resources                | • Social Media Procedures               |
| • Emergency Medical            | • Warning                               |
| • EOC/SOP                      | • WMD & Terrorism Events                |
| • Fire Services                |   |
| • Flood & Dam Failure          |   |
| • Hazardous Materials Incident |   |



Each of the functional sections are directed by a lead agency assigned by the Chief Elected Official and Emergency Management Director/Coordinator. These "Section Heads" are assigned to coordinate the efforts of their agency and all supporting agencies in managing the capabilities of their EAG function. Due to the critical role and responsibilities that the Section Head plays, these officials are also designated as primary members of the Local Emergency Planning Team.

The functional sections of the Emergency Action Guidelines are designed to provide a variety of 'tools' that support implementation during an emergency or disaster. It is critical that each of these tools is maintained by their respective official and include:

- General Checklists – provide strategic functional goals
- Attachments – summarize major capabilities, processes, or guidance
- Documents – major references, procedures, or guidebooks
- Forms – allow quick completion of formal requests, communications, etc.

The Emergency Action Guidelines are formally reviewed annually at a Local Emergency Planning Team meeting with recommendations and discussion facilitated regularly at general session meetings.

- Clare Counties EAG underwent a complete revision in 2014/Revised 2015/2016/2017/2018 and is now "Command and Control" ESF Based consisting of the following sections; Table of Contents, Glossary of Terms, Terms and Acronyms, Basic Plan, Catastrophic Events, Communications/TIC Plan, Damage Assessment, Direction and Control, EMND Resources, Emergency Medical, EOC/SOP, Fire Services, Flood & Dam Failure, Hazardous Materials Incident, Human Services, Law Enforcement, Public Health/Including PH Regional Plan, Public Information, Public Works/DPW, Severe Weather Event, Social Media Procedure, Warning, and WMD & Terrorism.
- Starting in 4<sup>th</sup> quarter 2019 and continuing through 2020 Clare County will be transitioning to the ESF (Emergency Support Function) based EAG/EOP Concept.

## Clare County Emergency Action Guidelines

Function/Section & Lead Agency	Additional Supporting Agencies and Organizations (Not All-Inclusive)
<b>DIRECTION &amp; CONTROL</b> Clare County Emergency Management	Clare County Board of Commissioners Clare County Townships, Cities, Villages Michigan State Police Emergency Management Division
<b>WARNING</b> Clare County Central Dispatch(911)	Clare County Emergency Management Fire Departments Clare County Sheriff Department Public Information Official
<b>COMMUNICATIONS</b> Clare County Central Dispatch(911)	Clare County Emergency Management Clare County Amateur Radio Emergency Services Clare County Sheriff's Department Fire Departments COML Designated
<b>PUBLIC INFORMATION</b> Clare County Emergency Management	Clare County Sheriff's Department Clare County Board of Commissioners Clare County Clerk's Office JIC activation (If needed) 211 Services.
<b>DAMAGE ASSESSMENT</b> Clare County Equalization Department	Clare County Building Inspector Local/County/ Township Assessors/Damage Assessment Team Clare County Equalization Dept. Amateur radio group, RACES/ARES
<b>LAW ENFORCEMENT</b> Clare County Sheriff Department	Michigan State Police – Mt. Pleasant Clare City Police Clare County Sheriff's Mounted Unit & Reserves
<b>FIRE SERVICES</b> Fire Departments	Michigan Dept. Natural Resources – Harrison Clare, Harrison Community, Surrey Twp., Garfield Twp., Lincoln Twp. Fire Departments
<b>PUBLIC WORKS</b> Clare County Road Commission	Michigan Department of Transportation – Harrison, Clare, Farwell Local D P W's Public Utilities
<b>EMERGENCY MEDICAL</b> MMR	Mid - Michigan Medical Center – Clare MMR Mobile Medical Response Clare County Medical Control Authority Medical Examiners Local Funeral Homes
<b>PUBLIC HEALTH</b> Central Michigan District Health Department	Central Michigan Community Mental Health Clare County Animal Control MSU Extension Office
<b>HUMAN SERVICES</b> American Red Cross	Michigan Family Independence Agency Nursing Homes, Special needs facilities CERT, MRC Groups(If available/Where applicable) Local Community Groups
<b>RESOURCE MANAGEMENT</b> Clare County Administration Coordinator's Office	Clare County Economic Alliance Michigan Works Government and Private Organizations Clare County Broadband Network Group

- See new EAG Format description on page PO-37.

## SITE EMERGENCY PLANNING

### ***Purpose***

In addition to the jurisdiction's Emergency Plan, there numerous additional plans that a community needs to develop. As the local Emergency Plan is a comprehensive plan which describes the entire jurisdiction's plan in mitigating, preparing for, responding to and recovering from all hazards, additional Site Plans are necessary to allow focus on specific areas and/or hazards to expand the Emergency Plan's effectiveness. Some of these "Site Plans" must be developed to meet various legislative requirements and help protect emergency responders at those sites as well as the surrounding community.

### ***Supporting Plans***

The Emergency Management Director/Coordinator and Emergency Planning Committee must assist in the development of a wide range of additional plans. To assist, the Michigan State Police Emergency Management Division and Federal Emergency Management Agency have developed guidance material for some of these plans and can provide guidance on developing the plans. Major types of additional plans that need to be considered include the following:

**Local Support Emergency Action Guidelines.** In accordance with Administrative Rules for Section 19, P.A. 1976 amended a municipality with a population of 10,000 or more that has elected to be incorporated in the county emergency management program shall maintain a support plan in accordance with the standards current of the county's Emergency Action Guidelines. EMD PUB-204, "The Local Support Plan Guide," is a guide to assist local municipalities incorporated into the county emergency management program to develop a support Emergency Action Guidelines.

**Site Emergency Plans.** A site emergency plan describes an organization's policy and procedures for coping with an emergency situation on site. These policies and procedures define how the organization will protect people and property from an imminent or actual emergency situation. Although not all of these plans are legally required (noting significant legal liability) history has shown that a well thought out, coordinated response helps prevent personal injury, property damage, and lessens the resulting confusion. Also, during a large-scale disaster, local response agencies may be overwhelmed and unable to immediately respond to an organization's site. Employees and clients alike will need to know what to do to protect themselves during an emergency. EMD PUB-602, "The Site Emergency Planning Workbook," is intended to help the users develop a comprehensive site emergency plan. The guidance is adaptable by very small organizations and large complex organizations.

**Firefighter Right-to-Know.** The Michigan Occupational Safety and Health Act (MIOSHA) requires that the chief of an organized fire department prepare and disseminate to each firefighter a plan for executing the department's responsibilities with respect to each site within their jurisdiction where hazardous chemicals are used or produced. These plans provide valuable information on hazardous materials sites which are at risk to a possible emergency.

**Michigan Occupational Safety and Health Administration (MIOSHA) Hazardous Waste Operations and Emergency Response (HAZWOPER).** This legislation requires any employer involving its personnel in a hazardous material incident must develop an emergency response plan. These plans also provide vital information for facility emergency response.

**Superfund Amendments and Reauthorization Act (SARA) Title III.** SARA Title III federal legislation mandates that Local Emergency Planning Committees (LEPCs) develop site-specific emergency response plans for those sites within their jurisdiction which have one or more “Extremely Hazardous Substances” (EHS) above a given “Threshold Planning Quantity” (TPQ). These plans are population protection oriented. The following three documents are available from the Emergency Management Division to assist LEPC’s in developing their Off-site response planning documents:

- **EMD PUB-305, “LEPCs” Organizing For Success,** assists Local Emergency Planning Committees with implementing SARA Title III responsibilities. This publication also provides information on Firefighter Right-To-Know and MIOSHA/HAZWOPER planning requirements.
- **EMD PUB-308, “Haz/Mat Response Planning Workbook,”** assists Local Emergency Planning Committees (LEPCs), Emergency Management Coordinators, fire departments and other local government agencies in their hazardous material response planning efforts. It provides general information on planning, instruction, references for further information, and a sample format. Also assists LEPC’s in developing SARA Title III hazardous materials emergency response plans for farm sites.

**Dam Safety Act.** Public Act 315, the Michigan Dam Safety Act requires public dams of significant impoundment to develop formal Emergency Action Plans to be revised and submitted annually to the Michigan Department of Environmental Quality. These plans are critical factors in emergency response as well as provide information for flood hazard mitigation efforts.

See special section in EAG Guidebook and **Site Specific annexes for High Hazard dams.**

### ***Site Plan Coordination***

It is extremely important that the development of all Site Plans be in conformance with the jurisdiction’s Emergency Plan. The intent of these additional plans is not to replace the community’s Emergency Plan, but rather expand and enhance it. Site Plans provide a more detailed description of the response to specific incidents at specific sites and thus must be in conformance to the actions described in the Emergency Plan to avoid conflicts. The Emergency Management Director/Coordinator and Emergency Planning Committee must review existing legislation and the local Hazard Analysis and determine what Site Plans must be developed. Site Plans must be coordinated with the responsible official to ensure coordination and emergency cooperation.

## ***Clare County Site Planning***

Clare County provides support to local municipalities, agencies, organizations, and hazard areas that require a Site Plan for the increased safety of the community. These plans are developed through coordination between the Emergency Management Director/Coordinator, Local Emergency Planning Team, and the appropriate site owner/manager. Site Planning efforts for the jurisdiction fall into the following primary types:

**Local Support Plans** – Clare County currently has no jurisdictions that are required to have, or opted to develop, a local support plan. As such, the jurisdiction's Emergency Plan directly includes all of Clare County's 16 townships, 2 cities, and 2 villages.

**SARA Title III 302 & 312 Plans** – Off site response plans for all facilities that have been identified as meeting SARA Title III 302 guidelines have been developed and are revised annually by the Emergency Management Department, Local Emergency Planning Team, Site Coordinator, and local fire department. These plans are additionally designed to meet Firefighter Right To Know and MIOSHA HAZWOPER guidelines. Recently, several additional sites that contain lesser amounts of hazardous chemicals have opted to participate in the process and develop similar plans to meet these legal requirements and improve community safety.

**Hazard Specific Plans** – Several areas and sites in Clare County have been identified by the local Hazard Analysis as posing a significant risk of a potential hazard. As a result, Hazard Plans have been developed to detail specific resources and procedures that will be utilized to manage the potential event. Hazard Plans currently consist of plans for wildfire areas, Energy - Well Production facilities, and Hazard Dam sites.

**Site Safety Plans** – Critical local organizations and facilities within the jurisdiction have made a specific effort to improve the safety of their employees, visitors, and community by coordinating their Site Safety Plans with the local officials as to ensure coordination and cooperation during emergency response. Examples of these sites include the local hospital, jail, farms, and schools. Coordination between the Emergency Management Department, Local Emergency Planning Team, and Site Coordinator ensures conformance with the Emergency Plan and improves working relationships that improve emergency response.

The Local Emergency Planning Team addresses site planning issues, concerns at each quarterly meeting as well as an annual session focused on Site Planning efforts.

**Clare County Local Supporting Plans**

Clare County currently contains no jurisdiction's that meet the criteria for required support plans or any communities that have optionally developed supporting plans. As such, the Clare County Emergency Action Guidelines are applicable to the following jurisdictions:

**Municipality**

FRANKLIN TOWNSHIP	REDDING TOWNSHIP
FREEMAN TOWNSHIP	SHERIDAN TOWNSHIP
FROST TOWNSHIP	SUMMERFIELDTOWNSHIP
GARFIELD TOWNSHIP	SURREY TOWNSHIP
GRANT TOWNSHIP	WINTERFIELD TOWNSHIP
GREENWOOD TOWNSHIP	CITY OF CLARE
HAMILTON TOWNSHIP	CITY OF HARRISON
HATTON TOWNSHIP	VILLAGE OF FARWELL
HAYES TOWNSHIP	VILLAGE OF LAKE
LINCOLN TOWNSHIP	

**Clare County Hazard Plans**

Clare County has identified the need for and developed the following hazard specific plans that support the procedures described in the Emergency Action Guidelines. These plans are revised annually by the Emergency Management Department, Emergency Planning Committee, and identified key agencies and are formally reviewed by appropriate authorities.

- SEVERE WEATHER SPOTTER SYSTEM PROCEDURES (Clare County Fire/911).
- WILDFIRE SUPPORT PLAN (DNR Zone 4 Plan).
- ADDITIONAL HAZARD DAM SUPPORT PLANS/EAG GUIDEBOOK.
- LEAP ENERGY ASSURANCE PLAN

### Clare County SARA Title III 302 Sites

The following facilities have been identified as containing Threshold Planning Quantities (TPQ) of Extremely Hazardous Substances (EHSs) as identified by the Environmental Protection Association (EPA). As such, off-site response plans have been developed and are annually revised by the Emergency Management Department, Emergency Planning Committee, Site Coordinator, and local fire department. These plans are additionally designed to meet Firefighter Right to Know and MIOSHA HAZWOPER requirements.

- Lear Corporation (Village of Farwell)
- AT&T Switch Office (City of Harrison)
- AT&T Switch Office (City of Clare)
- AT&T Switch Office (Village of Farwell)

### Clare County Critical Site Safety Plans

Several sites in Clare County regularly coordinate their site's safety planning with the Emergency Management Department and Emergency Planning Committee. These plans are reviewed annually, and revised as needed.

- CLARE COUNTY JAIL
- CITY OF CLARE
- CLARE PUBLIC SCHOOLS\*
- FARWELL PUBLIC SCHOOLS\*
- HARRISON PUBLIC SCHOOLS\*
- CLARE GLADWIN RESD\*
- Campgrounds and Outdoor/Large Venues.
- LTC (Long Term Care) and assisted Living facilities.
- Temporary Shelter Locations – Storm/Basic Shelter, PLAN ANNEX.

\* Indicates participant in Clare County Safe Schools planning initiative.

***Program note: School Safety Plans are on file and are under review and revision as needed.***

## Clare County SARA Title III 312 Sites

The following facilities have been identified as containing Reportable Quantities (RQ) of Extremely Hazardous Substances (EHSs) as identified by the Environmental Protection Association (EPA). Although not required by law, off-site response plans have been voluntarily developed and are revised annually by the Emergency Management Department, Local Emergency Planning Team, Site Coordinator, and local fire department in a similar manner as SARA Title III 302 site plans. These plans are designed to meet Firefighter Right to Know and MIOSHA HAZWOPER requirements.

- TransCanada PIPELINE (Lake George)
- DART OIL & GAS (Marion)
- GREAT LAKES/TransCanada (Lake George)
- AT&T (Harrison)
- Cutler Dickerson Division (Clare)
- TransCanada PIPELINE/ANR Michigan Gas Storage (Harrison)
- FERRELL Gas (Clare)
- STANLEY Fuel & Gas (Clare)
- FOSTER Oil (Harrison)
- WASTE MANAGEMENT (Harrison)
- WHITING OIL/COBRA (Harrison)
- AT&T Village of Lake
- SWD (Harrison)
- COYNE OIL (Harrison)
- Various Energy exploration sites/On File EMD/EOC/ Energy exploration and drill sites.
- AT&T (Farwell)
- Wolverine Pipeline (Farwell)
- AT&T (Clare)
- DART Energy (Marion)
- CONSUMERS /MUSKEGON (Marion)
- CONSUMERS/MARION (Marion)
- DART Energy (Harrison)
- BECKMAN Production (Harrison)
- AmeriGas (Harrison)
- STANLEY Fuel & Gas (Harrison)
- BLUE FLAME (Harrison)
- Heintz Propane (Harrison/Clare)
- Advance Battery Concepts – (Clare)

## TRAINING

### ***Purpose***

In order for a jurisdiction to successfully implement an emergency management system, the community must train personnel to carry out their assigned emergency management tasks and duties. It is important that all individuals who are directly involved in emergency planning and response have the skills necessary to successfully manage their assignments. As a result, it is necessary for the Emergency Management Director/Coordinator and Emergency Planning Committee to evaluate, monitor, and manage the training levels of all emergency response and planning personnel.

### ***Training Information***

A number of training sources are available to emergency management personnel. The Emergency Management Division offers several classes and curriculums through its Training Section. These courses cover a wide range of emergency management topics that are explained in EMD PUB - 701, "Emergency Management & Haz-Mat Training Curriculum". Additionally, the Emergency Management Division may provide guidance to additional training courses offered by other agencies and organizations.

