



BOARD OF TRUSTEES
Regular Meeting
March 22, 2017
7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
 - A. Marc Griffis, Isabella County 911 & Emergency Mgt Director
 - B. Jim McBryde - MMDC 2016 Accomplishments and 2017 Goals
6. CLOSED SESSION
7. PUBLIC HEARINGS
8. PUBLIC COMMENT: Restricted to three minutes regarding issues on this agenda
9. REPORTS/BOARD COMMENTS
 - A. Current List of Boards and Commissions – Appointments as needed
10. CONSENT AGENDA
 - A. Communications
 - B. Minutes – March 8, 2017- regular meeting
 - C. Bills
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports
 - G. 2.5.10 Cash Flow Ratio
11. NEW BUSINESS
 - A. Discussion / Action (K. Smith): 2017 Water Storage Tank Maintenance Project
 1. Approval of Bid – MC Sandblasting and Painting
 2. Approval of Technical Services Agreement – Dixon Engineering
 - B. Discussion / Action (Woerle): Consider for adoption A Resolution to Reaffirm Human Rights Ordinance No: 2012-06
 - C. Discussion / Action: Consider certifying that the Support Emergency Operations Plan for the Charter Township of Union June 2015 (The Plan), is the current plan
 - D. Discussion (Ben Gunning): Gravel Roads/Deerfield Road Condition/Detour Routing
 - E. Discussion (Ben Gunning): Medical Marijuana/ Public Acts 281, 282, 283
12. MANAGER COMMENTS
13. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue
14. FINAL BOARD MEMBER COMMENT
15. ADJOURNMENT

Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Norm	Woerle	11/20/2020
2-Chair	Phil	Squatrito	2/15/2020
3- Vice Chair	Bryan	Mielke	2/15/2018
4-Secretary	Alex	Fuller	2/15/2020
5-Vice Secretary	John	Zerbe	2/15/2018
6	Ryan	Buckley	2/15/2019
7	Denise	Webster	2/15/2020
8	Erik	Robinette	2/15/2018
9	Dwayne	Strachan	2/15/2018
Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term			
#	F Name	L Name	Expiration Date
1-Chair	Tim	Warner	12/31/2019
2-PC Rep / Vice Chair	Bryan	Mielke	2/18/2018
3-Vice Secretary	Jake	Hunter	12/31/2019
4-Secretary	Mike	Darin	12/31/2019
5	Paul	Gross	12/31/2018
Alt. #1	Andy	Theisen	12/31/2019
Alt. #2	Taylor	Sheahan-Stahl	2/15/2018
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1-Chair	Ronald	Mclvor	12/31/2018
2	James	Thering	12/31/2018
3	Brian	Neyer	12/31/2018
Alt #1	Mary Beth	Orr	1/25/2019
Citizens Task Force on Sustainability (4 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Laura	Coffee	12/31/2018
2	Mike	Lyon	12/31/2018
3	Jay	Kahn	12/31/2018
4	Phil	Mikus	11/20/2020
Construction Board of Appeals (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Colin	Herron	12/31/2017
2	Richard	Klumpp	12/31/2017
3	Andy	Theisen	12/31/2017
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2018
2	John	Dinse	12/31/2017
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2019



Board Expiration Dates

EDA Board Members (11 Members) 4 year term			
#	F Name	L Name	Expiration Date
1	Thomas	Kequom	4/14/2019
2	James	Zalud	4/14/2019
3	Robert	Elmore	2/13/2017
4	Robert	Bacon	1/13/2019
5	Ben	Gunning	11/20/2020
6	Marty	Figg	6/22/2018
7	Sarvjit	Chowdhary	1/20/2018
8	Cheryl	Hunter	6/22/2019
9	Vance	Johnson	2/13/2017
10	Michael	Smith	2/13/2017
11	Mark	Perry	3/26/2018

CHARTER TOWNSHIP OF UNION
Board of Trustees
Regular Meeting

A regular meeting of the Charter Township of Union Board of Trustees was held on March 8, 2017 at 7:00 p.m. at Union Township Hall.

Meeting was called to order at 7:00 p.m.

Roll Call

Present: Supervisor Gunning, Clerk Cody, Trustees B. Hauck, Mikus

Excused: Treasurer Rice, Trustees Lannen, and Woerle

Approval of Agenda

Mikus moved **B. Hauck** supported to approve the agenda deleting Approval of Resolution Authorizing 2017 – Election Equipment Grant Application Submission and adding Semi Annual 2%. **Vote: Ayes: 4 Nays: 0. Motion carried.**

Presentations

MAC TV 2017 Presentation presented by K. Smith and Carey Hammel.

Public Hearings

Public Comment - open 7:20 p.m.

Andy Theisen, 1520 E. Deerfield Rd. – Commented on condition of E. Deerfield Rd. asking for consideration for maintaining the road.

Gene Pety, 1545 E. Deerfield Rd. - Commented on condition of E. Deerfield Rd.

Heather Tubbs 1874 E. Deerfield Rd. - Commented on condition of E. Deerfield Rd.

Ed Dodak, 1895 E. Deerfield Rd. - Commented on condition of E. Deerfield Rd.

Reports/Board Comments

B. Hauck – Updates from the Isabella County Road Commission.

Gunning – Commented on Crawford Rd. Pathway discussions.

Consent Agenda

- A. Communications
- B. Minutes March 8, 2017 – Regular Meeting
- C. Payroll
- D. Bills
- E. Meeting Pay
- F. Fire Reports

Hauck moved **Cody** supported to approve the consent agenda as presented. **Vote: Ayes: 4 Nays: 0. Motion carried.**

BOARD AGENDA

A. Discussion / Action: (K. Smith): MAC TV Contract

Mikus moved **Cody** supported to approve the service agreement between the Charter Township of Union Board of Trustees and the Mid Michigan Area Cable Consortium (MMACC) for the recording of Board of Trustees, Planning Commission, and Zoning Board of Appeals meetings. **Ayes: 4 Nays: 0. Motion carried.**

B. Discussion / Action: (DePriest): Approval of 2017 Application for Tax Exemption (Poverty MCL 211.7u)

Cody moved **B. Hauck** supported to approve the 2017 Application for Tax Exemption (Poverty MCL 211.7u). **Roll Call Vote: Ayes: 4 Nays: 0. Motion carried.**

C. Discussion / Action: (Stuhldreher): Consider to approve 2017 Township Brine Participation with Isabella County Road Commission (ICRC) and authorize the Township Manager to sign said contract

B. Hauck moved **Cody** supported to approve 2017 Township Brine Participation with Isabella County Road Commission (ICRC) and authorize the Township Manager to sign said contract. **Vote: Ayes: 4 Nays: 0. Motion carried.**

D. Determination of which Gravel Roads to be Rehabilitated

The ICRC has determined that the two mile stretch of Millbrook, between Lincoln and Mission are in critical condition and as such will be doing rehabilitation work on this section of road. **B. Hauck** moved **Cody** supported the other two miles of gravel road that will be rehabilitated in 2017 will be Wing Rd. between Mission and Isabella and Bamber Rd. between River and Baseline. **Vote: Ayes: 4 Nays: 0. Motion carried.**

E. Semi Annual 2%

B. Hauck moved **Cody** supported to approve the request to submit 2% application to the Saginaw Chippewa Indian Tribe of Michigan in regards to project name: Meridian Road between Bluegrass Rd. and Remus Rd & Bridge Replacement on Meridian Rd. over N. Br. Chippewa River. **Vote: Ayes: 4 Nays: 0. Motion carried.**

MANAGER COMMENTS

Updates to the Board of Trustees

Dates to mark on calendars: March 13, 16, & 27 Board of Review (see posted schedule); March 22 Board of Trustees-Tour Water/Sewer plants; March 25 Policy Governance with Sue Radwan (9a.m.); April 26 (4-6p.m.) Staff/Boards/Commissions Ethics presentation.

EXTENDED PUBLIC COMMENT - Open 8:11 p.m.

Ed Dodak, 1895 E. Deerfield Rd. – Asked if the Road Commissioners attend the Township meetings.

FINAL BOARD MEMBER COMMENTS

Mikus – Commented that he is not able to attend the 3/22/17 Board of Trustee tour of Water/Sewer Plant.

Gunning – Commented on public attendance and the loss of community member, Tim Brockman.

ADJOURNMENT

Mikus moved **Cody** supported to adjourn the meeting at 8:28 p.m. **Vote: Ayes: 4 Nays: 0.**
Motion carried.

APPROVED BY:

Lisa Cody, Clerk

Ben Gunning, Supervisor

(Recorded by Jennifer Loveberry)

DRAFT

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 101 POOLED CHECKING					
03/09/2017	101	106 (E)	00527	PITNEY BOWES GLOBAL FINANCIAL LLC	1,006.02
03/09/2017	101	107 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	1,669.14
03/09/2017	101	108 (E)	01105	MASTERCARD	10,412.94
03/22/2017	101	19157	01358	21ST CENTURY MEDIA-MICHIGAN	1,222.97
03/22/2017	101	19158	00948	ARGUS-HAZCO	150.01
03/22/2017	101	19159	00043	ARROW UNIFORM	298.37
03/22/2017	101	19160	00095	C & C ENTERPRISES, INC.	207.50
03/22/2017	101	19161	00104	CENTRAL FIRE PROTECTION	596.00
03/22/2017	101	19162	00129	CMS INTERNET, LLC	427.50
03/22/2017	101	19163	00155	COYNE OIL CORPORATION	332.29
03/22/2017	101	19164	01186	COYNE PROPANE LLC	804.69
03/22/2017	101	19165	01242	CULLIGAN WATER	20.50
03/22/2017	101	19166	01171	DBI BUSINESS INTERIORS	347.23
03/22/2017	101	19167	00209	ETNA SUPPLY COMPANY	2,500.00
03/22/2017	101	19168	00231	FOUR SEASON'S EXTERMINATING	40.00
03/22/2017	101	19169	00257	GOURDIE-FRASER, INC.	442.50
03/22/2017	101	19170	00261	GRAINGER	301.96
03/22/2017	101	19171	01504	INDUSTRIAL CRYOGENIC ENGINEERING	22.50
03/22/2017	101	19172	00967	INTERNATIONAL CODE COUNCI, INC	229.00
03/22/2017	101	19173	00324	ISABELLA CORPORATION	1,350.00
03/22/2017	101	19174	00337	ISABELLA COUNTY TREASURER	87.50
03/22/2017	101	19175	00362	KRAPOHL FORD & LINCOLN	539.77
03/22/2017	101	19176	01517	L S L PLANNING	4,403.85
03/22/2017	101	19177	00460	MT. PLEASANT AREA CHMB OF COMMERCE	30.00
03/22/2017	101	19178	00128	CITY MT. PLEASANT	171,000.00
03/22/2017	101	19179	00494	NORTH CENTRAL LABORATORIES	327.18
03/22/2017	101	19180	00506	MEEKHOF TIRE SALES & SERVICE INC	3.00
03/22/2017	101	19181	00131	PERCEPTIVE CONTROLS, INC	750.00
03/22/2017	101	19182	00525	PICKARD STREET CAR WASH	21.00
03/22/2017	101	19183	01440	RESERVE ACCOUNT	3,000.00
03/22/2017	101	19184	00574	SAGINAW VALLEY CHAPTER ICC	247.00
03/22/2017	101	19185	00597	SHERWIN WILLIAMS	78.31
03/22/2017	101	19186	01254	LARRY M SOMMER	36.10
03/22/2017	101	19187	01364	SHERRIE TEALL	822.96
03/22/2017	101	19188	01446	THRUN LAW FIRM P.C.	1,999.00
03/22/2017	101	19189	00668	UNITED PARCEL SERVICE	8.66
03/22/2017	101	19190	01013	USA BLUE BOOK	1,518.91
03/22/2017	101	19191	00703	WASTE MANAGEMENT OF MICHIGAN, INC	1,176.88
03/22/2017	101	19192	01236	WEB ASCENDER	100.00
03/22/2017	101	19193	00710	WEBB CHEMICAL SERVICE	4,335.20

101 TOTALS:

Total of 40 Checks:	212,866.44
Less 0 Void Checks:	0.00
Total of 40 Disbursements:	212,866.44

