1. Agenda

   Documents:

   AGENDA NUMBER 1 OCTOBER 17 2016.PDF

2. Packet

   Documents:

   PACKET OCTOBER 17 2016.PDF

INKSTER CITY COUNCIL

October 17, 2016
26215 Trowbridge, Inkster, MI 48141
(313) 563-4232 www.cityofinkster.com

Mayor – Byron Nolen
Mayor Pro Tem – Timothy Williams, District I

Council Members:
Clarence Oden, Jr., District II
Sandra K. Watley., District III
Jewell Jones, District IV
Kim Howard, District V
DeAtriss Richardson, District VI

FELICIA RUTLEDGE	DARIN CARRINGTON	DAVID JONES
CITY CLERK	CITY MANAGER	CITY ATTORNEY

Council may be addressed during the Regular Meeting by filling out the Public Participation Form. Address Council as a whole through the Mayor. Please state your name and your address for the record prior to providing your comments. Comments are limited to three (3) minutes.

*******ELECTION COMMISSION MEETING 6:00- 6:15 P.M.*********

Council Orientation Agenda – 6:00 PM

1. Call to Order

2. Discussion

   A. Agenda Discussion
   B. HB5382
   C. Housing Commission
   D. Distress Cities Grant

3. Public Participation (limit to 3 minutes)

4. CLOSED SESSION – Council may enter into Closed Session to discuss contract negotiations, purchase or lease of real property and/or pending litigation in accordance with MCL 15.268 (a), (c), (d), (e) and/or (f).

5. Adjournment

October 17, 2016

Regular City Council Agenda – 7:30 PM

1. Call Meeting to Order

   A. Pledge of Allegiance
   B. Roll Call

2. Approval of Agenda

3. Presentations/Discussion

   A. Parks & Recreation Halloween Party – Craig Lewis & Nicole Fuller
   B. The RISE Initiative ALNUR Inkster African Dance and Drumming Class – Crystal Linton

4. Public Hearing

5. Consent Agenda

   A. October 3, 2016 Regular City Council Meeting Minutes. **Pg. 1**

6. Boards and Commissions

   A. Update of current list of appointments to Boards & Commissions. **Pg. 6**

7. Previous Business

8. Ordinance(s)

   A. First Reading(s)

   B. Second Reading(s)

9. New Business

   A. Discussion/Action: (William Riley) Consider approval of the request to purchase three (3) 2006 Harley Davidson Police Motorcycles from the city of Dearborn Heights Police Department for a total of $14,000.00 to be paid with drug forfeiture funds. **Pg. 13**

   B. Discussion/Action: (Jeannie Fields) Consider a resolution in support of commitment and cooperation with the Michigan Main Street Program in continuing as an Associate Main Street Community. **Pg. 15**

C. Discussion/Action: (Jeannie Fields) Consider approval of an offer to purchase (Case # LD 16-11) one parcel of land in the Town Center District (TCD) in a residential area located on the west side of Justine Ave between St. Michael Ave (east of Harrison) and S. River View Dr. and is legally described as Lot 149 SONK Sub T2S R9E L53 P70 WCR (Property ID #44-007-07-0149-000) in the total amount of $250.00 to Mark W. Fritz. **Pg. 20**

D. Discussion/Action: (Chuck Hubbard) Consider approval to adopt the City of Inkster Emergency Plan. **Pg. 28**

E. Discussion/Action: (City Council) Consider adopting a Resolution in support of HB5382.

F. Discussion/Action: (City Council) Consider a Resolution to refund Inkster Citizens That Care their room rental rate from Parks and Recreation for their annual Chicken and Waffles Breakfast fundraiser to support Coats for Kids.

10. Public Participation (limit to 3 minutes)

11. City Clerk

12. City Manager

13. Mayor and Council Communication

14. Closed Session
Council may enter into Closed Session to discuss contract negotiations, purchase or lease of real property and/or pending litigation in accordance with MCL 15.268 (a), (c), (d), (e) and/or (f).

15. Adjournment

Felicia Rutledge
City Clerk

October 3, 2016

Regular City Council Meeting – 7:30 PM

The regular meeting of the Council of the City of Inkster, Wayne County, Michigan convened in the Council Chambers, 26215 Trowbridge, on Monday, October 3, 2016.

Prior to the Regular Council Meeting: City Council members discussed:

A. The agenda.
B. CDBG Program Update – Community & Economic Development – Jeannie Fields
C. Housing Demo Update – Community & Economic Development – Jeannie Fields

Call Meeting to Order

Mayor Nolen called the meeting to order at 7:40 p.m.

Pledge of Allegiance

City Council and the public in attendance pledged allegiance to the flag of the United States of America.

Prayer

Prayer was led by Reverend George Williams.

Roll Call

Mayor Nolen	Present	Councilwoman Howard	Present
Councilwoman Watley	Present	Mayor Pro-Tem Williams	Present
Councilman Oden	Present	Councilman Jones	Present
Councilwoman Richardson	Present		

Approval of Agenda

Moved by Mayor Pro-Tem Williams, Seconded by Councilmember Jones to approve the agenda. With added items "A", "B", "C" and "D" under Presentations and added item "F" under New Business.
10-16-228R - Motion carried.