The Federal Emergency Management Agency (FEMA) offers training through home study NIMS courses and courses at its Emergency Management Institute in Maryland. Training is also available from agencies involved in disaster and emergency response including the American Red Cross (ARC), state and local emergency services, and safety organizations. Additionally, most organizations offer disaster training of some sort to their personnel to support their individual role in disaster response. Information about these training sources is available from FEMA, ARC, or the Emergency Management Division. Further WEBEOC Training available through WEBEOC state trained instructors.

- Clare County NIMS Resolution 09-31 Dated October 21<sup>st</sup>, 2009.

### ***Training Assessment***

Emergency Management Directors/Coordinators and the Emergency Planning Committee carefully assess the current training level of the community and develop a system to manage future training levels.

A review of local records provides a good base of data on trained personnel and past delivered training sessions. Additionally, the State Training Officer maintains a history of who in each community has taken courses through the EMD Training Section and FEMA provides training transcripts for participation in their training courses. This process includes the NIMS system training recommendations and are reviewed and updated on a regular basis. As it is important that a local training system be maintained as current and complete, Emergency Management Director/Coordinators also survey agencies about the emergency management training received by the agency's personnel during the Capability Assessment process.

### ***Considerations***

Emergency Management Directors/Coordinators consider the following three questions regarding emergency management training in their communities:

1. What skills are needed in the community and the local government to implement emergency management planning and response?
2. What training is realistically available and deliverable to the community to meet the required areas?
3. How many personnel in the community have received training in those areas and what systems must be developed to improve and maintain training levels?
4. Current NIMS Training and needs planning.

It is critical that Emergency Management Directors/Coordinators determine if the responders in their community possess adequate training for the potential hazards that the community faces. As an example, emergency responders, such as fire, medical, police, etc. that may be in contact with hazardous materials are required to be trained to federal and state occupational safety laws (State of Michigan promulgated Occupational Health Rule 325.5210-325.5237 - HAZWOPER). Effective October 1991, both federal and state rules affirm that employers are responsible for training their employees to a level commensurate with the duties expected to be performed by the employees. Emergency Management Directors/Coordinators and the Emergency Planning Committee must research the training policies of these response agencies during the capability assessment and organize local training programs to meet community needs.

To adequately maintain emergency management capability, the community must have people trained to support critical functions including emergency operations center, public information, damage assessment, incident command system, and emergency planning duties. The Emergency Management Director/Coordinator and Emergency Planning Committee must frequently sponsor training courses, workshops, and informational sessions on current emergency management topics. Additionally, it also may become necessary for the local community to host a "Public Officials Conference" to acquaint or re-acquaint public officials with emergency management concepts and their responsibilities in the local emergency management system.

Emergency Management Directors/Coordinators also review their own training needs. Due to their role in directing the community's emergency management system and activities, extensive training in all areas of emergency management must be completed. The Emergency Management Director/Coordinator must regularly participate in training and course curriculums listed in EMD Pub – 701 "Emergency Management Training Curriculum Guide". Essential training includes:

- FEMA PROFESSIONAL DEVELOPMENT SERIES (PDS)
- MSPEMD PROFESSIONAL EMERGENCY MANAGER CERTIFICATION (P.E.M.)
- MSPEMD PROFESSIONAL EMERGENCY MANAGER RECERTIFICATION (24 HOURS ANNUALLY)
- NIMS NATIONAL INCIDENT MANAGEMENT SYSTEM
- MICIMS MICHIGAN CRITICAL INCIDENT MANAGEMENT SYSTEM

### **Clare County Training**

As it is a proven fact that improved performance directly results from training, Clare County maintains an ongoing training program for key officials and responders that have been assigned emergency management responsibilities. This program consists of the Emergency Management Department and Local Emergency Planning Committee sponsoring regular training courses focused on functional and hazard specific topics.

Although training is critical, it is also important to recognize that practical experience is equally crucial. In addition to participating in ongoing training activities, officials and responders apply their skills regularly through ongoing emergency management activities such as capability assessment, emergency planning, hazard analysis, and exercising.

The Clare County Local Emergency Planning Committee discusses training needs as a regular agenda item in its quarterly meetings as well as reserving an annual special session to facilitate a needed training activity.

### Clare County Functional Training

FUNCTION	COURSE	SCHEDULE
Emergency Management	PDS & PEM	Ongoing Regularly
All Functions / Disciplines	National Incident Management System	Ongoing as Needed
All Functions / Disciplines	EOC Operations and ICS/EOC Interface	Ongoing
Local Officials	Public Officials Conference	Refresher conducted for public officials as needed.
Communications	EOC / ICS Interface	Ongoing
Public Information	PIO Workshop	As needed for new public officials
Damage Assessment	Damage Assessment Workshop	Annually
Fire Services	Fire Fighting – Haz Mat	Ongoing - Annual
Human Services	American Red Cross Disaster Courses	Annually / Ongoing

### Clare County Hazard Training

FUNCTION	COURSE	SCHEDULE
Fire	Fire Fighter I & II, Officer Level Courses, NIMS.	Ongoing Regularly
Wildfire	Wild land Fire & S-205 Wild land/Urban Interface, NIMS.	Ongoing Regularly As needed
Hazardous Materials	Haz-Mat Awareness & Operations, NIMS.	Ongoing Regularly (THIRA)
Thunderstorm/Tornado	Severe Weather Spotter Course	Ongoing - Annually
Terrorism/Cyber/Senior Abuse/Active Shooter/Threat LEAP Energy Planning	Terrorism Awareness and/or CBRNE/Cyber/Senior Abuse Basics, NIMS, Active Shooter/Threat.	As Necessary Based On Threat or needs Level (THIRA)

The above chart describes only emergency management specific training identified within each function. Training for regular operations is agency specific and maintained by individual organizations.

*Program note: Multi-Disciplinary training in the National Incident Management (NIMS) both online/Self Study and ICS300/400 Classroom classes have been extensively promoted and conducted to date and continue as need dictates. WEBEOC/MICIMS Classes conducted locally as needed.*

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## **PUBLIC EDUCATION**

### ***Purpose***

During their activities, the Emergency Management Director/Coordinator and Emergency Planning Committee must remember that the purpose of the local emergency management program is to protect the jurisdiction's citizens. As such, it is vital that a system be developed to ensure that the community is well educated and informed on the existence of the emergency management program and their responsibilities within it.

### ***Considerations***

An ongoing Public Education program is a critical emergency management component that must exist within the community. An ongoing Public Education program fulfills several critical functions. First, it allows public officials to inform citizens on their efforts to fulfill their responsibilities in protecting the jurisdiction through the emergency management program. Second, it provides a method of educating the public on how to interface with the emergency management system and protect themselves through learning about existing hazards, public warning systems, and developing a disaster plan and disaster supplies kit. Thirdly, it ensures continued public support for the emergency management program and supporting agencies.

### ***Program Elements***

The Emergency Management Director/Coordinator and the Emergency Planning Committee must develop a system for providing educational activities and information materials to the public to enhance their awareness and preparedness levels. The system must include all public audiences within the community including businesses, schools, civic groups, religious organizations, and special needs populations. Emergency Management Directors/Coordinators should work with schools and the media for support in delivering public education and information. Developing a positive relationship with these organizations is a critical factor for the delivery of public awareness campaigns through the mass media and public events.

The Federal Emergency Management Agency, American Red Cross, and other agencies have developed guidance to assist local programs in teaching families to care for themselves during disaster.

Critical information includes teaching citizens what hazards they may face, what warning systems are in place, what they should do if there is a disaster, how to shelter in-place and evacuate, how to make a family disaster plan and survival kit. A successful program entails disseminating this information to a broad range of audiences through a variety of methods including written materials, public service announcements, and group presentations. See FEMA's "Emergency Preparedness Materials Catalog," FEMA publication-64. Do-1-Thing Promotion. Clare County EMD Website.

In addition to developing the Public Education program to address current issues in emergency management such as soliciting assistance for program projects and promoting different awareness weeks, Emergency Management Directors/Coordinators and the Emergency Planning Committee must also consider post-disaster public information. This includes preparation of information on the community's most probable hazards, media inquiries, disaster assistance programs, and recovery guidance. Whenever possible, emergency public information and education should be included in exercises and planning activities to improve coordination during an actual disaster.

Clare County Emergency Management conducts regular preparedness and safety programs via Community Outreach Program to groups such as; Campgrounds, Parks, Township associations including Neighborhood watch, Leadership councils, School programs, Law Enforcement, EMS, Fire and multiple other organizations too numerous to list both as ongoing programs such as NOAA Storm spotter training, NIMS, Active Threats, Cyber Security, WEBEOC etc. as needed or requested.

***Clare County Community Outreach Program***

Clare County has developed its local Public Education program, known as the Community Outreach Program, to meet the needs of the community through a variety of methods. The following describes the Community Outreach Program's basic components that are managed by the Emergency Management Department and Emergency Planning Committee.

- A formal Community Outreach schedule designed to monitor and manage public education/information activities as to ensure regular interaction with identified community audiences including government officials, business organizations, media, community groups, schools, emergency support agencies, and other audiences.
- Identifying appropriate and comprehensive public education materials produced by FEMA, American Red Cross, and National Weather Service as to provide them to public outlets according to request and opportunity.
- Development of proprietary public education and information tools including such items as brochures, program guides, display boards, and websites that promotes local emergency management activities and community preparedness.
- Supporting community requests for emergency management interaction with prepared presentations on subjects such as emergency management program awareness, emergency management program overview, emergency operations plan overview, and other topics.
- Coordinating the Public Education activities with emergency public information and training activities to ensure an integrated approach to Community Outreach activities.
- Training identified by new vulnerability assessments such as; Cyber, and Active Threats.

The Clare County Local Emergency Planning Team addresses public information as a regular discussion point at each quarterly meeting as well as reserving an annual meeting to allow a special community outreach activity.

## EXERCISING

### ***Purpose***

In order to ensure an effective response to an emergency, communities must ensure that personnel are familiar with their assigned duties in the emergency management system, including roles in Emergency Operations Center and functional assignments. A local Exercise program is designed to provide opportunities for personnel to practically apply their skills in a simulated and controlled environment and identify weaknesses within the emergency management system, Emergency Plan, and operational capabilities.

### ***Considerations***

The Emergency Management Division District Coordinator and State Exercise Training Officer provides guidance to local jurisdictions in exercise program development as well as monitoring exercise program compliance. Specifically according to requirements identified in Homeland Security Presidential Directive 8 which establishes the Homeland Security Exercise and Evaluation Program (HSEEP).

HSEEP constitutes a national standard for all exercises and is a capabilities and performance-based exercise program that provides a standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning. Through exercises, the National Exercise Program supports organizations to achieve objective assessments of their capabilities so that strengths and areas for improvement are identified, corrected and shared as appropriate prior to a real incident.

EMD Pub – 702 “Disaster Exercise Manual” provides step by step guidance on exercise program management. EMD Pub —701 “Emergency Management Training Curriculum Guide” provides a listings on the Comprehensive Exercise Management curriculum which includes courses such as Exercise Design and Evaluation, Exercise Program Manager, Exercise Control/Simulation, and FEMA’s IS-139 Exercise Design home study course.

### ***Exercise Components***

Emergency management exercises fall into five different categories varying in complexity from brief and informal to extended and intense sessions. Exercise categories include the following:

#### **Orientation**

Introduces or refreshes participants on emergency management operations, plans, and/or procedures. These seminars are usually instructional in nature and involve little participation from the audience.

#### **Drill**

Tests a single emergency response function or limited activity, such as damage assessment, public information, sheltering, or evacuation. This involves actual use of equipment for the tested function by the agency(s) involved.

#### **Tabletop**

Involves informal discussion and brainstorming based on a described emergency situation or scenario. Participants are provided simulated problems, or messages, and respond according to existing plans and procedures. The players then discuss any concerns and brainstorm solutions.

**Functional Exercise**

A formal exercise activity that involves a complex scenario and simulated activation of the Emergency Operation Center that is designed to test the decision making and communications of key officials. Participants are provided with a complex scenario consisting of numerous carefully timed and sequenced messages. Although no actual field activity is conducted, participants make realistic decisions in a real-time, high stress environment.

**Full-Scale**

The highest level of formal exercise involves a realistically simulated scenario that requires activation of the Emergency Operations Center and associated emergency field forces. Participants are provided challenges through issued messages and field simulations (i.e. patients, road blocks, etc.). The EOC staff and emergency responders must coordinate their decision making while applying their emergency response skills.

There are four major components of a successful exercise:

**Design and Development**

All exercise activities are carefully designed so that they contain the necessary components to adequately test the jurisdiction's capabilities. This includes processes for conducting a needs assessment, selecting the appropriate exercise type, choosing an appropriate hazard/scenario, selecting which functions to test, development of exercise objectives, creation of exercise messages, and managing supporting logistics. Additional attention is focused on exercise control, simulation, and evaluation systems.

**Implementation**

The actual exercise event involves the practical application of skills necessary to ensure that the exercise activity is conducted within the appropriate scope and adequately allows the players the opportunity to test their skills in meeting the exercises' purpose. Exercise support staff implements systems of control, simulation, evaluation, and supporting logistics to ensure a productive event.

**Evaluation AAR**

The systematic examination of the exercise is critical to provide an accurate assessment of the jurisdiction's emergency management system and observed performance. The evaluation process results in information provided by measurements of performance according to established objectives, evaluator observations, participant debriefings, and other available information. This information will be utilized to make future improvements in the emergency management system and its supporting components.

**Corrective Follow-up**

Using information resulting from the exercise evaluation process, the Emergency Management Director/Coordinator, Emergency Planning Committee, and exercise participants can make adjustments to improve the local emergency management system. Major program components including strategic planning, capability assessment, planning, training, and others can be adjusted to focus on identified weaknesses and maintenance of existing strengths. Participating agencies can also begin to similarly maintain strong points while working to improve plans, training, personnel, equipment, and other capabilities.

## **Exercise Requirements**

The Emergency Management Division requires that all programs funded under the Emergency Management Performance Grant (EMPG) conduct a minimum of one HSEEP exercise annually in conjunction with a progressive multi-year exercise cycle. Although each program is allowed to determine what exercise types best fit their jurisdiction's needs, it is required that the exercise schedule be progressive in nature and designed to improve emergency management capabilities. Thus, jurisdictions begin with basic exercise types (drills and tabletops) and progress to more advanced types (functional and full-scales).

To implement a successful exercise program, the Emergency Management Director/Coordinator and Emergency Planning Committee develop a multi-year exercise schedule that describes the exercise types, scenarios, and functions to be tested over an extended period of time.

### ***Clare County's Comprehensive Exercise Program***

Clare County has an established exercise program that is composed of elements identified in FEMA's Comprehensive Exercise Program and the Homeland Security Exercise and Evaluation Program (HSEEP). This program includes the following basic components that are maintained and managed by the Emergency Management Department and the Local Emergency Planning Committee.

- Established exercise purpose, priorities, and goals
- Administrative support that includes assigned exercise personnel, funding, and logistics
- Training for all identified participants appropriate to their exercise role
- Multi-year exercise schedule that includes all exercise types, hazards, and agencies
- Progressive exercise activities based on the community's capabilities
- Implementation that includes exercise principles of design, control, evaluation, simulation, and conduct
- Corrective actions based on the evaluation of the exercise activity

Exercise activities are discussed as a regular agenda item at each Local Emergency Planning Committee quarterly meeting as well as a reserved annual meeting focused on exercise activity efforts. The cumulative efforts of this process results in the determination of the jurisdiction's exercise activities and provides management details in an ongoing basis.

Exercise Chart Listed is a guideline and may change.