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
03/09/2017	101	106 (E)	00527	PITNEY BOWES GLOBAL FINANCIAL LLC	LEASE POSTAGE METER 4TH Q 2016 LEAE POSTAGE METER 1ST Q 2017	503.01 503.01 <u>1,006.02</u>
03/09/2017	101	107 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	STREET LIGHTS 2010 S LINCOLN RD #GUL	1,620.99 48.15 <u>1,669.14</u>
03/09/2017	101	108 (E)	01105	MASTERCARD	MASTERCARD BEBOW MASTERCARD WALDRON MASTERCARD DEARING MASTERCARD TAYLOR MASTERCARD MCBRIDE MASTERCARD MCPHERSON MASTERCARD DEPRIEST MASTERCARD ROCKAFELLOW MASTERCARD FUSSMAN MASTERCARD SMITH K MASTERCARD STUHLBREHER	3,347.87 344.42 153.30 73.88 4,199.67 337.92 579.96 388.37 525.60 103.95 358.00 <u>10,412.94</u>
03/22/2017	101	19157	01358	21ST CENTURY MEDIA-MICHIGAN	PBLC HEARNGS, PLANNING, ZBA, WTR TRCK BID MEETING NOTICES, CLSSIFIED PARKS HELP	899.24 323.73 <u>1,222.97</u>
03/22/2017	101	19158	00948	ARGUS-HAZCO	OXYGEN SENSOR	150.01
03/22/2017	101	19159	00043	ARROW UNIFORM	UNIFORMS UNIFORMS UNIFORMS UNIFORMS UNIFORMS	76.87 47.12 49.30 48.21 76.87 <u>298.37</u>
03/22/2017	101	19160	00095	C & C ENTERPRISES, INC.	FLOOR CLEANER, PAPER TOWELS GLOVES	52.50 155.00 <u>207.50</u>
03/22/2017	101	19161	00104	CENTRAL FIRE PROTECTION	TWP HALL ANNUAL FIRE EXT INSP WWTP ANNUAL FIRE EXT SERVICE WTR PLANT ANNUAL FIRE EXT INSP	97.00 402.00 97.00 <u>596.00</u>
03/22/2017	101	19162	00129	CMS INTERNET, LLC	INSTALL ACCTING ON BLDG DEPT CLERK PC WWTP GROOVE BOX FIX	23.75 403.75 <u>427.50</u>
03/22/2017	101	19163	00155	COYNE OIL CORPORATION	GAS & FUEL	332.29

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
03/22/2017	101	19164	01186	COYNE PROPANE LLC	PROPANE ISABELLA WELL SITE	804.69
03/22/2017	101	19165	01242	CULLIGAN WATER	WWTP FEBRUARY WATER	20.50
03/22/2017	101	19166	01171	DBI BUSINESS INTERIORS	CAMRAMAN CHAIR FOR BOARD ROOM/COPY PAPER PUNCH HEAD REPLACEMENT	333.74 13.49
						<u>347.23</u>
03/22/2017	101	19167	00209	ETNA SUPPLY COMPANY	METER READING EQUIP & SOFTWARE	2,500.00
03/22/2017	101	19168	00231	FOUR SEASON'S EXTERMINATING	TWP HALL INT/EXT TREATMENT	40.00
03/22/2017	101	19169	00257	GOURDIE-FRASER, INC.	PUMP STN #5 CONCOURSE-MANHOLE REHAB	442.50
03/22/2017	101	19170	00261	GRAINGER	STAINLESS STEEL DIPPER 600ML	301.96
03/22/2017	101	19171	01504	INDUSTRIAL CRYOGENIC ENGINEERING	PLANT UTILITY VEHICLE PLOW-CUTTER BLADE	22.50
03/22/2017	101	19172	00967	INTERNATIONAL CODE COUNCI, INC	NEW BUILDING CODE BOOKS	229.00
03/22/2017	101	19173	00324	ISABELLA CORPORATION	ISABELLA WATER FILTER CLEAN	1,350.00
03/22/2017	101	19174	00337	ISABELLA COUNTY TREASURER	2016 DOG LICENSE SALES SETTLEMENT 2 LIC 2016 DOG LICENSE SALES SETTLEMENT 3 LICE	29.00 58.50
						<u>87.50</u>
03/22/2017	101	19175	00362	KRAPOHL FORD & LINCOLN	2012 F250 4X4 TRNSFRCASE SHIFT MOTOR REP	539.77
03/22/2017	101	19176	01517	L S L PLANNING	MASTER PLAN REVIEW-FEB 2017	4,403.85
03/22/2017	101	19177	00460	MT. PLEASANT AREA CHMB OF COMMERCE	LEGISLATIVE BREAKFAST - MGR	30.00
03/22/2017	101	19178	00128	CITY MT. PLEASANT	2ND QUARTER 2017 FIRE CONTRACT PAYMENT	171,000.00
03/22/2017	101	19179	00494	NORTH CENTRAL LABORATORIES	BUFFER SOLUTION	327.18
03/22/2017	101	19180	00506	MEEKHOF TIRE SALES & SERVICE INC	DISPOSE OF JUNK TIRE AT JAMESON HALL	3.00
03/22/2017	101	19181	00131	PERCEPTIVE CONTROLS, INC	CONTROL SYSTEM TROUBLESHOOTING BLOWER SYSTEM PROGRAMMING	375.00 375.00
						<u>750.00</u>
03/22/2017	101	19182	00525	PICKARD STREET CAR WASH	CAR WASH AND DETAIL	21.00
03/22/2017	101	19183	01440	RESERVE ACCOUNT	RELOAD POSTAGE METER RESERVE ACCOUNT	3,000.00
03/22/2017	101	19184	00574	SAGINAW VALLEY CHAPTER ICC	MADCAD USER GROUP FEE 2017	247.00
03/22/2017	101	19185	00597	SHERWIN WILLIAMS	PAINT OFFICE AT MISSION SHOP PAINTING - SHOP	58.50 19.81
						<u>78.31</u>
03/22/2017	101	19186	01254	LARRY M SOMMER	NMCOA TRAINING-MEAL REIMB SOMMER	36.10
03/22/2017	101	19187	01364	SHERRIE TEALL	FLEX MEDICAL REIMB 3/2/17 ACCTNG STNDRDS COMM-MILEAGE/LUNCH	689.60 133.36
						<u>822.96</u>
03/22/2017	101	19188	01446	THRUN LAW FIRM P.C.	MTT/ASSESSING DARDEN RESTAURANTS / MTT 15-03574 RED LOBSTER RESTAURANT MTT 14-003971-TT CAMPUS CREST AT MP II LLC / MTT 16-00159 PEP-CMU LLC / MTT 16-002603 ALDI INC / MTT 16-003774 DARDEN RESTAURANT (MENARDS) / MTT 16-003 ARCP RL PORT IV LLC / MTT 16-003406	382.40 282.40 370.80 176.00 9.60 247.00 248.00 282.80
						<u>1,999.00</u>
03/22/2017	101	19189	00668	UNITED PARCEL SERVICE	WATER SAMPLE SHIPPING	8.66
03/22/2017	101	19190	01013	USA BLUE BOOK	BUFFER & PERISTALTIC PUMP	1,518.91

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
03/22/2017	101	19191	00703	WASTE MANAGEMENT OF MICHIGAN, INC	TWP HALL DUMPSTER SERVICE	54.45
					MCDONALD PARK DUMPSTER	167.99
					JAMESON HALL DUMPSTER SERVICE-MARCH	106.61
					WWTP DUMPSTER SERVICE MARCH	733.55
					ISABELLA DUMPSTER SERVICE MARCH	67.93
					MISSION-SHOP DUMPSTER SERVICE MARCH	46.35
						<u>1,176.88</u>
03/22/2017	101	19192	01236	WEB ASCENDER	HELP UPDATE BOARD MINUTES/PKTS ON WEBSIT	100.00
03/22/2017	101	19193	00710	WEBB CHEMICAL SERVICE	FERRIC CHLORIDE SOLUTION	4,335.20
						<u><u>4,335.20</u></u>

101 TOTALS:

Total of 40 Checks:

212,866.44

Less 0 Void Checks:

0.00

Total of 40 Disbursements:

212,866.44

Charter Township of Union Payroll
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CHECK DATE: March 9, 2017

PPE: March 4, 2017

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$	47,324.06
Employer Share Med		676.07
Employer Share SS		2,890.74
SUI		1,169.51
Pension-Employer Portion		3,190.55
Workers' Comp		465.93
Life/LTD		463.38
Dental		1,847.61
Health Care		28,803.86
Cobra/Flex Administration		-
PCORI Fee		-
Total Transfer to Payroll Checking	\$	86,831.71

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	29,711.44
EDDA		-
WDDA		-
Sewer Fund		33,414.64
Water Fund		23,705.63
Total To Transfer from Pooled Savings	\$	86,831.71

TOTAL TRANSFER FROM POOLED SAVINGS TO PAYROLL ACCOUNT

CONFIRMATION NUMBER: _____ **DATE:** _____

ACH NUMBER: _____ **TIME:** _____

**CHARTER TOWNSHIP OF UNION
MEETING PAY REQUEST FORM
2017**

BOARD MEMBER: Bill Huck

MONTH: Feb. 17

Date	Meeting	Time Attended		Total
		1hr or less	More than Hr	
2-6-17	Joint meeting of Trustees & I.R.R.		X	75. ⁰⁰
2-23-17	Road Commission meeting		X	75. ⁰⁰
2-28-17	Master plan meeting		X	75. ⁰⁰

SIGNATURE: Bill Huck Date: 3-7-17

1. This form is filled out by the board member monthly and turned into the Finance Director. Completed requests will be added to the consent agenda for approval at the next regular board meeting. After board approval, payment will be added to the next regular payroll process.
2. Only list those meetings that you have attended. You are required to list the amount of meeting time you were in attendance. The amount paid is subject to the time you spent during the actual meeting. 1 to 60 minutes is reimbursed at \$50. Anything greater than 60 minutes is reimbursed at \$75.
3. Attendances at all day conferences/sessions are reimbursed as one meeting at \$75.

Mount Pleasant Fire Department

Fire Experience Report For Union Township/City of Mt. Pleasant
Period - February 27, 2017 through March 5, 2017


Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			
	112	Fires in Structures other than a Building			
	113	Cooking Fire			1
	114	Chimney or Flue Fire			
	116	Fuel Burner/Boiler Malfunction			
	131	Passenger Vehicle Fire	1	14	
	132	Road freight or transport vehicle fire			
	136	Self-propelled Motor Home/Recreational			
	137	Camper or Recreational Vehicle (RV) Fire			
	138	Off-road vehicle of heavy equipment fire			
	140	Natural Vegetation Fire			
	143	Grass/Brush fire			
	150	Outside Rubbish Fire, other			
	151	Outside Rubbish Fire, trash or waste fire			
		154	Dumpster Fire		
	160	Special Outside Fire, Other			
Overpressure Rupture, (No Fire)	251	Excessive heat, scorch burns with no fire			
	231	Chemical reaction rupture of process vessel			
Rescue & EMS Incident	300	Rescue, EMS incident, other			
	311	Medical Assist to EMS Crew			4
	321	EMS Call excluding Veh. Accident			3
	322	Motor Vehicle Acc. W/ Injuries			
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries	1	14	1
	331	Lock-In (If lock out use 551)			
	342	Search for Person in Water			
	352	Extrication of Victim (s) from vehicle			
	353	Remove Victim from Stalled Elevator			
	360	Water & Ice-related Rescue, Other			
	361	Swimming /recreational water area rescue			
	3811	Technical rescue standby			
Hazardous Condition (No Fire)	400	Hazard condition other			
	410	Combustible/Flammable Gas Condition			
	411	Gasoline or Other Flammable Spill			
	412	Gas Leak (natural gas or LPG)			
	413	Oil of Combustible Liquid Spill			
	421	Chemical Hazard (No Spill or Leak)			
	423	Refrigeration Leak			
	424	Carbon Monoxide Incident			
	440	Electric Wiring/Equipment Problem			
	441	Heat from Short Circuit			
	442	Overheated Motor			
	443	Breakdown of Light Ballast			

	444	Power Line Down			
	445	Arcing, shorted electrical equipment			
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down			
Service Call	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route			
	622	No Incident Found on Arrival			
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	661	EMS call, party already transported			
	671	HazMat Investigation, no HazMat			
False Alarm & False Call	700	False Alarm, Other			
	710	Malicious, mischievous false call, other			
	715	Local Alarm System, Malicious False Alarm			
	721	Bomb Scare - No Bomb			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction	1	2	
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction	2	4	
	736	CO detector activation due to malfunction			
	740	Unintentional transmission of alarm, other			1
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			
	744	Detector activation, no fire			
	745	Alarm System Act. - Unintentional	1	2	
	746	Carbon Monoxide Activation, NO CO			
Severe Weather	813	Wind Storm, Tornado/Hurricane Assessment			