Presentations/Discussion

A. Wayne Westland Enhancement Millage Presentation – Asst. Superintendent, John Albright
B. New Step Non-Profit in Inkster – Yvette Brock
C. State Representative David Knezek
D. America's Best Mortgage – Rebecca Daniels

Public Hearings

Consent Agenda

A. September 19, 2016 Regular City Council Meeting Minutes.
B. Allen Brother's & Attorney's PLLC Invoice $23,778.75

Moved by Mayor Pro-Tem Williams, Seconded by Councilmember Jones to approved the Consent Agenda.
Resolution 10-16-229R

Boards and Commission

A. Update of current list of appointments to Boards & Commissions.

Previous Business

Ordinance(s)

A. First Reading(s)

B. Second Reading(s)

New Business

A. Discussion/Action: (Jeannie Fields) Consider approval of a Special Conditions Use (SCU 16-03) to allow a Medical Marijuana Cultivation Center located at 2660 Sylvia in the M-1 Light Industrial District with conditions noted as recommended by the Planning Commission. The applicant is SJInk, LLC

Moved by Mayor Pro-Tem Williams, Seconded by Councilmember Jones to approve a Medical Marijuana Cultivation Center located at 2660 Sylvia in the M-1 Light Industrial District with conditions noted as recommended by the Planning Commission. The applicant is SJInk, LLC.
Resolution 10-16-230R – Motion carried.
NAY :(Howard, Richardson)

B. Discussion/Action (Jeannie Fields) Consider approval of a Special Conditions Use (SCU 15-05) to allow a church to operate in an R-1B (One Family Residential District) and add a modular building on the site with the conditions noted per the recommendation of the Planning Commission. Arynn Downs is the applicant on behalf of Greater Cooper Memorial Church.

Moved by Mayor Pro-Tem Williams, Seconded by Councilmember Howard to approve a Special Conditions Use (SCU 15-05) to allow a church to operate in an R-1B (One Family Residential District) and add a modular building on the site with the conditions noted per the recommendation of the Planning Commission. Arynn Downs is the applicant on behalf of Greater Cooper Memorial Church.
Resolution 10-16-231R – Motion carried.

C. Discussion/Action: (Jeannie Fields) Consider an offer to purchase (Case# LD 16-10) 2407 John Daly a commercial building, located at the corner of John Daly and Trowbridge and is legally described as Lot 167 Westwood Sub of J.W. Daly Farm T2S R10E L41 P19 WCR (Property ID #44020-02-0167-000) in the total amount of $12,000.00 to Muzamelah Waasiea.

Moved by Councilmember Jones, Seconded by Mayor Pro-Tem Williams to approve an offer to purchase Case# LD 16-10) 2407 John Daly a commercial building, located at the corner of John Daly and Trowbridge and is legally described as Lot 167 Westwood Sub of J.W. Daly Farm T2S R10E L41 P19 WCR (Property ID #44020-02-0167-000) in the total amount of $12,000.00 to Muzamelah Waasiea.
Resolution 10-16-232R – Motion carried.
NAY: (Watley)

D. Discussion/Action: (Jeannie Fields) Consider entering into a Real Estate Purchase Agreement (Case # LD 16-27) for the purchase of a vacant commercial parcel located on the east side of Inkster Road between Stanford St. and Lehigh St. and is legally described as Lots 141-1426 Incl Watsonia Park Sub NO. 2 T2SR10E L55 P9 WCR (Property ID #44-025-02-1414-000) in the total amount of $27,500.00 to Dearborn Land Investment, LLC. in accordance with the Real Estate Purchase Agreement.

Moved by Councilmember Oden, Seconded by Mayor Pro-Tem Williams to approve an offer to purchase (Case # LD 16-27) a vacant commercial parcel located on the east side of Inkster Road between Stanford St. and Lehigh St. and is legally described as Lots 141-1426 Incl Watsonia Park Sub NO. 2 T2SR10E L55 P9 WCR (Property ID #44-025-02-1414-000) in the total amount of $27,500.00 to Dearborn Land Investment, LLC. in accordance with the Real Estate Purchase Agreement.
Resolution 10-16-233R – Motion carried.
NAY: (Watley)

E. Discussion/Action: (Felicia Rutledge) Consider a Street Closure of Corona & Crescent Dr. between Inkster and Michigan Ave. on October 8, 2016 for a Neighborhood Meet and Greet from 1:00 p.m. until 3:00 p.m. the applicant is Tami Warren.

Moved by Councilmember Jones , Seconded by Councilmember Oden to approve a Street Closure of Corona & Crescent Dr. between Inkster and Michigan Ave. on October 8, 2016 for a Neighborhood Meet and Greet from 1:00 p.m. until 3:00 p.m. the applicant is Tami Warren.
Resolution 10-16-234R – Motion carried.

F. Discussion/Action: (City Council) Consideration of a Street Closure of Red Mill Dr. on October 15, 2016 from 1:00p.m. until 5:00 p.m. for an Oktoberfest contingent upon the appropriate neighbor signatures and city administration sign-offs.

Moved by Mayor Pro-Tem Williams Seconded by Councilmember Jones to approve a Street Closure of Red Mill Dr. on October 15, 2016 from 1:00 p.m. until 5:00 p.m. for an Oktoberfest contingent upon the appropriate neighbor signatures and city administration sign-offs.
Resolution 10-16-235R – Motion carried.