### Clare County Multi-Year Exercise Schedule

Year	Exercise Type	Scenario	Location	Key Players	Functions Tested
2017	Tabletop	Wildfire Zone 4 area response.	Zone 4 Summerfield Township	DNR, Fire, Law, EMD, PH, EM,	DC, WA, LE, EM, DA, CM, FS, PH, PI, RM, PW, HS
2018	Drill	Haz Mat - Site Specific	Clare	Exercise Team CCEMHSD,302 OP,CC911,FD,L E,HS	EAG/Haz Mat Response, Human Svcs, Fire Annexes
2019 2019	Tabletop Functional	Railroad Incident Power Outage	Countywide Countywide	Exercise Team CCEMHSD,302 OP,CC911,FD,L E,HS,Railroad, Hospital	EAG/Haz Mat Response, Human Svcs, Fire Annexes
2020	Functional	Railroad Incident	Countywide	, Exercise Team CCEMHSD,302 OP,CC911,FD,L E,HS,Railroad, Hospital	EAG/Haz Mat Response, Human Svcs, Fire Annexes
2021	Full Scale	Railroad Incident	Countywide	, Exercise Team CCEMHSD,302 OP,CC911,FD,L E,HS,Railroad, Hospital	EAG/Haz Mat Response, Human Svcs, Fire Annexes

**Definitions:**

<b>Date</b>	Provides the year the exercise was or will be held.
<b>Exercise Type</b>	Specifies the type of exercise to be executed; an Orientation, Tabletop, Drill, Functional, or Full Scale exercise.
<b>Scenario</b>	Records the scenario to be used for the exercise. Exercises use realistic scenarios based on the community's hazard analysis.
<b>Location</b>	Notes the jurisdiction where the exercise will be held.
<b>Key Players</b>	Identifies the main players to be tested in the exercise.
<b>Functions Tested</b>	Lists the functions of the plan that were tested.

**EXERCISE TYPE:**

O = Orientation      D = Drill      TT = Tabletop      F = Functional      FS = Full Scale

**FUNCTIONS:**

DC = Direction & Control	DA = Damage Assessment	PI = Public Information
WA = Warning	CM = Communications	RM = Resource Management
LE = Law Enforcement	FS = Fire Services	PW = Public Works
EM = Emergency Medical	PH = Public Health	HS = Human Services

## RESOURCE MANAGEMENT

### ***Purpose***

Emergency management and incident response activities require carefully managed resources (personnel, facilities, equipment, finances, and/or supplies) to meet incident needs. In fact, possibly the most visible aspect of a community's disaster response capability is its effectiveness in managing specialized resources to mitigate hazardous conditions. Due to this, Emergency Managers utilize a broad range of techniques to ensure the jurisdiction's ability to effectively and efficiently identify, acquire, maintain, and manage emergency resources during times of need.

### ***Considerations***

An established system for resource management is a vital component of community preparedness and a critical component to emergency response. The inherent broad and intense impact of disasters frequently results in critical shortfalls in personnel, equipment, facilities, supplies, information, or even finances that require the rapid prioritization and allocation to save lives, stabilize the incident, and conserve property.

The National Incident Management System (NIMS) has dedicated resource management as a priority focus for emergency response utilizing standardized best practices to be implemented nationwide. The complex lifecycle of managing resources is defined as a resource management system and is most effectively managed by 'Resource Managers', which are often, led by emergency management agencies. More information on resource management concepts can be studied via FEMA's Independent Study course, "IS-703 NIMS Resource Management" available at [www.fema.gov](http://www.fema.gov).

### ***Resource Management Components***

Resource Managers in conjunction with local government, public, and private agencies work together to institute a resource management system based on 5 key components:

#### ***Advanced Planning***

Preparedness organizations work together in advance of an incident to develop plans for managing and employing resources in a variety of possible emergency circumstances. Formal planning mechanisms may include coordinating with the Local Emergency Planning Committee (LEPC) to develop resource management plans and procedures as well as establishing a system for inventorying resource information.

#### ***Resource Identification and Ordering***

Resource managers use standardized processes and methodologies to order, identify, mobilize, dispatch, and track the resources required to support incident management activities. These tasks are usually performed at either at an IC's request or in accordance with pre-planned requirements. While we are most familiar with dispatching resources at the request of an Incident Commander, some plans call for automatic "move up" or standby status under preplanned conditions.

### **Categorizing Resources**

Incident management and emergency response organizations at all levels rely on various types of equipment to perform mission-essential tasks. A critical component of operational preparedness is the acquisition of equipment that will perform to certain standards, including the capability to be interoperable with equipment used by other jurisdictions.

To ensure this capability, resources are "typed," or categorized by size, capacity, capability, skill, and other characteristics. This makes the resource ordering and dispatch process within jurisdictions, across jurisdictions, and between governmental and nongovernmental entities more efficient and ensures that ICs receive resources appropriate to their needs. Resource Managers work with agencies to "type" resources and "certify" personnel according to guidelines produced by the NIMS Integration Center.

### **Use of Agreements**

No single jurisdiction has the resources necessary to respond to a catastrophic disaster and thus mutual aid resources become a primary asset during a major emergency. These mutual aid resources and the process of coordinating them are managed by pre-incident agreements so that questions of liability, cost, reimbursement, etc. are decided on prior to their utilization. Resource Managers ensure that these agreements are maintained, updated, and documented for emergency use.

### **Effective Management of Resources**

Resource managers use validated practices to perform key resource management tasks systematically and efficiently. Primary examples include: 1) acquisition procedures such as contracting, cache stocks, and emergency purchasing are used to obtain resources to support operational requirements; 2) Using information management systems to manage resources and unique emergency information; 3) Ensuring protocols for ordering, mobilizing, dispatching, and demobilizing resources throughout an incident.

## ***Clare County's Resource Management Program***

Clare County's maintains resource management as one of its primary operational components. Key aspects of this program include the establishment of a Resource Management Section of the local emergency plan with an appointed Resource Management Officer. According to the direction provided by the Resource Management Officer and the Resource Management Plan, the jurisdiction proactively identifies, acquires, maintains, and manages disaster response resources for the jurisdiction.

Key aspects of this program include:

- Resource Management Databases (WEBEOC, NIMS, IRIS, and IPAWS/EAS, RAVE/Smart 911, FEMA, CASM, Hazard Vulnerability Assessments, and NOAA).
- Regional/local I.D. system & database.
- Mutual Aid Agreements (local and prescribing to the statewide MEMAC agreement).
- Maintenance of emergency volunteer and donations management system, (Region 6).
- Maintaining 'shared' emergency response resources for use by local agencies.

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## RESPONSE

### ***Initial Response***

When an emergency or disaster occurs, local agencies are normally the first to respond. These agencies initially assess the situation, determine its scope and magnitude, and determine if additional assistance is required. Generally, response is handled at the local level as much as possible. The Emergency Management Director/Coordinator assists in response activities and monitors the situation. If the situation escalates to the point where coordination among several agencies is required, the Emergency Management Director/Coordinator may decide to activate the Emergency Operations Center and notify key personnel to report there to manage the incident and coordinate activities. The Emergency Management Director may recommend that the Chief Executive/BOC Chair of the county declare a local "state of emergency", thereby formally activating the appropriate response and recovery aspects of local agencies, as stated in this emergency management planning document. If appropriate, the Emergency Management Director/Coordinator notifies the Emergency Management Division District Coordinator. Together, they assess the nature, scope and magnitude of the situation, and determine the need for resources.

### ***Requesting State Assistance***

If the emergency or disaster is deemed to be beyond the control of the jurisdiction's resources by the Chief Executive, the Chief Executive may request that the Governor declare a "State of Emergency" or "State of Disaster". This activates state assistance in accordance with the provisions set forth in the Michigan Emergency Management Act. This request is made through the Emergency Management Division District Coordinator and forwarded to the Emergency Management Division Office in Lansing, which notifies the Governor of the nature and scope of the situation.

Before state assistance is authorized, the jurisdiction must have utilized all of its appropriate disaster relief forces, including the use of local contractors, activation of mutual aid, and use of regional or other nearby resources. The Emergency Management Division (EMD) District Coordinator will check to verify that local resources have been exhausted. State assistance is only used to supplement local efforts and resources to help relieve extraordinary burden caused by threats to public health and safety, and property. It is not used for simple budgetary relief or to relieve hardship.

If immediate actions are required, the State Director of Emergency Management Division may initiate temporary assistance to the affected area. The Emergency Management Division monitors the situation and maintains contact with the jurisdiction. Appropriate state agencies may be notified and mobilized as necessary. The EMD District Coordinator helps coordinate response and recovery activities at the scene through the Emergency Operations Center.

### ***Governor's Declaration/Receiving State Assistance***

The Emergency Management Division keeps the Governor informed of the situation, based on the information received from the Emergency Management Director and EMD District Coordinator. If conditions warrant, the Emergency Management Division may recommend that the Governor declare a "State of Emergency" or "State of Disaster" for the affected area. The Governor will review the information and recommendation and take the actions he deems necessary and appropriate to respond to the situation. Pursuant to statute, the Governor may declare a "State of Emergency" or "State of Disaster" and activate applicable relief forces if an emergency or disaster or imminent threat thereof exists.

The State Director of Emergency Management Division, or the Deputy State Director of Emergency Management Division (EMD) as his authorized representative, implements the orders and directives of the Governor in the event of a "State of Emergency" or "State of Disaster" declaration. A

State Emergency Operations Center (SEOC) is activated in Lansing or another designated location as the primary point of command for coordinating state response and recovery activities. Communication links are established between the SEOC and the affected jurisdiction's Emergency Operations Center. In some situations, additional state coordinating facilities are established at or near the incident site.

### ***Obtaining Federal Assistance***

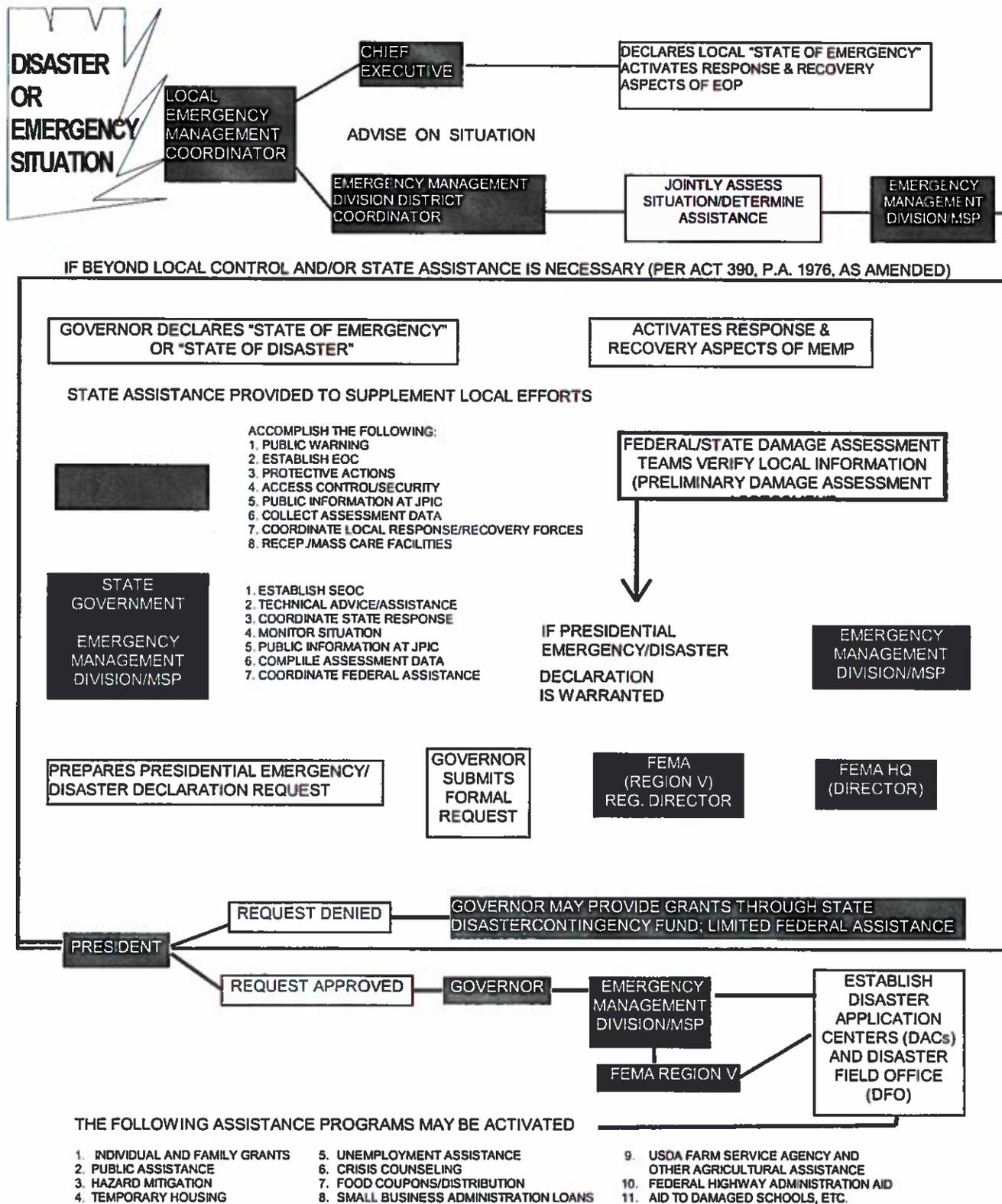
Subsequent to declaring an "emergency" or "disaster" under state law, if Federal assistance is necessary to supplement the efforts and available resources of the State, the Governor may request that the President of the United States declare a "major disaster" or "emergency" for the affected area under the provisions of P.L. 93-288, as amended (The Robert T. Stafford Disaster Relief and Emergency Assistance Act). Such a request is made through the Federal Emergency Management Agency (FEMA) Regional Director in Chicago, and is based on a summary of the damage assessment data submitted to the Emergency Management Division, as well as the Division's recommendation to the Governor.

If the Governor requests a Presidential declaration, a joint Federal/State Preliminary Damage Assessment (PDA) is conducted to determine if the situation warrants Federal intervention and assistance. The PDA is conducted by damage assessment teams composed of one or more representatives from FEMA, one or more representatives from EMD or another state agency, and a local representative. Teams are dispatched to the incident scene to survey the damage and confirm the initial assessment data submitted to EMD earlier in the damage assessment process. Based on the results from the PDA, FEMA is able to conclude whether or not sufficient damage and impact has occurred to support a Presidential declaration. The FEMA Regional Director makes a recommendation to the FEMA Director in Washington, D.C., who, in turn, recommends a course of action to the President.

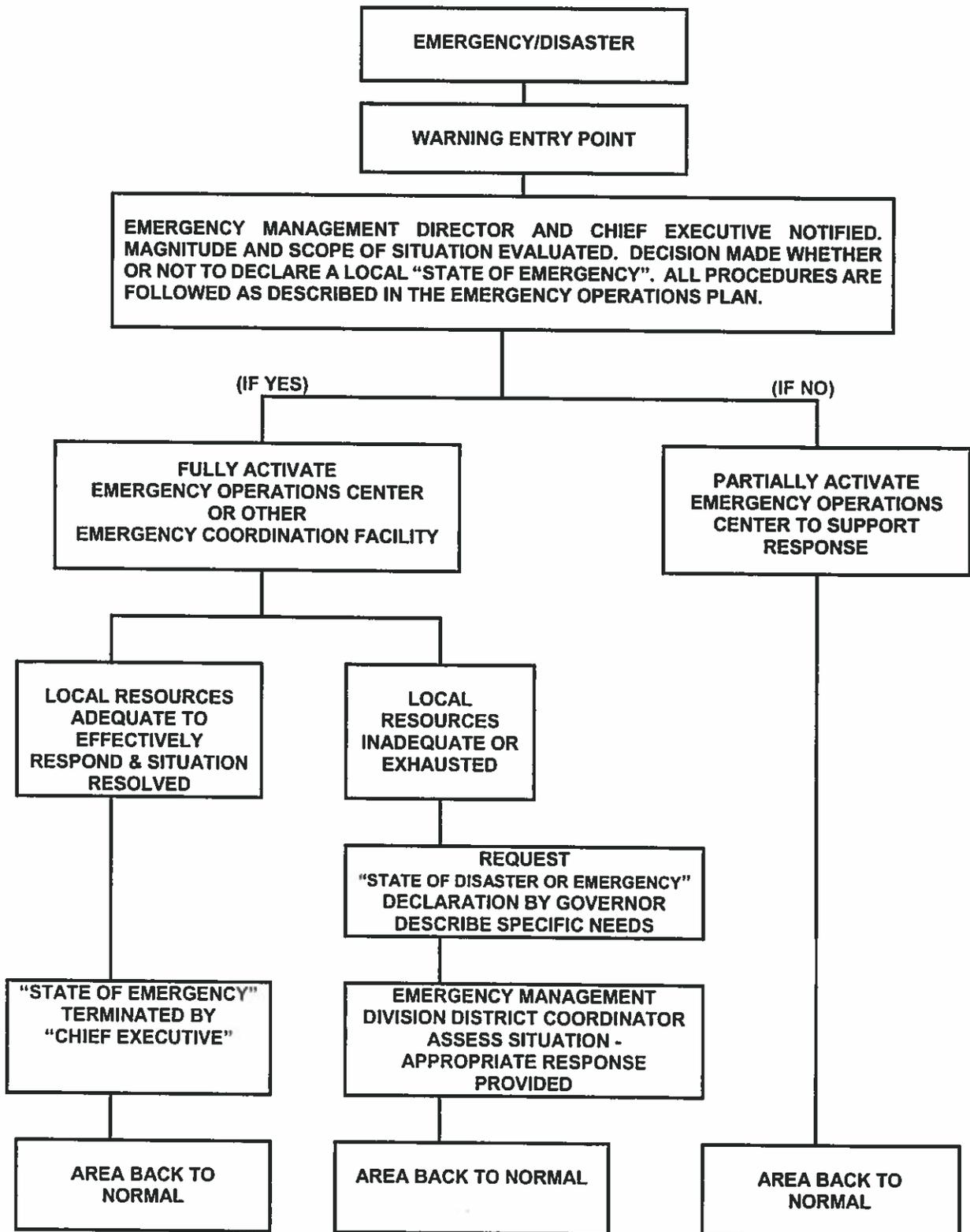
### ***Federal Assistance Options***

Under the Stafford Act, the President has three options when a Governor's request for a declaration is submitted. First, if the President does not find sufficient damage to warrant such a declaration, the President may deny the request outright. In those cases, some disaster assistance may still be obtained from specific Federal agencies and volunteer organizations. In situations where the full range of assistance available with a major disaster declaration is not required, the President may declare that an "emergency" exists. This provides specialized assistance from Federal agencies to meet a specific need that the Federal Government is uniquely able to provide. Examples of emergency assistance are: temporary housing; mass care; debris removal when in the public interest; emergency repairs to keep essential facilities operating; technical assistance with essential community services; and public health and safety measures. Finally, in those situations where a full range of assistance is needed to meet many different needs, the President may declare that a "major disaster" exists, which makes available a variety of Federal assistance programs to jurisdictions within the designated disaster area. Three basic types of assistance are available under a Presidential disaster declaration: individual assistance; public assistance; and hazard mitigation assistance. The Emergency Management Division administers the public assistance and hazard mitigation assistance programs on behalf of the State and FEMA while the Family Independence Agency administers the individual assistance program on behalf of the State and FEMA.

