

City of Flint, Michigan

*Third Floor, City Hall
1101 S. Saginaw Street
Flint, Michigan 48502
www.cityofflint.com*



Meeting Agenda - Final

Monday, September 10, 2018

5:30 PM

Council Chambers

CITY COUNCIL

*Herbert J. Winfrey, President, Ward 6
Monica Galloway, Vice President, Ward 7*

Eric Mays, Ward 1

Santino J. Guerra, Ward 3

Jerri Winfrey-Carter, Ward 5

Maurice D. Davis, Ward 2

Kate Fields, Ward 4

Allan Griggs, Ward 8

Eva L. Worthing, Ward 9

Inez M. Brown, City Clerk

CALL TO ORDER**ROLL CALL****PLEDGE OF ALLEGIANCE****PRAYER OR BLESSING****READING OF DISORDERLY PERSONS CITY CODE SUBSECTION**

Any person that persists in disrupting this meeting will be in violation of Flint City Code Section 31-10, Disorderly Conduct, Assault and Battery, and Disorderly Persons, and will be subject to arrest for a misdemeanor. Any person who prevents the peaceful and orderly conduct of any meeting will be given one warning. If they persist in disrupting the meeting, that individual will be subject to arrest. Violators shall be removed from meetings.

REQUEST FOR CHANGES OR ADDITIONS TO AGENDA

Council shall vote to adopt any amended agenda.

PRESENTATION OF MINUTES

180468 Summary Minutes/Flint City Council/Regular Meeting/August 27, 2018

Summary Minutes of the Flint City Council regular meeting held Monday, August 27, 2018, at 6:43 p.m., in the City Council Chambers, 3rd Floor, City Hall.

180469 Summary Minutes/Flint City Council/Regular Meeting/August 29, 2018

Summary Minutes of the Flint City Council regular meeting held Wednesday, August 29, 2018 (as recessed [adjourned] from Monday, August 27, 2018), at 4:14 p.m., in the City Council Chambers, 3rd Floor, City Hall.

PUBLIC HEARINGS**PUBLIC SPEAKING**

Per the amended Rules Governing Meetings of the Council (as adopted by the City Council on Monday, June 12, 2017), three (3) minutes per speaker. Only one speaking opportunity per speaker. Numbered slips will be provided prior to the start of the meeting to those wishing to speak during this agenda item. No additional speakers or slips will be accepted after the meeting begins. Speakers may not allocate or "donate" their allotted time to another person. Council members may not speak during Public Speaking, nor may they make response comments to speakers. Council members may use their five (5) minutes for Final Comments to address any issues that have been addressed by Public Speakers.

PETITIONS AND UNOFFICIAL COMMUNICATIONS

- 180462** 2018 Genesee County Planning Workshop/Genesee County Metropolitan Planning Commission (GCMPC)
- Communication received August 13, 2018, re: 2018 Genesee County Planning Workshop - Planning & Zoning for Solar Energy.
- 180463** Proof of Service and Petition/Michigan Tax Tribunal/EYM King of Michigan v. City of Flint/MTT Docket No. 18-002518
- Communication received August 9, 2018, re: Proof of Service and Petition filed with the Michigan Tax Tribunal by EYM King of Michigan regarding Parcel No. P-22408-1.
- 180464** Proof of Service and Petition/Michigan Tax Tribunal/SRMJJ Holding, LLC v. City of Flint/MTT Docket No. 18-003467
- Communication received August 17, 2018, re: Proof of Service and Petition filed with the Michigan Tax Tribunal by SRMJJ Holding, LLC regarding Parcel No. 46-35-351-006.
- 180465** Notice/Potential Third Party Case
- Communication received September 5, 2018, re: Notice for a potential third party case from the Law Offices of Wigod & Falzon, P.C. concerning their client, Jacqueline Wilson, and a motor vehicle/bus accident which occurred on August 24, 2018.
- 180466** Notice of Public Hearing/Michigan Public Service Commission [MPSC]
- Notice of Public Hearing received September 6, 2018, re: Michigan Public Service Commission (MPSC) notice of hearing for the electric customers of Consumers Energy Company, Case No. U-20171, to be held September 14, 2018, at 9:00 a.m., MPSC, Lansing.

COMMUNICATIONS (from Mayor and Other City Officials)

- 180467** Traffic Engineering/Closure Permits
- Sidewalk, Lane and Street Closures permits (17) dated August/September 2018 for requested activities/events, with noted responsibility for the placement of the required traffic control devices, and/or personnel, for the protection of traffic and event participants.

ADDITIONAL COMMUNICATIONS**APPOINTMENTS**

180433 Mayoral Appointment/Director/Information Technology/Jeff Keen

Resolution resolving that the Flint City Council approves the recommendation by Mayor Karen Weaver to appoint Jeff Keen as Information Technology Director, at an hourly rate of \$31.196, with such earnings to be paid biweekly from Information Technology Salary and Wages Acct. No. 636-228.100-702.000.

RESOLUTIONS**180459** Mersino Dewatering/Trailer-Mounted Diesel Trash Pumps/Four- and Six-Inch Suction & Lay-Flat Hoses

Resolution resolving that the Department of Purchases & Supplies, upon City Council's approval, is hereby authorized to issue a purchase order to Mersino Dewatering for four- and six-inch suction and lay-flat hoses (for the trailer-mounted diesel trash pumps), in an amount NOT-TO-EXCEED \$36,694.50, as requested by the Water Service Center [Sewer Fund Acct. No. 590-540.208-726.000]. [NOTE: On April 23, 2018, City Council authorized the Department of Purchases & Supplies to issue a purchase order to Mersino Dewatering, in an amount NOT-TO-EXCEED \$135,643.00. The purchase order inadvertently left off four- and six-inch suction and lay-flat hoses that are required to operate the trash pumps, and were included in the bid.]

180460 Aldridge Trucking/Aggregates/Additional Topsoil

Resolution authorizing the Department of Purchases and Supplies, upon City Council's approval, to issue a purchase order to Aldridge Trucking for topsoil used for right-of-way restorations for service line replacements, in an amount NOT-TO-EXCEED \$15,000.00, for a total aggregate spend amount of \$270,000.00, as requested by Street Maintenance [Major Street Fund Acct. No. 202-449.201-726.000]. [NOTE: On July 12, 2017, the Department of Purchases and Supplies was authorized to issue purchase orders to Aldridge Trucking for aggregates in a two-year pricing agreement NOT-TO-EXCEED \$255,000.00. Street Maintenance has requested additional topsoil to use in right-of-way restorations.]

180461 Update/Support Emergency Operations Plan (SEOP)/City of Flint/Genesee County Emergency Management Program

Resolution resolving that the Flint City Council approves the adoption of the Support Operations Plan of the City of Flint and the appointment of the County Emergency Management Coordinator as the Emergency Management Coordinator for the City of Flint. [NOTE: The Genesee County Sheriff's Office has requested that the city adopt an updated Support Operations Plan, which was developed to identify the responsibilities between the City of Flint and Genesee County in regards to pre-disaster emergency management activities, and provides for City of Flint government agencies to respond to various types of emergencies or disasters that affect the community.]

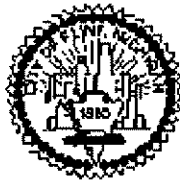
RESOLUTIONS (May Be Referred from Special Affairs)

- 180470** Contracts/Dover & Company/Overhead-Garage Door Repairs and Replacements
- Resolution authorizing the proper City Officials to issue contracts for FY2019 to Dover & Company for overhead/garage door repairs and replacements, as requested by Various Departments, in an amount NOT-TO-EXCEED \$81,216.07 [General Fund; Sewer Fund; Water Fund; Other Grants Fund].
- 180471** Public Hearing/Consolidated Annual Performance and Evaluation Report (CAPER)
- Resolution resolving that the Department of Planning and Development, Division of Community and Economic Development, will hold a public hearing on Monday, September 24, 2018, at 5:30 p.m., in the City Council Chambers, 1101 S. Saginaw Street, Flint, Michigan, to allow review and receive public comment on the Consolidated Annual Performance and Evaluation Report (CAPER).

LIQUOR LICENSES**INTRODUCTION AND FIRST READING OF ORDINANCES****SECOND READING AND ADOPTION OF ORDINANCES****FINAL COUNCIL COMMENTS****ADJOURNMENT**

City of Flint, Michigan

*Third Floor, City Hall
1101 S. Saginaw Street
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Meeting Minutes 2 - Final

Monday, August 27, 2018

6:43 PM

SUMMARY FOR 9-10-2018 CITY COUNCIL AGENDA

Council Chambers

CITY COUNCIL

*Herbert J. Winfrey, President, Ward 6
Monica Galloway, Vice President, Ward 7*

Eric Mays, Ward 1

Maurice D. Davis, Ward 2

Santino J. Guerra, Ward 3

Kate Fields, Ward 4

Jerri Winfrey-Carter, Ward 5

Allan Griggs, Ward 8

Eva L. Worthing, Ward 9

Inez M. Brown, City Clerk

ROLL CALL

Present: Councilperson: Councilperson Mays, Councilperson Davis, Councilperson Guerra, Councilperson Fields, Councilperson Winfrey-Carter, Vice President Galloway, Councilperson Griggs and Councilperson Worthing

Absent: Councilperson: Winfrey

REQUEST FOR CHANGES OR ADDITIONS TO AGENDA

City Clerk Brown requested that a Special Order be added to the agenda to allow for a presentation from Kathy Boles, President and CEO of the Valley Area Agency on Aging (VAAA), who provided information on VAAA's senior services.

PRESENTATION OF MINUTES

None

PUBLIC HEARINGS

180398.6 Public Hearing/Industrial Facilities Exemption Certificate (IFEC)
Application/Spentech USA/2851 James P. Cole Boulevard

A public hearing to consider an Industrial Facilities Exemption Certificate (IFEC) application for the Spentech USA project, to be located within the James P. Cole Boulevard Industrial Development District.

HEARING HELD

PETITIONS AND UNOFFICIAL COMMUNICATIONS

None

COMMUNICATIONS (from Mayor and Other City Officials)

None

ADDITIONAL COMMUNICATIONS

None

APPOINTMENTS

None

RESOLUTIONS (Continued)**ROLL CALL**

Councilpersons Fields and Worthing left this City Council meeting at 9:12 p.m., after discussion had begun on the Master Resolution (Consent Agenda) - but before a vote was taken for it.

Present: Councilperson: Councilperson Mays, Councilperson Davis, Councilperson Guerra, Councilperson Winfrey-Carter, Vice President Galloway and Councilperson Griggs

Absent: Councilperson: Councilperson Fields, Winfrey and Councilperson Worthing

180398.1 Application Approval/Industrial Facilities Exemption Certificate (IFEC)/Spentech USA Project

Resolution resolving that the granting of an Industrial Facilities Exemption Certificate (IFEC) [for the Spentech USA Project] considered together with the aggregate amount of certificates previously granted, and currently in force under Act No. 198 of the Public Acts of 1974, shall not have the effect of substantially impeding the operation of the City of Flint or impairing the financial soundness of a taxing unit which levies ad valorem property taxes within the City, AND, that the application from Spentech USA for an IFEC, with respect to a new facility on the described parcel of real property situated within the James P. Cole Boulevard Industrial Development District be approved, AND, that the IFEC, when issued, shall be and remain in force for a period of four (4) years. [NOTE: A public hearing on the Spentech USA Project was held on Monday, August 27, 2018.]

This Matter was ADOPTED BY THE MASTER RESOLUTION on the Consent Agenda.

180425 Metron-Farnier, LLC/Residential and Commercial Water Meters

Resolution resolving that the Department of Purchases and Supplies, upon City Council's approval, is authorized to issue a purchase order to Metron-Farnier, LLC (for residential and commercial water meters), as requested by the Water Service Center, in an amount NOT-TO-EXCEED \$300,000.00 [Sewer Fund Acct. No. 590-540.207-726.000 = \$150,000.00 and Water Fund Acct. No. 591-540.200-726.000 = \$150,000.00].

SEPARATED FROM MASTER RESOLUTION

180426 Contract/Test America Laboratories, Inc./Environmental Monitoring Services

Resolution resolving that the proper city officials are authorized to enter into a contract with Test America Laboratories, Inc., for a three-year environmental monitoring services contract at the DPW/Utilities/Water Pollution Control in an annual amount NOT-TO-EXCEED \$40,000.00 (pending the adoption of the FY2020 and FY2021 budgets), for a total contract amount NOT-TO-EXCEED \$120,000.00 [Sewer Fund Acct. No. 590-550.100-801.000.]

This Matter was ADOPTED BY THE MASTER RESOLUTION on the Consent Agenda.

180427 Budget Amendments/Transfers/Water Fund

Resolution resolving that the appropriate city officials are authorized to do all things necessary to amend the 2018-2019 budget of the City of Flint to reflect the changes requested to the city's Water Fund (591), of which \$1,339,902.73

is to be transferred into Water Fund Acct. No. 591-540.202-801.000 and \$196,528.00 is to be transferred into Water Fund Acct. No. 591-540.300-801.000, for a grand total of \$1,536,430.73, as requested by the Water Service Center. [NOTE: The \$1,536,430.73 is for three projects: 1. to complete the Stewart Avenue project (\$1,200.00), 2. for water main leak detection services (\$196,528.00), and for Stewart Avenue water main design/engineering services (\$139,902.73).]

This Matter was ADOPTED BY THE MASTER RESOLUTION on the Consent Agenda.

180429 Budget Amendment/Police Department Grant/Office of Justice Programs/Department of Justice (DOJ)/Charter Township of Flint

Resolution resolving that the appropriate City Officials are authorized to do all things necessary to appropriate revenue and expenditure amounts in Fund-Department No. 296-301.601, under Grant Code FDOJ17JAG, in compliance with the Department of Justice-Office of Justice Program guidelines, in the amount of \$121,974.00, as requested by the Police Department. [NOTE: The City of Flint applied for and accepted a 2017 Justice Assistance grant as a sub-grant from the Charter Township of Flint, who was awarded the grant from the DOJ-Office of Justice Programs.

