

PUBLIC SAFETY & INFRASTRUCTURE AND DEVELOPMENT COMMITTEE

3/28/2016

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

7:30 PM

AGENDA

- 1. CALL MEETING TO ORDER**
- 2. APPROVAL OF MINUTES**
Minutes of Meeting Dated: February 22, 2016
- 3. APPROVAL OF AGENDA**
- 4. REPORTS**
- 5. CALL TO THE PUBLIC**
- 6. RESOLUTIONS FOR CONSIDERATION:**

07 Emergency Management
RESOLUTION AUTHORIZING THE PURCHASE OF FIVE (5) MOBILE DATA COMPUTERS FOR LIVINGSTON COUNTY LOCAL POLICE DEPARTMENTS FROM THE FY '14 HOMELAND SECURITY GRANT FUNDS - Emergency Management / Public Safety / Finance / Board

08 Emergency Management
RESOLUTION APPROVING THE CREATION OF ONE (1) PART TIME REGIONAL PLANNER POSITION – Emergency Management / Public Safety / Finance / Board

09 Emergency Management
RESOLUTION AUTHORIZING LIVINGSTON COUNTY TO PARTICIPATE IN THE 2016 STATEWIDE TORNADO DRILL DAY - Emergency Management / Public Safety / Finance / Board

10. CALL TO THE PUBLIC
- 11. ADJOURNMENT**

MEETING MINUTES

LIVINGSTON COUNTY

FEBRUARY 22, 2016 - 7:30 PM

ADMINISTRATION BUILDING – BOARD CHAMBERS
304 E. GRAND RIVER AVENUE, HOWELL, MI 48843

PUBLIC SAFETY & JUDICIARY COMMITTEE

KATE LAWRENCE - EX OFFICIO

DON PARKER

RON VAN HOUTEN

DAVE DOMAS

CAROL GRIFFITH

OTHERS:

CHAD CHEWNING
KEVIN WILKINSON
ROB SPAULDING
DANIKA CATNICK

TOM CREMONTE
BILL GREEN
STEVE WILLIAMS

KEN HINTON
CINDY CATANACH
CAROL SUE JONCKHEERE

1. **CALL TO ORDER:** Meeting called to order by: **COMM. VAN HOUTEN** at **7:33 PM.**
2. **APPROVAL OF MINUTES:** **MINUTES OF MEETING DATED NOVEMBER 23, 2015:**

MOTION TO APPROVE THE MINUTES, AS PRESENTED.
MOVED BY: PARKER / SECONDED BY LAWRENCE
ALL IN FAVOR - MOTION PASSED

3. **APPROVAL OF AGENDA:**

MOTION TO APPROVE THE AGENDA, AS PRESENTED.
MOVED BY: LAWRENCE / SECONDED BY PARKER
ALL IN FAVOR - MOTION PASSED

4. **REPORTS:** **None.**
5. **CALL TO THE PUBLIC:** **None.**
6. **RESOLUTIONS FOR CONSIDERATION:**
7. **911: RESOLUTION RECOGNIZING THE OBSERVANCE OF NATIONAL PUBLIC SAFETY TELE-COMMUNICATORS WEEK, APRIL 10-16, 2016**

RECOMMEND MOTION TO: FULL BOARD
MOVED BY: LAWRENCE / SECONDED BY PARKER
ALL IN FAVOR - MOTION PASSED

8. JAIL: CONCIERGE CORRECTIONS TO PROVIDE ASSET RECOVERY SERVICES

**RECOMMEND MOTION TO THE: FINANCE
MOVED BY: PARKER / SECONDED BY LAWRENCE
ALL IN FAVOR - MOTION PASSED**

9. DRAIN: RESOLUTION APPROVING THIRD AMENDMENT TO LIVINGSTON COUNTY SEWAGE DISPOSAL SYSTEM (VILLAGE OF FOWLerville/TOWNSHIP OF HANDY) 2005 IMPROVEMENTS AND EXTENSIONS CONTRACT