Special Incident Type	911	Citizen Complaint			
	9003	Affidavit Issued			
		Total Response for Union Twp/City	6	36	10

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Mount Pleasant Fire Department

**Fire Experience Report For Union Township/City of Mt. Pleasant
Period - March 6, 2017 through March 12, 2017**

Category	Code	Description	Twp	Resp	City
Fire	100	Fire, Other			
	111	Building Fire			
	112	Fires in Structures other than a Building			
	113	Cooking Fire			
	114	Chimney or Flue Fire			
	116	Fuel Burner/Boiler Malfunction			
	131	Passenger Vehicle Fire			
	132	Road freight or transport vehicle fire			
	136	Self-propelled Motor Home/Recreational			
	137	Camper or Recreational Vehicle (RV) Fire			
	138	Off-road vehicle of heavy equipment fire			
	140	Natural Vegetation Fire			
	143	Grass/Brush fire	1	19	
	150	Outside Rubbish Fire, other			2
	151	Outside Rubbish Fire, trash or waste fire			
	154	Dumpster Fire			
160	Special Outside Fire, Other				
Overpressure Rupture, (No Fire)	251	Excessive heat, scorch burns with no fire			
	231	Chemical reaction rupture of process vessel			
Rescue & EMS Incident	300	Rescue, EMS incident, other			
	311	Medical Assist to EMS Crew	1	3	
	321	EMS Call excluding Veh. Accident	1	3	
	322	Motor Vehicle Acc. W/ Injuries			1
	323	Motor Vehicle Acc/Pedestrian			
	324	Motor Vehicle Acc. W/no Injuries			1
	331	Lock-In (If lock out use 551)			
	342	Search for Person in Water			
	352	Extrication of Victim (s) from vehicle			
	353	Remove Victim from Stalled Elevator			
	360	Water & Ice-related Rescue, Other			
361	Swimming /recreational water area rescue				
3811	Technical rescue standby				
Hazardous Condition (No Fire)	400	Hazard condition other			1
	410	Combustible/Flammable Gas Condition			
	411	Gasoline or Other Flammable Spill			
	412	Gas Leak (natural gas or LPG)			
	413	Oil of Combustible Liquid Spill			
	421	Chemical Hazard (No Spill or Leak)			
	423	Refrigeration Leak			
	424	Carbon Monoxide Incident			
	440	Electric Wiring/Equipment Problem			1
	441	Heat from Short Circuit			1
442	Overheated Motor				
443	Breakdown of Light Ballast				

	444	Power Line Down	3	6	9
	445	Arcing, shorted electrical equipment			
	451	Biological hazard, confirmed or suspected			
	461	Building or Structure Weakened or Collapsed			
	462	Aircraft Standby			
	463	Vehicle Accident, general cleanup			
	480	Attempted burning, illegal action, other			
	4441	Utility Line Down	6	15	4
Service Call	500	Service Call - Other			
	510	Person in Distress			
	511	Lock-out			
	512	Ring or Jewelry removal			
	520	Water Problem, Other			
	521	Water Evacuation			
	522	Water of Steam Leak			
	531	Smoke or Odor Removal			
	542	Animal Rescue			
	552	Police Matter			
	553	Public Service			
	561	Unauthorized Burning			
	571	Cover assignment, standby, moveup			
Good Intent Call	600	Good Intent Call, Other			
	611	Dispatched and Cancelled en route			
	622	No Incident Found on Arrival			
	631	Authorized controlled burning			
	650	Steam, gas mistaken for smoke,			
	651	Smoke Scare, Odor of Smoke			
	661	EMS call, party already transported			
	671	HazMat Investigation, no HazMat			
False Alarm & False Call	700	False Alarm, Other			
	710	Malicious, mischievous false call, other			
	715	Local Alarm System, Malicious False Alarm			
	721	Bomb Scare - No Bomb			
	730	System Malfunction			
	731	Sprinkler activation due to malfunction			
	732	Extinguishing System Activation - Malfunction			
	733	Smoke Det. Activation - Malfunction			
	734	Heat Detector Activation - Malfunction			
	735	Alarm system sounded due to malfunction			
	736	CO detector activation due to malfunction	1	2	
	740	Unintentional transmission of alarm, other			
	741	Sprinkler activation, no fire			
	743	Smoke Det. Activation - Unintentional			
	744	Detector activation, no fire	1	2	
	745	Alarm System Act. - Unintentional	1	2	1
	746	Carbon Monoxide Activation, NO CO			
Severe Weather	813	Wind Storm, Tornado/Hurricane Assessment			

Special Incident Type	911	Citizen Complaint			
	9003	Affidavit Issued			
		Total Response for Union Twp/City	15	52	21

 Emergency - MPFD

 Emergency - MPFD Secondary to MMR

 Non - Emergency

Policy: 2.5.10 Cash Flow Ratio
Type: Internal
Occurrence: Monthly
Date: February 2017

Policy Wording

He or she shall not fail to maintain an adequate level of cash flow.

Manager Interpretation

Manager interprets this policy to indicate that cash availability for the major funds (not including debt retirement or special revenue funds) should not fall below a certain threshold. The threshold amount used for the data and compliance sections of this policy is as follows:

General Fund – 4 months of budgeted expenditures for the current fiscal year

Fire Fund – 3 of the quarterly contract payments due to the City of Mt. Pleasant for fire protection services

East and West DDA Funds – 4 months of normal operational expenditures

Water and Sewer Funds – 2 months of budgeted expenses for the current fiscal year

Justification for reasonability

Cash flow for this report is defined as “liquid cash reserves held by a bank or credit union that can be accessed and utilized on an as needed basis.”

The Township Manager has determined that 4 months of cash reserves is needed for the General Fund because property taxes are collected in December, January, and February, and that accounts for 20% of the revenues for the General Fund. State Revenue Sharing (60% of GF revenues) is received semi monthly thereby giving the township an influx of cash for operations.

For the Fire Fund, 3 quarterly contract payments are required to meet the obligations of the July, October, and January payments prior to the collection of the property tax in the first quarter of each year

For the East and West DDA districts 4 months of cash reserves are needed to meet the normal operations of the East and West Districts. Project costs are not included because they are not reoccurring and will be based on the tax capture amount that will be deposited in the respective funds during the first quarter of each year.

For the Water and Sewer Funds 2 months of cash reserves are needed because 80% of the water and sewer bills are paid in the first two months of each quarter. Bills are sent in January, April, July, and October of each year.

Data used from this report is gathered from the BS&A General Ledger system – report- “Cash Summary by Account for the Charter Township of Union” and is based on the reconciled cash at the end of the previous month.

Policy 2.5.10 continued

Data

<u>Fund</u>	<u>Current cash</u>	<u>Amount required for compliance</u>	<u>Compliant?</u>
GF Total	\$ 3,057,182		
(Restricted-Const)	\$ (21,025)		
GF Unrestricted	\$ 3,036,157	\$ 712,848	Yes
Fire Fund	\$ 1,284,319		
(Fire Truck Reserve)	\$ (350,000)		
FF Unrestricted	\$ 934,319	\$ 513,000	Yes
EDDA	\$ 753,495		
Projects	\$ -0-		
EDDA Unrestricted	\$ 753,495	\$ 58,650	Yes
WDDA	\$ 847,867		
Projects	\$ -0-		
WDDA Unrestricted	\$ 847,867	\$ 85,772	Yes
Sewer Fund	\$ 3,227,616		
Savings 2004 Bond Reserve	\$ (175,871)		
Savings 2011 Bond Reserve	\$ (35,000)		
Savings 2011 Bond RPI Reserve	\$ (71,435)		
Savings 2013 Bond Reserve	\$ (80,000)		
Savings 2013 Bond RPI Reserve	\$ (14,028)		
Sewer Fund Net	\$ 2,851,282	\$ 510,123	Yes
Water Fund	\$ 2,879,917	\$ 334,288	Yes

Compliance

All funds are found to be in compliance.

User: SHERRIE

PERIOD ENDING 02/28/2017

DB: Union

% Fiscal Year Completed: 16.16

GL NUMBER	DESCRIPTION	END BALANCE	2017	PERIOD	% BDGT
		12/31/2016	AMENDED BUDGET	BALANCE	
		DR (CR)		DR (CR)	USED
Fund 101 - GENERAL FUND					
Revenues					
101-000-402.000	CURRENT PROPERTY TAX	(301,614.13)	305,000.00	(183,307.40)	60.10
101-000-402.001	PROPERTY TAX REFUNDS-MTT	837.26	(3,000.00)	0.00	0.00
101-000-402.002	PILOT TAX	(3,083.81)	3,000.00	0.00	0.00
101-000-402.100	PRIOR YEARS PROPERTY TAXES	2,103.68	(1,000.00)	0.00	0.00
101-000-420.000	DELQ PERSONAL PROPERTY TAXES	(922.30)	1,000.00	0.00	0.00
101-000-425.000	MOBILE HOME PARK TAX	(2,548.50)	2,500.00	0.00	0.00
101-000-445.000	INTEREST ON TAXES	823.29	0.00	0.00	0.00
101-000-446.000	3% OR 4% PENALTY ON TAX	(21,236.26)	4,000.00	0.00	0.00
101-000-447.000	ADMIN FEE-PROPERTY TAX	(147,587.97)	145,000.00	(64,205.57)	44.28
101-000-447.001	ADMIN FEES-REFUNDS MTT BOR	586.88	(300.00)	0.00	0.00
101-000-447.050	ADMIN FEE-STATE EDUC TAX(SET)	(7,765.00)	7,765.00	0.00	0.00
101-000-447.100	ADMIN FEE-PRIOR YEARS	33.86	0.00	0.00	0.00
101-000-475.000	CABLE TV	(79,670.85)	79,900.00	0.00	0.00
101-000-476.000	BUILDING PERMITS	(70,873.93)	75,000.00	(3,132.11)	4.18
101-000-477.000	RENTAL INSPECTION FEES	(78,556.50)	79,000.00	(73,065.00)	92.49
101-000-478.000	DOG LICENSE REVENUE	(4.00)	0.00	(1.50)	100.00
101-000-479.000	ZONING PERMITS	(10,795.00)	40,000.00	(2,115.00)	5.29
101-000-573.000	STATE AID REVENUE	(3,185.82)	0.00	0.00	0.00
101-000-574.000	STATE REVENUE SHARING	(1,030,739.00)	1,017,548.00	0.00	0.00
101-000-574.100	LIQUOR STATE REVENUE SHARING	(11,748.55)	11,000.00	(96.25)	0.88
101-000-574.200	METRO ANNUAL MAINT. FEE	(7,749.49)	7,700.00	0.00	0.00
101-000-609.000	CONSTR PLAN REVIEW FEES	(875.00)	0.00	(125.00)	100.00
101-000-628.000	LAND DIVISIONS	(500.00)	500.00	(200.00)	40.00
101-000-630.000	WEED ABATEMENT SERVICES	(950.75)	500.00	(394.88)	78.98
101-000-655.000	FINES & FORFEITURES	(1,088.67)	1,500.00	(145.20)	9.68
101-000-665.000	INTEREST EARNED	(21,706.74)	10,000.00	(4,165.83)	41.66
101-000-667.000	RENT - JAMESON HALL	(6,040.00)	5,000.00	(650.00)	13.00
101-000-667.100	RENT - McDONALD PARK PAVILION	(1,360.00)	1,500.00	(680.00)	45.33
101-000-667.200	RENT - JAMESON PAVILION	(420.00)	750.00	(100.00)	13.33
101-000-667.300	LEASES	(900.00)	900.00	(900.00)	100.00
101-000-671.000	OTHER REVENUE	(14,241.91)	1,000.00	0.00	0.00
101-000-672.400	REVENUE-STREET LIGHTS SPEC ASSESS	(17,349.46)	15,000.00	(6,890.30)	45.94
101-000-673.000	GAIN/LOSS ON SALE(DISPOSAL)OF ASSETS	(6,500.00)	500.00	0.00	0.00
TOTAL REVENUES		(1,845,628.67)	1,811,263.00	(340,174.04)	18.78
Expenditures					
101	TRUSTEES	81,870.89	67,981.00	11,567.37	17.02
171	SUPERVISOR	31,048.17	20,418.00	2,223.11	10.89
172	TWP MANAGER	51,977.17	79,079.00	5,969.25	7.55
191	ACCOUNTING/GEN ADMIN	142,513.58	154,945.00	17,071.75	11.02
215	CLERK	50,728.93	38,506.00	3,654.19	9.49
228	INFORMATION TECHNOLOGY	35,112.67	55,000.00	6,516.96	11.85
247	BOARD OF REVIEW	4,939.70	0.00	0.00	0.00
253	TREASURER	31,887.39	38,606.00	3,256.85	8.44
257	ASSESSOR	216,986.11	208,070.00	30,457.16	14.64
262	ELECTIONS	28,365.59	9,100.00	0.00	0.00
265	TWP HALL & GROUNDS	53,071.60	67,200.00	14,717.24	21.90
266	LEGAL/ATTORNEY	27,023.85	41,000.00	5,389.00	13.14
330	LIQUOR CONTROL	10,760.94	0.00	0.00	0.00
371	BUILDING	109,676.11	253,440.00	28,162.02	11.11
372	ZONING	51,946.68	0.00	0.00	0.00
373	RENTAL INSPECTIONS	118,430.81	0.00	0.00	0.00
441	PUBLIC WORKS	446,212.41	681,950.00	28,966.73	4.25
721	PLANNING	19,193.51	196,843.00	16,824.61	8.55
722	ZONING BOARD OF APPEALS	3,140.82	0.00	0.00	0.00
751	PARKS & RECREATION	117,517.39	179,406.00	46,449.56	25.89
901	CAPITAL OUTLAY	44,321.13	47,000.00	0.00	0.00
TOTAL EXPENDITURES		1,676,725.45	2,138,544.00	221,225.80	10.34
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		1,845,628.67	1,811,263.00	340,174.04	18.78
TOTAL EXPENDITURES		1,676,725.45	2,138,544.00	221,225.80	10.34
NET OF REVENUES & EXPENDITURES		168,903.22	(327,281.00)	118,948.24	36.34