Public Participation

- **Juan Bradford** – Thanked the city for their assistance with the Robichaud All Class Reunion. He asked about getting a Street Closure approved at tonight's city council meeting.
- **Regina Lewis** – Stated that outsiders are welcome to the City of Inkster. She stated she hopes Mayor and Council makes the city a better place to live.
- **Honorable Cynthia Stephens** – Stated her grandparents were from the City of Inkster. She said that she likes the progress she sees happening within the City of Inkster and she hopes the city can sustain itself to keep the rest of the county healthy.
- **County Commission Glenn Anderson** – Stated the county budget has been passed. He stated there was an increase in the Meals on Wheels allocation, Rape Kit Testing and Body Cam Equipment. He further stated that the county's bond rating was updated to a positive outlook. Lastly he stated a meeting would be held regarding the changes in the proposed CDBG Block Grant on October 20, 2016 at 1:00 p.m. in the Guardian Building on the 7th Floor.
- **State Representative, David Knezek** – Announced Team Veteran. He stated that other Legislators and he have been investigating State Run Veteran's Homes. He said that the state of Michigan ranks 47th in the country for Veteran's Benefits. He stated the State of Michigan is looking to do seven Veteran's homes, where Veterans can receive care, program benefits and living quarters. He asked the city of Inkster to take a look at identifying parcels of land that may be used for these types of facilities. He announced his Coffee Hour on October 10, 2016 at 12:00 noon at the Inkster Library.
- **John Albright** – Discussed the Enhanced Millage that will be on the ballot for the November 8, 2016 election. He stated that the Wayne-Westland school district services fifteen hundred Inkster residents and the passage of the millage would be approximately $385.00 each student for a total of four million dollars for the Wayne-Westland school district. He state the district is committed to attracting and retaining top notch educational talent.
- **NEW STEP –Yvette Brock** – Stated New Step is a non-profit within the City of Inkster that assures children within the community do not go hungry. A food drive will be taking place to provide Turkey's and food boxes to those in need. Mayor Nolen was presented with a certificate of appreciation for his contribution to New Step.
- **Rebecca Daniels** – Provided information for residents regarding home ownership and foreclosure assistance. She announced a NACA Workshop on Saturday, October 15, 2016 at 10:00 a.m. until 1:00 p.m.
- **Brian Moral** – Candidate for the Wayne County Prosecutor's office. He stated that he believes in treatment courts. He stated too many people have felony records and their needs to be some way to deal with people who have committed crimes.
- **Freddie Lee** – Stated the city needs to give the Firefighter's raises. He said the City has a great Fire Department and they need to stay in the city.
- **Pastor Jean Overman** – Stated Mother's Pantry has lots of food and no child should say they are ever hungry. She stated the fourth Thursday of the month people can stop by Mother's Pantry for food. She asked residents to please get out and vote.
- **Willie Johnson** – Asked the city not to abandon the Fire department.
- **Officer Lebo** – Thanked Councilperson Watley, ICAN, Chief Hubbard, Chief Riley, DPS Deputy Director Jerome Bivins, Mayor Nolen and everyone that participated in the city clean-up efforts. She stated another clean-up effort would take place and invited everyone to participate.
- **Octavia Smith** – Invited everyone to attend the Charter Commission's Youth Charter Forum at City Hall October 5, 2016 from 6:00 p.m. until 8:00 p.m.

City Clerk

- Announced that the AV ballots were in and if any resident required a ballot, to please contact the Clerk's Office. Invited persons who wanted to be an Election Inspectors to contact the City Clerk's office. Asked residents to flip over their ballots and read the proposals in their entirety as

they provide an explanation for what the proposal is about. Lastly she encouraged residents to get out and vote on November 8, 2016.

City Manager

- Stated that an application would be going forth for the SAW Grant. Further stated that the administration is looking into several options to apply for the Federally Distressed Cities Grant. He stated that in the past the city received funding for this grant with new police vehicles and police and fire radios. He lastly said that the city is in Phase 1 of the street lighting program.

Mayor and Council

- **Councilman Oden** – Stated he met with McKenna and Associates to go over the rezoning codes. He said that meeting was very informative and educational. He thanked Councilmember Watley for her Boards and Commission guidelines policy that she implemented. He stated that was a move in the right direction.
- **Councilwoman Watley** – Thanked everyone that participated in the clean-up effort. She stated that the residents helped, Police, Fire and DPW also assisted. She additionally thanked the Ordinance department. She said these clean-up efforts are a collaborative effort and the next one will be held on October 8, 2016. Lastly, she announced that District III would be hosting a District Discussion on October 18, 2016 to discuss how to make things better in the city and that ICAN would be hosting another Charter Forum at the Dozier on October 13, 2016 at 600 p.m.
- **Councilwoman Richardson** – Stated that she received a letter from the City Clerk's office regarding back taxes for her property. She stated an explanation why her taxes were in the arrears.
- **Mayor Pro-Tem Williams** – Announced the Inkster Citizens That Care Chicken and Waffle event on October 8, 2016 at the Dozier Recreation Complex. He invited everyone to shop Inkster. He also had concerns about funding from the state to help assist residents to stay in their homes.
- **Mayor Nolen** – Thanked the residents for attending the meeting.

Closed Session

Adjournment

There being no further business to come before Council, on a motion duly made by Mayor Pro-Tem Williams , Seconded by Councilmember Oden and carried, the Regular Council meeting of October 3, 2016 was adjourned at 9:10 p.m.

Felicia Rutledge, City Clerk

City of Inkster

CITY OF INKSTER

Boards & Commissions

[MADE OPERATIVE BY STATE LAW, CITY OF INKSTER CHARTER PROVISION OR CITY OF INKSTER ORDINANCE

AGING COMMISSION

[MEETINGS: Third Friday of each month at 1:00 p.m., Twin Towers Activity Room]

2 Year Term	9 Members	Ordinances: 414,457 & 508
Denise Champagne, Project Dir. - (Ex-Officio Member)		Tenure
Rochelle Wells		Exp. 02/16/17
Audrey Jean Searcy		Exp. 06/02/16
Doris Horne		Exp. 02/16/17
Henry Wade		Exp. 02/01/18
Toni Bailey		Exp. 07/06/17
Dorothy Gardner		Exp. 06/16/16
Chuck Coleman		Exp. 02/01/18
Gabe Henderson		Exp. 02/01/18
June Patterson		Exp. 12/1/16
Patricia Donald		Exp. 07/06/17
Vacant		Exp.