**RECOMMEND MOTION TO THE: FINANCE
MOVED BY: PARKER / SECONDED BY LAWRENCE
ALL IN FAVOR - MOTION PASSED**

10. CALL TO THE PUBLIC: None.

11. ADJOURNMENT:

**MOTION TO ADJOURN AT 7:54 PM
MOVED BY: LAWRENCE / SECONDED BY PARKER
ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted

CAROL SUE JONCKHEERE
RECORDING SECRETARY

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE PURCHASE OF A FIVE MOBILE DATA COMPUTERS FOR LIVINGSTON COUNTY LOCAL POLICE DEPARTMENTS FROM THE FY '14 HOMELAND SECURITY GRANT FUNDS - EMERGENCY MANAGEMENT / PUBLIC SAFETY/ FINANCE / BOARD

WHEREAS, the Emergency Management Department is hereby requesting authorization to purchase five (5) Panasonic Toughbook Mobile Data Computers (MDCs) Solid State HD with Havis Docking Station for local police departments; and

WHEREAS, this equipment will utilized for interoperable communication and information sharing in emergency response within the county; and

WHEREAS, the five (5) Panasonic Toughbook Mobile Data Computers (MDCs) Solid State HD with Havis Docking Station will be purchased through Advanced Wireless Telecom of Wixom, Michigan per their quote dated February 10, 2016, for the total amount of \$26,999; and

WHEREAS, funding for MDCs is available through FY-14 Homeland Security Grant funds and the expenditure of the funds has been approved for this project by the State of Michigan Emergency Management and Home Security Division and the Livingston County Local Planning Committee (LPT); and,

WHEREAS, this Resolution has been recommended for approval by the Public Safety Committee.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the purchase of five (5) Panasonic Toughbook Mobile Data Computers (MDCs) Solid State HD with Havis Docking Station from Advanced Wireless Telecom at a total cost of \$26,999.

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#

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MOVED:
SECONDED:
CARRIED:

| Alignment and Allowability Form | | Revised November 2014 | |
|--|---|--|--|
| Submit to: EMD_HSGP@michigan.gov | | MSP-EMHSD Tracking Number: R1-2014-80-0086 | |
| Alignment and Allowability Form | | | |
| 1.A Subgrantee Name: | | Livingston County | |
| 1.B Region: | 1-One | 1.C Regional Fiduciary: | No |
| 1.D Date Sent: | February 25, 2016 | 1.E Category: | Sustaining or maintaining a current capability |
| 1.F Subgrantee Point of Contact: | Therese Cremonte | 1.I Project Lead (If applicable): | Therese Cremonte |
| 1.G Subgrantee E-Mail Address: | thcremonte@livgov.com | 1.J Project Lead E-Mail Address: | thcremonte@livgov.com |
| 1.H Subgrantee Phone Number: | 517.540.7926 | 1.K Project Lead Phone Number: | 517.540.7926 |
| Part II - ALIGNMENT REVIEW | | | |
| 2.A Grant Year: | 2014 | 2.B Grant Program: | HSGP-State Homeland Security Program (LETPA 25%) |
| 2.C Investment Title: | FY14 SHSP - #6 Strengthen Emergency Interoperable Communications/Alert/Notification | | |
| 2.D Investment Project Number: | 16 | 2.E Investment Project Title: | Interoperable Communications and Information Sharing (LETPA) |
| 2.F Local Sub-Project Identifier, if needed (SUBGRANTEE USE ONLY): | | Modems - Mobile Data | |
| 2.G Investment and Investment Project Alignment: | | | |
| <p>This Project has been slightly modified from the original requesting modems and has been revised to request mobile data computers. Alignment, intended use, and outcome for this project remain the same. With the authorization of funding, this equipment will replace current law enforcement mobile data computers (MDCs) that have come to their end of life cycle. The new MDCs will allow an information sharing environment with multitude of other law enforcement agencies and 911 Central Dispatch in Livingston County. Interoperable Communications and Information Sharing (LETPA).</p> | | | |
| 2.H Homeland Security Strategy (SHSS or RHSS) Goal: | | #6 - Strengthen Emergency Interoperable Communications and Information Sharing | |
| 2.I Homeland Security Strategy (SHSS or RHSS) Objective: | | Operational Communications | |
| 2.J Core Capability 1: | Prevention - Intelligence and Information Sharing | | |
| 2.K Core Capability 2: | Response - Operational Communications | | |
| FOR MSP-EMHSD USE ONLY: | | | |
| Investment Alignment Review: | | <input checked="" type="checkbox"/> Justification Accepted | <input type="checkbox"/> Justification Denied |
| EQ | | Reviewer/Date: <i>Y. D. Bridge 2/24/16</i> | |
| *** Please See Part III - Section 3.A - 3.I for the Allowability Review *** | | | |