This Matter was ADOPTED BY THE MASTER RESOLUTION on the Consent Agenda.

180430 Settlement Agreement/City of Flint v C3 Inc. Remington's Food & Spirit/Genesee County District Court No. C17G4038

Resolution resolving that the City Administrator hereby authorizes settlement in the matter of City of Flint v C3 Inc. Remington's Food & Spirit, Genesee County District Court No. C17G4038, in the amount of \$8,511.18, in satisfaction of any and all claims arising out of said matter, AND, resolving that the appropriate city officials are authorized to do all things necessary to amend the 2017-2018 adopted budget to recognize revenue in the amount of \$8,511.18 in General Fund Acct. No. 101-253.204-439.000.

This Matter was ADOPTED BY THE MASTER RESOLUTION on the Consent Agenda.

Passed The Consent Agenda

A motion was made by Councilperson Guerra, seconded by Councilperson Mays, including all the preceding items marked as having been adopted on a Consent Agenda. The motion carried by the following vote:

Aye: 6 - Councilperson Mays, Councilperson Davis, Councilperson Guerra, Councilperson Winfrey-Carter, Vice President Galloway and Councilperson Griggs

Absent: 3 - Councilperson Fields, President Winfrey and Councilperson Worthing

RESOLUTIONS (May Be Referred from Special Affairs)

180428 Budget Amendments/Transfers/Water Infrastructure & Distribution
Improvements/Grants Fund

Resolution resolving that the appropriate city officials are authorized to do all things necessary to amend the 2018-2019 budget to include revenue and expenditure appropriations for State of Michigan Department of Health and Human Services (DHHS) Grant No. WLRP-2018 for water infrastructure and distribution improvements, in the amount of \$8,000,000.00, in Grant Fund Acct. No. FHHS18CHIP-1, to comply with the associated grant agreements, and to budget any unspent grant funds in subsequent fiscal years in which they continue to remain available by the Grantor, with funds going into Acct. No. 296-540.210-801.013. [NOTE: \$8,000,000.00 is available from the U.S. DHHS through the Michigan DHHS to provide for lead service line and lead fixture replacement for eligible families.]

SEPARATED FROM MASTER RESOLUTION

180431 Approval/Issuance of Water Supply System Revenue Bonds & Authorizing
Publication of Notice

Resolution resolved by the City Council of the City of Flint, Genesee County, Michigan, as follows: SECTION 1 - Definitions; SECTION 2 - Necessity; Public Purpose: Project Costs; Period of Usefulness; SECTION 3 - Project Plan Bonds Authorized; SECTION 4 - Project Plan Bond Details; SECTION 5 - Payment of Principal and Interest; SECTION 6 - Forgiveness of Principal; SECTION 7 - Bond Registrar and Paying Agent; SECTION 8 -Execution and Delivery of the Project Plan Bonds; SECTION 9 - Exchange and Transfer of the Project Plan Bonds; SECTION 10 - Bondholders' Rights: Receiver; SECTION 11 - Rates and Charges; SECTION 12 - No Free Service or Use; SECTION 13 - Fixing and Revising Rates: Rate Covenant; SECTION 14 Funds and Accounts: Flow of Funds; SECTION 15 - Project Plan Bond Proceeds; SECTION 16 - Investments; SECTION 17 - Project Plan Bonds Bond Form. [NOTE: The City Council does hereby determine that it is necessary to acquire and construct improvements to the System. Pursuant to Resolution No. 180284.2 (the "Project Plan Resolution," adopted by the City Council on July 23, 2018, approval was given to a proposed project plan application for the Michigan Department of Environmental Quality Drinking Fund for improvements to the system. The Project Plan includes eight projects and within such projects, subparts of the various projects, for the acquisition and construction of repairs, enlargements, extensions, additions and improvements to the system. The cost of acquiring, constructing and installing the Project is estimated to be at least One Hundred Thirty-Two Million, Nine Hundred Sixty-Three Thousand and Two Hundred Dollars (\$132,963,200.00). The city desires to issue bonds, as authorized by the provisions of Act 94, Public Acts of Michigan, 1933, as amended ("Act 94"), to pay all or part of the cost of acquiring, constructing and installing the Project, in an amount NOT-TO-EXCEED Eighty Million Dollars (\$80,000,000.00). A Notice of Intent to Issue Bonds must be published at least 45 days before the issuance of such bonds in order to comply with the requirements of Act 94. The city wishes at this time to authorize the issuance of such bonds, from time to time, in one or more series to defray the cost of

acquiring, constructing and installing the Project and to sell the bonds to the Michigan Finance Authority ("the Authority") as authorized by Act 227, Public Acts of Michigan, 1985, as amended ("Act 227"), in order to enable the Authority to provide assistance with respect to financing the Project through the Michigan Department of Environmental Quality Drinking Revolving Fund, including such funds provided through the Drinking Water Revolving Fund pursuant to the Water Infrastructure Improvements for the Nation Act of 2016, Pub. Law No. 114-322 ("WIIN Act"). The loan related to the issuance of such bonds that provide assistance to the city through Drinking Water Revolving Fund are eligible for subsidization pursuant to provisions providing for 100 percent principal forgiveness and zero interest rate loans under the WIIN Act, Act 227 and Part 54 Safe Drinking Water Assistance of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994 ("Part 54").]

SEPARATED FROM MASTER RESOLUTION

SEPARATED FROM MASTER RESOLUTION

180425 Metron-Farnier, LLC/Residential and Commercial Water Meters

Resolution resolving that the Department of Purchases and Supplies, upon City Council's approval, is authorized to issue a purchase order to Metron-Farnier, LLC (for residential and commercial water meters), as requested by the Water Service Center, in an amount NOT-TO-EXCEED \$300,000.00 [Sewer Fund Acct. No. 590-540.207-726.000 = \$150,000.00 and Water Fund Acct. No. 591-540.200-726.000 = \$150,000.00].

A motion was made by Councilperson Guerra, seconded by Councilperson Mays, that this matter be Adopted. The motion carried by the following vote:

Aye: 6 - Councilperson Mays, Councilperson Davis, Councilperson Guerra, Councilperson Winfrey-Carter, Vice President Galloway and Councilperson Griggs

Absent: 3 - Councilperson Fields, President Winfrey and Councilperson Worthing

180428 Budget Amendments/Transfers/Water Infrastructure & Distribution Improvements/Grants Fund

Resolution resolving that the appropriate city officials are authorized to do all things necessary to amend the 2018-2019 budget to include revenue and expenditure appropriations for State of Michigan Department of Health and Human Services (DHHS) Grant No. WLRP-2018 for water infrastructure and distribution improvements, in the amount of \$8,000,000.00, in Grant Fund Acct. No. FHHS18CHIP-1, to comply with the associated grant agreements, and to budget any unspent grant funds in subsequent fiscal years in which they continue to remain available by the Grantor, with funds going into Acct. No. 296-540.210-801.013. [NOTE: \$8,000,000.00 is available from the U.S. DHHS through the Michigan DHHS to provide for lead service line and lead fixture replacement for eligible families.]

A motion was made by Councilperson Guerra, seconded by Councilperson Mays, that this matter be Adopted. The motion carried by the following vote:

Aye: 6 - Councilperson Mays, Councilperson Davis, Councilperson Guerra, Councilperson Winfrey-Carter, Vice President Galloway and Councilperson Griggs

Absent: 3 - Councilperson Fields, President Winfrey and Councilperson Worthing

180431

Approval/Issuance of Water Supply System Revenue Bonds & Authorizing Publication of Notice

Resolution resolved by the City Council of the City of Flint, Genesee County, Michigan, as follows: SECTION 1 - Definitions; SECTION 2 - Necessity; Public Purpose: Project Costs; Period of Usefulness; SECTION 3 - Project Plan Bonds Authorized; SECTION 4 - Project Plan Bond Details; SECTION 5 - Payment of Principal and Interest; SECTION 6 - Forgiveness of Principal; SECTION 7 - Bond Registrar and Paying Agent; SECTION 8 -Execution and Delivery of the Project Plan Bonds; SECTION 9 - Exchange and Transfer of the Project Plan Bonds; SECTION 10 - Bondholders' Rights: Receiver; SECTION 11 - Rates and Charges; SECTION 12 - No Free Service or Use; SECTION 13 - Fixing and Revising Rates: Rate Covenant; SECTION 14 Funds and Accounts: Flow of Funds; SECTION 15 - Project Plan Bond Proceeds; SECTION 16 - Investments; SECTION 17 - Project Plan Bonds Bond Form. [NOTE: The City Council does hereby determine that it is necessary to acquire and construct improvements to the System. Pursuant to Resolution No. 180284.2 (the "Project Plan Resolution," adopted by the City Council on July 23, 2018, approval was given to a proposed project plan application for the Michigan Department of Environmental Quality Drinking Fund for improvements to the system. The Project Plan includes eight projects and within such projects, subparts of the various projects, for the acquisition and construction of repairs, enlargements, extensions, additions and improvements to the system. The cost of acquiring, constructing and installing the Project is estimated to be at least One Hundred Thirty-Two Million, Nine Hundred Sixty-Three Thousand and Two Hundred Dollars (\$132,963,200.00). The city desires to issue bonds, as authorized by the provisions of Act 94, Public Acts of Michigan, 1933, as amended ("Act 94"), to pay all or part of the cost of acquiring, constructing and installing the Project, in an amount NOT-TO-EXCEED Eighty Million Dollars (\$80,000,000.00). A Notice of Intent to Issue Bonds must be published at least 45 days before the issuance of such bonds in order to comply with the requirements of Act 94. The city wishes at this time to authorize the issuance of such bonds, from time to time, in one or more series to defray the cost of acquiring, constructing and installing the Project and to sell the bonds to the Michigan Finance Authority ("the Authority") as authorized by Act 227, Public Acts of Michigan, 1985, as amended ("Act 227"), in order to enable the Authority to provide assistance with respect to financing the Project through the Michigan Department of Environmental Quality Drinking Revolving Fund, including such funds provided through the Drinking Water Revolving Fund pursuant to the Water Infrastructure Improvements for the Nation Act of 2016, Pub. Law No. 114-322 ("WIIN Act"). The loan related to the issuance of such bonds that provide assistance to the city through Drinking Water Revolving Fund are eligible for subsidization pursuant to provisions providing for 100

percent principal forgiveness and zero interest rate loans under the WIIN Act, Act 227 and Part 54 Safe Drinking Water Assistance of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994 ("Part 54").]

Adopted

Substituted

ROLL CALL

Councilperson Griggs left this City Council meeting at 9:49 p.m.

Present: Councilperson: Councilperson Mays, Councilperson Davis, Councilperson Guerra, Councilperson Winfrey-Carter and Vice President Galloway

Absent: Councilperson: Councilperson Fields, Winfrey, Councilperson Griggs and Councilperson Worthing

180431 Approval/Issuance of Water Supply System Revenue Bonds & Authorizing Publication of Notice

Resolution resolved by the City Council of the City of Flint, Genesee County, Michigan, as follows: SECTION 1 - Definitions; SECTION 2 - Necessity; Public Purpose: Project Costs; Period of Usefulness; SECTION 3 - Project Plan Bonds Authorized; SECTION 4 - Project Plan Bond Details; SECTION 5 - Payment of Principal and Interest; SECTION 6 - Forgiveness of Principal; SECTION 7 - Bond Registrar and Paying Agent; SECTION 8 -Execution and Delivery of the Project Plan Bonds; SECTION 9 - Exchange and Transfer of the Project Plan Bonds; SECTION 10 - Bondholders' Rights: Receiver; SECTION 11 - Rates and Charges; SECTION 12 - No Free Service or Use; SECTION 13 - Fixing and Revising Rates: Rate Covenant; SECTION 14 Funds and Accounts: Flow of Funds; SECTION 15 - Project Plan Bond Proceeds; SECTION 16 - Investments; SECTION 17 - Project Plan Bonds Bond Form. [NOTE: The City Council does hereby determine that it is necessary to acquire and construct improvements to the System. Pursuant to Resolution No. 180284.2 (the "Project Plan Resolution," adopted by the City Council on July 23, 2018, approval was given to a proposed project plan application for the Michigan Department of Environmental Quality Drinking Fund for improvements to the system. The Project Plan includes eight projects and within such projects, subparts of the various projects, for the acquisition and construction of repairs, enlargements, extensions, additions and improvements to the system. The cost of acquiring, constructing and installing the Project is estimated to be at least One Hundred Thirty-Two Million, Nine Hundred Sixty-Three Thousand and Two Hundred Dollars (\$132,963,200.00). The city desires to issue bonds, as authorized by the provisions of Act 94, Public Acts of Michigan, 1933, as amended ("Act 94"), to pay all or part of the cost of acquiring, constructing and installing the Project, in an amount NOT-TO-EXCEED Eighty Million Dollars (\$80,000,000.00). A Notice of Intent to Issue Bonds must be published at least 45 days before the issuance of such bonds in order to comply with the requirements of Act 94. The city wishes at this time to authorize the issuance of such bonds, from time to time, in one or more series to defray the cost of acquiring, constructing and installing the Project and to sell the bonds to the Michigan Finance Authority ("the Authority") as authorized by Act 227, Public

Acts of Michigan, 1985, as amended ("Act 227"), in order to enable the Authority to provide assistance with respect to financing the Project through the Michigan Department of Environmental Quality Drinking Revolving Fund, including such funds provided through the Drinking Water Revolving Fund pursuant to the Water Infrastructure Improvements for the Nation Act of 2016, Pub. Law No. 114-322 ("WIIN Act"). The loan related to the issuance of such bonds that provide assistance to the city through Drinking Water Revolving Fund are eligible for subsidization pursuant to provisions providing for 100 percent principal forgiveness and zero interest rate loans under the WIIN Act, Act 227 and Part 54 Safe Drinking Water Assistance of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994 ("Part 54").]