BOARD OF REVIEW

[MEETINGS: March, July and December]

Annual Appointment	3 Members	Charter Provision and State Law
WCA Assessing		Clerk of the Board – Non Voting
William Miller		Exp. 01/19/17
Peggy Jordan		Exp. 01/19/17
Lenoria Warmack		Exp 01/04/17
Celeste McDuffie		Exp. 01/04/17

BEAUTIFICATION COMMITTEE

[MEETINGS: Second Monday of each month @ 6:00 p.m., Recreation Center]

2 Year Term

Toni Bailey	Exp. 05/16/18
Vacant	
Vacant	
Gabe Henderson	Exp. 05/16/18
Vacant	
Vacant	
Vacant	
Vacant	
Vacant	
Vacant	
Vacant	
Vacant	
Vacant	
Vacant	
Vacant	
Vacant	
Vacant	
Vacant	
Vacant	
Vacant	
Vacant	
Vacant	

Vacant
Avis Love — Exp. 03/16/17

BUILDING AUTHORITY COMMISSION - *Inactive*

[MEETINGS: Second Monday in January]
3 Year Term — 5 Members — State Law and Resolution 74-1-39

Nathaniel Elcock — Exp. 12/31/05
Hersey Bryant, (C) — Exp. 12/31/00
Horace Wells — Exp. 12/31/01

CABLE TELEVISION COMMISSION

[MEETINGS: Second Tuesday of each month at 6:00 p.m., Recreation Center]
3 Year Term — 9 Members — Ordinances 593 and 609

Timothy Williams	Ex-Official	Exp. 11/16/12
~~Danny Van Scholack~~	Dist. 1	Exp. 12/01/11
Vacant	Dist. 2	
Vacant	Dist. 3	
Alfreda Flowers	Dist. 4	Exp. 06/04/15
Vacant	Dist. 5	
Franklin Minor	Dist. 6	Exp. 01/04/19
~~George Coller~~	Mayoral	Exp. 03/16/12
~~Carmen Mitchell~~	At-Large	Exp. 02/18/11

CIVIL SERVICE COMMISSION AND BOARD OF ETHICS

[MEETINGS: Monthly]
3 Year Term — 3 Members — Ordinances 237 & 559

Clarence Oden — Exp. 6/18/15
Vacant - (Employee Representative)
~~James White~~ - (Commission Appointment) — Exp. 12/04/11

CONSTRUCTION BOARD OF APPEALS/PROPERTY MAINTENANCE BOARD

[MEETINGS: As required]

3 Year Term	3 Members	Ordinance
Henry Wade - (Licensed Plumber)		Exp. 12/17
Stephen Lawrence		Exp. 12/17
Tiara Jones		Exp. 10/17
Kenyatta Mason - (Licensed Electrician)		Exp. 10/17
Marcus Hendricks – - (Licensed Electrician)		Exp. 12/17
- Tom Michelini – Building Inspector - (Licensed Engineer/Inspector		Exp. 04/19

DOWNTOWN DEVELOPMENT AUTHORITY

[MEETINGS: Third Tuesday of each month, 6:00 p.m. City Hall Council Chambers]

4 Year Term	12 Members	State Law and Ordinances 687 and 741
Byron Nolen		Tenure
Martha Theis		Exp. 01/14/18
Lewis Gregory		Exp. 10/06/18
Cynthia Adams		Exp. 01/14/18
Brittni Abiolu		Exp. 05/18/19
Peter Cimeot (Treasurer)		Exp. 01/21/18
Akindele Akinyemi (Chair)		Exp. 02/16/19
Val Ogbonaya		Exp. 07/20/19
Winston Wade (Vice-Chair)		Exp. 12/17/16
Rerhi Onomake (Secretary)		Exp. 3/16/19
Uche Ndubuisi		Exp. 7/20/19

ECONOMIC DEVELOPMENT CORPORATION (BOARD OF DIRECTORS)

[MEETINGS: Second Thursday each month, held in the Conference Room, City Hall]

6 Year Term	11 Members	State Law and Ordinances 517 and 570
Byron Nolen		Tenure
Bishop Walter Starghill, Jr.		Exp. 06/07/16
Winnie Nwankwo		Exp. 05/18/21
Akindele Akinyemi		Exp. 05/18/21
Deborah Walker		Exp. 06/07/16
Mary Weislo		Exp. 03/07/17
Cassandra Leonard		Exp. 06/07/16
Herbert Johnson		Exp. 06/07/16
Dennis Weislo		EXP. 06/07/19
Vacant		

ELECTRICAL EXAMINING BOARD

Indefinite Terms	4 Members	State Law and Ordinance 616
Walter Bays (Elec. Cont.)		
Andrew Hughes (Adm. Official)		
Carlton Trouteaud (Rep. of Detroit Edison)		

HOUSING AND REDEVELOPMENT

[MEETINGS: Third Tuesday of each month at 6:30 p.m., 4500 Inkster Road]