Alignment and Allowability Form Revised November 2014

Submit to: EMD_HSGP@michigan.gov

MSP-EMHSD Tracking Number: R1-2014-80-0086

This form is to be used as a component in your decision making for generating expenses. Reimbursed equipment costs must conform to descriptions for grant allowability as provided under the RKB/AEL item number(s) referenced below. For all other solution areas, refer to the federal grant program guidance. It is essential that the costs illustrate progress toward achieving outcomes for the investment that has been selected as the basis for allowability. For any cost reimbursement that is determined unallowable by a future federal or state audit, funding shall be returned to MSP-EMHSD.

Part III - ALLOWABILITY REVIEW

| | | | |
|--------------------|-----------|-----------------|--------------|
| 3.A Solution Area: | Equipment | 3.B AEL Number: | 04HW-01-MOBL |
|--------------------|-----------|-----------------|--------------|

3.C Detailed Description of Costs:

The following equipment would be purchased: Panasonic Toughbook CF-31 Solid State HD - with Havis Docking Station to include; Win 7 (Win8.1 Pro COA) Intel core, xPro, XGA touch, 4GB, 128GB SSD, Intel WiFi, Blue Tooth, Dual Pass, 4G LTE Multi Carrier, GPS, emissive back lit keyboard, No DVD drive, Tough Book Preferred, 3 yr warranty. Individually packaged 4GB memory. Havis DEVMT, DOCKST, PAN with power supply and High Gain antenna. Antenna Plus Cell/LTE/GPS antenna. Shipping and handling and patrol vehicle set up.

| | | | | | |
|---------------|---|----------------|------------|-----------------|----------|
| 3.D Quantity: | 5 | 3.E Unit Cost: | \$5,756.40 | 3.F Total Cost: | \$28,782 |
|---------------|---|----------------|------------|-----------------|----------|

Alignment and Allowability Form Revised November 2014

Submit to: EMD_HSGP@michigan.gov

MSP-EMHSD Tracking Number: R1-2014-80-0086

3.G Detailed Narrative of Intended Use/Outcome:

This essential equipment will enhance the ability to allow law enforcement first responders to receive and send critical information related to a variety of incidents, including, but not limited to; CBRNE, foreign & domestic terrorism, mass casualties and other catastrophic events. These operational communications are essential for a well-coordinated emergency response. This is an important priority because it benefits responders and member of the whole community AND ensures interoperable emergency response communications between federal, state and local responders.

3.H Personnel Activity: Are the costs identified in this project associated with Personnel Activities? Please consult your federal grant program guidance for a more detailed description of allowable costs and to verify the maximum personnel cap percentage. The subgrantee is responsible to ensure that the maximum personnel cap amount is not exceeded.

No

3.I EHP: Will there be ANY construction, renovation, and/or installation involved with this project regardless of funding source?