Councilperson Guerra, seconded by Councilperson Davis, made a motion to POSTPONE Resolution No. 180431 to the 9/05 Finance Committee agenda.

No vote was taken on the motion.

REFERRED TO COMMITTEE to the FINANCE COMMITTEE

COUNCIL MOTION

Councilperson Mays, seconded by Councilperson Davis, made a motion to RECESS (adjourn) this City Council meeting until Wednesday, August 29, 2018, at 4:00 p.m. The motion passed by a vote of 5:0.

RECESS (ADJOURNMENT)

This regular City Council meeting was recessed (adjourned) at 10:33 p.m.

City of Flint, Michigan

*Third Floor, City Hall
1101 S. Saginaw Street
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Meeting Minutes 2 - Final

Wednesday, August 29, 2018

4:14 PM

SUMMARY FOR 9-10-2018 CITY COUNCIL AGENDA

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CITY COUNCIL

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Eric Mays, Ward 1

Maurice D. Davis, Ward 2

Santino J. Guerra, Ward 3

Kate Fields, Ward 4

Jerri Winfrey-Carter, Ward 5

Allan Griggs, Ward 8

Eva L. Worthing, Ward 9

Inez M. Brown, City Clerk

The regular Flint City Council meeting scheduled for Monday, August 27, 2018, was convened at 6:43 p.m., but not concluded. However, the City Council voted to recess [adjourn] the meeting until 4:00 p.m., Wednesday, August 29, 2018.

RETURN TO ORDER

Councilperson Mays, seconded by Councilperson Guerra, made a motion to move the August 27th "out of recess" and return the meeting to order at 4:14 p.m.

ROLL CALL

NO ROLL CALL WAS TAKEN DURING THIS CITY COUNCIL MEETING.

Councilperson Mays stated that, since the Roll Call was taken during the August 27, 2018, meeting, it was not necessary to do so during this meeting.

However, because the attendance was different for the two meetings, the Roll Call must be recorded in order to show the actual attendance for this 8/29 meeting - as well as record Council's votes on matters and motions.

Present: Councilperson: Councilperson Mays, Councilperson Davis, Councilperson Guerra, Councilperson Winfrey-Carter, Winfrey, Vice President Galloway and Councilperson Worthing

Absent: Councilperson: Councilperson Fields and Councilperson Griggs

COUNCIL MOTIONS

Councilperson Mays, seconded by Councilperson Galloway, made a motion to suspend the agenda order to allow for Public Speaking. The motion PASSED by a vote of 7:0.

Councilperson Guerra WITHDREW his August 27th motion to postpone Resolution No. 180431 to the September 5, 2018 Finance Committee agenda, without objection.

PUBLIC SPEAKING

Although Public Speaking had already occurred during the August 27th City Council meeting, it was included on the 8/29 agenda as historical precedent per recent recessed City Council meetings.

RESOLUTIONS

180431 Approval/Issuance of Water Supply System Revenue Bonds & Authorizing Publication of Notice

Resolution resolved by the City Council of the City of Flint, Genesee County, Michigan, as follows: SECTION 1 - Definitions; SECTION 2 - Necessity; Public Purpose: Project Costs; Period of Usefulness; SECTION 3 - Project Plan Bonds Authorized; SECTION 4 - Project Plan Bond Details; SECTION 5 - Payment of Principal and Interest; SECTION 6 - Forgiveness of Principal; SECTION 7 - Bond Registrar and Paying Agent; SECTION 8 -Execution and Delivery of the Project Plan Bonds; SECTION 9 - Exchange and Transfer of the Project Plan Bonds; SECTION 10 - Bondholders' Rights: Receiver; SECTION 11 - Rates and Charges; SECTION 12 - No Free Service or Use; SECTION 13 - Fixing and Revising Rates: Rate Covenant; SECTION 14 Funds and Accounts: Flow of Funds; SECTION 15 - Project Plan Bond Proceeds;

SECTION 16 - Investments; SECTION 17 - Project Plan Bonds Bond Form.
[NOTE: The City Council does hereby determine that it is necessary to acquire and construct improvements to the System. Pursuant to Resolution No. 180284.2 (the "Project Plan Resolution," adopted by the City Council on July 23, 2018, approval was given to a proposed project plan application for the Michigan Department of Environmental Quality Drinking Fund for improvements to the system. The Project Plan includes eight projects and within such projects, subparts of the various projects, for the acquisition and construction of repairs, enlargements, extensions, additions and improvements to the system. The cost of acquiring, constructing and installing the Project is estimated to be at least One Hundred Thirty-Two Million, Nine Hundred Sixty-Three Thousand and Two Hundred Dollars (\$132,963,200.00). The city desires to issue bonds, as authorized by the provisions of Act 94, Public Acts of Michigan, 1933, as amended ("Act 94"), to pay all or part of the cost of acquiring, constructing and installing the Project, in an amount NOT-TO-EXCEED Eighty Million Dollars (\$80,000,000.00). A Notice of Intent to Issue Bonds must be published at least 45 days before the issuance of such bonds in order to comply with the requirements of Act 94. The city wishes at this time to authorize the issuance of such bonds, from time to time, in one or more series to defray the cost of acquiring, constructing and installing the Project and to sell the bonds to the Michigan Finance Authority ("the Authority") as authorized by Act 227, Public Acts of Michigan, 1985, as amended ("Act 227"), in order to enable the Authority to provide assistance with respect to financing the Project through the Michigan Department of Environmental Quality Drinking Revolving Fund, including such funds provided through the Drinking Water Revolving Fund pursuant to the Water Infrastructure Improvements for the Nation Act of 2016, Pub. Law No. 114-322 ("WIIN Act"). The loan related to the issuance of such bonds that provide assistance to the city through Drinking Water Revolving Fund are eligible for subsidization pursuant to provisions providing for 100 percent principal forgiveness and zero interest rate loans under the WIIN Act, Act 227 and Part 54 Safe Drinking Water Assistance of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994 ("Part 54").]

Adopted

Adopted

Substituted

Substituted

Councilperson Worthing, seconded by Councilperson Galloway, made a motion to SUBSTITUTE (AMEND) the original approval motion by adding language that states that the City is not responsible, within this approval, for any expenses that the State will not pay for.

After continued discussion, Councilperson Worthing WITHDREW her motion.

A motion was made by Councilperson Guerra, seconded by Councilperson Davis, that this matter be Adopted. The motion carried by the following vote:

Adopted

Aye: 5 - Councilperson Mays, Councilperson Davis, Councilperson Guerra, Councilperson Winfrey-Carter and President Winfrey

No: 2 - Vice President Galloway and Councilperson Worthing

Absent: 2 - Councilperson Fields and Councilperson Griggs

LIQUOR LICENSES

None

INTRODUCTION AND FIRST READING OF ORDINANCES

None

SECOND READING AND ADOPTION OF ORDINANCES

None

FINAL COUNCIL COMMENTS

ADJOURNMENT

This regular City Council meeting (as recessed/adjourned from 8/27/2018) was adjourned at 5:39 p.m.

180433

PRESENTED: _____

ADOPTED: 8-22-18

**RESOLUTION APPOINTING JEFF KEEN AS INFORMATION TECHNOLOGY
DIRECTOR**

BY THE MAYOR:

Pursuant to Flint City Charter §§4-203(D) & 1-501, the Mayor of the City of Flint hereby appoints Jeff Keen as the Information Technology Director for the City of Flint; and

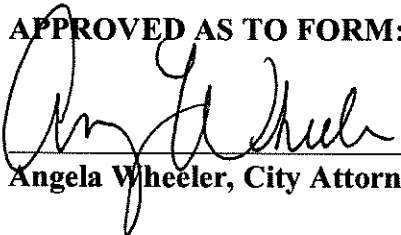
WHEREAS, the Information Technology Director shall perform and discharge, well and faithfully, the duties assigned to him by the Mayor, or her designee in his capacity as Information Technology Director.

WHEREAS, the Information Technology Director shall be paid based on an hourly rate of \$37.196. This rate shall be payable in regular biweekly installments, in the same manner that other employees of the City are paid. Such earnings shall be paid from account 636-228.100-702.000.

WHEREAS, Mayor Karen W. Weaver recommends that Jeff Keen be appointed as Information Technology Director for the City of Flint.

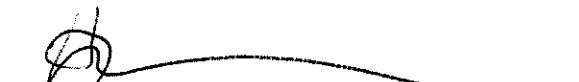
NOW THEREFORE BE IT RESOLVED, that the Flint City Council approves the recommendation by Mayor Karen W. Weaver to appoint Jeff Keen as Information Technology Director for the City of Flint.

APPROVED AS TO FORM:




Angela Wheeler, City Attorney

APPROVED AS TO FINANCE:



Hughey Newsome, Chief Financial Officer

FOR THE CITY OF FLINT:



Dr. Karen W. Weaver, Mayor

APPROVED BY CITY COUNCIL:

Herbert Winfrey, City Council President

JEFF KEEN

It's been an honor to be the Interim IT Services Administrator the last 2 years. It has been difficult and challenging at times because I've had to continue to perform my Network/LAN Administrator duties as well. I would love to have the opportunity to be the permanent IT Services Administrator and be able to oversee the City of Flint's constantly changing IT needs, requirements and challenges. I have been here a long time and I believe that my legacy knowledge is very helpful. That being said, one of my goals will be to get IT to a point where there is no more legacy knowledge necessary because all of our systems are current.

Experience

City of Flint, November 1997 - Current

Network Client Support Tech
Network/LAN Specialist
Network/LAN Coordinator
Network/LAN Administrator
Interim IT Services Administrator

Tuar-Grimbac, Inc, June 1995 – November 1997

Programmer
Programmer, Team Lead

United States Air Force, September 1988 – February 1995

Computer Operator and Communications Specialist
Computer Operator and Communications Specialist, Shift Supervisor

Education

Mott Community College, 1984 - 1986

Associate in Applied Science

University of Michigan-Flint, 1986 - 1988

Computer Science focusing on Computer Programming

Northern Michigan University, 1993-1994

Business courses

Community College of the Air Force, 1993-1994

Associate in Applied Science

Baker College, 1996-1999

Novell, Unix and programming courses

180459

(Bid 18000043)

SUBMISSION NO.: _____

PRESENTED: 9-5-18

ADOPTED: _____

BY THE CITY ADMINISTRATOR:

**RESOLUTION TO MERSINO DEWATERING FOR TRAILER MOUNTED
DIESEL TRASH PUMPS**

RESOLUTION

On April 23, 2018, City Council authorized the Department of Purchases & Supplies to issue a purchase order to Mersino Dewatering, 10162 E. Coldwater Rd., Davison, MI for trailer mounted diesel trash pumps as requested by the Utilities Department/Water Service Center in the amount not to exceed \$135,643.00; and

Water Service Center inadvertently left off 4" and 6" suction and lay flat hoses that are required to operate the trash pumps and has requested a purchase order to pay for said hoses which were included in the bid. Funding for said services will come from the following account: 590-540.208-726.000; and

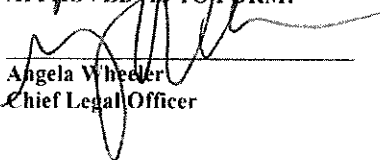
IT IS RESOLVED, Department of Purchases and Supplies, upon City Council's approval, is hereby authorized to issue a purchase order to Mersino Dewatering for 4" and 6" suction and lay flat hoses in an amount not to exceed \$36,694.50. (Sewer Fund – in the account listed above)

APPROVED PURCHASING DEPT.:



Hughley Newsome
for Purchasing Department

APPROVED AS TO FORM:

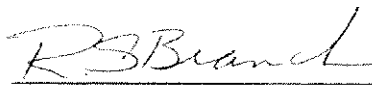


Angela Wheeler
Chief Legal Officer

APPROVED AS TO FINANCE:



Hughley Newsome
Chief Financial Officer



Steve Branch, City Administrator

RESOLUTION STAFF REVIEW

DATE: 8-2-18

Agenda Item Title: Trash Pump Hoses

Prepared By: Cheri Priest, Water Service Center

Background/Summary of Proposed Action: The City of Flint Sewer Department requests the payment of 4" and 6" suction and lay flat hoses which were ordered with the 5 trailer mounted trash pumps. The cost of these hoses, which are required to operate the pumps was inadvertently left off the original purchasing request. These hoses, along with the pumps, have already been bid out.

Financial Implications: Adequate funding has been allocated in the below listed account.

Budgeted Expenditure? Yes ☒ No ☐ Please explain if no:

Account No.: 590-540.208-726.000

Pre-encumbered? Yes ☒ No ☐ Requisition # 180001041

Other Implications (i.e., collective bargaining): None

Staff Recommendation: Recommend Approval

Staff Person: Robert Blincsik
Robert Blincsik, Director of Public Works

180460

(Bid No. 18000002)

SUBMISSION NO.: _____

PRESENTED: 9-5-18

ADOPTED: _____

BY THE CITY ADMINISTRATOR:

RESOLUTION TO ALDRIDGE TRUCKING FOR AGGREGATES


RESOLUTION

On July 12, 2017, the Department of Purchases & Supplies were authorized per resolution #170214 to issue purchase orders to Aldridge Trucking, 5135 N. Gale Rd., Davison, Michigan for aggregates for a two year pricing agreement as requested by multiple departments in the two year amount of \$255,000.00 and

The Department of Purchases & Supplies has received an additional request for topsoil used for right-of-way restorations from Street Maintenance in an amount not to exceed \$15,000.00. Funding for said services will come from the following account: 202-449.201-726.000; and

IT IS RESOLVED, that the Department of Purchases and Supplies is authorized to issue a purchase order to Aldridge Trucking for topsoil used for right-of-way restorations for service line replacements in an amount not to exceed \$15,000.00 for a total aggregate spend amount of \$270,000.00. (Major Street Fund – in the account listed above)

APPROVED PURCHASING DEPT.:

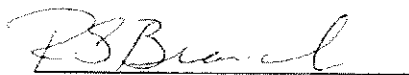

Hughey Newsome
for Purchasing Department

APPROVED AS TO FINANCE: _____


Hughey Newsome
Chief Financial Officer

APPROVED AS TO FORM:


Angela Wheeler
Chief Legal Officer


Steve Branch, City Administrator

RESOLUTION STAFF REVIEW

DATE: August 24, 2018

Agenda Item Title: Aldridge Trucking

Prepared By: Kathryn Neumann for Betty Wideman

Background/Summary of Proposed Action:

The Street Maintenance is requesting additional topsoil. Restoration services for phase IV water line replacements are still ongoing, and additional topsoil is needed.