5 Year Term | 6 Members | State Law and Ordinance 99

Montel Armstrong	Tenure
William Acklin	Exp. 03/17
Ernest Hendricks	Exp. 03/19
James Orr	Exp. 09/20
Ernestine Williams	Exp. 03/19
Deborah Walker	Exp. 10/19

INKSTER HISTORICAL COMMISSION

[MEETINGS: Third Saturday of each month at 10:30a.m. Library Study Room]

2 Year Term | 7 Members | State Law and Ordinance 196

Vacant	Dist. 1	
Vacant	Dist. 2	
Vacant	Dist. 3	
Vacant	Dist. 4	
Vacant	Dist. 5	
Michael Wells	Dist. 6	Exp. 12/20/12
Vacant		

LIBRARY BOARD 4 year term

Michael Wells	Exp. 2019
Akindele Akinyemi	Exp. 2019
DeAndra Crystal-Rikay Watley	Exp. 2019
Dosye A. Thompson	Exp. 2019
Emmereal Shawn Wells	Exp. 2019
Ruth E. Williams	Exp. 2019

LOCAL BUSINESS ENTERPRISE ADVISORY COMMITTEE

[MEETINGS: Third Tuesday of every month at 6:30 P.M., Inkster City Hall]

2 Year Term | 7 Members | Ordinance: 603

Nell Harrison	Dist. 1	Exp. 3/21/18
Curtistine Barge	Dist. 2	Exp. 1/20/18
Brittni Abiolu	Dist. 3	Exp. 3/7/18
Olubisi B. Ajetunmobi	Dist. 4	Exp. 1/20/18
Vacant	Dist. 5	
Barbara Cooper	Dist. 6	Exp. 5/2/18
Marie Jenkins	**Mayoral**	Exp. 1/20/18

LOCAL OFFICERS COMPENSATION COMMISSION

[MEETINGS: Minimum of One Meeting Each Odd-Numbered Year.]

7 Year Term | 7 Members | State Law and Ordinance 409

Theodore Mimms	Exp. 11/19/14
Eugene Thompson (VC)	Exp. 11/19/14
Dorothy Gardner	Exp. 11/19/14
Darwin Howard	Exp. 12/15/14
William Howard	Exp. 11/03/15
Cheryl Stinson	Exp. 02/02/16
Vacant	

PARKS AND RECREATION COMMISSION

[MEETINGS: First Tuesday of each month at 7:30 P.M., Recreation Complex]

2 Year Term | 9 Members | Ordinances: 493 & 551

Sandra French	Dist. 1	Exp. 10/06/16
Deborah Owens	Dist. 2	Exp. 03/25/16
Shelby Johnson	Dist. 3	Exp. 09/15/16
Vernell Massey	Dist. 4	Exp. 12/01/16
Lenardo Gambrio	Dist. 5	Exp. 10/15/16
James Richardson IV	Dist. 6	Exp. 09/15/16
Tonia Williams	Mayoral	Exp. 02/16/17
Dr. Lydon Jones	Mayoral	Exp. 12/21/17
Yolanda Lockett	Council	Exp. 01/20/17

PARKS AND RECREATION YOUTH COMMISSION

2 Year Term | 6 Members

Alisa Todd	Dist. 1	Exp. 3/7/18
Katrina Coats	Dist. 2	Exp. 3/7/18
Zeavean Johnson	Dist. 3	Exp. 3/7/18
William Grubbs	Dist. 4	Exp. 3/7/18
Taylor Todd	Dist. 5	Exp. 3/7/18
Demon Zimmerman	Dist. 6	Exp. 3/7/18
Tiwain Smith	**Mayoral**	Exp. 3/7/18

PLANNING COMMISSION

[MEETINGS: Fourth Monday of each month at 6:00 p.m., City Council Chambers]

3 Year Term | 9 Members | State Law and Ordinance 33

Marcus Hendricks (Council appointee) (Chairman)	Exp. 12/18
Byron Nolen (Mayor)	Tenure
Darryl Davis (City appointee)	Exp. 10/18
Timothy Williams (Mayor Pro-Tem)	Exp. 7/19
Emmereal Wells	Exp. 04/18
James Garrett	Exp. 08/17
William Ratliff	Exp. 0419
Lynette Cain	Exp. 05/19
Steven Chisholm	Exp. 0419

POLICE AND FIREMAN RETIREMENT SYSTEM BOARD OF TRUSTEES

[MEETINGS: First Thursday of each month at 1:00 p.m., TIFA Room]

2 Year Term | 5 Members | Charter

Lorenzo A. Moner, Jr.	**Mayoral**	Exp. 12/17
Barry O'Bryan		Exp. 12/13
Christopher Crawley		Exp. 12/13
Hilliard Hampton, II		Exp. 12/17
Charles Hines **(Pension Board Appt)**		Exp. 12/12

WATER REVIEW COMMITTEE

[MEETINGS: Scheduled by Chairman Marcus Hendricks, City Hall TIFA Room]

Sam Brown	App. 01/07/13
Carl Woods	App. 01/07/13
Ann Coleman	App. 01/07/13
Courtney Owens	App. 01/07/13
Councilmember Williams	App. 02/04/13
Marcus Hendricks	App. 02/18/13

Dennis Welslo App. 02/18/13

ZONING BOARD OF APPEALS (ZBA)

[MEETINGS: First Thursday of each month at 6:00 P.M., City Council Chambers]

3 Year Term	7 Members	State Law and Ordinance 277
Ruth E. Williams	Dist. 1	Exp. 02/15/19
Clarence Oden, Jr. (VC)	Dist. 2	Exp. 01/14/17
James Cross	Dist. 3	Exp. 07/01/16
Roosevelt Stubbs (S)	Dist. 4	Exp. 09/2/17
Vanola Williams	Dist. 5	Exp. 09/03/16
Norma McDaniel	Dist. 6	Exp. 10/05/18
Tom Michelini		Exp. 04/18/19