## The Disaster Declaration Process



### Emergency Response Sequence Chart



### ***Clare County Emergency Response***

In addition to maintaining capability required for obtaining state and federal assistance during declared disasters, the rural nature of Clare County and its comprising jurisdictions also requires emergency response consideration to unusual or unique local emergencies that place extraordinary burden on local emergency response systems.

Clare County Emergency Management has generally provided support in accordance with the following established guidelines.

- Request by ANY emergency service, government official or other agency for emergency management support.
- Incidents involving multiple emergency services and/or affecting large amount of resources.
- Incidents involving multiple jurisdictions and/or affecting mass number of population.
- Incidents involving pre-site planned areas or hazards.
- Incidents requiring extraordinary knowledge of special resources, expert services, or specific procedures.

Depending on the scope of the situation, Clare County Emergency Management will initiate 1 of 3 defined levels of response: Advisory, Activation, or Emergency. In any case, emergency response within the jurisdiction will involve the application of accepted principles such as:

- Use of the national incident management system and incident command principles such as unified command, span of control, common terminology, unity of command, resource management, etc.
- Use of multi-agency coordination centers including an emergency operation center, joint information center, etc.
- Use of the jurisdiction's emergency plan to direct the jurisdiction's personnel, resources, etc.

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## HOMELAND SECURITY

Following the tragic events of the 9-11 terrorist attacks on the World Trade Center and the Pentagon, the United States' war on terror resulted in a major restructuring of numerous agencies under the Department of Homeland Security. As the existing emergency management system is designed as an all-hazards system, it was manageably altered to absorb the new hazard of terrorist acts resulting from Chemical, Biological, and Radiological, Nuclear, and Energetic weapons into the existing program. However, due to some inherent differences in terminology and concepts, a local emergency management / homeland security interface has been developed.

Specifically, emergency management utilizes the concept of "Comprehensive Emergency Management". This concept focuses on:

- Comprehensive Partnerships of federal, state, and local governments
- Comprehensive Hazards of natural, technological, and man-made origin
- Comprehensive Emergency Lifecycle of mitigation (prevention), preparedness, response, and recovery

Homeland Security utilizes a concept of "Solution Areas" based on two supporting areas.

- Threat & Risk Assessment, that provides intelligence to the local community on its attack potential
- Local Planning Team, that ensures a multi-disciplined approach to planning for terrorism
- Planning Solution Area, focusing on plans, procedures, and practices
- Equipment Solution Area, focusing on "arming" first responders and communities with necessary equipment that would be required during a terrorist event
- Training Solution Area, focusing on training first responders and communities in effective skills that can be utilized during a terrorist event
- Exercise Solution Area, focusing on providing simulated scenarios to allow communities opportunities to practice their methods of addressing terrorist events.

### ***Clare County's Homeland Security / Emergency Management Program Interface***

The following details the concepts utilized by Homeland Security and how they interface with the local emergency management program.

<b>HOMELAND SECURITY</b>	<b>EMERGENCY MANAGEMENT</b>
<ul style="list-style-type: none"> <li>• Threat Assessment</li> <li>• Addition of local RIC/LIC officers, EMD/LE Lt. Region 6 ISE sharing Environment Plan.</li> <li>• Cyber Threat Integration.</li> <li>• Active Threat/Active Shooter</li> <li>• CIKR Critical Infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>• Hazard Vulnerability Analysis</li> <li>• Capability Assessment</li> <li>• ISE Region 6 Plan Implemented.</li> <li>• Cyber Threat, Including training and mitigation.</li> <li>• Active Shooter/Threat Assess, Hazard Analysis, Planning Training and implement exercises, drills and mitigation processes.</li> </ul>
<ul style="list-style-type: none"> <li>• Local Planning Team</li> </ul>	<ul style="list-style-type: none"> <li>• Local Emergency Planning Committee/LPT</li> </ul>
<ul style="list-style-type: none"> <li>• Planning</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Plan (E.A.G.)</li> <li>• Site Planning</li> </ul>
<ul style="list-style-type: none"> <li>• Equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Hazard Operations/Mitigation</li> </ul>
<ul style="list-style-type: none"> <li>• Training</li> </ul>	<ul style="list-style-type: none"> <li>• Training</li> <li>• Public Education</li> </ul>
<ul style="list-style-type: none"> <li>• Exercises</li> </ul>	<ul style="list-style-type: none"> <li>• Exercises</li> </ul>
Response	



**Homeland Security Grant Program / Regionalization**

To better utilize Homeland Security grants to prepare Michigan for catastrophic emergencies, the Michigan State Police Emergency Management & Homeland Security Division established a 'regionalization' structure in 2006. This process requires emergency management programs within their assigned districts to coordinate use of homeland security monies in a collaborative approach to better prepare themselves for events requiring multi-county, or region wide events.

Homeland Security Grant Program (HSGP) monies are allocated to 7 identified regions who then manage those funds through a regional governing board. Through a process of decision making by the board and associated sub-committees, funds are distributed to individual jurisdictions, agencies, and projects to meet established regional priorities.

Membership of the Homeland Security Governing Board (HSGB) is comprised of the jurisdictions in the region as well as other identified representatives beneficial to the process. Examples include representatives from the state administrative agency, the fiduciary agent, and other grant programs.

**Region 6 Homeland Security Governing Board**



**County/City Programs**

- Clare County
- Ionia County
- Isabella County
- Kent County
- Lake County
- Mason County
- Mecosta County
- Montcalm County
- Muskegon County
- Newaygo County
- Oceana County
- Osceola County
- Ottawa County
- City of Grand Rapids

**Other Representatives**

- Region 6 Healthcare Coalition.

**Non-Voting Representatives**

- Fiduciary Agent
- MMRS
- Citizen Corps
- MSP-EMHSD
- RRT's

The current Homeland Security Governing Board consists of 5 combined committees, each assigned to make recommendations to the board regarding established solution areas or projects. Funds that are sub-allocated to local jurisdictions by the board are managed by Local Planning Teams composed of agencies representing the community's primary response disciplines.

Starting in the FY09 Grant year the Region 6 Homeland Security Planning Board restructured its management structure based on an updated Regional Homeland Security Strategy (RHSS). This approach is based on projects lead by broad-based regional teams. Projects are prioritized based on various factors such as the RHSS, targeted capabilities list, hazard vulnerabilities assessment, and the State of Michigan's grant investments. Each team is tasked with managing prioritized projects from start to finish utilizing solution areas of planning, training, and exercising. This system is a more effective use of the Homeland Security Grant Program Funds.

<b>Region 6 Actions</b>	<b>Update Regional/Local TIC Plans (Tactical Interop Communications)</b>
	Update Animal Care and Shelter Plans
	Update/Maintain THIRA/SPR
	Maintain Regional RHSS

**Homeland Security Planning Board RHSS Team Structure Post 2012**

<b>Committee</b>	<b>Description and Projects</b>
Strategic Planning	Coordinates region wide planning efforts and acts as the coordination point for other regional initiatives. Primary projects have included maintaining local and regional planning personnel, developing region-wide plans/procedures, implementing statewide initiatives such as the Regional Homeland Security Strategy and statewide capability assessments.
Operational Readiness/ LETPA Law Enforcement Terrorism Prevention Group	Coordinated improving capability gaps. Some projects include interoperability communications, interoperability accountability, Improvised Explosive Device, and Chemical, Biological, Radiological, Nuclear, and Explosive capability enhancements. Coordinates the reserved set-aside of grant funds dedicated to policed known as the Law Enforcement Terrorism Preparedness Program (LETPA). Past projects have included purchase of information sharing network, purchase of law enforcement communications equipment; funding of Law Enforcement training and exercises.
Critical Infrastructure/ Interop	Coordinates protection of local, regional, state, and federal critical infrastructure. This team will assist critical infrastructure sites, identify hazards, vulnerabilities, risks, and develop continuity of operations plans. This team will work closely with the Department of Homeland Security and their subject matter experts. Communication Interop Activities as needed or assignment by DTMB/EMHSD needs.
Collaboration	Coordinates intelligence and information sharing between agencies. Continues Regional Training priorities that include, NIMS-ICS, WEBEOC, and other identified training needs. This team will also provide expertise on the HSEEP exercise design and development to the other teams. Along with the collaboration with the other teams, this team will collaborate with other grant funded programs in the Region.
Citizens Core	Coordinates citizen's preparedness activities region wide. These include the Citizens Corps programs (CERT, MRC, VIPS, Fire Corps, and Neighborhood Watch), Special Needs population planning, and also school preparedness. There are many public preparedness campaigns available, and this team will help coordinate these campaigns.

Emergency Management and Homeland Security Division Publications:

- PUB-102 Michigan Emergency Management Act
- PUB-103 Michigan Hazard Analysis
- PUB-201 Local Emergency Planning Workbook
- PUB-201a Review Guide for Local Emergency Operations Plans and Emergency Action Guidelines
- PUB-204 Local Support Plan Guide
- PUB-206 Local Emergency Management Standards
- PUB-206a Emergency Management Standards Workbook and Assessment Guide for Local Jurisdictions
- PUB-207 Local Hazard Mitigation Planning Workbook
- PUB-305 LEPCs: Organizing for Success
- PUB 308 Planning Guidance for Community Hazmat Response Plans
- PUB-401 Emergency Information Procedures Workbook
- PUB-701 Emergency Management Training Curriculum Guide
- PUB-702 Disaster Exercise Manual
- PUB-901 Michigan Damage Assessment Handbook

## CONCLUSION

### ***Purpose***

Emergency Management programs that successfully implement the various concepts described in this document will provide an excellent emergency management framework that will benefit the community regularly in emergency and disaster activities. However, ultimately the jurisdiction's emergency/disaster capability is only as good as how actively the community's government, public, and private officials take advantage of that structure and implement it within their individual agencies and organizations.

### ***Clare County Recommendations***

In order for the established emergency management program to be effective, it is critical that local agencies and organizations familiarize themselves with emergency management activities and actively participate in efforts of planning, capability assessment, hazard management, training, education, exercising, and even response.

Specifically, each organization in the community should ask themselves how effectively they are fitting into the existing emergency management structure in regards to critical areas. These specifically include:

1. Ensuring that their organization is familiar with and actively attending/participating in Local Emergency Planning Committee activities. At minimum, quarterly meetings allow meeting with officials to discuss a comprehensive range of emergency management efforts and activities. Attendance at regular meetings will allow for information on what community officials are doing and what is necessary for those activities to be successful.
2. Ensuring that their organization is an integral part of the community planning process through active participation in efforts in planning, capability assessment, hazard analysis, mitigation, response, and exercising. This also can be easily addressed by attending the various Local Emergency Planning Committee sessions which are focused on such issues.
3. Ensuring that your organization or agency preparedness program reflects community emergency management activities to build on the broad program components and expand them individually to your organization/agency. This includes being prepared for basic emergency provisions for up to 72 hours as described in standard preparedness guidance provided by the American Red Cross and Federal Emergency Management Agency.

### ***Conclusion***

The Clare County Board of Commissioners and Emergency Management Department has provided a quality emergency management program for the jurisdiction throughout its years of services. Although emergencies and disasters are inherently can result in loss of life, property, and damage to the environment, it is our intention that providing these comprehensive services to the existing local hazards of the jurisdiction can be successfully managed through community partnerships and teamwork.







**ROAD PATROL LIEUTENANT POSITION – 301**

Our Road Lieutenant was recently appointed to be the Osceola County Sheriff. With his vacancy created we would like permission to fill the position and any vacancies created if promotions occur from within the Office. There will a savings from what was already budgeted for in the budget.

**Motion:** To approve the Sheriff's Office filling the vacant Road Lieutenant position and any vacancies created from the promotional process.

**Motion By:**

**Seconded By:**

**Carried**

**Failed**



**D. FINANCE AND ADMINISTRATION  
STANDING COMMITTEE**



# **STATUTORY FINANCE COMMITTEE**

## **MEETING MINUTES OF**

**July 15, 2019**

**COMMISSIONERS PRESENT:** Commissioner Kleinhardt, Commissioner Haskell and Commissioner Strouse

### **CALL TO ORDER**

Committee member Strouse called the meeting to order at 9:00 a.m.

### **II. PUBLIC COMMENTS:**

### **III. COMMITTEE ITEMS**

#### **A. July 15, 2019 Claims**

Per legal counsel opinion, the County Board of Commissioners established separate meetings for review of claims by the Statutory Finance Committee.

It was moved by Commissioner Strouse and seconded by Commissioner Kleinhardt to approve the July 15, 2019 General Fund claims as submitted in the amount of \$ 192,117.42 Motion carried.

### **B. PRESENTATIONS**

### **IV. UNFINISHED BUSINESS**

**V. NEXT MEETING DATE: July 29, 2019 at 9:00 A.M.**

### **VI. ADJOURNMENT**

The Statutory Finance Committee meeting adjourned at 10:00 a.m.

# **STATUTORY FINANCE COMMITTEE**

## **MEETING MINUTES OF**

### **July 29, 2019**

**COMMISSIONERS PRESENT:** Commissioner Kleinhardt, Commissioner Haskell and Commissioner Strouse

#### **CALL TO ORDER**

Committee member Strouse called the meeting to order at 9:00 a.m.

#### **II. PUBLIC COMMENTS:**

#### **III. COMMITTEE ITEMS**

##### **A. July 29, 2019 Claims**

Per legal counsel opinion, the County Board of Commissioners established separate meetings for review of claims by the Statutory Finance Committee.

It was moved by Commissioner Strouse and seconded by Commissioner Kleinhardt to approve the July 29, 2019 General Fund claims as submitted in the amount of \$ 34,827.34 Motion passed.

##### **B. PRESENTATIONS**

#### **IV. UNFINISHED BUSINESS**

**V. NEXT MEETING DATE: August 12, 2019 at 9:00 A.M.**

#### **VI. ADJOURNMENT**

The Statutory Finance Committee meeting adjourned at 10:00 a.m.