No

Environmental and Historic Preservation Compliance. FEMA is required to consider the potential impacts to the human and natural environment of projects proposed for FEMA funding. FEMA, through its Environmental and Historic Preservation (EHP) Program, engages in a review to ensure that FEMA-funded activities comply with various federal laws. Use of funds for construction, renovation, and installation projects must comply with EHP. Subgrantees must complete and submit an EHP Screening Memo for these projects. The use of federal funds on any part of a project may "federalize" the entire project, thereby requiring an Environmental and Historic Preservation (EHP) Program review of the entire project.

Any activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for FEMA funding.

Federal funds must be used to supplement existing funds, and shall not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be carefully reviewed in subsequent monitoring reviews and audits.

Alignment and Allowability Form Revised November 2014

Submit to: EMD_HSGP@michigan.gov

MSP-EMHSD Tracking Number: R1-2014-80-0086

Part IV - TRAINING SECTION

| | | | | | |
|---|--|------------------------|------------------------|--------------------------|--|
| 4.A Course Name: | | | | | |
| 4.B Is Training a FEMA-approved Course? | | 4.C Level of Training: | | 4.D Date of Course: | |
| 4.E Sponsoring Jurisdiction: | | | | 4.F Training Discipline: | |
| 4.G Company Name: | | | 4.H Training Provider: | | |
| 4.I Point of Contact: | | | | 4.J E-Mail: | |
| 4.K Address: | | | | 4.L Phone: | |

PLEASE NOTE: Costs determined to be unallowable by federal or state audit shall be returned to MSP-EMHSD

This form shall be provided with reimbursement requests to establish linkage between cost documents provided and grant allowability guidance.

FOR MSP-EMHSD USE ONLY:

| | | | | |
|--|--|---|------------------------------|-----------------------------|
| Date AAF Received by MSP-EMHSD: | | Additional Information Requested: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Date Additional Information Requested: | | Date Additional Information Received: | | |
| Grant Allowability Review: | <input checked="" type="checkbox"/> Justification Accepted | <input type="checkbox"/> Justification Denied | | |
| MSP-EMHSD REVIEWER: | <u>BAPS</u> | Date: | <u>2/29/16</u> | |

Justification accepted means that MSP/EMHSD will work with the subgrantee during an audit to prove allowability under the grant program chosen in section 2.B based on the intended use/outcome described in section 3.G. If the intended use/outcome is different than listed in section 3.G, MSP-EMHSD may not be able to justify in an audit that the costs are allowable under the grant program chosen in section 2.B. If anything is deemed unallowable during an audit, the subgrantee will be responsible for repayment of the funding to the federal government and shall return the funds to MSP-EMHSD.



FEMA 04HW-01-MOBL - Computer, Mobile Data



Navigation

Search

Languages

Description:

Mobile computer devices, usually mounted permanently in vehicle, operating from DC power supply. Used for data upload and download, as well as local data entry.

Grant Notes:

When utilizing FEMA program funds to build, upgrade, enhance, or replace communications and information systems, grantees and sub-grantees should develop a comprehensive interoperable communications plan before procurement decisions are made.

FEMA Related Grant Programs:

- Emergency Management Performance Grants (EMPG)
- Homeland Security Grant Program (HSGP)
- Operation Stonegarden (OPSG)
- Port Security Grant Program (PSGP)
- State Homeland Security Program (SHSP)
- Tribal Homeland Security Grant Program (THSGP)
- Urban Areas Security Initiative Program (UASI)

Standardized Equipment List

For more information on operating considerations, mandatory and applicable standards, and training



FEMA 04AP-09-ALRT - Systems, Public Notification and Warning

Navigation

Search

Languages

Description:

Systems used to alert the public of protective actions or to provide warning to the public in the event of an incident, such as sirens, the Emergency Alert System (EAS), and the Integrated Public Alert and Warning System (IPAWS).