Nankin Transit

[Meetings: Third Thursday of each month at 5:45 p.m., Nankin Transit 36300 Warren Rd. Westland, MI. 48185]

Mayor Pro-Tem Timothy Williams	Exp. Tenure
Denise Champagne, Community Appointee	Exp. (Appointed in 2009)

2015 Community Development Block Grant Advisory Council (CDBG)

[Meetings: Dates and times are quarterly and locations are various]

Timothy Williams, Council Appointee	Exp. 2016

COMMITTEES FORMED BY COUNCIL RESOLUTIONS

TAX INCREMENT FINANCE AUTHORITY

[MEETINGS: Second Thursday of each month at 6:30 P.M., City Hall Council]

6 Year Term	13 Members	Resolution 85-8-331
Byron Nolen		Tenure
Brittni Abiolu		Exp. 6/06/22
Herbert Johnson (Vice Chair)		Exp. 06/6/22
Vacant		
Rerhi Onomake		Exp. 03/16/21
Dennis Weislow		Exp. 06/07/19
Vacant		
Mary Weislow (Treasurer)		Exp. 06/06/22
Winnie Nwankwo		Exp. 05/18/21
Akindele Akinyemi		Exp. 05/18/21

BROWNFIELD REDEVELOPMENT AUTHORITY

[MEETINGS: Second Tuesday of each month at 5:00 P.M., City Hall Council Chambers]

Terms 1, 2 and 3 years	Up to 9 members	Resolution 02-9-458
Timothy Williams, City Council Representative		Tenure
Mark Stuhldreher, Treasurer		Tenure
M. Jeannie Fields, Community Dev. Mgr.		Tenure
Tonia C. Williams (C)		Exp. 10/06/16
Dorothy Gardner		Exp. 09/21/17

NOTES:

Vacancies and/or Expired terms

*Has not taken the oath

REQUEST FOR COUNCIL ACTION

To: Darin Carrington City Manager **Date:** October 12, 2016

From: William T. Riley, III, Chief of Police **Date for Council Consideration:** October 17, 2016

ACTION REQUESTED: Approve the request to purchase three 2006 Harley Davidson police motorcycles from the City of Dearborn Heights Police Department for a total of $14,000.00 to be paid for with drug forfeiture funds.

Current Action ____X___ Emergency ___ ____ Future _____

Funds Budgeted: If Yes ___ Account # _____ No ___X____ N/A ___

Treasurer's Approval _____

BACKGROUND INFORMATION

Prior to 2011, the Inkster Police Department was known as the premier agency in the State of Michigan for Motorcycle policing with some of the state's most highly skilled operators, and ten motorcycles in the fleet. During the downsizing, and reorganization of the department after severe budget cuts the motorcycle unit was disbanded. The motorcycles which were leased, were subsequently returned to the dealer after the cuts. The implementation of motorcycles back into the fleet of Inkster Police vehicles will assist the agency in traffic enforcement efforts in the neighborhoods, and work to improve police community relations. The motorcycles will also give a much needed break to the traffic cars during the seasons in which they are utilized. It should be noted that the mileage on each motorcycle is approximately ten thousand miles, and the current blue book value is appx. $11,500.00 each for the motorcycles, making the value $34,500.00. This does not include all of the lighting, siren and police radio that Dearborn Heights has included in the price of the sale which would increase the cost value of the bikes by another $4,000.00 each. These bikes are well maintained, and lack of use is the reason for Dearborn Heights selling them.

JUSTIFICATION

The Inkster Police Department is currently in the process of reorganization with emphasis being placed on resolving quality of life issues with residents. The implementation of these three motorcycles into the fleet will assist in this by providing officers a means to conduct traffic enforcement in neighborhoods, as well as increase interaction with citizens and the youth. While not the major function of the motorcycles they do provide for a means of community outreach. Motorcycle officers appear to be more approachable by citizens and youth, assisting to improve those relationships. Also the fiscal savings during the summer months of an officer riding a motorcycle as opposed to a fully equipped police car are substantial. An officer can sometimes use up to two tanks of gas in one shift driving our police vehicles, as opposed to one tank of fuel (6 U.S. Gallons) on a motorcycle.

PROJECT OR IMPROVEMENT TASKS

Which of the Five (5) Council Goals does this request meet?
Note to Department Heads: You may indicate anywhere from one to all five goals, if applicable.

1. **Enhance Public Safety & Strengthen the Police Department**
2. **Improve and promote the Image of Inkster**

COSTS

$14,000.00

PROJECT TIME TABLE

The request is to have City Council Approval for this resolution during the October 17, 2016 City Council Meeting. The motorcycles will be introduced into the fleet, insured and made immediately available for use.

RESOLUTION

The Inkster City Council approves the purchase of three 2006 Harley Davidson Police Motorcycles from the City of Dearborn Heights utilizing drug forfeiture funds for a total cost of $14,000.00.