# **STATUTORY FINANCE COMMITTEE**

## **MEETING MINUTES OF**

### **August 12, 2019**

COMMISSIONERS PRESENT: Commissioner Kleinhardt, Commissioner Haskell and Commissioner Strouse

#### **CALL TO ORDER**

Committee member Strouse called the meeting to order at 9:00 a.m.

#### **II. PUBLIC COMMENTS:**

#### **III. COMMITTEE ITEMS**

##### **A. August 12, 2019 Claims**

Per legal counsel opinion, the County Board of Commissioners established separate meetings for review of claims by the Statutory Finance Committee.

It was moved by Commissioner Strouse and seconded by Commissioner Kleinhardt to approve the August 12, 2019 General Fund claims as submitted in the amount of \$ 94,812.84 Motion carried.

##### **B. PRESENTATIONS**

#### **IV. UNFINISHED BUSINESS**

#### **V. NEXT MEETING DATE: August 26, 2019 at 9:00 A.M.**

#### **VI. ADJOURNMENT**

The Statutory Finance Committee meeting adjourned at 10:00 a.m.

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— — — — —

MONTHLY EXPENDITURES					
Jul-19					
GENERAL FUND	PARKS & RECREATION	FRIEND OF COURT	GYPSY MOTH	PUBLIC BLDG IMPROVEMENT	
101	208	215	239	245	
\$ 1,000,948.97	\$ -	\$ 30,268.94	\$ 3,510.48	\$ - \$ 1,034,728.39	
BLDG/ELECT DEPT	AUTOMATION FUND	INDIGENT DEFENSE FUND	911 SERVICE	LOCAL CORR CPL LICENSING	
249	256	260	261	263	
\$ 20,211.28	\$ 863.00	\$ 80,418.31	\$ 54,780.29	\$ 330.19	\$ 156,603.07
LOCAL CORR OFFICERS	DRUG LAW	OWI FORFEITURE	CLARE/GLADWIN		
TRAIN FUND	INF FUND	FUND	RECOVERY CRT	LAW LIBRARY	
264	265	267	268	269	
\$ 1,173.74	\$ -	\$ 1,331.74	\$ 6,459.61	\$ 422.01	\$ 9,387.10
HOUSING	COMM DEV ESCROW	COUNCIL ON AGING	SOCIAL SERVICES	CHILD CARE PROBATE	
274	275	288	290	291	
\$ 528.22	\$ -	\$ 135,974.75	\$ 26.91	\$ 33,558.59	\$ 170,088.47
CHILD CARE SOCIAL SERV	SOLDIERS/ SAILORS RELIEF	VETERANS TRUST	AIRPORT	VETERANS SPECIAL PROJECTS	
292	293	294	295	296	
\$ 58,097.02	\$ 295.14	\$ -	\$ 1,606.66	\$ 235.92	\$ 60,234.74
CRTHOUSE RENOV DEBT	BLDG AUTH DEBT	BROWNFIELD DEBT FUND	ANIMAL SHELTER	CO CONST LOAN	
366	370	380	413	466	
\$ -	\$ -	\$ -	\$ -	\$ -	
BROWNSFIELD AUTH-REV LOAN	BROWNSFIELD E P A	LAND BANK AUTHORITY	TAX REVOLVING	TAX FORECLOSURE FUND	
480	486	515	516	518	
\$ -	\$ -	\$ -	\$ -	\$ 27,344.12	\$ 27,344.12
TRANSIT	JAIL COMMISS FUND	TECHNOLOGY	HEALTH INSURANCE	T & A	
588	595	644	677	701	
\$ -	\$ 1,842.39	\$ -	\$ -	\$ 108,313.17	\$ 110,155.56
LIBRARY	CLEARING FUND	DRAIN	LAKE LEVEL	LAKE IMPROVEMENT	
721	777	801	841	845	
\$ 216,381.15	\$ 273,602.52	\$ 4,588.25	\$ 2,606.03	\$ -	\$ 497,177.95
GRAND TOTAL	\$ 2,065,719.40	101 GENERAL FUND		\$ 2,065,719.40	\$ (1,000,948.97)
		ALL OTHER FUNDS		\$ 1,064,770.43	







**LINE ITEM TRANSFER/BUDGET ADJUSTMENT #19- 143**

Requesting Department

Sheriff Department

Date 08/06/19

Explanation of Request (explain fully)

Increase Revenues, Increase Expenditures

INCREASE		Amount
Acct. #	595-000-608.000	\$ 5.72
Acct. #	595-000-643.001	\$ 25,238.08
Acct. #		
<b>TOTAL</b>		<b>\$ 25,243.80</b>

INCREASE		Amount
Acct. #	595-000-998.900	\$ 25,243.80
Acct. #		
<b>TOTAL</b>		<b>\$ 25,243.80</b>

*[Handwritten Signature]*

**DO NOT WRITE BELOW THIS LINE**

Verification:

Finance/Budget Committee

1. Finance Chair \_\_\_\_\_

2. Board Chair \_\_\_\_\_

3. Administrator \_\_\_\_\_

Action

Req: \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

# LINE ITEM TRANSFER/BUDGET ADJUSTMENT #19- 145

REQUESTING DEPARTMENT: Community Services-Building

DATE: 8/7/2019

CORRECT OVERAGES

### FROM

Acct.#	249-000-699.900	\$26,003.55
Acct.#		
<b>TOTAL</b>		<b>\$26,003.55</b>

### TO

Acct.#	249-371-715.000	\$25,000.00
Acct.#	249-371-727.000	\$400.00
Acct.#	249-371-728.000	\$603.55
Acct.#		
<b>TOTAL</b>		<b>\$26,003.55</b>

*Lori Pulpe*

Department Head/Authorized Signature

**DO NOT WRITE BELOW THIS LINE**

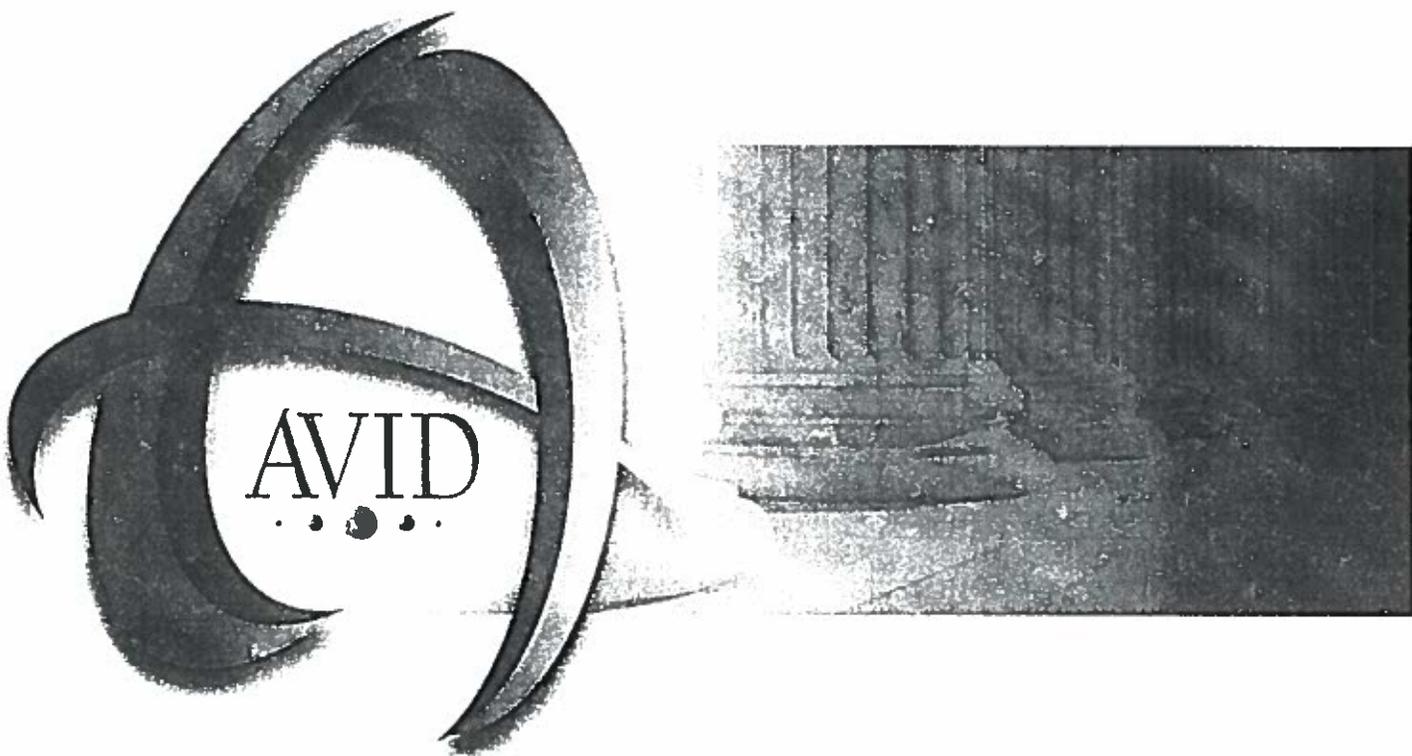
.....

**Verification:**

<b>Finance/Budget Committee</b> _____	_/_/_	<b>Action Req:</b> _____
1. <b>Finance Chair</b> _____	_/_/_	
2. <b>Board Chair</b> _____	_/_/_	
3. <b>Administrator</b> _____	_/_/_	







# Clare County Michigan

## AVID Hosting Contract (Bastion)



**Scott Moore**  
June 6, 2019



# Clare County, MI

## AVID Hosting Contract

### (Bastion)

### June 6, 2019

(Note: This contract is an addendum to the Clare County Clerk and Register of Deeds Computer System and Software License Sales Agreement dated \_\_\_\_\_ between the Clare Clerk & Register of Deeds and Fidlar Technologies. All terms and conditions from that agreement and the schedules included within it apply to this addendum.)

• <b>Bastion Hosting Service Summary</b>	<b>3</b>
• <b>Bastion Technical Details</b>	<b>4</b>
• <b>Pricing and Contract Addendum</b>	<b>5</b>
• <b>Company Information</b>	<b>8</b>

### Bastion Hosting Service Summary

## Clare County, MI Bastion Contract

Bastion replaces the need for an on-site server infrastructure within your office, for Fidar's AVID Land Record software. The hosted infrastructure that Bastion provides alleviates the need and cost of an onsite application server, obligatory software licensing fees, and backup procedures traditionally required with a localized technical operation.

Security measures are heightened with a secondary, off-site repository that backs up the hosted servers, ensuring the safekeeping of county data in the event of a disaster. If Bastion's primary server environment were ever jeopardized, the secondary retention facility will have your office resuming activity within hours.

*\*Please refer to the "Bastion Technical Details" Summary on the following page.*

*\*\* Internet speeds at the County office will need to be a minimum of 5 GB Mbps download and upload in order for our hosting service to function properly. Your County IT department should verify upload and download speeds. We also recommend utilizing one (or both) of the following links to test internet bandwidth. Both tests will return an average "upload" and "download" speed. Please make note of the results.*

<http://www.speedtest.net/>

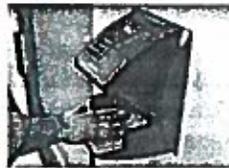
<http://testinternetspeed.org/>



# AVID BASTION: TECHNICAL DETAIL



Your office's production environment will reside in a 76,000 square foot state-of-the-art, fully managed data center located in central Iowa. Central Iowa has consistently been ranked as one of the lowest-risk areas for data center placement. The threat of natural disasters is extremely minimal.



The building has 12" reinforced pre-cast concrete walls with joints reinforced and tested to 200+ MPH winds. The facility itself has a power density of 225 Watts per square foot with redundant power utility feeds delivered underground to eliminate outages due to wind, snow, and ice. On-site diesel generators with 4.5 MW of on-site power generation capacity back up the utility feeds. Iowa power costs are among the lowest in the nation. The data center is monitored and controlled 24/7/365 by video monitoring, DVR retention, key card security and biometric access points. Data center physical security complies with PCI-DSS v2.0, HIPAA/HITECH guidelines and is audited using SSAE-16. Redundancy is built into this data center facility. From redundant power and cooling to multiple data network carrier access, this facility is designed to weather nearly any possible incident with very minimal downtime.



Your production environment operates on a VMware infrastructure within the data center that consists of redundant Cisco switches, 6 HP Generation 8 and 9 host servers, an EMC VNX 5200 SAN, an EMC Isilon NAS cluster, and an EMC DataDomain backup appliance. The hardware and software redundancy built into this infrastructure allows for multiple disk and/or machine failure with little to no interruption.



Your AVID Bastion offering includes local, real time, backups and an off-site dormant server infrastructure located in New Jersey waiting and ready to be spun up if disaster strikes. In the event of a true disaster in the central Iowa data center, you can rest easy knowing that no data will be compromised and a new production environment can be spun up in the New Jersey data center within the hours of the disaster.

The New Jersey data center, where the dormant server infrastructure is located, is a 50,000 square foot data center. This facility has multiple 2(N+1) redundant power systems with high efficiency UPSs and on-site diesel generators. 24/7/365 on-site security personnel with man traps, anti-passback, biometric, and proximity card scan security keeps the facility safe. New Jersey is SSAE 16 and SOC audited and compliant with HIPAA, HITECH, and PCI DSS 3.0.

AVID Bastion offers you the comfort and peace of mind knowing that your Official Public Record is safe and secure from a building infrastructure standpoint, from a computer technical standpoint, and from a geographic location standpoint.



## Pricing and Contract Addendum

### Bastion Costs:

**\$0.00 – Bastion Integration.** This is a one-time charge for services will be invoiced upon kickoff of the installation, conversion, and training services. This fee is being waived as a promotional offer in conjunction with the signing of your AVID/Apex agreement

### **\$12,400.00 – Annual Hosting Cost.**

NOTE: The annual Bastion Hosting Cost payment will be invoiced quarterly, with the first quarterly payment of **\$3,100** being invoiced on the Bastion Live date. (Please refer to additional details within the attached Bastion Addendum.)

NOTE: Upon the Live date of Bastion, the current quarterly invoicing for Replication will be discontinued.

## AVID Bastion Hosting Services Addendum

### 1. DEFINITIONS

(a) Software – the computer program, procedures, rules and associated documentation concerned with the operation of a data processing computer system, in computer readable form, furnished by Fidlar to County, including related supporting materials such as instruction manuals, which provides for the electronic replication of each document recorded in County's real estate records using another Fidlar software program, and the electronic delivery of such electronic copy to a location separate from County's offices.

(b) Acceptance – The Software shall be deemed accepted by County at the conclusion of installation and testing of the Software and completion of the training period, provided the Software performs in accordance with its written documentation, unless County notifies Fidlar of a material problem with the Software within 30 days of completion of installation, testing, and training. FIDLAR will use its best efforts to correct such problems; otherwise, County will be conclusively presumed to have accepted the hardware and software upon completion of installation and testing.

### 2. GRANT OF LICENSE

Subject to the payment of the license fees to Fidlar as provided herein, Fidlar hereby grants to County, and County hereby accepts a personal, non-exclusive, non-transferable license to use, copy and install the Software during the term of this Agreement, subject to the limitations, terms and conditions of this Agreement and to use the documentation therefore during the term hereof in support of the use of the Software.

This License and the applicable Software may not be assigned, sub-licensed, or otherwise transferred without prior written consent from Fidlar, provided, however, that County may assign this License to a successor to its governmental operations. Any attempted



assignment, sublicense, or transfer of this License by County or its permitted assignee to other than a successor to its governmental operations shall be void and shall immediately terminate this License.

**3. DELIVERY, INSTALLATION AND USE**

County shall use the Software in connection with its governmental operations. Fidler will deliver the Software to County and install the Software at County's location listed above, hereto. County and its permitted assignees may install and use the Software in any new location if it moves to a different location. Fidler will use its best efforts to correct any problems of which it is notified by County within 30 days of completion of installation, testing, and training. County is exclusively responsible for the supervision, management, and control of its use of the Software.

**4. OWNERSHIP, REPRODUCTION AND DISCLOSURE**

(a) The Software is licensed, not sold and remains the property of Fidler. County obtains no rights other than those granted under this Agreement. County shall not reverse engineer, disassemble or decompile the Software.