Grant Notes:

Fees related to telecommunications services to support the system are the responsibility of the jurisdiction and are not allowable under this item. When utilizing FEMA program funds to build, upgrade, enhance, or replace communications systems, grantees and sub-grantees should develop a comprehensive interoperable communications plan before procurement decisions are made.

FEMA Related Grant Programs:

- Environmental Planning and Historic Preservation (EHP)
- Emergency Management Performance Grants (EMPG)
- Homeland Security Grant Program (HSGP)
- Operation Stonegarden (OPSG)

- Port Security Grant Program (PSGP)
- State Homeland Security Program (SHSP)
- Tribal Homeland Security Grant Program (THSGP)
- Urban Areas Security Initiative Program (UASI)

Standardized Equipment List

For more information on operating considerations, mandatory and applicable standards, and training requirements, visit the [Standardized Equipment List site \(https://iab.gov/SELint.aspx\)](https://iab.gov/SELint.aspx). To search for an equipment item, use the same Authorized Equipment List item number. *Note: some equipment items on the Authorized Equipment List may not be listed on the Standardized Equipment List.*


System Assessment and Validation for Emergency Responders

For market survey reports, visit the [System Assessment and Validation for Emergency Responders site \(http://www.firstresponder.gov/SAVER/Pages/Savers.aspx?s=Saver\)](http://www.firstresponder.gov/SAVER/Pages/Savers.aspx?s=Saver). To search for an equipment item, use the same Authorized Equipment List item number. *Note: some equipment items may not have market survey reports.*

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 Official website of the Department of Homeland Security



49716 Martin Dr., Wixom, MI 48393, Phone: 248-295-4600, Fax: 248-295-2699

February 10th, 2016

Livingston Co. IT
300 S. Highlander Way
Howell, MI 48843

Attention: Mr. Fred Steuber

Re: Quote – Panasonic Toughbook CF-31 Solid State HD- With Havis Docking Station

QN-LivingstonCoIT-CF31-5-02102016-SQ2

| Line | Qty. | Description | Unit Price | Ext. Price |
|------|------|---|--------------|---------------------|
| 1 | 5 | CF-3111992CM Win7 (Win8.1 Pro COA), Intel Core i5-5300U 2.30GHz, vPro, 13.1" XGA Touch, 4GB, 128GB SSD, Intel WiFi a/b/g/n/ac, TPM, Bluetooth, Dual Pass (Upper:WWAN/Lower:Selectable), 4G LTE Multi Carrier (EM7355), GPS, Emissive Backlit Keyboard, No DVD Drive, Toughbook Preferred 3 Yr. Warranty | \$ 4,283.68 | \$ 21,418.40 |
| 2 | 5 | CF-WMBA1304G 4BG Memory (Individually Packaged) for CF-31 | \$ 107.10 | \$ 535.50 |
| 3 | 5 | DS-PAN-112-2 Havis DEVMT, DOCKST, PAN, with Power Supply and Dual High Gain Antenna | \$ 870.40 | \$ 4,352.00 |
| 4 | 5 | AP-CG-Q-S11-BL Antenna Plus Cell/LTE/GPS antenna | \$ 103.50 | \$ 517.50 |
| 5 | 5 | Shipping/Handling (OEM direct shipping cost) | \$ 35.00 | \$ 175.00 |
| | | | Total | \$ 26,998.40 |

This quotation is valid for 60 days, and is based on State of Michigan MiDEAL contract pricing.

This quotation is for above listed hardware only, and does not include any installation labor, miscellaneous mounting hardware, Chargeguard Select protection device, extended or Protection Plus warranties, or Computrace Complete. All of which are available upon request.

Should you have any additional questions, please let me know.

I appreciate the opportunity to provide this information.