Resolved by_____ Seconded by_____

Yeas: _____
Nays: _____
Absent: _____

Dearborn Heights Police Department
25637 Michigan Avenue
Dearborn Heights, MI 48125

Bill To
Inkster Police Department
Attn: Chief William Riley III

February 19, 2013

Quantity	Description		Total Amount
3	2006 Harley Davidson Motorcycles VIN:1HD1FMW116Y695687 VIN:1HD1FMW196Y697445 VIN:1HD1FMW156Y697538	Total	$14,000.00 $14,000.00

Contact person: Janet Lucas 313 277 7408

Make check payable to City of Dearborn Heights

City of Dearborn Heights Police
25637 Michigan Ave.
Dearborn Heights, MI 48125
313 277 7408
313 277 5146 fax

REQUEST FOR COUNCIL ACTION

To: Darin Carrington, City Manager **Date: October 10, 2016**

From: M. Jeannie Fields, Deputy Director **Date for Council Consideration: Oct 17, 2016**
Planning, Building & Econ Development

ACTION REQUESTED: Consider a resolution in support of commitment and cooperation with the Michigan Main Street Program in continuing as an Associate Main Street Community.

Current Action ___x___ Emergency _____ Future _____

Funds Budgeted: If Yes _____ Account No _____ N/A ___X___

Treasurer's Approval _____

BACKGROUND INFORMATION

The objective of the Michigan Main Street Program (MSHDA) is to support and improve Michigan's downtowns and traditional commercial neighborhood districts. The program employs a Four-Point Approach®, a community-driven, comprehensive strategy that encourages economic development through historic preservation. It provides technical assistance that helps a community build partnerships and collaboration among stakeholders and encourages historic preservation at three (3) different levels: Associate, Selected, and Master. The Associate Level is the introductory level of the program.

In November 2014, Council approved a resolution of support and cooperation for the Downtown Development Authority's (DDA) application to pursue an Associate Level of the Michigan Main Street Program. The application was submitted and the City of Inkster was selected as one (1) of twelve (12) communities to receive the Michigan Main Street Associate Level designation. In March 2015, Council approved entering into the Michigan Main Street Program Community Requirements and Expectations Agreement in conjunction with the Downtown Development Authority (DDA) as an Associate Level Community. During the course of the year, City Staff and members of the DDA have participated in two (2) trainings, Associate Basic Training and Associate Main Street in Practice, and submitted two (2) progress reports as required. Associate Level participation ended December 2015.

In November 2015, Council approved a second resolution of support to continue in the program as an Associate Level Member in 2016. During 2016, DDA members and staff participated in two (2) trainings and submitted two (2) progress reports as required. One of the requirements for moving to the next level in the program, Selected Level, is that there must be a full time staff person dedicated to the initiative. Additional requirements are attached.

This is a very competitive process whereby one or two communities are selected to move to the Select Level out of a potential twenty (20) communities applying. Members of the DDA hope to apply for the Selected Level in the fall of 2017.

SCOPE OF SERVICES

In order to continue as an Associate Level member of the Main Street Program, an updated resolution of support is required (a sample is attached). If a community is ready to apply for the next level, Selected, an application package must be submitted for consideration.

JUSTIFICATION

To continue to take advantage of no cost or low cost resources to revitalize the Michigan Ave corridor.

PROJECT OR IMPROVEMENT TASKS

1. Revitalize the Michigan Ave Corridor and the area covered by the DDA.
2. Improve and promote the image of Inkster.

COSTS

There is no cost to submit the updated resolution of support. Minimum costs will be associated with attendance at Associate Level Trainings (ex: gas for city vehicle transportation).

PROJECT TIME TABLE

Upon Council approval, a resolution will be submitted to the Michigan Main Street Program prior to the due date of November 4, 2016. Thereafter, an agreement will be provided, which was done previously, for the Council to sign and return for continued Associate Level membership in the program.

RESOLUTION

Authorization to provide a resolution in support of commitment and cooperation with the Michigan Main Street Program in continuing as an Associate Main Street Community.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

SELECTED LEVEL: 5 Years

The Selected Level provides communities with specialized training within their own community. Once a community successfully completes the Associate Level, they are eligible to apply for the Selected Level. The intent of the Selected Level is to assist communities in implementing the Main Street Four-Point Approach® to revitalization by creating a fully-functioning and sustainable local Main Street program. The Main Street program has an active board of directors, providing oversight and direction, four volunteer-driven committees completing projects and a Main Street manager assisting with day-to-day needs.

Michigan Main Street staff, along with other professionals, works closely with Selected level communities to train their boards and committees, hire a full-time Main Street Manager, recruit volunteers and get the program up and running. In addition, communities receive a market analysis and other specialized trainings designed to help revitalize their downtown or traditional neighborhood commercial district.

Commitment by Selected Communities:

- Must have successfully completed services provided in Associate Level prior to applying
- Employ a full-time Main Street Manager who will coordinate and facilitate the work of the program
- Establish and maintain an active board of directors and committees using the Main Street 4-Point Approach®
- Participate in all trainings and services
- Fund the local Main Street program through both public and private partnerships at a level allowing for the full operation of the program
- Submit monthly reports
- Submit annual reports
- Maintain a membership with the NMSC network
- Meet accreditation standards set by NMSC by the fifth year

City of Inkster
Inkster, Michigan

Council member Name, supported by Council Member Name, made a motion to adopt the following resolution:

Resolution No. XX-XX

A Resolution in support of commitment and cooperation with the Michigan Main Street Program in becoming an Associate Main Street Community

Whereas, Downtown is vital to our community's identify and quality of life;

Whereas, The Inkster Downtown Development Authority is actively engaged in development and implementation of the Michigan Main Street Program; and

Whereas, It is the City's intent to reverse the historic trend which has led to the loss of population, jobs and businesses in the downtown district and to work on the continued improvement, revitalization and development of the community by improving pedestrian access and enhancing the areas aesthetics; and

Whereas, The Michigan Main Street Center @ MSHDA, formed in 2003, provides consulting services to up to three communities that commit to the Main Street Four Point Approach (Design, Organization, Promotion and Economic restructuring) to strengthen commercial activity and improve buildings in a community's downtown; and

Whereas, The Main Street Approach to downtown revitalization has generated community-wide interest and support; and

Whereas, The City will apply to become an Associate Main Street community and a local Main Street organization will be formed to stimulate economic development and historic preservation of the downtown, thereby lessening the burden of local government; and

Now, Therefore be it resolved as follows:

1. The Community and its Local Main Street Program agree to these minimum participation standards set forth by the MMSC @ MSHDA including submitting biannual reports to the MS Program and participation at required trainings and services.