**5. TERMINATION OF LICENSE**

(a) The term of this license shall continue in perpetuity provided, that either party may terminate the license if the other party breaches this Agreement and fails to cure such breach within thirty (30) days after receipt of written notice from the non-breaching party. The County may also terminate this Agreement without cause upon not less than ninety (90) days prior written notice to Fidler. Nothing in this sub-section 5(a) is intended to preclude Fidler from seeking immediate appropriate injunctive relief in the event of any violation of Fidler's intellectual property rights.

(b) Upon termination of the license, County shall immediately cease use of the Software and shall, within ten (10) days following termination, return the original Software and all copies thereof, or with Fidler's written consent, destroy the original Software and associated documentation and certify in writing to Fidler that all copies of the Software and documentation have been destroyed.

**6. WARRANTY, WARRANTY DISCLAIMER AND INFRINGEMENT**

(a) Warranty. The following warranties are in lieu of all warranties, express, implied, or statutory, including but not limited to, any implied warranties of merchantability and fitness for a particular purpose and of any other warranty obligation on the part of Fidler. There are no warranties that extend beyond the description on the face hereof.

(i) Fidler warrants that the Software is properly licensed and that Fidler otherwise has the right to distribute the Software in accordance with this Agreement.

(ii) Fidler further warrants that the media in which the Software is delivered to County is undamaged and free from mechanical defects.



(b) No Other Warranties. Fidlar makes no other warranties with respect to the Software, except as set forth above. FIDLAR DISCLAIMS ALL OTHER REPRESENTATIONS, WARRANTIES AND PROMISES, EXPRESS OR IMPLIED, OR STATUTORY, INCLUDING BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY OTHER WARRANTY OBLIGATION ON THE PART OF FIDLAR WITH RESPECT TO THE SOFTWARE. FIDLAR DISCLAIMS ALL LIABILITIES OR OBLIGATIONS FOR DAMAGES INCLUDING, BUT NOT LIMITED TO, INCIDENTAL, INDIRECT, SPECIAL, OR CONSEQUENTIAL DAMAGES, SUCH AS INTERRUPTION OF BUSINESS OR ANY LOSS OF BUSINESS OR PROFITS, LOSS DUE TO PERSONAL INJURY, OR HARM TO PROPERTY, OR ANY EXPENSE EXPERIENCED BY COUNTY ARISING OUT OF ANY DEFECTS IN OR FAILURE OR INADEQUACY OF PERFORMANCE OF THE SOFTWARE FURNISHED BY FIDLAR HEREUNDER.

**7. LIMITATION OF LIABILITY AND EXCLUSIVE REMEDY**

(a) Limitation of Liability. Even if Fidlar has been advised of the possibility of such claims, demands, or damages, in no event shall Fidlar be liable to County for the following: any incidental, special, exemplary, or consequential damages; any loss of profits or confidential or other information; business interruption, personal injury, any loss of privacy for failure to meet any duty including of good faith or of reasonable care, any negligence or negligent misrepresentation, and any other pecuniary or other loss whatsoever, even in the event of the fault of Fidlar (or any supplier), of tort (including negligence), strict or product liability, breach of contract or breach of warranty.

(b) Exclusive Remedy. County's exclusive remedy against Fidlar for any breach of warranty under this Agreement is limited to repair, replacement or refund with respect to the item in question, at Fidlar's option and subject to applicable law. County will only be entitled to the direct damages that County actually incurs in reasonable reliance, up to the amount of a refund of the license fees (plus sales tax) that County paid for the Software. The limitations and exclusions regarding damages will apply even if any remedy fails.

(c) IT IS EXPRESSLY UNDERSTOOD AND AGREED THAT THE LIMITATION OF LIABILITY SET FORTH IN THIS SECTION SHALL NOT APPLY TO INJURIES OR DAMAGES CAUSED BY CRIMINAL ACTS, INTENTIONAL TORTS, ACTS OR OMISSIONS WHICH BY STATUTE CREATE STRICT LIABILITY, OR GROSS NEGLIGENCE OF FIDLAR, ITS OFFICERS, EMPLOYEES, SUBCONTRACTORS AND AGENTS PROVIDED THAT CLIENT HAS FIRST GIVEN FIDLAR NOTICE OF SUCH ACT AND A REASONABLE OPPORTUNITY TO CURE SUCH INJURY OR DAMAGE GIVEN THE NATURE OF SUCH INJURY OR DAMAGE.

**8. LICENSE AND MAINTENANCE FEES**

County shall pay Fidlar the license fee and annual storage and software maintenance fees set forth as follows:



Clare County, MI Bastion Contract

Initial Installation and Set-up (One Time Fee) \$0.00 – One Time  
AVID Bastion Hosting Services \$12,400.00 - Per Year

The current image and data repository is projected to be 160 GB. When the repository reaches 200 GB, each additional 50GB will increase the quarterly hosting charges by \$450 / quarter.

9. STORAGE FACILITY

The purpose of the AVID Bastion Hosting Service is to store the official public record of the County's real estate records at a location physically separate from the County's location. The cost above covers the hardware costs, software costs (such as Operating System Licenses, Microsoft SQL Server Core Licenses, Backup Software Licenses, VM Ware Software Licenses, etc.), environmental maintenance, and digital backups of all critical components of the Clare County Recorder's Land Records System at the primary data center

This service also covers a replicated copy of your hosted production system. Hardware based mirroring of your Virtual Machine Operating Systems, SQL Databases, and digital scanned images will occur daily. In the event of a disaster in our primary data center your backup recovery data center will be operational within 4 hours.

This Software License Agreement was executed to be effective as of the date set forth above. Each person signing below represents that he or she has read this Agreement in its entirety including any and all Attachments; understands its terms; is duly authorized to execute this Agreement on behalf of the party indicated below by his or her name; and agrees on behalf of such party that such party will be bound by the terms hereof.

FIDLAR TECHNOLOGIES

CLARE COUNTY, MI CLERK &  
REGISTER OF DEEDS

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Jack Kleinhardt, Chairman  
Clare County Board of Commissioners

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Lori Martin, Clare County Clerk/  
Register of Deeds

Date: \_\_\_\_\_



## Company Information

### Overview

Fidlar Technologies has participated in the document recording and management industry since our founding in 1854. In the beginning, we provided books and ledgers to the recording industry. When the industry moved towards automation in 1985, Fidlar transitioned into providing automated records management solutions.

From that point forward, Fidlar has led the industry by releasing new and improved products that take advantage of the latest technology. Fidlar's land records document management software systems are used in over 240 counties, across 15 states.

Our company headquarters is located in Davenport, Iowa and all but our six staff members in our Exeter, NH location are based in our main office.



We currently have over 240 Partners in 15 states and the majority of our clients are in the Midwest.

Having provided software solutions to counties, large and small for almost 30 years, we have learned a few important lessons. No matter the size of the county, having the right amount of training and preparation is key for a smooth transition. This means budgeting enough time to properly train personnel-and then add a cushion of additional training time. Another lesson we have learned is that there is a direct correlation between the



Clare County, MI Bastion Contract

ability of leadership to motivate and prepare their staff for the transition and the ultimate success of that transition.

Despite the variations in size, every county has the same goal: To be the steward of the public record. It is in everyone's interest that these land records be accurately, easily and efficiently recorded, and securely preserved in perpetuity. Fidlar provides the best products to do just that.

---

<b>Fidlar Technologies</b>
<b>350 Research Parkway, Davenport, IA 52806</b>
<b>Ernest Rigger, Owner</b>
<b>Dave Steil, Owner</b>
<b>563-345-1200</b>
<b><u><a href="mailto:ernier@fidlar.com">ernier@fidlar.com</a></u></b>
<b><u><a href="mailto:daves@fidlar.com">daves@fidlar.com</a></u></b>
<b>Premier provider of technology and services for the management of public information</b>
<b><u><a href="http://www.Fidlar.com">www.Fidlar.com</a></u></b>



## COMPUTER SYSTEM AND SOFTWARE LICENSE SALES AGREEMENT

(Ver. 3.1.7)

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between FIDLAR TECHNOLOGIES, (FIDLAR) and the COUNTY OF CLARE, a municipal corporation and political subdivision of the State of Michigan, on behalf of CLARE COUNTY, MI CLERK AND REGISTER OF DEEDS (the "CLIENT").

### RECITALS

- A. FIDLAR designs, develops and licenses its own computer software programs, all of which are hereinafter referred to as "software."
- B. CLIENT desires to purchase from FIDLAR licensed computer software for the purpose of indexing and imaging documents electronically.

### TERMS OF AGREEMENT

In consideration of the facts mentioned above and the mutual promises set out below, the parties agree as follows:

#### ARTICLE I - GENERAL TERMS

- 1.1 **COMPUTER SYSTEM:** CLIENT agrees to buy from FIDLAR, and FIDLAR agrees to sell to CLIENT, the licensed program(s) described in SCHEDULE A, at the price quoted and subject to the terms of this Agreement. Article II describes the terms of this Agreement as it relates to the software.
- 1.2 **ACCEPTANCE BY CLIENT:** CLIENT agrees to accept the software at the conclusion of installation and testing of the software referenced in SCHEDULE A and completion of the training period, provided the software performs as presented to CLARE COUNTY, MI CLERK AND REGISTER OF DEEDS. If CLIENT notifies FIDLAR of a material problem with the software within 30 days of installation and testing, FIDLAR will use its best efforts to correct such problems; otherwise, CLIENT will be conclusively presumed to have accepted the software upon completion of installation and testing.
- 1.3 **DELIVERY:** FIDLAR will deliver the Computer System to CLIENT at CLIENT'S facility located at:

Lori Martin  
Clare County  
Clerk and Register of Deeds Office  
225 W. Main St  
Harrison, MI 48625

- 1.4 **TERM:** The term of this Agreement shall commence on January 1, 2020 and shall continue to December 31, 2024 at which time it shall terminate, unless terminated earlier in accordance with Section 2.7 of this Agreement, or CLIENT and FIDLAR mutually agree to an amendment to this Agreement set forth in writing and signed by their authorized representatives that extends the Agreement's term.

## ARTICLE II - SOFTWARE LICENSE

- 2.1 **PROPERTY RIGHTS:** CLIENT agrees that all program specifications, systems, design, applications, routines, subroutines, techniques, ideas and/or formula utilized or developed or provided by FIDLAR in connection with CLIENT's implementation of the software are and shall remain the sole property of FIDLAR.
- 2.2 **LICENSE:** FIDLAR hereby grants CLIENT the rights to a nonexclusive and nontransferable license for the possession and use of all software (Licensed Software) pursuant to the Agreement described in SCHEDULE A.
- A. CLIENT agrees not to copy the software covered by this Agreement in any manner, except in normal backup procedures, without the express written consent of FIDLAR.
  - B. The use of any portion of the software for any purpose shall be for CLIENT use only and shall remain subject to all terms and conditions of this Agreement. In the event this license is terminated, the software will be completely removed from all CLIENT systems.
  - C. CLIENT is exclusively responsible for the supervision, management, and control of its use of the Software. Except as provided otherwise in this Agreement, CLIENT agrees: (a) To not reveal any information contained in the Software, or any part thereof, or any copies thereof, in any form, to any third party except pursuant to a court order; (b) To take all reasonable precautions to hold in confidence the design and documentation of the Software; (c) To not encumber, assign, sublicense, or otherwise transfer same, by operation of law or otherwise, in whole or in part, directly or indirectly, to not exhibit, donate, barter, loan, or otherwise communicate said Software, to any other firm or person without the express written consent of FIDLAR; and (d) to take all reasonable action by instruction, agreement, or otherwise with its employees or other persons permitted access to the Software to satisfy its obligations under this Agreement with respect to use, protection and security of the Licensed Software.
- 2.3 **PROTECTION OF LICENSE:** FIDLAR and CLIENT agree to aid and assist one another in the protection of the trade secrets of the Software covered by this license.

- 2.4 TRANSFER: CLIENT agrees that it will not sell, give, encumber in any manner, or otherwise transfer to any other company, firm, person, corporation, or entity any of its rights in any Software, whether or not later modified by either party, developed pursuant of this Agreement, without the express written consent of FIDLAR.
- 2.5 WARRANTY AS TO SOFTWARE PRODUCTS: The following warranties are in lieu of all warranties, express, implied, or statutory, including but not limited to, any implied warranties of merchantability and fitness for a particular purpose and of any other warranty obligation on the part of FIDLAR. There are no warranties that extend beyond the description on the face hereof.
- A. FIDLAR warrants that the software is properly licensed and that FIDLAR otherwise has the right to distribute the software in accordance with this Agreement.
- B. FIDLAR further warrants that the media in which the software product is delivered to CLIENT is undamaged and free from mechanical defects.
- 2.6 SOFTWARE MAINTENANCE: The annual cost, if any, and description of FIDLAR'S CountyCare<sup>®</sup> software maintenance service and support is attached as SCHEDULE B. CountyCare<sup>®</sup> software maintenance service is mandatory.
- 2.7 TERM AND TERMINATION: The license granted under this agreement, with regard to the Software, may be terminated by FIDLAR for material failure of CLIENT to comply with terms and conditions of this Agreement. Within thirty (30) days after CLIENT has discontinued the use of any License program, or within ten (10) days after FIDLAR has terminated any license, CLIENT will certify in writing to FIDLAR that through its best efforts and to the best of its knowledge, the original and all copies in whole or in part of the discontinued or terminated License program(s) have been destroyed, except that, upon prior written authorization from FIDLAR, CLIENT may retain a copy for archive purpose only.

In the event any of the software provided by FIDLAR under this Agreement fails at any time during the term of this Agreement to operate, and such failure is due to a defect in such software and FIDLAR has not corrected such defect(s) within ten (10) business days of receipt of notice thereof from the CLIENT or within such longer period of time as mutually agreed to by FIDLAR's and the CLIENT's authorized representatives the CLIENT may terminate this Agreement on five (5) business days prior written notice to FIDLAR. Upon such termination CLIENT shall have no further liability for future payments due after such termination, but such termination shall not relieve the CLIENT of its obligations to make payments to FIDLAR of all sums due and owing up to the effective date of termination. In the event the CLIENT terminates this Agreement as authorized herein the CLIENT will, after ten (10) days after the effective date of termination, certify in writing to FIDLAR that through its best efforts and to the best of its knowledge, the original and all copies in whole or in part of the discontinued or terminated License program(s) have been destroyed, except that, upon prior written authorization from FIDLAR, CLIENT may retain a copy for archive purpose only.

### ARTICLE III

- 3.1 **DEFINITIONS:** The terms defined in this Section shall, for all purposes of this Agreement, have the meaning specified.
- A. **Computer System:** A combination of computer hardware and computer software organized to accomplish a set of specific functions.
  - B. **Program or Computer Program:** A schedule or plan that specifies actions that may or may not be taken, expressed in a form suitable for execution by a computer.
  - C. **Software or Computer Software:** Computer programs, procedures, rules and associated documentation concerned with the operation of a data processing computer system. As used in this Agreement, these terms include all software products sold or licensed by FIDLAR.
  - D. **Licensed Program:** Each program in computer readable form furnished by FIDLAR to CLIENT, including related supporting materials such as instruction manuals.
  - E. **Designated Equipment:** Computer Equipment designated by a manufacturer's Sales Order Serial Number.
  - F. **Use:** The copying or duplication of any portion of any Licensed Program using any Licensed Program in the course of the operation of any computer hardware, or in support of any computer hardware program.
  - G. **Computer Hardware:** Physical equipment used in data processing, as opposed to computer programs, procedures, rules and associated documentation.
  - H. **Hardware Maintenance:** Any activity, such as tests, measurements, replacements, adjustments, and repairs, intended to eliminate faults or keep computer hardware functional at a certain level.
  - I. **Data:** A representation of facts, concepts, or instructions in a formalized manner suitable for communication, interpretation, or processing by humans or automatic means.
  - J. **Backup:** To copy files to a second medium (typically a tape) as a precaution in case the first medium fails. The data (and/or images) can then be retrieved (from the point the last backup finished) and restored to your system in the event any existing data (or images) is lost, destroyed or corrupted.
- 3.2 **CONFIDENTIAL INFORMATION:** FIDLAR and CLIENT agree that information designated in writing as proprietary by one party shall be held in confidence by the other party. Since unauthorized use or transfer of the Software or any information contained therein will diminish substantially the value to FIDLAR of the trade secrets and proprietary properties of the Software, if CLIENT breaches any of its obligations with respect to limited use or nondisclosure of

the Software, or if such breach is likely to occur, FIDLAR shall be entitled to equitable relief, including orders for specific performance and injunctions. The rights and remedies of FIDLAR set forth in this Agreement are not exclusive and are in addition to any other rights or remedies provided by law or this Agreement, but are subject to the requirements imposed upon CLIENT by virtue of any and all public disclosure laws.