Financial Implications: Funding is available in the accounts listed below.

Budgeted Expenditure? Yes ☒ No ☐ Please explain if no:

Account No.: 202-449.201-726.000

Pre-encumbered? Yes ☒ No ☐ Requisition # 18001067

Other Implications (i.e., collective bargaining): None

Staff Recommendation: Recommend Approval

Staff Person: Betty J. Wideman
Betty Wideman, Director of Transportation

180461

RESOLUTION NO.: _____

PRESENTED: 9-5-18

ADOPTED: _____

**RESOLUTION AUTHORIZING CITY OFFICIALS TO ADOPT THE SUPPORT
OPERATIONS PLAN OF THE CITY OF FLINT AND TO APPOINT THE COUNTY
EMERGENCY MANAGEMENT COORDINATOR AS THE EMERGENCY
MANAGEMENT COORDINATOR FOR THE CITY OF FLINT**

BY THE MAYOR:

The City of Flint has elected to be incorporated into the Genesee County Emergency Management Program and has developed a Support Emergency Operations Plan that will expire on September 24, 2018.

The Office of the Genesee County Sheriff has requested that the City adopt an updated Support Operations Plan. The Support Operations Plan has been developed to identify the responsibilities between the City of Flint and Genesee County in regards to pre-disaster emergency management activities. It also provides for the City of Flint government agencies to respond to various types of emergencies or disasters that affect the community.

The Mayor, Dr. Karen W. Weaver, recommends the adoption of the Support Operations Plan of the City of Flint and the appointment of the County Emergency Management Coordinator as the Emergency Management Coordinator for the City of Flint.

IT IS RESOLVED that the Flint City Council approves the adoption of the Support Operations Plan of the City of Flint and the appointment of the County Emergency Management Coordinator as the Emergency Management Coordinator for the City of Flint.

APPROVED AS TO FORM:



Angela Wheeler, Chief Legal Officer

APPROVED AS TO FINANCE:



Hughey Newsome, Chief Financial Officer

FOR THE CITY OF FLINT:



Dr. Karen W. Weaver, Mayor

APPROVED BY CITY COUNCIL:

Herbert Winfrey, City Council President

SUPPORT EMERGENCY OPERATIONS PLAN GUIDE

**A GUIDE TO ASSIST MUNICIPALITIES INCORPORATED INTO THE COUNTY
EMERGENCY MANAGEMENT PROGRAM TO DEVELOP A SUPPORT EMERGENCY
OPERATIONS PLAN.**

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INTRODUCTION TO THE GUIDE

I. Purpose

This document is designed to serve as a guide for municipalities with a population of 10,000 residents or above that have elected to incorporate into the County Emergency Management Program and need to develop a Support Emergency Operations Plan (EOP) following the Administrative Rules for Section 19, 1976 PA 390, as amended. In accordance with these rules, the Support EOP shall be consistent with the County Emergency Operations Plan and will become part of the county plan.

The preparation of a Support EOP will increase emergency preparedness through the definition of the responsibilities of local departments and agencies. The plan assigns tasks that need to be accomplished when an incident occurs, and describes how local and county emergency management efforts are related. Maintaining a current Support EOP also establishes eligibility to receive Section 19 funding in accordance with Section 19 of 1976 PA 390, as amended. If federal assistance does not become available after the Governor has declared a State of Disaster or Emergency, affected counties and municipalities can be eligible to receive state assistance up to \$100,000 or 10% of their operating budget, whichever is less, to cover certain disaster related expenses. To be eligible for Section 19 funding, municipalities with a population of 10,000 and above that do not maintain an independent emergency management program must develop and submit a Support EOP to the county, and implement that plan in a timely manner at the beginning of the incident.

II. Scope

This document provides basic guidance and a template for the development of a Support EOP. The template (Attachment B) contains general information that can be adapted to any municipality. The annexes specify how the municipality will carry out common emergency support functions.

Also included with this document is a sample Emergency Management Resolution (Attachment B) that appoints the County Emergency Management Coordinator as the Emergency Management Coordinator of the municipality, and outlines how emergency management efforts on the local level are organized in relation to the County Emergency Management Program.

If either template is used, it should be reviewed and adjusted to the specific needs of each municipality. Municipalities that do not utilize the templates can develop individual plans or resolutions. Other available guiding materials for the development of EOPs include MSP/EMSHD Pub 201 (Local Planning Workbook) and FEMA Comprehensive Preparedness Guide 101.

III. Maintenance

Pub 204 has been developed by MSP/EMHSD and is maintained to ensure compliance with current national planning standards and relevant state laws pertaining to emergency planning. This document was last updated in August 2015 and supersedes the October 2011 version. It will be updated every four years.

DEVELOPING THE PLAN

All stakeholders that are involved in the community response to emergencies and disasters should be involved in the development of the Support EOP. The County Emergency Management Program should work with the municipality to ensure that the plan is compatible with the County Emergency Operations Plan. A standardized planning approach can be used for the development of the Support EOP.

I. Plan requirements

The Administrative Rules for Section 19 of 1976 PA 390, as amended, establish four requirements for the development of Support EOPs. In accordance with these requirements, Support EOPs shall:

1. Describe the relationship between the County Emergency Management Program and the municipality:

The plan should state that the municipality has chosen to incorporate into the county program, coordinates emergency management related matters with the county program, and has assigned the County Emergency Management Coordinator as the responsible Emergency Management Coordinator for the municipality.

2. Identify the municipality's response procedures in relation to the county response procedures:

The plan should establish annexes that describe common tasks that need to be accomplished when responding to an emergency or disaster, and assign responsibility for these tasks to municipal departments and other local agencies. The annexes should identify the responsible agencies on the local level that coordinate and share information with at the county level, and clarify joint responsibilities. Annexes in the Support EOP should also identify which annex or annexes they relate to in the County EOP.

3. Be maintained in accordance with the standards and currentness of the county plan, be consistent with the county plan:

The efforts described in local and county plans should be consistent and complement each other. To maintain the Support EOP in currentness with the County EOP, updates to the local plan are necessary whenever the county plan is updated. When the County EOP is updated, the Support EOP should be revised to ensure that it is still compatible with the county plan.

4. Contain the signature of the Chief Executive Official (CEO) of the municipality, be forwarded to the county:

After a new Support EOP has been developed or an existing plan has been updated, the signature of the CEO (Mayor, Township Supervisor) needs to be obtained. If a change of the CEO occurs, the plan needs to be reviewed and the signature of the new official obtained. After the plan is signed, a copy must be forwarded to the County Emergency Management Program, where it should be filed with the County EOP.

II. Plan format

The plan should consist of a Basic Plan section and functional annexes.

The Basic Plan defines the purpose of the plan, provides a community profile, identifies hazards and community vulnerabilities, and describes the relationship between municipality and the County Emergency Management Program.

The annexes identify specific emergency management and response tasks that need to be accomplished before, during and after an incident, and assign responsibility for carrying out these tasks to local agencies. Annexes should be organized by emergency response functions or tasked agencies and can be written in narrative or bulleted style. While municipalities are not required to mirror the format used in the county plan, this can be beneficial. The template included with this document uses a bulleted "Emergency Action Guidelines" format for its annexes.

III. Planning process

The following seven step planning process also utilized in County EOP development should be used to develop a Support EOP. For additional information on the process steps, please refer to MSP/EMSHD Pub 201 (Local Planning Workbook).

1. Form a collaborative planning team:

The planning team is the group of individuals responsible for designing, developing, and implementing the Support EOP. It should include representatives from all agencies that are committed to participate in emergency response activities within the municipality. Other stakeholders that should be engaged in

the planning process include representation from the municipality's executive office, the County Emergency Management Program, agencies that can provide insight into necessary accommodations for groups or individuals requiring Functional Needs Support Services (FNSS), schools, etc.

2. Identify hazards and assess risks:

The hazard analysis is the foundation upon which the municipality's emergency planning efforts should be built. It identifies conditions or situations that have the potential to cause harm to people or property in the community. The hazard analysis process involves four steps.

Step 1: A profile of the community is developed (demographic and economic make-up, geography and land-use, key facilities, etc.).

Step 2: The development of a community profile is followed by the hazard identification, which should start with a review of the County Hazard Analysis or Hazard Mitigation Plan. Local resources should then be used to identify further hazards that are unique to the community and might not have been included in county documents.

Step 3: The assessment of risks explores how likely it is that a risk will manifest itself in an incident, how often this might occur, where it might occur, and what the severity of impact would be. Hazards should be ranked based on the expected frequency of occurrence and severity of impact.

Step 4: The vulnerability determination examines how susceptible citizens, property, infrastructure and critical systems are to the identified hazards.

3. Determine Goals and Objectives:

Developing clear goals and objectives will help the municipality to identify problems, issues and opportunities. Establishing goals outlines the vision of what the community wants to achieve. Goals can be pursued in the long-term, but need to be achievable. Objectives are specific and measurable strategies to achieve these goals. Often, multiple objectives will need to be established to support one goal.

4. Plan Development:

This step describes the conceptualization of the plan, which includes the generation and comparison of alternate strategies to achieve the established goals and objectives. This involves two tasks: Developing and analyzing courses of actions to be conducted during an incident, and identifying the resources that determine the capability of the municipality to take these actions. Developing actions allows planners to depict how an operation unfolds by building and working through a portrait of a potential event, including key decision points and participant activities. This helps to identify actions that occur and resources that will be required throughout the progression of an event.

After identifying potential strategies to achieve established goals, an important sub-step in the conceptualization of the plan is the evaluation of actions to ensure that the actions that are selected to be included in the plan are feasible. It is critical to determine if required resources are available or easily obtainable during an incident, and if actions are compliant with laws and regulations, such as local ordinances and resolutions, legal authorities, law enforcement standards, and Governor's orders and directives.

5. Plan Preparation, Review and Approval:

When writing the plan, a simple format should be used. The finished plan must be compatible with the County EOP. This can be achieved by including references to the county plan, utilizing a similar format, or organizing annexes after similar emergency response functions. Feedback should be solicited from all stakeholders that are tasked within the plan, the County Emergency Management Program, and local elected officials. After the review process, necessary adjustments should be implemented. The municipality should adopt the plan by resolution, obtain the signature of the CEO, and forward a signed copy of the plan to the County Emergency Management Program.

6. Plan implementation and update:

The last step is to implement, maintain and update the plan. Plan updates are required after change of the CEO or when the County EOP has been updated. Plan reviews should also be considered after plan activations (during incidents or exercises), changes in operational resources, and changes in the community and/or hazard profile of the municipality. Lessons learned from actual events and exercises are essential to the evaluation of a plan's effectiveness, and help to determine if the plan is:

- Adequate: The concept of operations identifies and addresses critical tasks effectively.
- Feasible: Critical tasks can be accomplished timely and with available resources.
- Acceptable: The needs and demand driven by an event are met, actions meet the expectation of local officials and the public, and are consistent with law.
- Complete: The plan includes all necessary tasks, steps and required capabilities to reach an identified desired end state.
- Compliant: The plan complies with guidance and doctrine to the highest extent possible.

FEMA Comprehensive Preparedness Guide 101 established adequacy, feasibility, acceptability, completeness and compliance as criteria that allow planners and decision makers to determine the efficiency and effectiveness of their plans.

EMERGENCY MANAGEMENT RESOLUTION

In addition to the development of a Support EOP, it is recommended that municipalities adopt a local Emergency Management Resolution. The Emergency Management Resolution should appoint the County Emergency Management Coordinator as the Emergency Management Coordinator responsible for the municipality, describe the local emergency management organization and its relationship to the County Emergency Management Program, and provide a means for the local legislative body to exercise the authority vested in them by 1976 PA 390, as amended. Attachment A provides a sample Emergency Management Resolution.

ATTACHMENT A: SAMPLE EMERGENCY MANAGEMENT RESOLUTION

The following pages provide a sample Emergency Management Resolution. If used as a template, the sample resolution should be reviewed by municipality and county, and adjusted to meet local needs. Before adoption, the resolution should be reviewed by the municipality's legal counsel.

City of Flint
Emergency Management Resolution

A resolution to provide for the mitigation, preparedness, response and recovery from natural and human-made disasters within City of Flint by being part of the Genesee emergency management program; to appoint the county emergency management coordinator as the City of Flint emergency management coordinator; to provide for a means for coordinating the resources of the municipality with those of the county; and to provide a means through which the City Council may exercise the authority and discharge the responsibilities vested in them by this resolution and Act No. 390 of the Public Acts of 1976, as amended.

Article 1 - Short Title

Section 101. This resolution shall be known as the "Emergency Management Resolution".