Respectfully,

Joe Campbell
Advanced Wireless Telecom
810-360-9451
jcampbell@awt911.com



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF EMERGENCY MANAGEMENT

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

Memorandum

To: Livingston County Board of Commissioners
From: Therese Cremonte, Emergency Manager
Date: 2/25/2016
Re: Purchase of five (5) Panasonic Mobile Data Computes
Homeland Security

The Livingston County Board of Commissioners approved participation in the 2014 Homeland Security Grant Program ('14 HSGP), with Resolution 2014-06-114. The Local Planning Team (LPT) met subsequently to evaluate an assortment of project submissions and authorize submission of grant funding applications against the '14 HSGP local allocation. The allocation of \$26,998.40 toward the purchase of five Panasonic Toughbook Mobile Data Computers for Livingston County local Police Departments was one of the approved projects. The project was approved for reimbursement from '14 HSGP funds by the State of Michigan Emergency Management and Homeland Security reviewers and Region One Homeland Security Board.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION APPROVING THE CREATION OF ONE (1) PART TIME REGIONAL PLANNER POSITION – EMERGENCY MANAGER /PUBLIC SAFETY / FINANCE / BOARD

WHEREAS, the Livingston County Emergency Management Department has requested from the Region One Homeland Security Board to provide a Regional Planner; and

WHEREAS, the Region One Homeland Security Board has approved the request for the position of the Regional Planner for Livingston County and;

WHEREAS, contingent upon funding for up to \$50,000.00 dollars annually to be provided by the Region One Homeland Security Board through Homeland Security Grants funds for the Regional Planner position; and,

WHEREAS, the Regional Planner will work 29 hours per week with no benefits for the Emergency Management Department and;

WHEREAS, the Emergency Management Department would function more efficiently if the Regional Planner position was created and granted; and

WHEREAS, this Resolution has been recommended for approval by the Personnel Committee.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby establishes the creation of the Regional Planner position in the Emergency Management Department contingent upon funding for up to \$50,000.00 dollars annually to be provided by the Region One Homeland Security Board through Homeland Security Grants funds.

Current:

| Position # | Description | Stat | # Emps | Gr/BU | CY FTE |
|------------|-------------------|------|--------|-------|--------|
| 42600100 | EMERGENCY MANAGER | A | 1 | NU | 1.000 |

Proposed:

| Position # | Description | Stat | # Emps | Gr/BU | CY FTE |
|------------|-------------------|------|--------|-------|--------|
| 42600100 | EMERGENCY MANAGER | A | 1 | NU | 1.000 |
| 42600101 | EM REG PLANNER | P | 0 | NU | .725 |

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes the appropriate Budget Amendment(s) to effectuate the above.

THEREFORE, BE IT FURTHER RESOLVED that the Chair of the County Board of Commissioners is authorized to sign all forms, assurances, supporting documents, and contracts/agreements related to the Regional Planner position as deemed necessary for implementation of the position, upon review and approval by civil counsel.

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MOVED:

SECONDED:

CARRIED:

LIVINGSTON COUNTY JOB DESCRIPTION

REGIONAL PLANNER POSITION – EMERGENCY MANAGEMENT

Supervised By: Emergency Manager

Supervises: May proxy for Emergency Manager

FLSA Status: Exempt

Position Summary:

The Regional Planner would work under the supervision of the Emergency Manager (E.M.) The Regional Planner assists the E.M. with addressing local and regional emergency management issues and the maintenance of emergency operation plans. The planner will further assist the E.M. with the coordination, mitigation and preparedness, response, and recovery processes for both natural and man-made emergencies and disasters within Livingston County in accordance with Public Act 390. Some required activities may take place outside of normal business hours.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. In the event of a disaster or County-wide emergency, the Regional Planner assists the Emergency Manager with damage assessment and coordination of the disaster response through the operations of the Emergency Operations Center.
2. Assist the EM with emergency planning efforts with all political jurisdictions within the County. Assist in review to ensure emergency plans meet federal regulations and assists as an agent in securing disaster relief monies.
3. Assist with the completion of federal and state forms and activity reports for emergency management to ensure grant reimbursement as necessary.
4. Assist E.M. with updating the county emergency operations plan which involves working with each agency/department that is included in the plan to identify tasks they will perform in an emergency. Assist in review of plan to ensure it is compliant with all federal regulation.
5. Assist E.M. and members of Local Emergency Planning Committee by providing information and other staff support.