- 3.3 **EXCLUSIVE REMEDY:** CLIENT's exclusive remedy against FIDLAR for any breach of warranty under this Agreement is limited to repair, replacement or refund with respect to the item in question, at FIDLAR's option and subject to applicable law. CLIENT will only be entitled to the direct damages that CLIENT actually incurs in reasonable reliance, up to the amount of a refund of the price (plus sales tax) that CLIENT paid for the item. CLIENT will not be entitled to any incidental, consequential or other damages, including but not limited to damages for loss of profits or confidential or other information, for business interruption, for personal injury, for loss of privacy for failure to meet any duty including of good faith or of reasonable care, for negligence or negligent misrepresentation, and for any other pecuniary or other loss whatsoever.

IT IS EXPRESSLY UNDERSTOOD AND AGREED THAT THE LIMITATION OF LIABILITY SET FORTH IN THIS SECTION SHALL NOT APPLY TO INJURIES OR DAMAGES CAUSED BY CRIMINAL ACTS, INTENTIONAL TORTS, ACTS OR OMISSIONS WHICH BY STATUTE CREATE STRICT LIABILITY, OR GROSS NEGLIGENCE OF FIDLAR, ITS OFFICERS, EMPLOYEES, SUBCONTRACTORS AND AGENTS PROVIDED THAT CLIENT HAS FIRST GIVEN FIDLAR NOTICE OF SUCH ACT AND A REASONABLE OPPORTUNITY TO CURE SUCH INJURY OR DAMAGE GIVEN THE NATURE OF SUCH INJURY OR DAMAGE.

- 3.4 **WAIVER:** Any waiver by either party of any provision of this Agreement shall not imply a subsequent waiver of that, or any other provision.
- 3.5 **NOTICES:** Any notices or demands required to be given herein shall be given to the parties in writing, and by mailing to the address hereinafter set forth, or to such other addresses as the parties may hereinafter substitute by written notice given in the manner prescribed in this Section.

a. **Notice to FIDLAR:**           Fidlar Technologies  
  350 Research Parkway  
  Davenport, IA 52806  
  Attn: Ernest Rigger, President

b. **Notice to CLIENT:**  
  
  Lori Martin  
  Clare County  
  Clerk and Register of Deeds Office  
  225 W. Main St  
  Harrison, MI 48625

- 3.6 **ENTIRE AGREEMENT:** It is expressly agreed that this Agreement embodies the entire contractual agreement and that there is no other oral or written agreement or understanding between the parties at the time of the execution hereunder. Further, this Agreement cannot be modified except by written agreement of all parties hereto.
- 3.7 **GOVERNING LAW AND VENUE FOR DISPUTES:** The parties agree that this Agreement shall be governed by the laws of the State of Michigan, without regard to any choice of laws or rules that would apply the laws of any other jurisdiction to the extent not inconsistent with or pre-empted by Federal Law. In the event any disputes arise between FIDLAR and CLIENT under this Agreement, it is understood and agreed that any legal or equitable action resulting from such disputes shall be in Michigan Courts whose jurisdiction and venue shall be established in accordance with the statutes and Court Rules of the State of Michigan. In the event any action is brought in or is moved to a Federal Court, the venue for such action shall be in the Federal Judicial District of Michigan, Eastern District, Northern Division.
- 3.8 **BINDING EFFECT:** This Agreement shall ensure to the benefit of and bind the parties hereto, their successors and assigns.
- 3.9 **AUTHORITY:** FIDLAR and CLIENT each hereby warrant and represent that their respective signatures set forth below have been and are on the date of this Agreement duly authorized by all necessary and appropriate corporate and/or governmental action to execute this Agreement.
- 3.10 **SECTION HEADINGS:** All section headings contained herein are for convenience or reference only and are not intended to define or limit the scope of any provision of this Agreement.
- 3.11 **DEFERRED PAYMENT:** To the extent that this Agreement includes deferred payments, such payments will include an imputed interest factor based on a current market rate. Deferred payments are defined as payments which extend beyond completion of the project installation and acceptance. Deferred payments are exempt from interest under the Installment Payment Agreement attached hereto and made a part hereof, except as may be provided for late charges as described in Section I of the Installment Payment Agreement.
- 3.12 **NONDISCRIMINATION:** FIDLAR and its subcontractors, as required by law, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to 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, or marital status. Breach of this Section 3.12 shall be regarded as a material breach of this Agreement.
- 3.13 **INDEPENDENT CONTRACTOR:** It is expressly understood and agreed that FIDLAR is an independent contractor. The employees, servants, agents and assigns of FIDLAR shall in no way be deemed to be and shall not hold themselves out as employees, servants or agents of the CLIENT and shall not be entitled to any fringe benefits of the CLIENT, such as, but not limited to, health and accident insurance, life insurance, paid vacation or sick leave, or longevity. FIDLAR shall be responsible for paying all salaries, wages and other compensation

which may be due its employees or agents for performing services under this Agreement and for the withholding and payment of all applicable taxes, including, but not limited to, income and social security taxes, to the proper Federal, State and local governments.

This Agreement has been executed by the parties as of the aforementioned date.

**ACCEPTED:**

CLARE COUNTY, MI

FIDLAR TECHNOLOGIES

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Jack Kleinhardt, Chairman  
Clare County Board of Commissioners

By: \_\_\_\_\_

Dated: \_\_\_\_\_

Name: \_\_\_\_\_

By: \_\_\_\_\_

Lori Martin, Clare County Clerk/  
Register of Deeds

Title: \_\_\_\_\_

## SCHEDULE A

### Land Records System LifeCycle Program

#### Payment Amount and Schedule

	2020	2021	2022	2023	2024
AVID/Apex LifeCycle Pricing Plan	\$22,500	\$23,200	\$23,900	\$23,900	\$23,900
Installation/Configuration	Included	Included	Included	Included	Included
Workflow Analysis	Included	Included	Included	Included	Included
Project Management	Included	Included	Included	Included	Included
Data / Image Conversion	Included	Included	Included	Included	Included
Training	Included	Included	Included	Included	Included
County Care Annual Maintenance	Included	Included	Included	included	Included
Hands-Free Microfilm Creation	Included	Included	Included	Included	Included
Microfilm Storage	Included	Included	Included	Included	Included
Recording Books and Supplies (includes printing)	Included	Included	Included	Included	Included
<b>TOTAL ANNUAL COSTS</b>	\$22,500	\$23,200	\$23,900	\$23,900	\$23,900

After the five (5) years covered by the above Payment Amount and Schedule, Fidar agrees that if the term of the Agreement is extended, the total annual costs during each additional year shall not increase more than ten percent (10%) over what was paid during the preceding year.

#### **PAYMENT MILESTONES AND DATES:**

50% of first year LifeCycle fees invoiced upon contract signing.

50% of first year LifeCycle fees invoiced upon Live Date.

Annual LifeCycle fees billed upon Live-Date anniversary.

#### **FIDLAR TECHNOLOGIES LIFE CYCLE SERVICE INCLUDES:**

- ◆ The use of our AVID/Apex software product during the life of this contract
- ◆ The use of any future software product Fidar may develop to replace AVID for the purpose of recording land records documents
- ◆ Project management, installation, conversion (excluding any needed or requested data clean-up), and training needed for the initial installation of any future Fidar Technologies product developed to replace AVID/Apex for the purpose of recording land records documents
- ◆ The use of new add-on modules Fidar may develop and offer to the market for the purpose of recording land records documents
- ◆ CountyCare<sup>o</sup> software maintenance

#### **FIDLAR TECHNOLOGIES LIFE CYCLE SERVICE DOES NOT INCLUDE:**

- ◆ The installation, maintenance, or support of 3<sup>rd</sup> party software and hardware now or in the future
- ◆ Any form of ownership or perpetual license to Fidlar developed software products
- ◆ Aside from Bastion Hosting Service, any product, service, or responsibility, now or in the future, for the backing up, recovery, or disaster recovery of information
- ◆ Any custom development for special requests from the Client
- ◆ Use of Fidlar developed remote access products except as outlined in Schedule D of this contract

**TAXES:**

Charges are exclusive of all federal, municipal, or other government excise, sales, use, occupational, or like taxes now in force or enacted in the future with the exception of taxes on net income and, therefore, are subject to an increase equal in amount to any tax Fidlar may be required to pay upon the license, sale, or delivery of the product purchased. It is expressly understood and agreed that the CLIENT is a municipal corporation and political subdivision of the State of Michigan and as such has tax exempt status and shall not pay any taxes from which it is exempt.

**Note:** Prices quoted herein are guaranteed for ninety (90) days. After that time, prices may change without notice.

**BUYER REPRESENTS THAT THIS SCHEDULE 'A' HAS BEEN READ:**

CLARE COUNTY, MI

FIDLAR TECHNOLOGIES

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Jack Kleinhardt, Chairman  
Clare County Board of Commissioners

By: \_\_\_\_\_

Name: \_\_\_\_\_

Dated: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_

Lori Martin, Clare County Clerk/  
Register of Deeds

## SCHEDULE B

### CountyCare<sup>®</sup> Software Maintenance Services

#### **COUNTYCARE<sup>®</sup> ANNUAL COST:**

The annual cost of CountyCare<sup>®</sup> is included in this contract as part of the Life Cycle Pricing Service.

#### **DESCRIPTION OF COUNTYCARE<sup>®</sup>**

CountyCare<sup>®</sup> is a mandatory software support service which is required upon installation of the software purchased. Under the terms and conditions of this Agreement, CountyCare<sup>®</sup> includes:

- ◆ Software Maintenance to the currently licensed Fidlar developed Software Products
- ◆ Furnishing telephone support relative to the currently licensed Fidlar developed Software Products, either in their original or maintained form
- ◆ Providing legislative updates to the Fidlar developed Software Products as required by the State, except those updates that require fundamental modifications to the core design of the product
- ◆ Providing product enhancements on an ongoing basis, the frequency based on the age of the product and market requirements

Specifically excluded from software maintenance coverage are the following:

- ◆ Enhancements or modifications to software programs at user's request; such work would be considered a billable extra
- ◆ Support to new or existing Fidlar Technologies Products not covered by this contract
- ◆ Operating System versions or their support or installation
- ◆ Database Management System versions or their support or installation
- ◆ Diagnosis or correction of problems caused by operator negligence
- ◆ Diagnosis or correction of problems caused by hardware, data media, or 3<sup>rd</sup> party software or other systems not covered by this Agreement
- ◆ Diagnosis or correction of problems caused by some naturally occurring event such as storm, flood, etc.
- ◆ Conversion costs for changes to database structure, if needed

#### **EFFECTIVE DATE:**

Software maintenance coverage is effective from the date of contract signing through the term of the contract.

**BASIC MATERIALS:**

Software Maintenance to the Software Products licenses granted under this Agreement will govern any basic materials, in machine readable or printed form, provided to the Client by Fidar. The Client is granted the right to locally reproduce additional copies of printed licensed material exclusively for his own use. All licensed material so locally reproduced shall be considered to be the same as the originally delivered material for all purposes under this Agreement.

**PROTECTION AND SECURITY:**

The Client agrees to not disclose the content of the Software Products materials to any person except those who need to know for purposes of operating the system for the Client. The Client further agrees to protect the secrecy of the content of the Software Products materials by using procedures at least as stringent as those used to protect his own proprietary or confidential information and materials. The Client specifically acknowledges that he has no right of ownership of the Software Products, and that he possesses the license to use said Software Products according to the provisions of this Agreement.

**ON-SITE SUPPORT:**

If on-site Software Maintenance to the Software Products is required, the Client will be charged for the time and materials at the then current rate.

**BUYER REPRESENTS THAT THIS SCHEDULE 'B' HAS BEEN READ:**

CLARE COUNTY, MI

FIDLAR TECHNOLOGIES

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Jack Kleinhardt, Chairman  
Clare County Board of Commissioners

By: \_\_\_\_\_

Name: \_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Lori Martin, Clare County Clerk/  
Register of Deeds

Title: \_\_\_\_\_

## SCHEDULE C

### Hardware Maintenance Services Provided by Fidlar Technologies

- NEW AGREEMENT \*: First-year hardware service cost: \$
- PRE-EXISTING AGREEMENT \*: Hardware service cost will be prorated from date of installation to renewal date of existing Hardware Service Account.
- DECLINE SCHEDULE C:

\* This amount will be billed upon completion of installation.

All equipment listed below, and its implied components (i.e., motherboard, power supplies, RAM, print heads, etc.), are covered by this Schedule C. In the event of failure of any of this hardware, Fidlar Technologies will cover all repairs and/or replacement of this hardware. Fidlar will also re-install, at no cost to the customer, all Fidlar software applications that ran on the hardware before the failure. (NOTE: Re-installation of Fidlar software applications is billable if Schedule C is declined.)

(List covered equipment here):

Consumables (i.e., scanner cleaning kits, pm kits, cables, paper, ribbons, media, diskettes, etc.), are not covered under the terms of this Schedule C.

This hardware maintenance rate is applicable until the first anniversary date of this agreement or the anniversary date of your existing hardware maintenance agreements if so noted above. Future rates may be changed. You will be notified prior to new rates going into effect. This hardware maintenance agreement will auto-renew each year 30 days after we send you notice unless you notify us, within those 30 days, that termination is desired.

Note: Prices quoted herein are guaranteed for thirty (30) days. After that time, prices may change without notice.

BUYER DECLINES THIS SCHEDULE 'C'

FIDLAR TECHNOLOGIES

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## SCHEDULE D

### Remote Access Products Community Service Products

#### REMOTE ACCESS

##### LAREDO

Fidlar Technologies' Laredo software is designed to allow remote access to the Client's recorded document information by professional searchers (i.e., title companies, banks, realtors, etc.) Laredo is designed to allow subscription only access. Subscriptions for Client's customers and subsequent access are exclusively granted by Client (access may be terminated by Fidlar should the end-user agreement be breached). After Client issues the subscriber their user ID and password, they are able to download the Laredo remote access software from Fidlar's website, [www.fidlar.com/laredo](http://www.fidlar.com/laredo).

Laredo subscriber will be presented with an online End User Agreement when they log in to Laredo. They will be prompted to print the agreement, sign it, and then forward it to Fidlar. The Laredo subscriber will be presented with this User Agreement each time they log in until they endorse the agreement and send it back to Fidlar.

It is notable that the unique user ID (username) and password defines each Laredo user. This user ID can be used to access land records data from any properly configured workstation; however, multiple users cannot log in with the same user ID at the same time.

##### LAREDO BILLING:

Fidlar will invoice Clare County an annual flat fee of \$2,000.

##### LAREDO PRICING:

Laredo support (at 1-563-345-1283), including End-User subscriber support, is included in the Annual Payment amount.

##### END USER FEES

The Client understands that it is empowered to charge fees to end users pursuant to Michigan Compiled Laws section 15.443 and other applicable law and hereby agrees to pay Fidlar the annual fee listed above during the term of this Agreement.

The Client understands that end-user access fees for Laredo are set by the county.

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##### TAPESTRY

The Client has the option to participate in Fidlar's Tapestry General Public Access System by permitting their information to be made available through the Fidlar Technologies Tapestry website ([www.landrecords.net](http://www.landrecords.net)). The Client understands that Tapestry is a service offered and managed by Fidlar to offer the land records of participating Counties collectively to the general public.

The Client understands that Fidar will determine who has access to their Tapestry websites and will provide phone and email support to users as well as manage the billing and collecting of access fees from the end users. At the end of each calendar month, Fidar will provide a credit to the Client based on the parameters below.

#### TAPESTRY PRICING:

Fidar agrees to pay Client:

- \$2.75 per Tapestry search transaction
- \$0.50 per document image printed
- \$4.98 per Print Results

The Client understands that access fees for Tapestry are set by Fidar. Fidar will notify Client at least 30 days in advance before such fees are changed.

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#### OFFICIAL RECORDS ONLINE

Official Records Online (ORO) makes it possible for visitors to the ORO website ([www.officialrecordsonline.com](http://www.officialrecordsonline.com)) to place an order for copies of birth, death, marriage licenses, and/or certified land records documents (at Client's discretion), accept payment, and validate requestor identity.