Article 2 - Definitions

Section 201. For the purpose of this resolution, certain words used herein are defined as follows:

- (a) "Act" means the Michigan Emergency Management Act, Act No. 390 of the Public Acts of 1976, as amended.(b) "Disaster" means an occurrence or threat of widespread or severe damage, injury or loss of life or property resulting from a natural or human-made cause, including but not limited to, fire, flood, snowstorm, ices storm, tornado, windstorm, wave action, oil spill, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, hazardous materials incident, epidemic, air contamination, blight, drought, infestation, explosion, or hostile military action or paramilitary action, or similar occurrences resulting from terrorist activities, riots, or civil disorders.
- (c) "Disaster relief force" means all agencies of county and municipal government, private and volunteer personnel, public officers and employees, and all other persons or groups of persons identified in the Genesee Emergency Operations Plan as having duties to perform or those called into duty or working at the direction of a party identified in the plan to perform a specific disaster or emergency related task during a local state of emergency.
- (d) "District Coordinator" means the Michigan Department of State Police District Emergency Management Coordinator. The District Coordinator serves as liaison between local emergency management programs and the Michigan State Police, Emergency Management Division in all matters pertaining to the mitigation, preparedness, response and recovery of emergency and disaster situations.
- (e) "Emergency management coordinator" means the person appointed to coordinate all matters pertaining to emergency management within the municipality. The emergency management coordinator for City of Flint is the Genesee emergency management coordinator.
- (f) "Emergency management program" means a program established to coordinate mitigation, preparedness, response and recovery activities for all emergency or disaster situations within a given geographic area made up of one or several political subdivisions. Such a program has an appointed emergency management coordinator and meets the program standards and requirements established by the Department of State Police, Emergency Management Division. The City of Flint has elected to be part of the Genesee emergency management program.
- (g) "Emergency operations plan" means the plan developed and maintained by county and political subdivisions included in the emergency management program area for the purpose of responding to all emergency or disaster situations by identifying and organizing the disaster relief force.

- (h) "Governor's state of disaster" means an executive order or proclamation by the Governor that implements the disaster response and recovery aspects of the Michigan Emergency Management Plan and applicable local plans of the county or municipal programs affected.
- (i) "Governor's state of emergency" means an executive order or proclamation by the Governor that implements the emergency response and recovery aspects of the Michigan Emergency Management Plan and applicable local plans of the county or municipal programs affected.
- (j) "Local state of emergency" means a declaration by the Mayor ¹ pursuant to the act and this resolution which implements the response and recovery aspects of the Genesee Emergency Operations Plan and authorizes certain actions as described in this resolution.
- (k) "Vital records" means those records that contain information needed to continue the effective functioning of a government entity jurisdiction and for the protection of the rights and interests of persons under emergency conditions in the event of an emergency or disaster situation.

Article 3 - Emergency Management Coordinator; Appointment

Section 301. By the authority of this resolution the Mayor hereby appoints the Genesee Emergency Management Coordinator as the emergency management coordinator for City of Flint.² In addition to acting for, and at the direction of, the Mayor, the Emergency Management Coordinator will also act for, and at the direction of, the Mayor.³

Section 302. A line of succession for the Genesee Emergency Management Coordinator has been established and is listed in the City of Flint Emergency Operations Plan.

Article 4 - Emergency Management Coordinator; Duties

Section 401. The Emergency Management Coordinator shall comply with standards and requirements established by the Department of State Police, Emergency Management Division, under the authority of the act, in accomplishing the following⁴:

¹ According to Act 390, as amended, sec. 10 (1) (b) any county or municipality that has an appointed emergency management coordinator can declare a local state of emergency. This power is given to the "chief executive official" (see definitions in the act) or the official designated by charter.

² Act 390, as amended, sec. 9 (2-3) states that the coordinator shall be appointed by the "chief executive official" (see definitions in the act) in a manner provided in the municipal charter.

³ Act 390, as amended, sec. 9 (1-3) states that the appointed county coordinator shall act for and at the direction of the chairperson or county executive. It also says that a coordinator appointed by a municipality shall act for and at the direction of the "chief elected official" (see definitions in the act) or the official designated by the municipal charter.

⁴ Act 390, as amended, sec. 7a (4) gives the Emergency Management Division the authority to promulgate several standards and requirements.

- (a) Direct and coordinate the development of the Genesee Emergency Operations Plan, which shall be consistent in content with the Michigan Emergency Management Plan.
- (b) Direct and coordinate the development of the Genesee Emergency Operations Plan, which shall be consistent in content with the Michigan Emergency Management Plan.
- (c) Specify departments or agencies which must provide an annex to the plan or otherwise cooperate in its development.
- (d) Identify departments and agencies to be included in the Emergency Operations Plan as disaster relief force.
- (e) Develop and maintain a county Resource Manual.
- (f) Coordinate the recruitment, appointment, and utilization of volunteer personnel.
- (g) Assure the emergency management program meets eligibility requirements for state and federal aid.
- (h) Coordinate and/or conduct training and exercise programs for the disaster relief force within the county and to test the adequacy of the Emergency Operations Plan.
- (h) Through public information programs, educate the population as to actions necessary for the protection of life and property in an emergency or disaster.
- (i) Assist in the development of mutual aid agreements.
- (j) Assist the City of Flint municipal liaison with the development of municipal standard operating procedures which are consistent with the county Emergency Operations Plan.
- (k) Oversee the implementation of all functions necessary during an emergency or disaster in accordance with the Emergency Operations Plan.
- (l) Coordinate county emergency management activities with those municipalities included in the county emergency management program, other municipalities, the state, and adjacent counties.
- (m) Coordinate all preparedness activities, including maintaining primary and alternate Emergency Operations Centers.
- (n) Identify mitigation opportunities within the county and encourage departments/agencies to implement mitigation measures.

Article 5 - Emergency Management Liaison; Duties

Section 501. By the authority of this resolution the Mayor has appointed a liaison for the purpose of assisting the county Emergency Management Coordinator in coordinating the emergency management activities within the municipality. The duties of the liaison are as follows:

- (a) Coordinate municipal emergency management activities with those of the county jurisdictions.
- (b) Assist the county Emergency Management Coordinator with the development of the county Emergency Operations Plan and the incorporation of municipal resources into the plan.
- (c) Identify municipal departments and agencies to be included in the Emergency Operations Plan as part of the disaster relief force.
- (d) Identify municipal resources and forward information to the county Emergency Management Coordinator for inclusion in the county Resource Manual.
- (e) Coordinate the recruitment, appointment, and utilization of volunteer resources.
- (f) Assist the county Emergency Management Coordinator with administering training programs.

- (g) Coordinate municipal participation in exercises conducted by the county.
- (h) Assist in the development of mutual aid agreements.
- (i) Assist in educating the population as to actions necessary for the protection of life and property in an emergency or disaster.
- (j) Encourage departments/agencies within the municipality to identify and implement procedures to mitigate the effects of potential disasters.
- (k) Assist in the assessment of the nature and scope of the emergency or disaster and collect damage assessment information and forward to the county.
- (l) Coordinate the vital records protection program.
- (m) Develop municipal standard operating procedures for disaster response which are consistent with the county Emergency Operations Plan.

Section 502. The Mayor shall appoint a minimum of two persons as successors to the position of the municipal liaison. The line of succession shall be supplied to the county Emergency Management Coordinator.

Article 6 - Mayor; Powers; Duties

Section 601. On an annual basis, the Mayor shall review the eligibility and performance of the Emergency Management Coordinator and make recommendations to the City Council .⁴

Section 602. The Mayor shall, review the effectiveness of the Genesee county Emergency Operations Plan as the plan relates to the municipality once every two years. With the assistance of the municipal liaison, he/she shall make recommendations to the county Emergency Management Coordinator of any changes which may be needed. After this review and incorporation of necessary changes, the Mayor shall certify the plan to be current and adequate for City of Flint the ensuing two years.⁵

Section 603. When circumstances within the City indicate that the occurrence or threat of occurrence of widespread or severe damage, injury or loss of life or property from natural or human-made cause exists the Mayor may declare a local state of emergency. Such a declaration shall be promptly filed with the Genesee county Emergency Management Office, who shall forward it to the Department of State Police, Emergency Management Division. This declaration shall not be continued or renewed for a period in excess of 7 days except with the consent of the City Council.⁶

Section 604. If the Mayor invokes such power and authority, he/she shall, as soon as reasonably expedient, convene the City Council for one or more emergency meetings in accordance with the Open Meetings Act to perform its normal legislative and administrative duties as the situation demands, and will

⁵ Rule 4 (c) (d-q) of the administrative rules promulgated for Act 390, sec. 19 states that the plan shall be considered official upon bearing the signature of the chief executive official of the municipality. The plan must be current and adequate (see rule) within two years.

⁶ Act 390, as amended, sec. 10 (1) (b) provides for the 7 day limit and disposition of the declaration.

report to that body relative to emergency activities. Nothing in this resolution shall be construed as abridging or curtailing the powers of the City Council unless specifically provided herein.

Section 605. The Mayor may do one or more of the following under a local state of emergency:

- (a) Direct the Emergency Management Coordinator to implement the Emergency Operations Plan.
- (b) Issue directives as to travel restrictions on local roads within the municipality.
- (c) Relieve City employees of normal duties and temporarily re-assign them to other duties.
- (d) Activate mutual aid agreements.
- (e) Direct the municipal disaster relief effort in accordance with the county Emergency Operations Plan and municipal standard operating procedures.
- (f) Notify the public and recommend in-place or evacuation or other protective measures.
- (g) Request a state of disaster or emergency declaration from the Governor as described in Article 7.
- (h) When obtaining normal approvals would result in further injury or damage, Mayor may, until City Council convenes, waive procedures and formalities otherwise required pertaining to the following:
 - (1) For a period of up to 7 days, send the disaster relief force and resources to the aid of other communities as provided by mutual aid agreements.
 - (2) For a period of up to 7 days, appropriate and expend funds from the disaster contingency fund created in Article 9 up to \$100,000.00
 - (3) For a period of up to 7 days, make contracts, obtain and distribute equipment, materials, and supplies for disaster purposed.
 - (4) Employ temporary workers.
 - (5) Purchase and distribute supplies, materials, and equipment.
 - (6) Make, amend, or rescind ordinances or rules necessary for emergency management purposes which supplement a rule, order, or directive issued by the Governor or a state agency. Such an ordinance or rule shall be temporary and, upon the Governor's declaration that a state of disaster or state of emergency is terminated, shall no long be in effect.⁷

Section 606. If a state of disaster or emergency is declared by the Governor, assign and make available for duty the employees, property, or equipment of the City within or without the physical limits of the City as ordered by the Governor or the Director of the Department of State Police in accordance with the act.⁸

Article 7 - Governor Declaration Request

Section 701. If a disaster or emergency occurs that has not yet been declared to be a state of disaster or a state of emergency by the Governor, and the Mayor determines that the situation is beyond control of the municipality, he/she may request the Governor to declare that a state of disaster or state of emergency exists in the municipality in accordance with the act. This shall be done by immediately contacting the Genesee Emergency Management Coordinator. The Emergency Management Coordinator shall immediately contact the District Coordinator. The District Coordinator, in conjunction with the Emergency Management Coordinator, shall assess the nature and scope of the disaster or

⁷ Act 390, as amended, sec.12 (2) provides this authority.

⁸ Act 390, as amended, sec. 10 (1) (h) provides this authority.

emergency, and they shall recommend the state personnel, services, and equipment that will be required for its prevention, mitigation, or relief.⁹

Article 8- Volunteers; Appointment; Reimbursement

Section 801. Each municipal department, commission, board, or other agency of municipal government is authorized to appoint volunteers to augment its personnel in time of emergency to implement emergency functions assigned in the county Emergency Operations Plan. Such individuals are part of the disaster relief force and shall be subject to the rules and operational control set forth by the respective department, commission, board, or agency through which the appointment was made, and shall be reimbursed for all actual and necessary travel and subsistence expenses.¹⁰

Article 9 - Disaster Contingency Fund

Section 901. A disaster contingency fund is hereby created in the budget of not less than \$1,000,000.00. Money may be expended from the fund when a local state of emergency has been declared for the purpose of paying the disaster relief force, purchase of supplies and services, repair costs, or other needs required specifically for the mitigation of the effects of, or in response to, the emergency or disaster.

Article 10 - Rights of Disaster Relief Force

Section 1001. In accordance with the act, personnel of the disaster relief force while on duty shall have the following rights:

- (a) If they are employees of the municipality, or other governmental agency regardless of where serving, have the powers, duties, rights, privileges, and immunities and receive the compensation incidental to their employment.
- (b) If they are not employees of the municipality, or other governmental agency be entitled to the same rights and immunities as are provided for by law.¹⁰

Article 12 - Temporary Seat of Government

Section 1201. The City Council shall provide for the temporary movement and reestablishment of essential government offices in the event that existing facilities cannot be use.

Article 13 - Liability

Section 1301. As provided for in the act and this resolution, the municipality, or the agents or representatives of the municipality, shall not be liable for personal injury or property damage sustained by the disaster relief force. In addition, any member of the disaster relief force engaged in disaster relief activity shall not be liable in a civil action for damages resulting from an act of omission arising out of and in the course of the person's good faith rendering of that activity, unless the person's act or omission was the result of that person's gross negligence or willful misconduct. The right of a person to receive benefits or compensation to which he or she may otherwise be entitled to under the worker's compensation law, any pension law, or act of congress will not be effected as a result of said activity.¹¹

Section 1302. As provided for in the act, any person owning or controlling real estate or other premises who voluntarily and without compensation grants the municipality the right to inspect, designate and use the whole or any part of such real estate or premises for the purpose of sheltering persons or for any

⁹ Act 390, as amended, sec.12 states that the "chief executive official" (see definitions in act) of a county or any municipality may make this request. However, he/she must do this utilizing the procedures set forth in sec. 14 of the act which states that the appointed emergency management coordinator and the district coordinator must jointly assess the situation and make recommendations.

¹⁰ Act 390, as amended, sec. 11 (1) (a-c) discusses disaster relief force rights and duties.

¹¹ Act 390, as amended, sec. 11 (2-8) discusses liability.

other disaster related function during a declared local state of emergency or during an authorized practice disaster exercise, shall not be civilly liable for the death of, or injury to, any person on or about such real estate or premises under such license, privilege or other permission, or for loss of, or damage to, the property of such person.¹¹

Article 14 - Sovereignty

Section 1401. Should any section, clause, or provision of this resolution be declared by the courts invalid for any reason, such declaration shall not affect the validity of this resolution as a whole or any part thereof, other than the section, clause, or provision so declared to be invalid.