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2016 DR(CR)	2017 AMENDED BUDGET	PERIOD BALANCE DR (CR)	% BDGT USED
Fund 206 - FIRE FUND					
Revenues					
206-000-402.000	CURRENT REAL PROPERTY TAX	(603,580.60)	605,000.00	(366,620.78)	60.60
206-000-402.001	PROPERTY TAX REFUNDS-MTT	1,686.96	(500.00)	0.00	0.00
206-000-402.002	PILOT TAX	(6,167.61)	0.00	0.00	0.00
206-000-402.100	PRIOR YEARS PROPERTY TAXES	39.04	0.00	0.00	0.00
206-000-420.000	DELQ PERSONAL PROPERTY TAXES	(989.61)	500.00	0.00	0.00
206-000-445.000	INTEREST ON TAXES	(58.72)	0.00	0.00	0.00
206-000-600.200	FIRE PROTECTION - EDDA	(60,775.00)	60,775.00	0.00	0.00
206-000-600.300	FIRE PROTECTION - WDDA	(37,316.28)	37,300.00	0.00	0.00
206-000-665.000	INTEREST EARNED	(7,329.87)	4,500.00	(1,239.80)	27.55
206-000-671.100	REVENUE-STATE REIMBURSEMENT	(6,347.24)	0.00	0.00	0.00
TOTAL REVENUES		(720,838.93)	707,575.00	(367,860.58)	51.99
Expenditures					
336	FIRE DEPARTMENT	669,300.00	684,000.00	171,000.00	25.00
TOTAL EXPENDITURES		669,300.00	684,000.00	171,000.00	25.00
Fund 206 - FIRE FUND:					
TOTAL REVENUES		720,838.93	707,575.00	367,860.58	51.99
TOTAL EXPENDITURES		669,300.00	684,000.00	171,000.00	25.00
NET OF REVENUES & EXPENDITURES		51,538.93	23,575.00	196,860.58	835.04

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2016 DR (CR)	2017 AMENDED BUDGET	PERIOD BALANCE DR (CR)	% BDGT USED
Fund 248 - EDDA OPERATING					
Revenues					
248-000-402.000	CURRENT PROPERTY TAX	(426,383.74)	430,000.00	0.00	0.00
248-000-402.001	PROPERTY TAX REFUNDS-MTT	1,872.89	(5,000.00)	0.00	0.00
248-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00	250.00	0.00	0.00
248-000-420.000	DELQ PERSONAL PROPERTY CAPT	(2,149.37)	2,000.00	0.00	0.00
248-000-573.000	STATE AID REVENUE	(70,565.75)	0.00	0.00	0.00
248-000-665.000	INTEREST EARNED	(1,883.75)	1,000.00	(245.14)	24.51
248-000-671.000	OTHER REVENUE	(101.09)	200.00	0.00	0.00
TOTAL REVENUES		(499,210.81)	428,450.00	(245.14)	0.06
Expenditures					
000	NONE	560,354.31	66,300.00	8,568.10	12.92
336	FIRE DEPARTMENT	60,775.00	60,775.00	0.00	0.00
TOTAL EXPENDITURES		621,129.31	127,075.00	8,568.10	6.74
Fund 248 - EDDA OPERATING:					
TOTAL REVENUES		499,210.81	428,450.00	245.14	0.06
TOTAL EXPENDITURES		621,129.31	127,075.00	8,568.10	6.74
NET OF REVENUES & EXPENDITURES		(121,918.50)	301,375.00	(8,322.96)	2.76

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2016 DR (CR)	2017 AMENDED BUDGET	PERIOD BALANCE DR (CR)	% BDGT USED
Fund 250 - WDDA OPERATING					
Revenues					
250-000-402.000	CURRENT PROPERTY TAX	(457,662.49)	460,000.00	0.00	0.00
250-000-402.001	PROPERTY TAX REFUNDS-MTT	8,337.74	(4,000.00)	0.00	0.00
250-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00	250.00	0.00	0.00
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	(641.12)	300.00	0.00	0.00
250-000-573.000	STATE AID REVENUE	(6,837.57)	0.00	0.00	0.00
250-000-665.000	INTEREST EARNED	(1,734.91)	1,500.00	(271.78)	18.12
TOTAL REVENUES		(458,538.35)	458,050.00	(271.78)	0.06
Expenditures					
000	NONE	0.00	300,500.00	0.00	0.00
336	FIRE DEPARTMENT	37,316.28	37,300.00	0.00	0.00
996	TRANSFER OUT	220,000.00	265,000.00	0.00	0.00
TOTAL EXPENDITURES		257,316.28	602,800.00	0.00	0.00
Fund 250 - WDDA OPERATING:					
TOTAL REVENUES		458,538.35	458,050.00	271.78	0.06
TOTAL EXPENDITURES		257,316.28	602,800.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		201,222.07	(144,750.00)	271.78	0.19

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2016 DR (CR)	2017 AMENDED BUDGET	PERIOD BALANCE DR (CR)	% BDGT USED
Fund 288 - TRIBAL 2% GRANTS FUND					
Revenues					
288-000-665.000	INTEREST EARNED	(931.01)	0.00	(9.39)	100.00
TOTAL REVENUES		<u>(931.01)</u>	<u>0.00</u>	<u>(9.39)</u>	<u>100.00</u>
Expenditures					
728	ECONOMIC DEVELOPMENT	570,125.00	0.00	0.00	0.00
TOTAL EXPENDITURES		<u>570,125.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Fund 288 - TRIBAL 2% GRANTS FUND:					
TOTAL REVENUES		931.01	0.00	9.39	100.00
TOTAL EXPENDITURES		570,125.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		<u>(569,193.99)</u>	<u>0.00</u>	<u>9.39</u>	<u>100.00</u>

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2016 DR (CR)	2017 AMENDED BUDGET	PERIOD BALANCE DR (CR)	% BDGT USED
Fund 590 - SEWER FUND					
Revenues					
590-000-456.000	HOOKUP FEE	(210,002.73)	100,000.00	0.00	0.00
590-000-627.000	SERVICE	(1,253,544.84)	1,265,581.00	(2,050.77)	0.16
590-000-627.100	DELINQUENT SEWER	2,341.07	4,500.00	0.00	0.00
590-000-628.000	INSPECTIONS	(1,200.00)	0.00	0.00	0.00
590-000-655.000	FINES & FORFEITURES	(30,349.61)	12,500.00	(8,714.17)	69.71
590-000-665.000	INTEREST EARNED	(17,841.79)	6,000.00	(3,022.18)	50.37
590-000-665.003	INTEREST EARNED - BOND RESERVES	(637.71)	0.00	(109.46)	100.00
590-000-669.001	INTEREST EARNED - SPECIAL ASSESSMENTS	(23,761.93)	7,101.00	0.00	0.00
590-000-670.000	DEBT RETIREMENT	(1,061,282.67)	1,076,087.00	(1,698.88)	0.16
590-000-670.100	DEBT SERVICE (SEWER 1) CITY ANNEX	(1,050.00)	1,000.00	0.00	0.00
590-000-671.000	OTHER REVENUE	(6,755.83)	500.00	0.00	0.00
590-000-672.500	REVENUE-SPECIAL ASSESS	(5,484.18)	22,292.00	(9,459.74)	42.44
590-000-673.000	GAIN/LOSS ON SALE (DISPOSAL) OF ASSETS	(8,540.00)	250.00	0.00	0.00
TOTAL REVENUES		(2,618,110.22)	2,495,811.00	(25,055.20)	1.00
Expenditures					
529	O & M EXPENDITURES	506,485.06	1,147,524.00	68,615.51	5.98
530	SEWER LIFT STATIONS	116,410.64	0.00	0.00	0.00
588	VEHICLE EXPENDITURES	12,298.92	0.00	0.00	0.00
611	WWTP	765,226.14	924,084.00	104,354.96	11.29
906	DEBT SERVICE	303,537.27	289,134.00	34,892.50	12.07
960	DEPRECIATION EXPENSE	0.00	700,000.00	0.00	0.00
TOTAL EXPENDITURES		1,703,958.03	3,060,742.00	207,862.97	6.79
Fund 590 - SEWER FUND:					
TOTAL REVENUES		2,618,110.22	2,495,811.00	25,055.20	1.00
TOTAL EXPENDITURES		1,703,958.03	3,060,742.00	207,862.97	6.79
NET OF REVENUES & EXPENDITURES		914,152.19	(564,931.00)	(182,807.77)	32.36

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2016 DR (CR)	2017 AMENDED BUDGET	PERIOD BALANCE DR (CR)	% BDGT USED
Fund 591 - WATER FUND					
Revenues					
591-000-450.000	WATER SALES	(1,337,229.27)	1,222,804.00	(235.61)	0.02
591-000-450.100	BULK WATER SALES	(3,132.13)	2,500.00	0.00	0.00
591-000-450.200	FINAL READ	(1,755.00)	1,250.00	(315.00)	25.20
591-000-450.300	TURN-OFF	(2,550.00)	1,500.00	0.00	0.00
591-000-452.000	LATERALS	(5,946.96)	5,000.00	0.00	0.00
591-000-454.000	BENEFIT FEES	(44,474.25)	30,000.00	0.00	0.00
591-000-459.000	REVENUE-HOOK UP FEE	(89,831.40)	50,000.00	0.00	0.00
591-000-479.000	REVENUE-REPLACEMENT METERS	0.00	500.00	0.00	0.00
591-000-628.000	INSPECTIONS	(1,800.00)	1,250.00	0.00	0.00
591-000-655.000	FINES & FORFEITURES	(19,885.66)	12,500.00	(5,420.86)	43.37
591-000-665.000	INTEREST EARNED	(17,781.61)	10,000.00	(3,068.37)	30.68
591-000-667.300	LEASES - TOWER RENTAL	(40,846.09)	40,000.00	(6,901.34)	17.25
591-000-669.001	INTEREST EARNED-SPEC ASSESS	(15,070.78)	500.00	0.00	0.00
591-000-671.000	OTHER REVENUE	(3,433.86)	1,000.00	(3,562.70)	356.27
591-000-672.500	REVENUE-SPECIAL ASSESS	(1,037.16)	9,682.00	(4,148.64)	42.85
591-000-673.000	GAIN/LOSS ON SALE (DISPOSAL) OF ASSETS	4,738.03	500.00	0.00	0.00
TOTAL REVENUES		(1,580,036.14)	1,388,986.00	(23,652.52)	1.70
Expenditures					
536	WATER O & M	938,373.16	1,640,453.00	131,073.80	7.99
537	WATER WELLS	2,279.37	0.00	0.00	0.00
538	TREATMENT PLANT	51,671.36	0.00	94.60	100.00
539	WATER TOWER	23,757.43	0.00	0.00	0.00
588	VEHICLE EXPENDITURES	11,656.16	0.00	0.00	0.00
906	DEBT SERVICE	66,755.41	65,279.00	31,415.00	48.12
960	DEPRECIATION EXPENSE	0.00	300,000.00	0.00	0.00
TOTAL EXPENDITURES		1,094,492.89	2,005,732.00	162,583.40	8.11
Fund 591 - WATER FUND:					
TOTAL REVENUES		1,580,036.14	1,388,986.00	23,652.52	1.70
TOTAL EXPENDITURES		1,094,492.89	2,005,732.00	162,583.40	8.11
NET OF REVENUES & EXPENDITURES		485,543.25	(616,746.00)	(138,930.88)	22.53
TOTAL REVENUES - ALL FUNDS					
TOTAL REVENUES - ALL FUNDS		7,723,294.13	7,290,135.00	757,268.65	10.39
TOTAL EXPENDITURES - ALL FUNDS		6,593,046.96	8,618,893.00	771,240.27	8.95
NET OF REVENUES & EXPENDITURES		1,130,247.17	(1,328,758.00)	(13,971.62)	1.05