#### ORO PRICING:

Client determines base pricing for each document type made available via ORO.

Fidar will charge the ORO website visitor a convenience fee of \$10.00/certificate order (includes copies).

Fidar will credit Client's account \$2.50/per convenience fee charged.

Client agrees to put a link to [www.officialrecordsonline.com](http://www.officialrecordsonline.com) from their web site for the online ordering of these document types.

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#### COMMUNITY OUTREACH SERVICES

##### PROPERTY FRAUD ALERT

Fidar's *Property Fraud Alert (PFA)* service is designed to monitor, identify, and notify individuals whose name has been indexed from a document recorded in Client's office. The intent is to offer subscribers the ability to have their name/business name monitored within the Client's office in order to track possible fraudulent activity. PFA subscribers must sign up for the PFA service via the PFA website, [www.propertyfraudalert.com](http://www.propertyfraudalert.com). Subscribers will ONLY be notified by the PFA service when the name they have submitted matches any names that have been indexed from documents recorded within the Client's office.

PFA is a Fidar-managed web site and service. Fidar provides technical and end-user support via the PFA hotline service (1-800-728-3858).

**PFA PRICING:**

INCLUDED AS PART OF THIS CONTRACT

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**HONOR REWARDS DESCRIPTION:**

Fidlar’s Honor Rewards is a service provided to counties which allows them to quickly and easily implement and manage a rewards program for their local veterans. Veterans can sign-up (online or in your office) to receive an Honor Rewards ID card which gives them discounts and benefits at local businesses and retailers who participate in the program. Client is responsible for contacting local businesses and retailers and encourage them to participate in the program.

Fidlar’s Honor Rewards program includes:

- Creation and maintenance of your county’s page at [www.honorrewards.com](http://www.honorrewards.com)
- Printing of all ID Cards for your county
- Delivery of the ID cards approximately every 2-3 weeks (it is Client’s responsibility to get them to the veteran)
- Customer Support for veterans during the signup process
- Pre-Created promotional materials

**HONOR REWARDS PRICING:**

INCLUDED WITHIN THIS CONTRACT

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**BUYER REPRESENTS THAT THIS SCHEDULE ‘D’ HAS BEEN READ AND IS ACCEPTED:**

CLARE COUNTY, MI

FIDLAR TECHNOLOGIES

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Jack Kleinhardt, Chairman  
Clare County Board of Commissioners

Dated: \_\_\_\_\_

Name: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Lori Martin, Clare County Clerk/  
Register of Deeds

## SCHEDULE E

### Agreement as to Hardware, Software, and Services

The following is a complete listing of all 3<sup>rd</sup> party hardware and software, and all other software and services associated with this agreement:

It is the Client's responsibility to interpret 3<sup>rd</sup> party software licensing requirements and to purchase the necessary legal copies of 3<sup>rd</sup> party software. It is also the Client's responsibility to purchase additional software licenses if required due to changes in the number of users or other factors.

NOTE: Fidlar Technologies has provided recommendations and/or is providing pricing below for 3<sup>rd</sup> party software based on input from the Client.

#### **3<sup>RD</sup> PARTY SOFTWARE:**

LeadTools OCR Software (1 licenses required)	\$NA
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The above costs are included in Schedule A.

#### **DATA CONVERSION:**

Cost for data conversion does not include any additional fees your current vendor may charge.

Please note: Fidlar requests data to be supplied to us in flat ASCII format. If data is not supplied in this requested format, additional charges may apply.

#### **IMAGE CONVERSION:**

Cost for the image conversion does not include any additional fees your current vendor may charge.

Please Note: Conversion costs assume images have been supplied to Fidlar conversion personnel as individual Group IV TIFF images. Included with the images must be an index complete with document numbers and page numbers. If images and data are not supplied in this requested format, additional charges may apply.

#### **BACKUPS OF DATA AND IMAGES:**

As part of the training process, someone on your staff (or IT staff) will be trained in the process of managing, and verifying, the backups of your data and images utilizing the backup software you purchase (see below for recommended software). It is the Client's responsibility to regularly verify the success of the backups - Fidlar Technologies strongly recommends you verify the backups at least weekly.

#### **ANTI-VIRUS, SURGE PROTECTION, WINDOWS UPDATES:**

It is also highly recommended that you seek the assistance of your IT department or a qualified vendor in your area to protect your servers and workstations from viruses, power surges, etc. The following is recommended:

- ◆ Anti-Virus protection: Symantec Norton Antivirus and McAfee Antivirus are both utilized throughout the industry and are recognized by Fidar Technologies as acceptable anti-virus programs. It is very important to keep these programs updated regularly.
- ◆ Surge protection: The APC Powerchute units will protect your servers from power surges. It is also recommended you protect your workstations from both electrical and phone line power surges.
- ◆ It is recommended that you regularly run the Windows updates on your servers and workstations. If you do not have an office staff member or IT department available to assist you with this, we recommend you utilize the assistance of a qualified vendor in your area.

**HARDWARE RECOMMENDATIONS:**

NOTE: This information is for reference purposes only - These items are not included in this contract.

Note: Prices quoted herein are guaranteed for thirty (90) days. After that time, prices may change without notice.

BUYER DECLINES THIS SCHEDULE 'E'

FIDLAR TECHNOLOGIES

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## SCHEDULE F

THIS SCHEDULE IS LEFT INTENTIONALLY BLANK.

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## LETTER OF UNDERSTANDING

### CHRISTINA CHARTIER MATERNITY LEAVE

The following letter of understanding is between the COUNTY OF CLARE and The Clare County Sheriff, (hereinafter referred to as the "Employer") and the Police Officers Association of Michigan Corrections Bargaining Unit (hereinafter referred to as the "Union") have entered into a collective bargaining agreement, with a term through September 30, 2020.

WHEREAS, the Employer and the Union mutually acknowledge that Christina Chartier will be off on an approved Family Medical Leave Act and has or will be expiring her accrued leave, including sick leave, and,

WHEREAS, the Employer and the Union mutually agree that a voluntary donation of employee sick leave would allow Ms. Chartier to continue to receive compensation while off duty.

NOW, THEREFORE, IT IS HEREBY AGREED by the parties that:

1. Employees may donate, subject to item #2, banked sick leave to Christina Chartier. Such employee-donated sick leave will be converted to her 2019 hourly rate of \$14.156 through the period of time that Christina Chartier remains off under the FMLA.
2. Any employee who terminates employment from Clare County within the subsequent 90 days may not apply any of their donated time.

IN WITNESS WHEREOF, the parties hereto have set their hands this \_\_\_\_ day of \_\_\_\_\_ 2019.

**EMPLOYER**

CLARE COUNTY BOARD OF  
MICHIGAN

COMMISSIONERS and CLARE COUNTY  
SHERIFF

**UNION**

POLICE OFFICER'S ASSOCIATION OF

CORRECTIONS BARGAINING UNIT

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

# LETTER OF UNDERSTANDING

## CHRISTINA CHARTIER MATERNITY LEAVE

The following letter of understanding is between the COUNTY OF CLARE and The Clare County Sheriff, (hereinafter referred to as the "Employer") and the Police Officers Association of Michigan 911 Central Dispatch Unit (hereinafter referred to as the "Union") have entered into a collective bargaining agreement, with a term through September 30, 2020.

WHEREAS, the Employer and the Union mutually acknowledge that Christina Chartier will be off on an approved Family Medical Leave Act and has or will be expiring her accrued leave, including sick leave, and,

WHEREAS, the Employer and the Union mutually agree that a voluntary donation of employee sick leave would allow Ms. Chartier to continue to receive compensation while off duty.

NOW, THEREFORE, IT IS HEREBY AGREED by the parties that:

1. Employees may donate, subject to item #2, banked sick leave to Christina Chartier. Such employee-donated sick leave will be converted to her 2019 hourly rate of \$14.156 through the period of time that Christina Chartier remains off under the FMLA.
2. Any employee who terminates employment from Clare County within the subsequent 90 days may not apply any of their donated time.

IN WITNESS WHEREOF, the parties hereto have set their hands this \_\_\_\_ day of \_\_\_\_\_ 2019.

EMPLOYER

CLARE COUNTY BOARD OF  
MICHIGAN

COMMISSIONERS and CLARE COUNTY SHERIFF 911 CENTRAL DISPATCH UNIT

UNION

POLICE OFFICER'S ASSOCIATION OF

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

# LETTER OF UNDERSTANDING

## CHRISTINA CHARTIER MATERNITY LEAVE

The following letter of understanding is between the COUNTY OF CLARE, (hereinafter referred to as the "Employer") and the UAW Local 1974, Unit 2 (hereinafter referred to as the "Union") have entered into a collective bargaining agreement, with a term of October 1, 2017 through September 30, 2020.

WHEREAS, the Employer and the Union mutually acknowledge that Christina Chartier will be off on an approved Family Medical Leave Act and has or will be expiring her accrued leave, including sick leave, and,

WHEREAS, the Employer and the Union mutually agree that a voluntary donation of employee sick leave would allow Ms. Chartier to continue to receive compensation while off duty.

NOW, THEREFORE, IT IS HEREBY AGREED by the parties that:

1. Employees may donate, subject to item #2, banked sick leave to Christina Chartier. Such employee-donated sick leave will be converted to her 2019 hourly rate of \$14.156 through the period of time that Christina Chartier remains off under the FMLA.
2. Any employee who terminates employment from Clare County within the subsequent 90 days may not apply any of their donated time.

IN WITNESS WHEREOF, the parties hereto have set their hands this 21<sup>st</sup> day of August 2019.

EMPLOYER

UNION

CLARE COUNTY BOARD OF  
COMMISSIONERS

UAW LOCAL 1974  
UNIT 2

By \_\_\_\_\_

By \_\_\_\_\_

# LETTER OF UNDERSTANDING

## CHRISTINA CHARTIER MATERNITY LEAVE

The following letter of understanding is between the COUNTY OF CLARE and The Clare County Sheriff, (hereinafter referred to as the "Employer") and the Police Officer's Association of Michigan Command Officer's Association of Michigan (hereinafter referred to as the "Union") have entered into a collective bargaining agreement, with a term through September 30, 2020.

WHEREAS, the Employer and the Union mutually acknowledge that Christina Chartier will be off on an approved Family Medical Leave Act and has or will be expiring her accrued leave, including sick leave, and,

WHEREAS, the Employer and the Union mutually agree that a voluntary donation of employee sick leave would allow Ms. Chartier to continue to receive compensation while off duty.

NOW, THEREFORE, IT IS HEREBY AGREED by the parties that:

1. Employees may donate, subject to item #2, banked sick leave to Christina Chartier. Such employee-donated sick leave will be converted to her 2019 hourly rate of \$14.156 through the period of time that Christina Chartier remains off under the FMLA.
2. Any employee who terminates employment from Clare County within the subsequent 90 days may not apply any of their donated time.

IN WITNESS WHEREOF, the parties hereto have set their hands this \_\_\_\_ day of \_\_\_\_\_ 2019.

EMPLOYER

CLARE COUNTY BOARD OF  
COMMISSIONERS and CLARE COUNTY  
SHERIFF

UNION

POLICE OFFICER'S ASSOCIATION OF  
MICHIGAN COMMAND OFFICER'S  
ASSOCIATION OF MICHIGAN

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

# LETTER OF UNDERSTANDING

## CHRISTINA CHARTIER MATERNITY LEAVE

The following letter of understanding is between the COUNTY OF CLARE and The Clare County Sheriff, (hereinafter referred to as the "Employer") and the Police Officers Association of Michigan Non-Supervisory Unit (hereinafter referred to as the "Union") have entered into a collective bargaining agreement, with a term through September 30, 2020.

WHEREAS, the Employer and the Union mutually acknowledge that Christina Chartier will be off on an approved Family Medical Leave Act and has or will be expiring her accrued leave, including sick leave, and,

WHEREAS, the Employer and the Union mutually agree that a voluntary donation of employee sick leave would allow Ms. Chartier to continue to receive compensation while off duty.

NOW, THEREFORE, IT IS HEREBY AGREED by the parties that:

1. Employees may donate, subject to item #2, banked sick leave to Christina Chartier. Such employee-donated sick leave will be converted to her 2019 hourly rate of \$14.156 through the period of time that Christina Chartier remains off under the FMLA.
2. Any employee who terminates employment from Clare County within the subsequent 90 days may not apply any of their donated time.

IN WITNESS WHEREOF, the parties hereto have set their hands this \_\_\_\_ day of \_\_\_\_\_ 2019.

**EMPLOYER**

CLARE COUNTY BOARD OF  
MICHIGAN

COMMISSIONERS and CLARE COUNTY  
SHERIFF

**UNION**

POLICE OFFICER'S ASSOCIATION OF

NON-SUPERVISORY UNIT

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

# LETTER OF UNDERSTANDING

## CHRISTINA CHARTIER MATERNITY LEAVE

The following letter of understanding is between the COUNTY OF CLARE, (hereinafter referred to as the "Employer") and the UAW Local 1974, Unit 1 (hereinafter referred to as the "Union") have entered into a collective bargaining agreement, with a term of October 1, 2017 through September 30, 2020.

WHEREAS, the Employer and the Union mutually acknowledge that Christina Chartier will be off on an approved Family Medical Leave Act and has or will be expiring her accrued leave, including sick leave, and,

WHEREAS, the Employer and the Union mutually agree that a voluntary donation of employee sick leave would allow Ms. Chartier to continue to receive compensation while off duty.

NOW, THEREFORE, IT IS HEREBY AGREED by the parties that:

1. Employees may donate, subject to item #2, banked sick leave to Christina Chartier. Such employee-donated sick leave will be converted to her 2019 hourly rate of \$14.156 through the period of time that Christina Chartier remains off under the FMLA.
2. Any employee who terminates employment from Clare County within the subsequent 90 days may not apply any of their donated time.

IN WITNESS WHEREOF, the parties hereto have set their hands this \_\_\_\_ day of \_\_\_\_\_ 2019.

EMPLOYER

CLARE COUNTY BOARD OF

COMMISSIONERS

UNION

UAW LOCAL 1974

UNIT 1

By \_\_\_\_\_

By \_\_\_\_\_

# LETTER OF UNDERSTANDING

## CHRISTINA CHARTIER MATERNITY LEAVE

The following letter of understanding is between the SEVENTEENTH (17<sup>th</sup>) JUDICIAL PROBATE COURT/FAMILY COURT, FIFTY-FIFTH (55<sup>th</sup>) JUDICIAL CIRCUIT COURT, AND THE EIGHTIETH (80<sup>th</sup>) JUDICIAL DISTRICT COURT, (hereinafter referred to as the "Employer") and the INTERNATIONAL UNION, UNITED AUTOMOBILE, AEROSPACE & AGRICULTURAL IMPLEMENT WORKERS OF AMERICA, UAW AND UNITS 3, 4, & 5 OF IT'S Local 1974, (hereinafter referred to as the "Union") have entered into a collective bargaining agreement, with a term ending FY2010.

WHEREAS, the Employer and the Union mutually acknowledge that Christina Chartier will be off on an approved Family Medical Leave Act and has or will be expiring her accrued leave, including sick leave, and,

WHEREAS, the Employer and the Union mutually agree that a voluntary donation of employee sick leave would allow Ms. Chartier to continue to receive compensation while off duty.

NOW, THEREFORE, IT IS HEREBY AGREED by the parties that:

1. Employees may donate, subject to item #2, banked sick leave to Christina Chartier. Such employee-donated sick leave will be converted to her 2019 hourly rate of \$14.156 through the period of time that Christina Chartier remains off under the FMLA.
2. Any employee who terminates employment from Clare County within the subsequent 90 days may not apply any of their donated time.

IN WITNESS WHEREOF, the parties hereto have set their hands this \_\_\_\_ day of \_\_\_\_\_ 2019.

EMPLOYER

UNION

17<sup>TH</sup> JUDICIAL PROBATE/FAMILY COURT

UAW LOCAL 1974

55<sup>TH</sup> JUDICIAL CIRCUIT COURT

UNIT 3, 4 & 5

80<sup>TH</sup> JUDICIAL DISTRICT COURT

\_\_\_\_\_  
Hon. Roy G. Mienk

\_\_\_\_\_  
Committeeperson, Unit 3, 4, & 5

\_\_\_\_\_  
Clare County Board of Commissioner