Article 15 - Repeals

Section 1501. All resolutions or parts of resolutions inconsistent herewith are hereby repealed.

Article 16 - Annual Review

Section 1601. This resolution shall be reviewed annually by the City Council and changes shall be made if necessary.

Article 17 September 24, 2018

Section 1701. This resolution shall have immediate effect.

(The community may choose to adopt either an ordinance or resolution, whichever is the most appropriate procedure within the community, and promulgate it according to normal procedures.)

ATTACHMENT B: SAMPLE SUPPORT EMERGENCY OPERATIONS PLAN

The following pages provide a sample Support Emergency Operations Plan. If used as a template, the sample plan should be reviewed and adjusted to meet local needs.

City of Flint

SUPPORT EMERGENCY OPERATIONS PLAN

An all-hazards plan supporting the (County Emergency Operations Plan/Emergency Action Guidelines), for use in the event of disaster or severe emergency of natural, human, wartime, technological or terrorism origin.

September 24, 2018

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Promulgation Document

Officials of City of Flint, in conjunction with County and State Emergency Management (EM) agencies, have developed this Support Emergency Operations Plan that will enhance the local emergency response capability.

This plan, when used properly and updated, will assist local government officials to accomplish their primary responsibilities of protecting lives and property in their community. This plan and its provisions will become official when it has been signed and dated below by the Chief Executive Official (CEO) of the municipality.

Chief Executive Official
City of Flint

Date

Approval and Implementation

The Support Emergency Operations Plan, referred to in this document as the Support EOP, describes how City of Flint will handle emergency situations in cooperation with the County Emergency Management Program. The Support EOP assigns responsibilities to agencies for coordinating emergency response activities before, during, and after any type of emergency or disaster. The Support EOP does not contain specific instructions as to how each department will respond to an emergency; these can be found in the plan annexes or separate Standard Operating Procedures (SOP).

The goal of the Support EOP is to coordinate emergency response efforts to save lives, reduce injuries, and preserve property. The Support EOP addresses emergency issues before and after an emergency, but its primary goals are to assemble, mobilize and coordinate a team of responders that can respond to any emergency, and describe response procedures in relation to the county response procedures.

The Support EOP will use a graduated response strategy that is in proportion to the scope and severity of an emergency. City of Flint will plan, prepare and activate resources for local emergencies that affect the local area (or a specific site) and/or widespread disasters that affect the entire state and/or nation.

The Support EOP was developed by a Local Planning Team (LPT). The LPT consists of key departments covering emergency functions such as law enforcement, fire, public works, and public health. The team works to establish and monitor programs, reduce the potential for hazard events in the community through planning, review, and training, and assist the County Emergency Management Program in developing and maintaining the County EOP.

The Support EOP must be signed by the current CEO each time it is updated, with the exception of the following activities:

1. Minor updates e.g. changing system names, grammar, spelling or layout changes
2. Updates to the annexes

These activities may be updated in the plan without the CEO signature by the following individuals:

1. Emergency Management Liaison
2. Department head responsible for an annex

Homeland Security Presidential Directive (HSPD) 5 facilitates a standard management approach to major incidents, the National Incident Management System (NIMS). NIMS is administered as part of the National Response Framework (NRF) which integrates the federal government into a single, all discipline, and all-hazards plan. NIMS will provide a nationwide approach that enables federal, state, tribal and local government agencies to "work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity." This Support EOP has integrated NIMS concepts, including the Incident Command System (ICS), and language to help incident management operate in accordance to the NIMS using the guidance provided by the Department of Homeland Security (DHS).

During an emergency, all response personnel will use the ICS to manage the incident and employ emergency resources at the site. The Emergency Operation Center (EOC) will coordinate additional resources when needed. This EOP will be used during community recovery after an emergency.

This plan supersedes all previous plans.
Record of Revisions

The following is a list of revisions made to the Support EOP. This chart tracks the date that changes were made, reason for the changes, updated pages, and who made the revision.

Date	Reason for Revision	Page Numbers	Revised By

Record of Distribution

The following is a list of the individuals and facilities that have been provided a copy of the Support EOP in order to conduct the assigned tasks addressed in this plan.

Title of Recipient	Name of Recipient	Agency	Date	Number of Copies
Chief Executive Official	Mayor Karen Weaver	City of Flint	09/03/2018	1
(Legislative body, e.g. City Council/Commission, Township Board of Commissioners)	Flint City Council Herbert Winfrey President	Flint City Council	09/03/2018	1
County Emergency Management Coordinator	David Stamm	Genesee County Emergency Management Manager	09/03/2018	1
City of Flint Emergency Management Liaison	Chief Raymond Barton Fire	Flint Fire Department	09/03/2018	1
Communications and Warning Official	Spring Tremaine	Genesee County 911 Director	09/03/2018	1
Damage Assessment Official	Stacey Bassi	City of Flint Assessor	09/03/2018	1
Fire Services Official	Christian Perkins	Safety Training Officer	09/03/2018	1
Mass Care, Emergency Assistance, Housing, and Human Services Official	Carrie Edwards-Clemons	City of Flint EMS Coordinator	09/03/2018	1
Public Health and Medical Services Official	Pamela Pugh	City of Flint Chief Public Health Officer	09/03/2018	1
Public Information Official	Candace Mushatt	City of Flint Public Information Officer	09/03/2018	1

Basic plan

Purpose

City of Flint has elected to incorporate into the County Emergency Management Program. As partners in the five phases of emergency management, mitigation, preparedness, prevention, response and recovery, City of Flint and the County Emergency Management Program share joint responsibilities. The City of Flint Support EOP has been developed to identify these responsibilities. It is to be used in concurrence with the County EOP. In accordance with Section 19 of the Michigan Emergency Management Act (1976 PA 390, as amended), activation of this this plan at the beginning of a disaster or emergency also establishes eligibility to receive state assistance for disaster related expenses incurred during a State of Emergency or Disaster declared by the Governor, for which federal assistance is unavailable.

Scope

The City of Flint Support EOP is an adaptable document that can be applied to all hazards. Due to the unique nature of emergencies, it may become necessary to deviate from the contents of the plan when responding to an incident. Agencies that have been assigned supporting roles in this plan have developed and will maintain SOPs that provide systematic instructions for accomplishing their assigned functions. The local government conducts additional activities, such as personnel training, participation in exercises, public information, land-use planning, etc., to support emergency preparedness, mitigation, and response efforts. To facilitate efficient emergency management operations, City of Flint continues to implement the NIMS.

Authorities and References

A. Authority of local officials during an emergency:

1. 1976 PA 390, as amended,
2. City of Flint, local Emergency Management resolution,
3. City of Flint, adoption of the Support EOP,
4. Executive Directive No. 2005-09, the state adoption of the NIMS,
5. The Robert T. Stafford Disaster Relief and Emergency Assistance Act,
6. Emergency Planning and Community Right to Know Act of 1986 (EPCRA) also known as the Superfund Amendments and Reauthorization Act (SARA), Title III,
7. Good Samaritan Law and Know Act of 1986.

B. References used to develop the Support EOP:

1. NIMS,
2. NRF,
3. Michigan Emergency Management Plan (MEMP), Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMSHD),
4. Pub 204, MSP/EMHSD.

Plan Development and Maintenance

To ensure that this Support EOP addresses the needs of the community and is consistent with the County EOP, this document was developed in a cooperative, whole community effort between municipal government, local community, and the County Emergency Management Program. The Support EOP is updated after every change of the municipal CEO or update to the County EOP. After the plan is adopted by resolution of the council and approved by the CEO, it is forwarded to the County Emergency Management Program. The plan will be implemented, tested through exercises in concurrence with county officials, and maintained in accordance with the standards and currentness of the County EOP.

This plan has been provided to all municipal departments, local elected officials, the County Emergency Management Program and all agencies tasked within the document. It includes this Basic Plan, which provides an overview of the municipality's preparedness and response strategies, and functional annexes that describe the actions, roles and responsibilities of participating organizations.

Situation Overview

- B. City of Flint has taken various preparedness and incident management steps to enhance capabilities in responding to incidents including:
 - 1. The mitigation of potential hazards.
 - 2. Identification of emergency response agencies and mechanisms that will protect life and property before, during and after an emergency.
 - 3. Tasking agencies, organizations, and individuals with specific functions and responsibilities relative to emergency operations. Assigned tasks are explained in further detail under "Organization and Assignment of Responsibilities."
 - 4. Integration with the County EOP, County hazard mitigation plan, MEMP, etc.

- C. Community profile:

City of Flint is located within Genesee County. The community has a population of 99,000 residents. Approximately 70% of residents have been recognized as individuals with Access and Functional Needs. Many of the residents that require Functional Needs Support Services (FNSS) reside in congregate care centers, while others reside in non-group homes where support is provided as needed or on-call.

- D. Hazard and threat analysis:

According to the Genesee County (Hazard Mitigation Plan/Hazard Analysis), communities in the county are most vulnerable to: (Snow and Ice Storms, Tornadoes, Inclement Weather, Public Health Emergencies, Civil Disturbance, Hazardous Material, Incidents (Transportation), Infrastructure Failure, Structure Fires, Major Transportation Accidents, Riverine Flooding, Hazardous Material Incidents, Extreme Temperatures, Dam Failure, Terrorism, Scrap yard Tire Fires, Sinkholes, Oil or Natural Gas leaks. Areas within City of Flint that are especially vulnerable to these hazards are: (The north/south/east/ and west side of the City). Additional hazards that have been identified as unique to City of Flint include: (Consumers Energy hub, Bishop Airport, railroads, water and/or waste treatment plant, dams, chemical and LPG plants, manufacturing plants, dams, 475/I-69 transit routes, and (302) sites that contain extremely hazardous materials are located in City of Flint. Facility owners have reported the types of hazardous materials that are stored on-site, as required by the Emergency Planning and

Community Right-To-Know Act (EPCRA). Pursuant to SARA Title III requirements, off-site emergency response plans have been developed by the Local Emergency Planning Committee (LEPC) to prepare fire departments for responding to the release of the specific hazardous materials on these sites.

E. Relationship between municipality and County Emergency Management Program:

Emergency management and response are primarily local responsibilities. However, disasters and emergencies might exhaust the resources and capabilities of local governments. Therefore, City of Flint has chosen to incorporate into the County Emergency Management Program. To coordinate emergency management related matters with the County Emergency Management Program, the City of Flint has appointed the Fire Chief/Authority Having Jurisdiction to serve as the Emergency Management Liaison. The Emergency Management Liaison facilitates communication and coordination between City of Flint and county, and is the local point of contact for the County Emergency Management Coordinator (EMC).

Planning Assumptions

- A. The proper implementation of this plan will result in saved lives, incident stabilization, and property protection in City of Flint.
- B. Some incidents occur with enough warning that necessary notification can be issued to ensure the appropriate level of preparation. Other incidents occur with no advanced warning.
- C. Depending upon the severity and magnitude of the situation, local resources may not be adequate to deal with an incident. It may be necessary to request assistance through volunteer organizations, the private sector, mutual aid agreements (MAAs)/memorandums of understanding (MOUs), and/or county, state and federal sources. When provided, these will supplement, not substitute for, relief provided by local jurisdictions.
- D. All emergency response agencies within City of Flint that have been tasked in the plan are considered to be available to respond to emergency incidents. Agencies will work to save lives, protect property, relieve human suffering, sustain survivors, stabilize the incident, repair essential facilities, restore services and protect the environment.
- E. When a jurisdiction receives a request to assist another jurisdiction, reasonable actions will be taken to provide the assistance as requested.
- F. Emergency planning is a work-in-progress; the Support EOP is consistently reviewed and updated.
- G. During an emergency or disaster, parts of the plan may need to be improvised or modified, if necessary, based on the situation.

Concept of Operations

A. Activation of the Support EOP and declaration of a local state of emergency:

When a threat is perceived, the Emergency Management Liaison activates the Support EOP and the local Emergency Operations Center (EOC) to facilitate activities that ensure the safety of people, property and environment. Pursuant to 1976 PA 390, as amended, the CEO/other official designated by charter may declare a local state of emergency for City of Flint if circumstances indicate that the occurrence or threat of widespread or severe damage, injury, or loss of life or property exist. In the absence of the (CEO/other official designated by charter), pursuant to local legislation, the (Fire Chief/Authority Having Jurisdiction) is authorized to

declare a local state of emergency. Upon a local declaration, PA 390 authorizes the Chief Executive Official/other official designated by charter to issue directives as to travel restrictions on local roads. To facilitate activities that ensure the safety of people, property and environment, a local declaration also activates this Support EOP and the municipal Emergency Operations Center (EOC). A local state of emergency shall not be continued or renewed for a period in excess of seven days except with the consent of the governing body of the municipality.