6. Assist E.M. when working with school districts to develop and test emergency plans. May be asked to support E.M. by giving presentations to schools, service groups and care facilities to raise the awareness of emergency management.
7. Assist E.M. when working with industrial and private sector organizations to review emergency policies and procedures, shelter designation, evacuation procedures and other areas of emergency management.
8. Assist with the development and maintenance of the Emergency Operations Center, from which emergency operations are coordinated.
9. Assist E.M. with the planning and coordination of drills and exercises carried out in preparation for emergencies.
10. Support E.M. responsibilities by staying current with legislative and regulatory developments and current issues through continued education and professional growth. Attend conferences, workshops, and seminars with E.M. or as a proxy as is appropriate.
11. Assist with Sarah Title III requirements and documentation. Assist with development and maintenance of mitigation plans for Livingston County.
12. Perform other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Associates Degree or college level course work in any field.
- The County, at its discretion, may consider an alternative combination of formal education and work experience. Experience in an emergency services capacity providing familiarity with emergency response and dealing with governmental entities will be strongly considered.
- Certifications in NIMS 100, 200, 300, 400, 700 and 800 as required by state and federal mandates within two years of hire and Professional Emergency Manager (PEM) certification within three years of hire.
- Michigan Vehicle Operator's License.
- General First Aid training.

- Skill in the use of office equipment and technology, including Microsoft Suite applications, Excel, Word, Power Point, and software programs utilized by the Emergency Management Program and Region One.
- Ability to learn and work with other applications as required.
- Strong time management and organization skills.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts verbally and in writing. Ability to develop and give presentations in public forums.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Ability to respond to emergencies or service needs on a 24-hour basis to include holidays and weekends.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.

Livingston County, Michigan

POSITION REQUEST/CHANGE FORM



1. CONTACT INFORMATION

Requester: Jeffrey R Boyd Title of Requester: Director
Dept. Phone Number/Extension: 546-6220 Date Requested: 3-9-16

2. POSITION REQUESTED INFORMATION

Position Title: Regional Planner Supervisor: Therese Cremonte

Name and title of current (or previous) incumbent: none *new position*

Is the purpose of this request to fill a position as a result of a vacancy? Yes No

Is the purpose of this request to change the scheduled hours of an existing position? No From: _____ To: _____

Is the purpose of this request to reclassify a current position? Yes No

Position Type: Regular Term/Grant Temp. Unpaid Special

Position Status: Full Time (30+) Part-Time (21-29) Part-Time (20 or Less)

Number of work hours per week: 29

Authorized ORG FTE per budget book for the past five years: 2011: _____, 2012: _____, 2013: _____, 2014: _____, 2015: _____

Description of position and justification for change of hours/addition of position (REQUIRED):
Regional Planner to work with Emergency Manager on all plans, exercises, EOP's and emergencies.

3. FUNDING INFORMATION

at .725 FTE

Base Annual Salary: Grade 8 *\$35,531 - 36,864 Base Salary* This position is funded in whole or in part by a grant % Funded: 100

Position will be funded by: General Fund Enterprise Fund Special Revenue Fund Internal Service Fund

Funding Source(s) (Check all that apply and provide percentage)

Increased Fees: Percent _____ Contract/Charges for Services: Percent _____ General Fund: Percent _____

Reduction of Expenditures: Percent _____ Which expenses were reduced and by how much?