To: Mark Stuhldreher - Township Manager

DATE: 3-14-2017

FROM: Kim Smith – Public Works Coordinator

DATE FOR BOARD CONSIDERATION: March 22, 2017

ACTION REQUESTED: Approval of bid by MC Sandblasting and Painting in the amount of \$179,375.00 for the interior painting and repairs of Deerfield Road water storage tank and the exterior painting and repairs of Lincoln Road water storage tank.

Current Action Emergency

Funds Budgeted: If Yes Account # 591-536-933.300 No N/A

Finance Approval _____

BACKGROUND INFORMATION

In 2015 a maintenance inspection was completed on the 500,000 gallon Lincoln Road water storage tank by Dixon Engineering to determine the condition and needed maintenance of the water storage tank. In 2016 a similar maintenance inspection was completed by Dixon Engineering for the 200,000 gallon Deerfield water storage tank. These inspections concluded that several maintenance items are required at these two tanks.

The Charter Township of Union Public Works Department budgeted for the maintenance items found during these inspections that need to be completed for these two elevated water storage tanks in the 2017 budget. Sealed bids were solicited for this work in February of 2017. Union Township received six bids for the water tower maintenance project.

SCOPE OF SERVICES

The following maintenance items were bid and will be completed as part of the 2017 Water Storage Tank Maintenance project.

Lincoln Tower:

- Painting:
 - Exterior overcoat (including logos)
 - Dry interior partial overcoat
 - Pit pipe painting
- Repairs:
 - Install fall protection on baseball & riser ladders
 - Replace existing expansion joint
 - Install drain line at top of platform

Deerfield Tower:

- Painting:
 - Interior wet paint
- Repairs:
 - Interior wet areas miscellaneous repairs
 - Ladder extension
 - Expansion joint replacement

JUSTIFICATION

The repair and maintenance of the water storage tanks will prolong their useful life as well as facilitate the continued delivery of safe and reliable drinking water to the Union Township water users.

PROJECT IMPROVEMENTS

Board of Trustees goals addressed by this agreement (From Policy 1.0: Global End).

1. Community well-being and common good
2. Health

COSTS

The bids for this project are as follows:

Bidder	Amount
Fedewa Inc.	\$201,000.00
MC Sandblasting and Painting	\$179,375.00
United Painting Company	\$216,000.00
L & T Painting Company	\$208,100.00
Seven Brothers Painting Inc.	\$222,500.00
Industrial Painting Contractors Inc.	\$196,100.00

This amount will be paid from the Water Fund account number 591-536.933.300 Maint – Water Tower and is included in the 2017 budget.

PROJECT TIME TABLE

The project time table is as follows:

Commencing on or after June 5, 2017
Substantial completion by October 27, 2017

Deerfield Tank may be out-of-service a maximum of 30 days
Lincoln Tank may be out-of-service a maximum of 21 days
Only one tank may be out-of-service at a time

RESOLUTION

Approval of the bid from MC Sandblasting and Painting in the amount of \$179,375.00 to complete the required maintenance to the Lincoln Road and Deerfield Road elevated water storage tanks.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

TO: Mark Stuhldreher - Township Manager **DATE:** 3-14-2017
FROM: Kim Smith – Public Works Coordinator **DATE FOR BOARD CONSIDERATION:** March 22, 2017
ACTION REQUESTED: Approval of Technical Services Agreement between Dixon Engineering and Charter Township of Union in the amount of \$16,500.00 for the 2017 Water Storage Tank Maintenance Project.

Current Action Emergency

Funds Budgeted: If Yes Account # 591-536-933.300 No N/A

Finance Approval _____

BACKGROUND INFORMATION

In 2015 and 2016 Dixon Engineering conducted maintenance inspections of the Township’s 500,000 gallon Lincoln Road and the 200,000 gallon Deerfield Road water storage tanks. These inspections concluded that several maintenance items are required at these two tanks. Dixon Engineering provides expert professional services for the inspection and completion of maintenance work in the coating industry. In this case their professional services pertain to water storage tanks.

The Charter Township of Union Public Works Department budgeted for the completion of the maintenance items for these two elevated water storage tanks as well as technical services to be conducted by Dixon Engineering in the 2017 budget.

SCOPE OF SERVICES

Project administration, pre-construction meeting, and paint inspection services for the completion of the 2017 Water Storage Tank Maintenance Project

Maintenance items:

Lincoln Tower:

- Painting:
 - Exterior overcoat (including logos)
 - Dry interior partial overcoat
 - Pit pipe painting
- Repairs:
 - Install fall protection on baseball & riser ladders
 - Replace existing expansion joint
 - Install drain line at top of platform

Deerfield Tower:

- Painting:
 - Interior wet paint
- Repairs:
 - Interior wet areas miscellaneous repairs
 - Ladder extension
 - Expansion joint replacement

JUSTIFICATION

Inspection and project oversight by a professional firm who specialize in water storage tank maintenance is critical to assuring the project is completed in accordance to the project specifications and industry standards.

PROJECT IMPROVEMENTS

Board of Trustees goals addressed by this agreement (From Policy 1.0: Global End).

- 1. Community well-being and common good
- 2. Safety

COSTS

\$16,500.00

This amount will be paid from the Water Fund account number 591-536.933.300 Maint – Water Tower, and is included in the 2017 budget.

PROJECT TIME TABLE

The project time table is as follows:

Commencing on or after June 5, 2017
Substantial completion by October 27, 2017

RESOLUTION

Approval of the contract between Dixon Engineering and The Charter Township of Union in the amount of \$16,500.00 to complete the required project administration, and inspections of the 2017 Water Tower Maintenance Project for the Lincoln Road and Deerfield Road elevated water storage tanks.

Resolved by _____ Seconded by _____

- Yes:
- No:
- Absent:

**CHARTER TOWNSHIP OF
UNION
A RESOLUTION TO REAFFIRM HUMAN RIGHTS
ORDINANCE No: 2012-06**

At a meeting of the Township Board of the Charter Township of Union, Isabella County, Michigan held at 2010 South Lincoln Road, Mt. Pleasant, Michigan 48858 on the 22nd day of March, 2017:

Present:

Absent:

The following resolution was offered by _____; and supported by _____

Whereas, Human Rights Ordinance Number 2012-06 adopted October 10, 2012 by the Charter Township of Union, MI prohibits discrimination in employment, housing and public accommodations and provides penalties for violations; and,

Whereas, The Township intends that no individual be denied the equal protection of the laws; nor shall any person be denied the enjoyment of his or her civil rights or be discriminated against because of race, religion, color, national origin, sex, age, marital status, physical or mental disability, height, weight, familiar status, sexual orientation or gender identity; and,

Whereas, the prohibitions against discrimination in this ordinance are intended to supplement federal and state civil rights laws prohibiting discrimination in the areas of employment, housing and public accommodations; and,

Whereas, both the City of Mt. Pleasant and Isabella County, local governing bodies, have similar ordinances; and,

Whereas, this ordinance assures all people that the rights, freedom and equality extend as outlined in the ordinance and that all should feel emotionally, psychologically and physically safe without discrimination; and,

Now, therefore, be it resolved, on this day, March 22, 2017 that the Union Township Board of Trustees has affirmed its support and abidance to Human Rights Ordinance Number 2012-06. Furthermore, we reinforce our commitment to diversity, inclusion, non-discrimination and provide protections for any violations as set forth within this ordinance.

ADOPTED:

AYES:

NAYES:

ABSENT:

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the Board of Trustees of the Charter Township of Union, County of Isabella, Michigan, at a regular meeting held on Wednesday, March 22, 2017

Lisa Cody, Clerk



REQUEST FOR TOWNSHIP BOARD ACTION

TO: Board of Trustees	DATE: March 6, 2017
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: March 22, 2017
ACTION REQUESTED: Consider certifying that the Support Emergency Operations Plan for the Charter Township of Union, June 2015 (the Plan), is the current plan	

Current Action Emergency

Funds Budgeted: If Yes Account # No N/A

Finance Approval MDS

BACKGROUND INFORMATION

The existing Plan was last certified as the current plan in June, 2015. Since a new Board of Trustees has been elected, it is necessary to re-certify the Plan and to affix current signature to the Plan.

The Charter Township of Union has elected to be incorporated into the Isabella County Emergency Management Program. By becoming part of the county emergency management program, the Charter Township of Union and Isabella County have certain responsibilities to each other. This Support Emergency Operations Plan has been developed to identify the responsibilities between the Charter Township of Union and Isabella County in regard to emergency or disaster management activities. It also provides for the Charter Township of Union departments to respond to various types of emergencies or disasters that affect the community.

SCOPE OF SERVICES

The Plan will be maintained in accordance with the current standards of the Isabella County Emergency Operations Plan.

JUSTIFICATION

In the event of an emergency or a disaster, the Plan provides guidance to various responsible parties so that the response to and mitigation of the emergency or disaster is handled in the most expeditious and coordinated fashion.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed with the approval of the Plan (From Policy 1.0: Global End)

- Community well-being and common good
- Safety
- Health

COSTS

Not applicable

PROJECT TIME TABLE

Once certified the Plan, appropriate signatures will be obtained and the Plan will be forwarded to the Isabella County Emergency Operations Center.

RESOLUTION

It is Resolved that Support Emergency Operations Plan for the Charter Township of Union, June 2015, is the current plan and that the Township Supervisor, Clerk and Manager are authorized to sign on behalf of the Township.

Moved by _____ Seconded by _____

Yes:
No:
Absent:



**SUPPORT EMERGENCY OPERATIONS PLAN
FOR THE
CHARTER TOWNSHIP OF UNION**
June 2015

I certify this support plan is current and is the official plan for the Charter Township of Union, consistent with and to be used in conjunction with, the Isabella County Emergency Operations Plan. The policies contained herein do not discriminate on the basis of race, color, national origin, religion, sex, age, handicap, or political beliefs.

Ben Gunning, Township Supervisor Date

Lisa Cody, Township Clerk Date

Mark Stuhldreher, Township Manager Date

SUPPORT EMERGENCY OPERATIONS PLAN

A. PURPOSE

The Charter Township of Union has elected to be incorporated into the Isabella County Emergency Management Program. By becoming part of the county emergency management program, the Charter Township of Union and Isabella County have certain responsibilities to each other. This Support Emergency Operations Plan has been developed to identify the responsibilities between the Charter Township of Union and Isabella County in regard to pre-disaster emergency management activities. It also provides for the Charter Township of Union departments to respond to various types of emergencies or disasters that affect the community. This support plan will be maintained in accordance with the current standards of the Isabella County Emergency Operations Plan. Review of this support plan shall be accomplished concurrently with the County plan.