- B. The following procedures are conducted and coordinated with the county in response to an incident:
1. The Emergency Management Liaison will perceive the threat, assess the hazard and ensure that municipal emergency response agencies, elected officials and County EMC are notified of the situation.
 2. Municipal agencies assess the nature and scope of the emergency or disaster.
 3. If the situation can be handled locally, the following guidelines are used:
 - a. The Emergency Management Liaison advises the CEO and coordinates all local emergency response actions.
 - b. The Emergency Management Liaison activates the EOC. The EOC is located at Emergency Management Office 1101 Beach St. Flint, MI 48502. If this location is unavailable, the alternate EOC location is 1101 S. Saginaw St. North Building/FPD Operations Building.
 - c. The CEO declares a local state of emergency. The Emergency Management Liaison notifies the County EMC and forwards the declaration to the County Emergency Management Program.
 - d. Emergency Response Agencies are notified by the Emergency Management Liaison to report to the EOC through Genesee County 911/ identify notification system(s), e.g., telephone, smart messaging, etc.
 - e. The CEO directs departments/agencies to respond to the emergency in accordance with the guidelines outlined in this plan and its annexes, and issues directives as to protective actions and travel restrictions on local roads.
 - f. The Emergency Management Liaison keeps the County EMC informed of the situation and actions taken.
 4. If the emergency is beyond local control, municipal resources become exhausted, or special resources are needed, county assistance is requested through the County EMC.
 5. If county assistance is requested, the County EMC assesses the situation and makes recommendations on the type and level of assistance. The county will also take the following steps:

- a. Activate County EOC and EOP
 - b. Respond with county resources
 - c. Activate MAA/MOUs to supplement county resources
 - d. Notify MSP/EMSHD District Coordinator
 - e. Make available incident information to MSP/EMSHD and statewide agencies via the Michigan Critical Incident Management System (MI CIMS) online platform, by submitting and maintaining applicable MI CIMS boards and logs.
6. If county resources and capabilities are exhausted, the county requests the Governor to declare a State of Emergency or State of Disaster in accordance with procedures set forth in 1976 PA 390, as amended. If the emergency occurs solely within the confines of the municipality, the county shall not request state assistance or the Declaration of a State of Disaster or Emergency unless requested to do so by the municipal CEO.

Organization and Assignment of Responsibilities

A. Emergency Management Organization:

1. The City of Flint emergency management organization is comprised of nine (9) agencies and departments that are responsible for conducting activities in response to emergencies within the community. To facilitate an effective emergency response, these departments have been assigned to nine specific emergency functions. All agencies are responsible for implementing pre-disaster activities to prevent, mitigate and prepare for the various hazards that the community is vulnerable to. These activities include awareness training and public education, exercising, preparing Standard Operating Procedures (SOPs) and job aides, hygienic practices to prevent spreading of infectious diseases, stockpiling equipment, regulating land-use, etc.
2. The following table lists the established emergency support functions, assigned agencies, primary points of contact, and phone numbers.

Function	Agency	Primary Contact	Phone
Direction, Control , and Coordination	City of Flint	Mayor Karen Weaver	810.237.2035
Communications and Warning	Genesee County 911	Spring Tremaine	810.874.5113
Damage Assessment	City of Flint	Stacey Bassi	810.237.2401
Fire Services	City of Flint Fire Department	Chief Raymond Barton	810.210.8633
Mass Care, Emergency Assistance, Housing, and Human Services	City of Flint Fire Department	EMS Coordinator Carrie Edwards	810.766.3995
Public Health and Medical Services	City of Flint	Dr. Pam Pugh	810.875.4647
Public Information	City of Flint	Candice Mushatt	810.836.7114
Public Safety	City of Flint Police Department	Chief Tim Johnson	810.210.1124
Public Works	City of Flint	Rob Bincsik	810.577.8267

3. The following table lists the alternates designated to represent the emergency functions.

Agency	1 st Alternate	2 nd Alternate
City of Flint Fire Dept.	Christian Perkins, STO	On-Duty Battalion Chief
City of Flint Police Dept.	Deputy Chief Devon Bernritter	Detective Tyrone Booth
Genesee County 911	Deputy Director Tim Jones	Operations Manager David Plumb
City of Flint Assessment	Deputy Assessor Jacquetta Overton	Support Supervisor Tracy Weiss
City of Flint Public Works	Betty Wideman	Lee Osborne

4. City of Flint maintains five (5) full time fire departments. All departments contribute to the safety and welfare of the community. Each department employs qualified emergency personnel and maintains equipment that can be used in emergency response. A list of resources available for utilization during incidents can be requested through the Emergency Management Liaison. If resource needs exceed the capabilities of the community, the CEO may activate MAA/MOUs and pre-disaster contracts, or it may become necessary to request county assistance.

B. Responsibilities:

1. The following responsibilities have been assigned to each organization that has been assigned responsibility in this plan:
 - a. Assist in the development, review and maintenance of Support EOP and County EOP.
 - b. Report to the local EOC when activated for scheduled exercises or emergencies.
 - c. Build capabilities and develop/maintain SOPs for specific functions or actions identified in the plan. Continuously review and update procedures.
 - d. Maintain a list of resources available through the departments.
 - e. Establish MAA/MOUs and contracts with other jurisdictions and organizations to supplement municipal resources.
 - f. Activate MAA/MOUs and contracts with other organizations to supplement response activities when local resources become exhausted.
 - g. Train personnel in emergency management functions and NIMS/ICS concepts.
 - h. Protect vital records and other resources deemed essential for continuing government functions and each agency's emergency operations in accordance to procedures and policies.
 - i. Ensure compliance with this plan and the County EOP, and any pertinent procedures and documents that impact the provision of emergency services in the municipality.
2. The annexes attached to this plan further describe nine emergency support functions and their associated responsibilities in mitigation, preparedness, prevention, response and recovery. Annexes include the organizations that are responsible for carrying out the emergency functions, and assign tasks associated with each function.

ANNEXES

The annexes attached to the Basic Plan describe all-hazard functions and include the roles and responsibilities that each responsible agency should consider during an emergency for which the Support EOP has been activated. Each annex contains: the agencies responsible for carrying out a function, their assigned tasks, and the concept of operations.

The annexes attached to this plan include the following functions:

Annex A, Direction, Control, and Coordination

Annex B, Damage Assessment

Annex C, Communications and Warning

Annex D, Fire Services

Annex E, Mass Care, Emergency Assistance, Housing, and Human Services

Annex F, Public Health and Medical Services

Annex G, Public Information

Annex H, Public Safety

Annex I, Public Works

ANNEX A

DIRECTION, CONTROL, AND COORDINATION

The Direction, Control, and Coordination function is responsible for the activation, organization and operation of the local EOC, the facilitation of incident management, response, and recovery efforts, and coordination with the County Emergency Management Program.

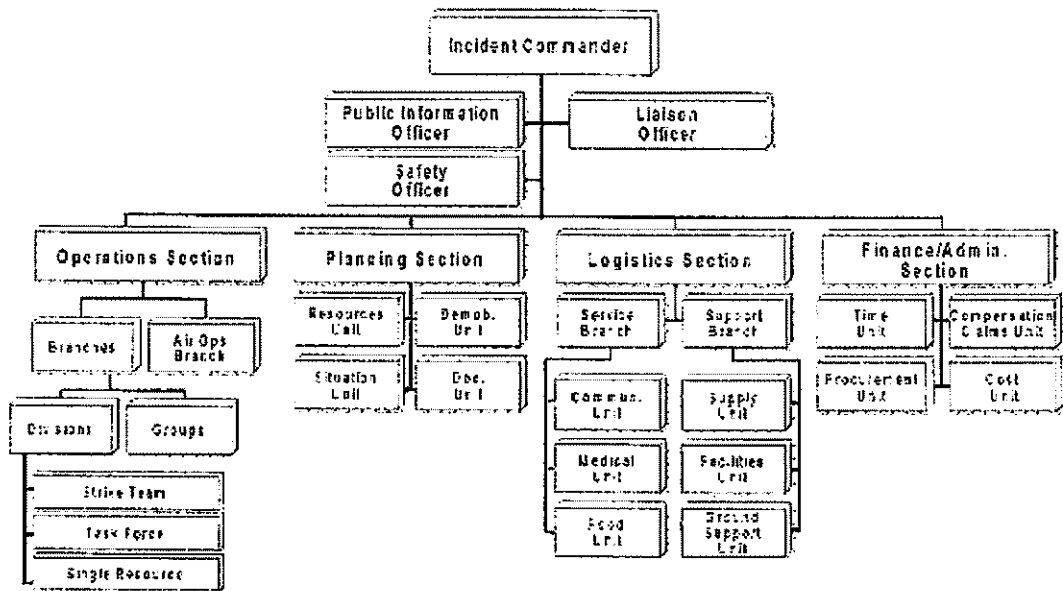
Direction, Control, and Coordination officials will maintain liaison and coordinate emergency management and response activities with the Direction, Control and Coordination function at the county level. This annex relates to the following annex(es) in the **(Genesee County EOP/EAG): (Applicable county annexes or ESFs; e.g., Direction and Control Annex, ESF#5 – Information & Planning)**

Responsible Agency: City of Flint Executive Office

Direction, Control, and Coordination Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	EOC operations
	Activate the EOC and ensure that appropriate staff is notified.
	Establish a system of coordination, such as ICS (see Figure 1), within the EOC. (Field operations at the ICP are required to utilize ICS.)
	Maintain administrative materials for the EOC, i.e., pencils, paper, maps, and status boards.
	Ensure copies of the Support EOP and EOC SOPs are available to EOC staff.
	Coordinate with law enforcement officials for EOC security.
	Local authority
	Direct and coordinate response activities in accordance with this plan, including prioritizing allocation of scarce resources.
	Relieve jurisdiction employees of normal duties and temporarily reassign them to emergency duties, and employ temporary workers, as necessary.
	Declare a local state of emergency.
	Issue directives as to travel restrictions on municipal roads.
	Recommend appropriate protective measures to ensure the health and safety of people and property.
	Assistance to other agencies
	Advise the County Emergency Management Coordinator of the situation and maintain liaison with the County Emergency Management Program.
	Establish communications with and provide support to the Incident Command Post (ICP).
	Provide frequent staff briefings and ensure all groups function as planned.
	Inform legislative body of measures taken.
	Review and authorize the release of information to the public through the Public Information Officer (PIO).
	Logistics
	Ensure all resources are made available for response.
	Formulate specific assistance requests to adjacent jurisdictions and the county.
	Activate MAA/MOUs and contracts with other jurisdictions and organizations.
	Provide aid to other communities as provided for in MAA/MOUs.
	Ensure staff maintains logs of actions taken and financial records.

Figure 1. ICS Incident Management Structure



DIRECTION, CONTROL, AND COORDINATION

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
City of Flint	Mayor Karen Weaver

The line of succession for the CEO for representing the Direction, Control, and Coordination function during a response to an emergency or disaster situation is:

TITLE	AGENCY
City Administrator, Steve Branch	City of Flint

The line of succession for the Emergency Management Liaison for representing the Direction, Control, and Coordination function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Chief of Fire, Raymond Barton	City of Flint Fire Department
Safety Training Officer, Christian Perkins	City of Flint Fire Department
Battalion Chief	City of Flint Fire Department

The CEO and Emergency Management Liaison are responsible for reporting or delegating an individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Direction, Control, and Coordination function.

SIGNATURE OF CHIEF EXECUTIVE OFFICIAL	DATE

SIGNATURE OF EMERGENCY MANAGEMENT LIAISON	DATE

ANNEX B

COMMUNICATIONS AND WARNING

The Communications and Warning function is responsible for alerting and notification of key officials, receiving and disseminating warning and critical emergency information to the public, and the establishment, maintenance, and coordination of communication protocols and links between the EOC and other incident facilities.

The Communications and Warning Official will maintain liaison and coordinate emergency management and response activities with the Communications and Warning functions at the county level. This annex relates to the following annex(es) in the (Genesee County EOP/EAG): (Applicable county annexes or ESFs: e.g., Communications Annex and Warning Annex, ESF#2 – Communications and ESF#15 – External Affairs)

Responsible Agency: (Genesee County 911 Dispatch Center, IT Department)

Communications and Warning Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	Communication links
	Ensure lines of communication have been established between all agencies represented in the local EOC, their department offices and their staff at the incident site. Available channels for establishing communications includes <u>(communications channels, e.g. telephone, cell phone, radios, pagers, etc.)</u>
	Coordinate communications between municipal and county EOC. Available channels for establishing communications include <u>(communications channels, e.g. telephone, cell phone, radios, pagers, etc.)</u>
	Establish communications links with the adjacent communities and higher levels of government.
	Coordinate warning frequencies and procedures with adjacent communities and other government agencies.
	Disaster warning and information
	Activate public warning systems when instructed to do so by the CEO or Emergency Management Liaison. Warning methods include <u>(warning methods, e.g., sirens, door-to-door notification, reverse 911, etc.)</u>
	Ensure that warning messages received through the Law Enforcement Information Network (LEIN), National Warning System (NAWAS), Emergency Alert System (EAS), local weather spotters, or other verifiable means are issued in a timely manner.
	Determine which facilities are endangered by the incident and contact those facilities. Ensure they are contacted when protective actions are rescinded.
	Notify special locations (e.g., schools, hospitals, nursing homes, major industries, institutions, and places of public assembly).
	Ensure that public warning systems provide notification to residents with Access and Functional Needs, such as the elderly, hearing impaired, non-English speakers, individuals with mobility limitations, etc.
	Official notification
	Ensure that all necessary officials have been notified and/or updated about the incident.
	Notify neighboring jurisdictions of impending hazard or hazardous situations when instructed to do so by the Chief Executive Official or Emergency Management Liaison.

COMMUNICATIONS AND WARNING

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
Genesee County 911	Director, Spring Tremaine

The line of succession for representing the Communications and Warning function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Deputy Director, Tim Jones	Genesee County 911
Operations Manager, David Plumb	Genesee County 911

The Genesee County 911 Director is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Communications and Warning function.

SIGNATURE OF COMMUNICATIONS AND WARNING OFFICIAL	DATE

ANNEX C

DAMAGE ASSESSMENT

The Damage Assessment (DA) function is concerned with the process of documenting damage from emergencies in the community. Information gathered may be used to determine the extent of damage and impact on the community resulting from an incident to justify future federal funding, declarations of emergency, and disaster proclamations. An accurate damage assessment is a necessary part of the recovery phase and determines qualification for state and federal disaster aid.