Grant funded position - service (Position goes when funding does)

4. REQUIRED APPROVALS

Supervisor (if applicable) _____ Date _____
Jeffrey R Boyd *[Signature]* 3-9-16
Department Head _____ Date _____

5. HR OFFICE ONLY

Job Class: 7090 Job Title: Regional Planner, EM Grade: Select NU 8 S

Employee Group: Select NU *Jurylee* 31916 Step: Select 1-2

HR Reviewed _____ Date Reviewed _____

Grant Term Tier 2

6. BUDGET OFFICE ONLY

Position Control # _____ Org. 23842600 Object Code: 704000 706000 706001 705000

Funds Available: Yes No *Grant funded position - new*

Budget Reviewed Cynthia Cotanach 3/9/16 Date Reviewed _____

Board Authorized on Date: _____ Resolution#: _____

new position Pending Board Authorization



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF EMERGENCY MANAGEMENT

1911 Tooley Rd. Howell, MI 48855
Phone 517-546-6226 Fax 517-546-6788
Web Site: livgov.com

Memorandum

To: Livingston County Board of Commissioners
From: Jeffrey R. Boyd
Date: 3-11-2016
**Re: Resolution approving the creation of 1 part time Regional
Planner position**

The Region One Homeland Security Board has grant funds available to provide Regional Planners for Emergency Management programs within Region One. The available funds do not exceed \$50,000 dollars per planner. The Region One Homeland Security Board has agreed to fund a Regional Planner position for Livingston County upon approval by the County Board of Commissioners.

The Regional Planner position would be part time, a total of 29 hours per week. The position would be contingent upon funding available through Homeland Security Grant funds as provided and approved by the Region One Homeland Security Board.

The Regional Planner position would answer directly to the Emergency Manager. The regional Planner would be responsible for assisting the Emergency Manager with the increased demands for creating, updating, and exercising local emergency plans for Livingston County.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING LIVINGSTON COUNTY TO PARTICIPATE IN THE 2016 STATEWIDE TORNADO DRILL DAY – EMERGENCY MANAGEMENT / PUBLIC SAFETY / FINANCE / BOARD

WHEREAS, Livingston County may experience severe weather in the form of thunderstorms, wind storms, floods, and tornadoes, which threatens the health and safety of residents.

WHEREAS, each year, more than 1,000 tornadoes strike the United States, including an average of 15 in Michigan and there is a chance, based on past incidents, that tornados can occur in Livingston County; and,

WHEREAS, since 1950, 1,009 tornadoes have been reported in the State of Michigan, resulting in substantial loss of life and property; and,

WHEREAS, all individuals are encouraged to be aware of the warning signs of severe weather and follow proper safety and emergency procedures; and,

WHEREAS, Livingston County Emergency Management joins together with the Michigan State Police and other emergency management partners to educate the public about the dangers of tornadoes and other severe weather events and the precautions that can be taken to save lives and protect families;

THEREFORE BE IT RESOLVED, that the Livingston County Board of Commissioners, hereby approves this resolution and proclaims April 13, 2016, as Tornado Drill Day and request that all county agencies and facilities participate, if able, during this drill on the aforementioned date at 1:30 pm.

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MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF EMERGENCY MANAGEMENT

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

Memorandum

To: Livingston County Board of Commissioners
From: Therese Cremonte, Emergency Management
Date: 3/23/2016
**Re: PARTICIPATION OF LIVINGSTON COUNTY IN THE 2016
STATEWIDE TORNADO DRILL DAY**

This resolution is to request the support of the Livingston County Board of Commissioners for the participation of Livingston County in the statewide tornado drill scheduled for Wednesday, April 13, 2016 at 1:30 pm. This endeavor is to support the safety and protection of county employees and the local community.

County agencies and facilities supervisors are requested to participate in the drill on the aforementioned date and time with their employees. This drill is an opportunity to practice how and where all would take shelter in the event of a tornado or severe weather that could cause a tornado.

There should be discussion prior to the drill with county employees that the drill will be taking place, what would be expected of personnel, and where sheltering would be done in their facility in the event of a severe weather incident. This is especially important for employees who may be in transit or working in outdoor locations.

I am able to provide guidance and talking points as needed reference this drill or protective actions for severe weather events.

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