B. EMERGENCY MANAGEMENT PROGRAM OVERSIGHT

In the event of an emergency or disaster, the Charter Township of Union may appoint the county Emergency Management Coordinator as its coordinator. When the Charter Township of Union appoints the county Emergency Management Coordinator as its coordinator, the county coordinator will also act for and at the direction of the Township Manager or their designee. The county Emergency Management Coordinator will share the responsibilities of the township coordinator and will in turn, report activities to the Township Manager or their designee. Subject's respective departments will incur compensation for personnel. In the event state or federal funds become available, reimbursements will be made to those respective departments.

C. TOWNSHIP DISASTER RESPONSE

If this support plan should be activated, the municipality and county will accomplish the following actions:

- a) The Township Manager has been appointed as the Township Emergency Management Coordinator, responsible for working with the Isabella County Emergency Management Coordinator on all matters pertaining to emergency management within the Charter Township of Union.
- b) Assure that municipal emergency response agencies, elected officials and the county Emergency Management Coordinator are notified of the situation.
- c) Township Departments assess the nature and scope of the emergency or disaster.
- d) If the situation can be handled locally, do so, using the procedures in this plan.
 - i) The Township Emergency Management Coordinator advises the Township Supervisor and coordinates all emergency response plans.
 - ii) The Township Supervisor declares a local state of emergency and notifies the County Emergency Coordinator of his or her actions. The template for the declaration of a

- local state of emergency is located in the Michigan Damage Assessment Handbook and in the Emergency Operations Center.
- iii) Forward the local state of emergency declaration to the county Office of Emergency Management.
 - iv) The Emergency Management Coordinator activates the joint Emergency Operations Center. This facility is located at 2008 E. Preston Street, Mt. Pleasant, Michigan.
 - v) Municipal emergency response agencies respond according to procedures found in Attachment A.
 - vi) The Township Manager or designee directs departments / agencies to respond to the situation.
 - vii) The Township Manager or designee issues directives as to travel restrictions on local roads and recommends protective actions to take.
 - viii) Notify the public of the situation and appropriate actions to take.
 - ix) Keep the county Emergency Management Coordinator informed of the situations and actions to be taken.
- e) If municipal resources become exhausted or if special resources are required, request county assistance through the county Emergency Management Coordinator as provided for in Section D.
 - f) If assistance is requested, the county Emergency Management Coordinator assesses the situation and makes recommendations.
 - g) The county will do the following:
 - i) Activate the Joint Emergency Operations Center.
 - ii) Activate the County Emergency Operations Plan.
 - iii) Respond with county resources when available.
 - iv) Activate mutual aid agreements.
 - v) Coordinate county resources with municipal resources.
 - vi) Notify Michigan State Police 6th District Emergency Management Coordinator.
 - vii) Forward MI CIMS Situation Report and Damage and Inquiry Assessment Reports to Michigan State Police, Emergency Management Division.
 - viii) Assist municipality with prioritizing and allocating resources.
 - h) If county resources are exhausted, the county makes a request to the Governor to declare a state of emergency or state of disaster in accordance with procedures set forth in Act 390, as amended. The county shall not request state assistance or a declaration of a state of disaster or a state of emergency unless requested to do so by the Township Supervisor, if the situation occurs solely within the confines of the township.
 - i) If State assistance is requested, the State Police 6th District Emergency Management Coordinator, in conjunction with the county Emergency Management Coordinator and the Township Emergency Management Coordinator, assess the disaster or emergency

situation and recommends the personnel, services, and equipment that are required for its prevention, mitigation, and relief.

- j) After completing the assessment, the District State Police Emergency Management Coordinator immediately notifies the State Director of Emergency Management of the situation.
- k) The State Director of Emergency Management notifies the Governor and makes recommendations.
- l) If State assistance is granted, procedure will be followed as stated in the Michigan Emergency Management Plan and the County Emergency Operations Plan.

D. COUNTY/MUNICIPAL RESOURCE USE

If the Charter Township of Union requests and receives emergency or disaster assistance from the county, in accordance with this support plan, payment for the use of county resources shall be made by the jurisdiction responding to the request for the use of those resources. If the Charter Township of Union provides resources to the county for emergency disaster assistance in some other part of the county program area, payment for the use of municipal resources shall be by the jurisdiction responding to the request for the use of those resources. Any reimbursement or allocation of funds that may be received from either state or federal assistance at a later date will be distributed as appropriate to those agencies expending the initial cost.

ADDENDA

ATTACHMENT A- Direction and Control

ATTACHMENT B- Warning / Communications Key Actions Checklist

ATTACHMENT C- Public Information Key Actions Checklist

ATTACHMENT D- Damage Assessment Key Actions Checklist

ATTACHMENT E- Law Enforcement Key Actions Checklist

ATTACHMENT F- Fire Services Key Actions Checklist

ATTACHMENT G- Public Works Key Actions Checklist

ATTACHMENT H- Health Services / Emergency Medical Service (EMS) Key Actions Checklist

ATTACHMENT I- Human Services Key Actions Checklist

APPENDIX I- Nuclear Power Plant Accident Procedures

APPENDIX II- National Security Procedures

ATTACHMENT A- Nuclear Attack Classification System

ATTACHMENT B- Nuclear Attack Key Actions Checklist

ATTACHMENT C- Nuclear Attack Agency Assignment & Function Chart

ATTACHMENT D- Scenario for Nuclear Attack Response

APPENDIX III- NATURAL DISASTER PROCEDURES

ATTACHMENT A- Natural Disaster Emergency Action Level Classification System

ATTACHMENT B- Natural Disaster Key Action Checklist

ADDENDA (CONTINUED)

APPENDIX IV- TECHNOLOGICAL DISASTER PLAN

ATTACHMENT A- Oil or other Hazardous Material Incident Classification System

ATTACHMENT B- Natural Disaster Key Actions Checklist

ATTACHMENT A

DIRECTION AND CONTROL

The Township Manager, with support from the Township Emergency Management Coordinator, is responsible for directing and controlling emergency management operations. The following guidelines represent a checklist of actions that the Township Emergency Management Coordinator and liaison must consider for providing an effective response to an emergency or disaster situation.

Functional Guidelines:

- a) Issue orders and directives, i.e., travel restrictions, and recommend protective actions to be taken by the general public.
- b) Declare a local state of emergency or disaster and notify the county emergency management office.
- c) Generate and disseminate information to the public via the Public Information Officer.
- d) Provide for continuity of operations.
- e) Activates and maintains the local emergency operations center.
- f) Seek federal post-disaster funds, as available, as well as pre-disaster assistance.
- g) Maintain record of activity regarding decisions on emergency actions.
- h) Review and evaluate assessment data.
- i) Maintain liaison with state and federal officials.
- j) Coordinate with county officials in response and recovery efforts.
- k) Coordinate and conduct information sharing activities to identify potential and enacted weapons of mass destruction or terrorism activities, and mobilize and direct resources in response to such incidents.
- l) Prepares and maintains an emergency plan for the municipality subject to the direction of the elected officials; reviews and updates as required.
- m) Develops and maintains a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community.
- n) Coordinate with state and federal officials in collecting and sharing terrorism related information.

The Township Emergency Management Coordinator has reviewed and approves the assigned guidelines. These will be maintained in accordance to the standards of the most current county emergency plan.

Mark Stuhldreher

3/6/2017

Township Emergency Management Coordinator

Date

ATTACHMENT B WARNING / COMMUNICATIONS KEY ACTIONS CHECKLIST

Central Dispatch, located at 2010 E. Preston Street, Mt. Pleasant, is responsible for warning and communications activities in the Charter Township of Union. The following tasks represent a checklist of actions this department must consider in an emergency or disaster situation.

- a) Warn the following:
 - i) Township Supervisor
 - ii) Township Manager
 - iii) County Emergency Management Coordinator
 - iv) At the request of the Township Emergency Management Coordinator, Special Facilities shall be warned, via the Code Red Emergency Notification System.
- b) Ensure all agencies represented within the county Emergency Operations Center have communications both to their staff at their department offices and their staff at their disaster site. This equipment consists of radio, telephone, mobile telephones, ham radio, FAX, email, and pagers.
- c) Establish communications with the county Emergency Operations Center, if established. The communications equipment available is Public Safety Radio, telephones, mobile phones, and runners.
- d) Establish communications with the command post, if established.
- e) Activate public warning systems. This consists of sirens, telephone, door-to-door, CODE RED Mass Notification System, and cable television intercepts.

ATTACHMENT C PUBLIC INFORMATION KEY ACTION CHECKLIST

The Township Manager is responsible for public information activities in the Charter Township of Union. The following tasks represent a checklist of actions this department / agency must consider in an emergency or disaster situation.

- a) Functions as the sole point of contact for the news media and public officials.
- b) Collect information from municipal emergency response agency located in the Emergency Operations Center and other locations.
- c) Prepare news releases to be disseminated to the local media.
- d) Conduct press tours of disaster area(s) within the municipality.
- e) Establish a Public Information Center at the Emergency Operations Center, located 2008 Preston St., Mt. Pleasant, Michigan 48858.
- f) If the county Emergency Management Organization is activated, coordinate public information activities with the County Public Information Official, located at the Health Department.
- g) Assist the county in establishing a Joint Public Information Center and a Rumor Control Center.

ATTACHMENT D

DAMAGE ASSESSMENT

KEY ACTIONS CHECKLIST

The Assessor, Planning Department and Building Inspection Department, are responsible for damage assessment activities in the Charter Township of Union. The following tasks represent a checklist of actions these departments must consider in an emergency or disaster situation.

- a) Record initial information from first responders such as law enforcement and fire services.
- b) If necessary, activate the damage assessment group which consists of the following municipal departments/agencies:
 - a. Assessor, Planning Department and Building Inspection Department- responsible for public damage assessments.
- c) Provide information to the Township Emergency Management Coordinator. The Coordinator will then provide assessment data to the county in preparation of an MI CIMS Situation Report.
- d) If the assessment warrants, Assist the Supervisor or their designee with the preparations of a local state of emergency declaration and forward to the county Emergency Management Director.
- e) Prepare a request for the county assistance in conjunction with the county Emergency Management Coordinator.
- f) Plot damage assessment information on status boards in the Emergency Operations Center.
- g) Record all expenditures for municipal personnel, equipment, supplies, service, etc., and task resources being used.
- h) Prepare reports for the municipal Public Information Officials.
- i) Collect information and forward to the county so that the county can complete the MI CIMS Situation Report.

ATTACHMENT E

LAW ENFORCEMENT

KEY ACTION CHECKLIST

The Michigan State Police and the Isabella County Sheriff are responsible for law enforcement activities in the Charter Township of Union. The following tasks represent a checklist of actions this department must consider in an emergency or disaster situation.

- a) Warn the affected population.
- b) Provide access control to affected area.
- c) Perform traffic control
- d) Participate in the weather spotter network, if the situation warrants.
- e) Provide security to emergency coordinator facilities, critical resources and facilities, the disaster site, and public shelter.
- f) Enforce curfew restrictions to the affected area.
- g) Provide emergency assistance to persons with special needs.
- h) Coordinate the removal of vehicles blocking evacuations or other response activities.
- i) As necessary, assist in the evacuation of prisoners from the affected area.
- j) Assist the medical examiner with mortuary services.
- k) If the county Emergency Operations Center is activated, establish and maintain contact with the person representing law enforcement.

ATTACHMENT F

FIRE SERVICES

KEY ACTION CHECKLIST

The Mt. Pleasant Fire Department is responsible for fire/rescue service activities in the Charter Township of Union. The following tasks represent a checklist of actions this department must consider in an emergency or disaster situation.

- a) Assist in warning the affected population.
- b) Provide fire protection for critical facilities and resources.
- c) Assist the municipal public works department and utilities with shutting down gas and electric services, if necessary.
- d) Coordinate and perform urban search and rescue activities.
- e) Assist with access control to affected areas.
- f) Assist with evacuating persons with special needs.
- g) Assist the Radiological Defense Officer with radiological monitoring and decontamination activities.
- h) Assist with debris clearance and decontamination when necessary.
- i) If the county Emergency Operations Center is activated, establish and maintain contact with the person presenting fire services.
- j) Provide Hazardous material response.

ATTACHMENT G

PUBLIC WORKS

KEY ACTION CHECKLIST

The Public Works Department and the Isabella County Road Commission is responsible for public works activities in the Charter Township of Union. The following tasks represent a checklist of actions this department must consider in an emergency or disaster situation.