The Damage Assessment Official will maintain liaison and coordinate emergency management and response activities with the DA function at the county level. This annex relates to the following annex(es) in the **(Genesee County EOP/EAG): (Applicable county annexes or ESFs: e.g., Damage Assessment Annex, ESF#5 – Information & Planning and ESF#14 – Long-Term Community Recovery)**

Responsible Agency: **(City of Flint Assessing Office, Building Department)**

Damage Assessment Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.
	Damage assessment
	Maintain current list of DA field team members.
	Maintain damage assessment field team supplies for contingency purposes, i.e., MSP/EMSHD Pub 901 Michigan Damage Assessment Handbook, blank forms, flashlights, cameras, pencils, paper, maps, etc.
	Activate DA field teams.
	Collect both public and private damage assessment information.
	Record initial information on damages from first responders.
	Augment DA field teams, as the situation dictates.
	Dissemination of DA information
	Provide an initial DA to EOC staff.
	Provide and verify DA information to the CEO and, if necessary, assist in preparation of a local state of emergency declaration.
	Prominently display DA information in the EOC, including maps, situation updates and assessment data.
	Provide the PIO with current DA information for release to the public.
	Provide DA data to the Emergency Management Liaison. The Emergency Management Liaison will forward information to the County Emergency Management Program for submission in MI CIMS.
	Logistics
	Maintain a status list of requested resources.
	Compile and maintain a record of expenditures for personnel, equipment, supplies, etc.

DAMAGE ASSESSMENT

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
City of Flint	Stacy Bassi, Assessor

The line of succession for representing the DA function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Deputy Assessor, Jacquetta Overton	City of Flint Assessment
Support Supervisor, Tracy Weiss	City of Flint Assessment

(**City of Flint Assessor**) is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the DA function.

SIGNATURE OF DAMAGE ASSESSMENT OFFICIAL	DATE

ANNEX D

FIRE SERVICES

The Fire Services function is concerned with detecting and suppressing wild land, rural, and urban fires and any of these that result from, or occur coincidentally with, an incident response.

The Fire Services Official will maintain liaison and coordinate emergency management and response activities with the Fire Services function at the county level. This annex relates to the following annex(es) in the (Genesee County EOP/EAG): (Applicable county annexes or ESFs; e.g., Fire Annex, ESF#4 – Firefighting and ESF#9 – Search and Rescue, etc.)

Responsible Agency: (City of Flint Fire Department)

Fire Services Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	Response activities
	Coordinate fire response and search and rescue activities with appropriate personnel at the County Emergency Management Program, including assistance to regional special teams such as Regional Response Teams, Michigan Urban Search and Rescue (MUSAR), bomb squads, etc.
	Respond to hazardous materials spills.
	Coordinate with the County EMC and the State of Michigan in the decontamination of affected citizens and emergency workers after exposure to CBRNE hazards.
	Assist in searching for bombs and explosive devices in connection with terrorism or weapons of mass destruction (WMD) events.
	Assistance to other agencies
	Advise EOC staff about fire and rescue activities.
	Provide communications and other logistical supplies, as needed.
	Assist with evacuations.
	Assist in damage assessment operations.
	Assist in warning the population. Loud speakers on fire vehicles or door-to-door warning may be utilized.
	Assist in salvage operations and debris clearance.

FIRE SERVICES

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
City of Flint Fire Department	Fire Chief Raymond Barton

The line of succession for representing the Fire Services function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Safety Training Officer, Christian Perkins	City of Flint Fire Department
Battallon Chief	City of Flint Fire Department
EMS Coordinator, Carrie Edwards	City of Flint Fire Department

Fire Chief Raymond Barton is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Fire Services Functions.

SIGNATURE OF FIRE SERVICES OFFICIAL	DATE

ANNEX E

MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES

This function is concerned with issues related to the provision of mass care, emergency assistance, housing, and human services to disaster survivors, including those that require FNSS, throughout the prevention, preparedness, mitigation, response, and recovery phases of disasters and emergencies.

The Mass Care, Emergency Assistance, Housing, and Human Services Official will maintain liaison and coordinate emergency management and response activities with the Mass Care functions at the county level. This annex relates to the following annex(es) in the (Genesee County EOP/EAG): (Applicable county annexes or ESFs; e.g., Human Services Annex, ESF#2 – Communications and ESF#6 – Mass Care, Emergency Assistance, Housing, and Human Services)

Responsible Agency: (e.g., City of Flint Fire Department EMS Recreation Department, Housing Office)

Mass Care, Emergency Assistance, Housing, and Human Services Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	Disaster-related needs
	Coordinate activities of municipal departments that provide mass care and human services.
	Coordinate with the County Emergency Management Program, the American Red Cross (ARC) and other agencies to distribute food, water, and clothing, and meet other basic needs of disaster survivors and emergency responders.
	Coordinate to provide transportation for disaster survivors and emergency responders.
	Arrange for the provision of crisis counseling to disaster survivors and emergency responders.
	Coordinate procedures for the tracking of family members and reunification of families.
	Identify and account for personal property that may be lost during a disaster.
	Coordinate with the County EOC to establish procedures for the registration and management of volunteers and donations.
	Coordinate with agencies in the community that work with individuals with access and functional needs to ensure disaster related needs are met.
	Protective action
	Coordinate the provision of transportation for evacuation.
	Provide staff and resources to manage open shelters.
	Coordinate care for individuals at shelters and for those who have been sheltered-in-place.
	Determine whether shelters must be opened long or short-term.
	Provide guidance/policies for the care of household pets that are brought to shelters by evacuees (only service animals are allowed into ARC shelters).
	Pre-identified shelter locations include: <u>(shelter locations; information on pre-identified shelter locations should be available from the County Emergency Management Program or ARC)</u>

MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
City of Flint Fire Department	EMS Coordinator, Carrie Edwards

The line of succession for representing the Mass Care, Emergency Assistance, Housing, and Human Services function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Battalion Chief	City of Flint Fire Department

(City of Flint Fire Department) is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Mass Care, Emergency Assistance, Housing, and Human Services function.

SIGNATURE OF MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES OFFICIAL	DATE

ANNEX F

PUBLIC HEALTH AND MEDICAL SERVICES

The Public Health and Medical Services function is responsible for assessing public health and medical needs, health surveillance, and provision of medical care personnel, supplies and equipment.

The Public Health and Medical Services Official will maintain liaison and coordinate emergency management and response activities with the Public Health and Medical Services function at the county level. This annex relates to the following annex(es) in the **(Genesee County EOP/EAG): (Applicable county annexes or ESFs: e.g., Emergency Medical Services Annex and Public Health Annex, ESF#8 – Public Health and Medical Services)**

Responsible Agency: **(City of Flint Public Health Coordinator)**

Public Health and Medical Services Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	Patient care
	Coordinate with medical providers and shelter managers to staff medical personnel at shelters.
	Identify the transportation resources and personnel needs to transport disaster survivors to temporary care centers.
	Provide transportation of patients and assist hospitals with transfer of patients.
	Ensure identification and notification of disaster survivors and emergency responders in need of crisis counseling and/or debriefing.
	Coordinate the monitoring of disaster survivors and emergency responders for exposure to chemical, radiological, or biological contaminants, and assist in their decontamination.
	Public health
	If necessary, identify a site for a temporary morgue. NOTE: The medical examiner is responsible for identifying the deceased. Law enforcement and EMS may provide additional support in collecting and transporting.
	Assist with animal and pet control and support the county Animal Control Unit in the quarantine and disposal of diseased animals.

PUBLIC HEALTH AND MEDICAL SERVICES

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
City of Flint	Public Health Director, Dr. Pam Pugh

The line of succession for representing the Public Health and Medical Services function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Chief Recovery Office, Jameca Singleton	City of Flint

(Dr. Pam Pugh, Public Health Director) is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Health and Medical Services function.

SIGNATURE OF HEALTH AND MEDICAL OFFICIAL	DATE

ANNEX G

PUBLIC INFORMATION

The Public Information function ensures accurate, coordinated, timely, and accessible information is disseminated to governments, media, the general public, and the private sector throughout the prevention, preparedness, mitigation, response, and recovery phases of disasters and emergencies.

The Public Information Official will maintain liaison and coordinate emergency management and response activities with the Public Information function at the county level. This annex relates to the following annex(es) in the **(Genesee County EOP/EAG): (Applicable county annexes or ESFs; e.g., Public Information Annex, ESF#15 – External Affairs)**

Responsible Agency: **(City of Flint Executive Office)**

Public Information Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.
	Pre-disaster public education
	Assist the Emergency Management Liaison in developing educational materials on the hazards facing the community and explaining what people can do to protect themselves to recover from incidents.
	Ensure that written materials are developed for non-English speaking individuals or others who require FNSS.
	Disaster warning and information
	Develop and release updated EAS messages based on incoming information.
	Document which EAS messages have been delivered over radio and television.
	Ensure that accurate information is disseminated describing such items as the locations of shelters, missing persons information hotline, volunteer hotline, rumor control hotline, etc.
	Distribute prepared public educational materials.
	Media coordination
	Establish and maintain contact with the EOC and/or the ICP.
	Prepare press releases and ensure that all press releases and official information is reviewed by (positions that will review press releases, e.g. CEO, City/Township Manager, etc.) .
	Verify that information is accurate before releasing it to the media.
	Schedule media briefings.
	Establish a Public Information Center as the central point from which municipal news releases are issued at (a designated location) .
	Assist the county in establishing a Joint Information Center (JIC; the JIC can be used by agency representatives for releasing information to the news media).
	Coordinate public information activities with the County PIO and the JIC.
	Schedule interviews between the CEO and media agencies.
	Monitor all forms of media, both traditional and social, for rumors, and address rumors as soon as possible

PUBLIC INFORMATION

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
City of Flint	Public Information Officer, Candice Mushatt

The line of succession for representing the Public Information function during a response to an emergency or disaster situation is:

TITLE	AGENCY

City of Flint Public Information Officer is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Information function.

SIGNATURE OF PUBLIC INFORMATION OFFICIAL	DATE

ANNEX H

PUBLIC SAFETY

The Public Safety function is concerned to ensuring the safety of all citizens, maintaining law and order, protecting public and private property and providing protection for essential industries, supplies and facilities.

The Public Safety Official will maintain liaison and coordinate emergency management and response activities with the Public Safety function at the county level. This annex relates to the following annex(es) in the (Genesee County EOP/EAG): (Applicable county annexes or ESFs; e.g., Law Enforcement Annex, ESF#13 – Public Safety and Security)

Responsible Agency: (Flint Police Department)

Public Safety Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.
	Response activities
	Provide security and access control at critical facilities and incident sites.
	Implement any curfews ordered by the governor or CEO.
	Enforce evacuation orders and assist in evacuations.
	Ensure prisons and jails are notified of potential threat and determine whether proper safety and security precautions are being taken.
	Implement urban search and rescue capabilities, including animals.
	Investigate incident and provide intelligence information to county, state and federal officials.
	Transportation
	Secure unusable roads. (Use Fire Services and Public Works for support, if necessary).
	Identify routes that need barricades and signs. Request necessary assistance from Public Works.
	Ensure vehicles on evacuation routes are removed. If necessary, request that Public Works agencies move vehicles off the road. Maintain record of where vehicles are being taken.
	Coordinate with the Road Commission or Public Works in rerouting traffic and putting the appropriate signs in place.
	Assistance to other agencies
	Assist Warning function in warning the public, when necessary.
	Assist the medical examiner with mortuary services.
	Assist families isolated by the effects of the disaster.

PUBLIC SAFETY

The following agencies are responsible for this annex:

AGENCY	TITLE OF CONTACT
City of Flint Police Department	Chief Tim Johnson

The line of succession for representing the Public Safety function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Deputy Chief, Devon Bernritter	City of Flint Police Department
Detective Tyrone Booth	City of Flint Police Department

(Chief of Police Tim Johnson) is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Safety function.

SIGNATURE OF PUBLIC SAFETY OFFICIAL	DATE

ANNEX I

PUBLIC WORKS

The Public Works function is responsible for conducting pre- and post-incident assessments, ensuring critical services are met through existing contracts, providing technical assistance and engineering expertise and construction management, providing emergency repair of damaged public infrastructure and critical facilities, and the clearing of debris from public roads.

The Public Works Official will maintain liaison and coordinate emergency management and response activities with the Public Works function at the county level. This annex relates to the following annex(es) in the **(Genesee County EOP/EAG): (Applicable county annexes or ESFs; e.g., Public Works Annex, ESF#1 – Transportation, ESF#3 – Public Works and Engineering and ESF#12 – Energy)**

Responsible Agency: **(City of Flint Public Works Department)**

Public Works Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan
	Response activities
	Coordinate debris removal activities.
	Coordinate activities designed to control the flow of floodwater.
	Damage assessment
	Provide engineering expertise to inspect public structures and determine if they are safe to use.
	Provide DA information for roads, bridges, buildings, infrastructure, etc. to DA function.
	Transportation
	Provide barricades and signs for road closures and boundary identification (to include activating MAA/MOUs if additional barricades are needed).
	Provide technical expertise in road weight limits, road capacity, etc., to determine whether evacuation routes are adequate for traffic flow.
	Notify law enforcement of the location(s) of disabled vehicles.
	Contact appropriate Michigan Department of Transportation (MDOT) and county transportation officials to request travel restrictions on state and county roads, if necessary.
	Assistance to other agencies
	Assist in identifying access control areas.
	Assist with urban search and rescue activities, if necessary.
	Maintain contact with local utilities to determine the extent and cause of damage and outages. Report this information and restoration schedules to EOC staff.
	Coordinate with utility companies in the restoration of essential services.
	Logistics
	Provide vehicles and personnel to transport essential goods, such as food and medical supplies, when directed by the EOC staff.
	In conjunction with public health, help identify sources of potable water.
	Assist in identifying and obtaining the appropriate construction equipment to support disaster response and recovery operations.
	Provide emergency generators and lighting.

PUBLIC WORKS

The following agencies are responsible for this annex:

AGENCY	TITLE OF CONTACT
City of Flint	Director of Public Works, Rob Bincsik

The line of succession for representing the Public Works function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Betty Wideman	City of Flint
Lee Osborne	City of Flint

(**Rob Bincsik, Director of Public Works**) is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Works function.

SIGNATURE OF PUBLIC WORKS OFFICIAL	DATE