- a) Maintain transportation routes.
- b) If necessary, coordinate activities designed to control the flow of floodwater, including sandbagging, emergency diking, and pumping operations.
- c) Coordinate travel restrictions/road closures within the municipality.
- d) Identify evacuation routes.
- e) Provide emergency generators and lighting.
- f) Assist with traffic control.
- g) Assist with access control to affected area.
- h) Assist with urban search and rescue activities (i.e. persons trapped in damaged buildings or under heavy debris).
- i) As necessary, establish a staging area for public works.
- j) Report damage information to the Damage Assessment Group.
- k) If necessary, assist with damaged surveys for the federal public assistance grant programs.
- l) Assist private utilities with the shutdown of gas and electric services.
- m) Assist with the transportation of essential goods (i.e. food, medical supplies, etc.).
- n) If the Emergency Operations Center is activated, establish and maintain contact with the Public Works Coordinator for Union Township.

ATTACHMENT H

HEALTH SERVICES/EMERGENCY MEDICAL SERVICES

KEY ACTION CHECKLIST

Emergency Medical Services Director from McLaren Central Michigan Hospital will serve as the Health Services and Emergency Medical Services Liaison in the Charter Township of Union and is responsible for health and emergency medical services activities in the Charter Township of Union. S/he will coordinate health services activities with a representative from the Central Michigan District Health Department and the Emergency Medical Services. The following tasks represent a checklist of actions these persons must consider in an emergency or disaster situation.

- a) Evacuate nursing homes, hospitals, and other medical facilities.
- b) Coordinate emergency medical care for victims.
- c) Coordinate medical transportation of victims.
- d) Establish a staging area.
- e) Identify a facility to be used as a temporary morgue if necessary.
- f) Contact the Isabella County Animal Control Unit to assist with animal and pet control.

ATTACHMENT I

HUMAN SERVICES

KEY ACTION CHECKLIST

The Director of the Central Michigan Chapter of the American Red Cross and the Crisis Coordinator from Listening Ear Inc. will serve as the Human Services Liaisons for the Charter Township of Union, and are responsible for human services activities in the Charter Township of Union. The following tasks represent a checklist of actions these persons must consider in an emergency or disaster situation.

- a) Coordinate activities of municipal agencies/departments, which provide human services type services.
- b) Coordinate the provision of transportation for evacuation.
- c) Open and manage shelters in the township.
- d) Coordinate canteen to feed emergency workers in the city.
- e) Coordinate food and clothing to municipal workers and victims of disaster residing in the township.
- f) Assist the Township in establishing a Rumor Control Center.
- g) Coordinate crisis counseling via Listening Ear's 211 line.
- h) If the County Emergency Operations Center is activated, establish and maintain contact with the person representing Human Services (American Red Cross and Listening Ear). If the Emergency Operations Center is not activated, establish and maintain contact with the Township Supervisor.

APPENDIX I

NUCLEAR POWER PLANT ACCIDENT PROCEDURES

The Charter Township of Union is not within a primary emergency-planning zone (approximately 10 miles) of a nuclear power plant. Therefore, this appendix does not apply.

APPENDIX II

NATIONAL SECURITY PROCEDURES

Information unique to a nuclear attack is included in this appendix. This appendix supports the operation, organization, and tasks listed in the Basic Plan.

A. NUCLEAR ATTACK

There are no aiming points identified by the Federal Emergency Management Agency, which directly affects Isabella County, and therefore, planning does not need to take into consideration direct weapons effects. **However, indirect weapons effects from distant aiming points, primarily fallout, must be considered.**

Response to a threat of attack is the joint responsibility of the federal, state, and local governments. In the event an attack is imminent or anticipated due to increased international tension, the **Nuclear Attack Classification System (Attachment A) and Checklist of Actions (Attachment B)** will be used by state and local governments. The President may proclaim a national civil defense emergency. The Governor may declare a “state of disaster” and activate the response and recover aspects of all local emergency operation plans. Local government implements population protection actions and other attack preparedness, response and recover activities.

All local resources are utilized to the maximum extent possible during a national civil defense emergency. Most normal day-to-day activities are suspended in order to meet the threat. Crisis training and augmentation of resources are initiated during a “surge” period for maximum effectiveness and availability.

B. OTHER NATIONAL SECURITY THREATS

Other National security threats do not apply to the Isabella County area.

APPENDIX II

National Security Procedures to the Basic Plan to the Isabella County Emergency Operations Plan.

C. Attachments

The following items are attached to this appendix:

Attachment A: Nuclear Attack Key Actions Checklist

Attachment B: Nuclear Attack Agency Assignment and Function Chart

ATTACHMENT A NUCLEAR ATTACK KEY ACTIONS CHECKLIST

COMMUNICATIONS WATCH

1. Establish 24-hour communications.
2. Minimally activate the EOC for communications purposes.
3. Review and update EOP and nuclear attack response procedures.
4. Review crisis-training procedures.
5. Review Staff augmentation procedures.
6. (For evacuation areas only) Review procedures for relocating essential government staff to an alternate “seat of government.”
7. Review procedures for suspending nonessential government operations and redirecting personnel to other essential operations.

ALERT

1. If event warrants this classifications level, at the onset consider all actions listed under the previous level above, if not already accomplished.
2. Alert key officials, Including EOC officials.
3. Partially activate the EOC for communications, record keeping, assessment and public information.
4. Ensure warning systems are operational.
5. Perform accelerated training for radiological monitors, shelter managers, fire brigades (if applicable), and other emergency functions.
6. Distribute public information via local news media on evacuation and sheltering procedures.
7. Prepare and submit Governor’s MI CIMS Situation Report.
8. (For evacuation areas only) Identify special facilities (i.e. nursing homes, jails, schools, hospitals, and industry) and alert them of the situation and possible need for evacuation.
9. Ensure that vital records are protected.
10. (For evacuation areas only) Plot the following:
 - a. Evacuation area boundaries;
 - b. Evacuation routes;
 - c. Number of people in evacuation area;
 - d. Access control points.
11. Ensure continuity of government procedures are in place.

NATIONAL EMERGENCY

1. If event warrants this classification level, at the onset consider all actions listed under the previous level above, if not already accomplished.
2. Fully activate EOC.
3. Activate warning system.
4. Provide accurate on-going information to the media. As conditions warrant, activate Rumor Control Center and provide periodic updates from the EOC.
5. (For evacuations areas only) implement evacuation, as directed by the state:
 - a. Identify and plot exact evacuation boundary;
 - b. Provide special transportation to residents unable to evacuate on their own;
 - c. Coordinate evacuation of institutions (i.e. schools, nursing homes, etc.);
 - d. Establish access control points;
 - e. Monitor shelter facilities to ensure all persons are being housed properly.
6. (For evacuation areas only) Inform key executive, legislative, and judicial staff of “alternate seat of government” arrangements.
7. (For evacuation areas only) Disperse essential resources to outlying staging areas.
8. (For close-in and general shelter areas only) Open public fallout shelters.
9. Determine and plot on maps the following:
 - a. Public fallout shelter locations.
 - b. Number of people in each shelter.
10. Ensure all data and messages are being plotted and logged.
11. Suspend nonessential government operations.
12. (For evacuation areas only) Verify that all residents in planned evacuation area have evacuated or taken precautionary measures.

ATTACK

1. Activate warning system.
2. Take shelter.
3. Maintain continuous 24-hour communications.
4. Submit reports on nuclear detonations and damage estimates.

POST-ATTACK RECOVERY

1. Maintain communications with District State Emergency Operations Center.
2. (For close-in shelter areas only) Form fire brigades.
3. Perform radiological monitoring.
4. Plot nuclear detonations and estimate dose rates outside shelter.
5. Move from shelter to obtain supplies as advised by radiological defense officials.
6. Implement exposure controls.
7. Initiate decontamination procedures.
8. Determine and prioritize resource needs

9. Reconstitute government and relocate to designated alternate seat of government (in evacuation areas).
10. Implement control and rationing of essential goods and supplies.
11. Begin repair of damaged utilities.
12. Inspect water and sanitation systems and determine if water is safe for drinking.
13. Compile damage assessment data and submit data to the district State Emergency Operations Center using MI CIMS Situation Report.
14. Inspect facilities, buildings, and roads for structural damage and determine if they are safe.
15. Issue advice to citizens on how to check for structural damage and how to decontaminate.
16. Request specific assistance from adjacent or higher levels of government.

APPENDIX III

NATURAL DISASTER PROCEDURES

Information unique to the following incidents is included in this section: Tornadoes, floods and winter storms. This section supports the operations, organization, and tasks listed in the Basic Plan.

A. TORNADO

All of the Charter Township of Union has the potential of being struck by a tornado. During tornado watch situations, the Emergency Management Coordinator activates the informal Tornado Weather Spotter Network. This Network consists of volunteers and government employees from various communities to observe the sky for tornado activity. If a confirmed sighting is made by first responders / or National Weather Service, the public warning is activated.

B. FLOOD

Some areas of the Chippewa River are prone to flooding, however many parts of the Charter Township of Union are not in flood prone areas. Nevertheless, some areas are susceptible to urban run-off flooding (Flash flooding). Under an extreme downpour, the sewer systems can become overloaded causing flooding to many basements and streets.

C. WINTER STORM

All of the Charter Township of Union has the potential of being affected by a winter storm. The Charter Township of Union receives notice of conditions, which may produce a winter storm via LEIN, Code Red, NOAA weather radio, or the National Weather Service.

Warning for potential winter storms are given 6-12 hours of storm by the National Weather Service if possible.

D. ATTACHMENTS

Attachment A- Natural Disaster Agency Assignment and Function Chart

Attachment B- Natural Disaster Emergency Action Level Classification System

Attachment C-Natural Disaster Key Actions Checklist

ATTACHMENT A

NATURAL DISASTER

EMERGENCY ACTION LEVEL CLASSIFICATION SYSTEM

CLASSIFICATION	INITIATING CONDITION	EMERGENCY ACTION
WATCH	Condition exist which may cause and event to occur of disaster proportions during the next several hours.	<ol style="list-style-type: none"> 1. Maintain increased preparedness. 2. Activate weather spotter networks. 3. Ensure warning system is operational. 4. Alert key officials to stand by. 5. Minimally activate EOC for communications and record-keeping. 6. If appropriate, plot potentially affected area. 7. Alert the public and advise them to be ready to take precautionary action.
WARNING / ALERT	Conditions exist causing an imminent threat of a natural disaster in the immediate future. Life safety and/or property is threatened.	<ol style="list-style-type: none"> 1. Maintain weather spotter networks. 2. If appropriate, plot potentially affected area. 3. Take precautionary action for population safety. 4. Activate public warning, including Emergency Broadcast System. 5. Partially or fully activate EOC. 6. Alert Key officials to stand by or report for duty. 7. Each agency identifies essential personnel and assign duties; others send home or take appropriate action for safety.
LIMITED EMERGENCY	An event has occurred of a limited nature due to a natural phenomenon which requires life safety and/or property protection related response.	<ol style="list-style-type: none"> 1. Assess situation to determine appropriate response. 2. Declare state of emergency and activate emergency operations plan as necessary. 3. Fully or partially activate EOC. 4. Assess need to request state assistance. 5. Submit E-Team Jurisdiction Situation Report and disaster assessment data to state officials. 6. Take full response actions necessary.
COMMUNITY EMERGENCY	An event has occurred which significantly impacts the community. Widespread or severe damage, injury or loss of life or property has occurred or there is the imminent threat thereof.	<ol style="list-style-type: none"> 1. Assess situation to determine appropriate response. 2. Declare state of emergency and activate emergency operations plan. 3. Fully activate EOC. 4. Assess need to request state assistance. 5. Submit E-Team Jurisdiction Situation Report and disaster assessment to state officials. 6. Take full response actions necessary.
RECOVERY / RE-ENTRY	The natural disaster has occurred and immediate life safety response measures have been taken. Long term actions must now be taken to return the situation to normal.	<ol style="list-style-type: none"> 1. Continually assess the situation to determine appropriate recovery actions. 2. Submit finalized disaster assessment to state officials. 3. Provide information to public on individual recovery measures it can take.

ATTACHMENT C

NATURAL DISASTER KEY ACTIONS CHECKLIST

WATCH LEVEL

- ___1. Alert key officials, including EOC officials to standby.
- ___2. Minimally activate the EOC for communications, record keeping, assessment and public information.
- ___3. Continue receiving information from weather spotter networks.
- ___4. Plot meteorological data, water levels, and snowfall, etc.
- ___5. After obtaining weather data, plot potentially affected areas.
- ___6. Keep accurate records of all actions taken and money expended.
- ___7. If evacuation is considered likely, determine and plot the following:
 - a. Evacuation routes;
 - b. Reception centers and shelters;
 - c. Access control points.
 - d. Number of people in potentially affected area;
 - e. Time disaster is expected to occur.
- ___8. Prepare and submit MI CIMS Situation Report.
- ___9. Activate warning system, including Emergency Broadcast System, as necessary.
- ___10. Identify special facilities in projected affected areas (i.e. nursing homes, jails, schools, hospitals, and industry) and alert them of the situation.
- ___11. Distribute public information via local news media and advise public to be ready for precautionary actions, such as evacuation.

WARNING / ALERT LEVEL

- ___1. If event warrants this classification level on the onset, consider all actions listed under the previous level above, if not already accomplished.
- ___2. Declare local state of emergency.
- ___3. Partially or fully activate EOC depending upon extent of imminent threat of disaster conditions.
- ___4. Authorize precautionary evacuation in potentially affected areas, as necessary.
- ___5. Assess need for state assistance and prepare Governor's Emergency or Disaster Declaration request, if necessary.
- ___6. Ensure all data and messages are being plotted and logged.
- ___7. If evacuation is necessary:
 - a. Determine exact evacuation boundary;
 - b. Activate warning system in evacuation area;

- c. Provide special transportation to residents unable to evacuate on their own;
 - d. Coordinate evacuation of institutions indentified under “Watch;”
 - e. Open reception center/shelters;
 - f. Determine and plot on maps the following:
 - 1. Number of people evacuating;
 - 2. Shelters and reception centers which have opened and those which will open;
 - 3. Evacuation routes;
 - 4. Access control points;
 - 5. Evacuation boundaries.
 - g. Monitor shelter facilities to ensure that all persons are being housed properly.
- ___ 8. Establish access control points to reroute traffic around affected area.
- ___ 9. Maintain communications with monitoring network and NWS.
- ___ 10. Provide accurate on-going information to the media. As conditions warrant, activate Public Information Center and Rumor Control Center and provide periodic updates from the EOC.
- ___ 11. Consider requesting activation of a joint Public Information Center, if more than one jurisdiction is involved.
- ___ 12. Issue identification passes to disaster workers, visitors, and residents, etc.
- ___ 13. Submit preliminary data using E-Team Jurisdiction Situation Report.
- ___ 14. Verify that all communication links are established with state, municipal, and county officials.

LIMITED EMERGENCY LEVEL

- ___ 1. If event warrants this classification level on the onset, consider all actions listed under the previous level above, if not already accomplished.
- ___ 2. Partially or fully activate EOC depending upon response actions necessary for limited emergency.
- ___ 3. Verify that all residents in affected areas have evacuated or taken other precautionary measures.
- ___ 4. Continue monitoring situation, project and plot additional areas that may be affected.
- ___ 5. Rescue persons in affected areas that cannot get out on their own.
- ___ 6. Confirm number of persons in shelters.

COMMUNITY EMERGENCY LEVEL

- ___ 1. If event warrants this classification level on the onset, consider all actions listed under the previous level above, if not already accomplished.
- ___ 2. Fully activate EOC.

- ___3. Prepare Governor’s Emergency or Disaster Declaration request, if not done previously.
- ___4. Rescue persons who are in affected area.
- ___5. Verify that all residents in affected area have evacuated or take other precautionary measures.
- ___6. Confirm number of persons in shelters.

RECOVERY / RE-ENTRY LEVEL

- ___1. Perform on-site surveys to obtain estimates on damages incurred.
- ___2. Inspect facilities for structural damage and determine if they are safe.
- ___3. Authorize re-entry into areas, if evacuation has occurred.
- ___4. Inspect roads and bridges for structural damage and determine if they are safe for traffic.
- ___5. Inspect water and sanitation systems and determine if water is safe for drinking.
- ___6. Issue advice to citizens on how to check for structural damage and how to dispose of debris not normally part of trash removal services.
- ___7. Determine time and areas where people can move back into their homes.
- ___8. Begin closing down shelters.
- ___9. Determine need for assistance from higher levels of government.
- ___10. Continue providing security to vacated or damaged areas.
- ___11. Determine routes to take to enter the area.
- ___12. Determine the need for traffic control points and rerouting around affected areas.
- ___13. Remove barricades from intersections as routes and area is rerouted.
- ___14. Begin repair of damaged facilities.
- ___15. Compile damage assessment data and submit data to Emergency Management Division, Department of State Police.
- ___16. Identify hazard mitigation opportunities and initiate steps to implement needed mitigation measures.

APPENDIX IV TECHNOLOGICAL DISASTER PLAN

Information unique to oil and other hazardous material incidents and dam failure are included in this section. This section supports the information in the Basic Plan.

A. OIL OR OTHER HAZARDOUS MATERIAL INCIDENTS

In the event of a hazardous material release the owner / operator (the party responsible for the material) is responsible for containment and cleanup according to state law. However, local government must often take measures as well. The local fire department with jurisdiction at the scene is responsible for initial response and incident command. The fire department initially collects information and classifies the incident according to the Oil or Other Hazardous Material Incident Classification System. The classification level determines appropriate emergency actions to take. According to the Michigan Fire Prevention Act (Act 207 P.A. 1941, as amended) the local fire chief and the Department of State Police jointly assess the incident and determine necessary actions. If the chief of the local fire department finds that a dangerous condition exists, the chief may take all necessary steps to protect persons and property.

The fire department responds to the incident according to the existing capabilities. Each fire department included in this plan has general operating procedures for responding to a hazardous materials incident. In addition, site-specific standard operating procedures have been developed for sites with extremely hazardous substances to comply with the federal Superfund Amendments and Reauthorization Act (SARA) Title III. A list of resources for responding to incidents is found in the County Resource Manual and in the SOP for each site. Outside assistance may be called upon as described above. Personnel from the Michigan Department of State Police, Natural Resources, Public Health and other state agencies may also provide advice and assistance, as well as personnel from the federal government. Each of these levels of government have legal responsibilities to responding to an incident.

Title III requires that a community emergency coordinator be appointed who will recommend activation of the plan. The person appointed is the Isabella County Emergency Coordinator. If the incident becomes a “community emergency” requiring action outside the immediate site, the fire department continues to maintain incident command at the immediate incident site, the fire department continues to maintain incident command at the immediate scene, while the Emergency Management Coordinator becomes a resource to the Incident Commander in implementing population protection measures and coordinating various community agencies.

Title III and OSHA standards also require that first responders receive training and that a description of the training program and schedule of exercises be included in the plan.

APPENDIX V
TECHNOLOGICAL DISASTER PROCEDURES TO THE BASIC PLAN
TO THE CHARTER TOWNSHIP OF UNION EMERGENCY
OPERATIONS PLAN

B. ATTACHMENTS

The following items are attached to this appendix:

ATTACHMENT A- Oil or other Hazardous Material Incident Classification System

ATTACHMENT B- Oil or other Hazardous Material Key Actions Checklist

ATTACHMENT A

OIL OR OTHER HAZARDOUS MATERIAL INCIDENT CLASSIFICATION SYSTEM

CLASSIFICATION	INITIATING CONDITIONS
Minor Incident	<p>TRANSPORTATION</p> <ol style="list-style-type: none"> 1. An oil or hazardous material transport vehicle has been involved in an accident/incident. 2. Structural integrity of shipping containers has not been jeopardized. 3. Product transfer is not necessary before transport vehicle can be moved. 4. Traffic is not required to be rerouted. <p>FIXED SITE</p> <ol style="list-style-type: none"> 1. An incident involving an oil or hazardous material has occurred. 2. No discharge/release or potential for release exists. 3. No outside assistance required.
Warning Alert	<p>TRANSPORTATION</p> <ol style="list-style-type: none"> 1. An oil or hazardous material transport vehicle has been involved in an accident/incident. 2. Potential for a discharge/release exists. 3. Structural integrity of shipping containers has been jeopardized. 4. Product transfer is necessary before transport vehicle can be moved. 5. Traffic is, or must be, rerouted. 6. Potential exists for protective actions (Evacuation/in-place shelter) of facility personnel. <p>FIXED SITE</p> <ol style="list-style-type: none"> 1. An incident involving an oil or hazardous material has occurred. 2. The potential for a discharge/release at the site exists. 3. Outside assistance may be required. 4. Potential exists for protective actions (Evacuation/in-place shelter) of facility personnel.

ATTACHMENT A CONTINUED FROM PREVIOUS PAGE

<p>Site Area Emergency</p>	<p>TRANSPORTATION</p> <ol style="list-style-type: none"> 1. An oil or hazardous material transport vehicle has been involved in an accident/incident. 2. A discharge/release of oil or hazardous material has occurred. 3. Evacuation/in-place sheltering of the immediate area. <p>FIXED SITE</p> <ol style="list-style-type: none"> 1. An incident involving an oil or hazardous material has occurred and evacuation/in-place sheltering of facility personnel is necessary. 2. Although the incident appears to be contained within the facility, potential exists for off-site release. 3. Outside assistance may be necessary.
<p>Community Emergency</p>	<p>TRANSPORTATION</p> <ol style="list-style-type: none"> 1. An oil or hazardous material transport vehicle has been involved in an accident/incident. 2. A substantial release of oil or hazardous materials has occurred which may affect a large population and/or geographic area. 3. Evacuation/in-place sheltering of the vulnerable zone around the scene of the incident is necessary. <p>FIXED SITE</p> <ol style="list-style-type: none"> 1. An incident involving a substantial discharge/release of oil and/or hazardous materials has occurred with significant potential impact on a large population and/or geographic area. 2. Evacuation/in-place sheltering of the immediate area surrounding the facility is necessary.
<p>Recovery/Re-entry</p>	<ol style="list-style-type: none"> 1. The incident has occurred and immediate life, safety, and/or environmental protection measures have been taken. 2. Conditions that initiated protective action have been mitigated. 3. Long-term measures must now be taken to return the environment and/or situations to pre-incident conditions.

ATTACHMENT B

HAZARDOUS MATERIAL INCIDENT

KEY ACTIONS CHECKLIST

MINOR INCIDENT

- ___1. No notification of off-site authorities required.

ALERT

- ___1. Notify fire and other off-site response authorities as requested by owner/operator.
- ___2. Obtain assessment of situation from owner/operator and local fire department.
- ___3. Notify Chief Executive of the jurisdiction.
- ___4. Obtain meteorological data and plot potentially affected areas.
- ___5. Notify Department of State Police, Fire Marshal Division, through nearest State Police Post.
- ___6. Identify special facilities in potential risk area (i.e. nursing homes, jails, schools, hospitals, and industry) and alert them of the situation.
- ___7. Notify local Department of Public Health.
- ___8. Prepare and submit E Team Jurisdiction Situation Report to the Department of State Police, Emergency Management Division.
- ___9. Obtain status updates from owner/operator at a minimum of 30 minute intervals.
- ___10. At a minimum, consider activating Joint Public Information Center and place personnel and facility owner on standby.

SITE AREA EMERGENCY

- ___1. Consider declaring a "state of emergency."
- ___2. Bring Emergency Broadcast System (EBS) to standby status.
- ___3. Review methods of warning population in immediate areas and make assignments.
- ___4. Provide public with periodic updates within at least one mile radius of incident site.
- ___5. Establish a Command Post and alert to standby status emergency personnel that may be needed for evacuation.
- ___6. Activate the Emergency Operations Center (EOC) if necessary.
- ___7. Continuously assess the incident jointly with the fire department, Department of Public Health, owner/operator and state officials, with special regard for protective actions that may be necessary.
- ___8. Issue security clearance passes to field personnel and others utilizing key facilities.
- ___9. If evacuation is considered likely, determine and plot the following:
 - a. evacuation routes;

ATTACHMENT B CONTINUED FROM PREVIOUS PAGE

- b. reception centers and shelters;
- c. assess control points;
- d. number of people in potential risk areas.

___10. Notify local residents near incident site to prepare for possible precautionary actions, such as evacuation.

___11. Keep accurate records of all actions taken and money expended.

[SUPPORT EMERGENCY OPERATIONS PLAN FOR CHARTER TOWNSHIP OF UNION]