2. The Community and its Local Main Street Program agrees to participate as an Associate Main Street with the intention of applying to become Select Main Street in 2017.

In witness whereof, we have hereunto set our hand on this 2nd day of November, 2015

Signature, Name & Title

Municipality Seal

REQUEST FOR COUNCIL ACTION

To: Darin Carrington, City Manager **Date: Oct 11, 2016**

From: M. Jeannie Fields, Deputy Director
Planning, Bldg & Econ Development

Date for Council Consideration: Oct 17, 2016

ACTION REQUESTED: Consider approval of an offer to purchase (Case # LD 16-11) one parcel of land in the Town Center District (TCD) in a residential area located on the west side of Justine Ave between St. Michael Ave (east of Harrison) and S. River View Dr. and is legally described as Lot 149 SONK Sub T2S R9E L53 P70 WCR (Property ID #44-007-07-0149-000) in the total amount of $250.00 to Mark W. Fritz.

Current Action ___X___ Emergency _____ Future _____

Funds Budgeted: If Yes _____ Account #_____ No _____ N/A ___X___

Treasurer's Approval _____

BACKGROUND INFORMATION

Mark W. Fritz has made application to purchase one vacant parcel of land in the Town Center District (TCD) in a residential area located on the west side of Justine Ave between St. Michael Ave (east of Harrison) and S. River View Dr. and is legally described as Lot 149 SONK Sub T2S R9E L53 P70 WCR (Property ID #44-007-07-0149-000). The property is situated near the middle of the block off S. Riverview Dr. (see attached maps). The proposed use for the parcel is additional land next to his existing property (1930 Justine – Property ID #44-007-07-0147-001) to possibly build a garage in the future. A picture is attached.

SCOPE OF SERVICES

Preparation and execution of purchase agreement, quit claim deed, property transfer affidavit, and recording the deed. It is highly recommended by the Planning Division that the applicant complete a title search of the property.

JUSTIFICATION

The parcel is located in the Town Center District in a residential area. Residential Districts R1A, R1B and R1C require 80, 60 and 50 feet respectively of frontage for a "buildable" lot. This parcel is approximately 52 feet wide. It is undetermined if this lot is "buildable" in the TCD, however, all uses in the TCD require special conditions use approval which means that any development on the site would require Council approval. It has been the city's practice to sell "non -buildable" lots at $250.00 and buildable lots at $500. Due to the length of the parcel being approximately 207 feet, it is recommended that this parcel is sold at the buildable lot level ($500).

PROJECT OR IMPROVEMENT TASK

1. Develop a plan to address the City's current debt and legacy costs.
2. Improve and promote the image of Inkster.

COST

The applicant has deposited $100.00 for the parcel of land and is offering the total purchase price of $250.00.

RESOLUTION

Authorization is hereby given for the sale of one vacant parcel which is located in the Town Center District (TCD) in a residential area located on the west side of Justine Ave between St. Michael Ave (east of Harrison) and S. River View Dr. and is legally described as Lot 149 SONK Sub T2S R9E L53 P70 WCR (Property ID #44-007-07-0149-000) in the total amount of $250.00 to Mark W. Fritzon subject to the following conditions:

Complete closing on the property within thirty (30) days by paying the balance of the price of the sale ($150.00), paying the cost of recording the deed ($18.00), entering into a purchase agreement, and executing a property transfer affidavit.

Finally, it is highly recommended that the applicant complete a title search of the property.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

Deposit/Administrative Fee Received _____
Date Received 7.14.16
Case # LD 16-11

CITY OF INKSTER
APPLICATION TO PURCHASE CITY-OWNED PROPERTY

APPLICANT INFORMATION (Please Print Clearly)

Applicant's Name Mark W Fritz

Applicant's Address 1930 Justine Inkster, Michigan 48141

Applicant's Phone Number: 734 941-8598

Proposed Owner's Name (as indicated on deed): Mark W Fritz (A Married Man)

PROPERTY INFORMATION -- Purchase Offer $ 250

Property Location: on West side of Justine Street/Avenue

Between Riverview Street/Avenue and Dead End County Property Street/Avenue

Tax ID, Legal Description, **and Address** if Structure _____

Parcel Size: _____ (Width) 52.35 X (Length) 207.41 Current Zoning TCD

☐ Additional Parcels/Lots (attach Request for Additional Property Form)

Summary of Proposed Use: Additional space to possibly build a garage in the future.
Use additional sheets as needed

I understand and accept as evidenced by the good-faith deposit of $ 100.00 for the offer to purchase city-owned property. I also understand that the offer to purchase is subject to acceptance and approval by the City of Inkster City Council. I further understand that the Council can reject the offer in the best interest of the City, but that acceptance of this offer binds me to the specific use of the property as provided by the codes and ordinances of the City.

NOTE: **All City-owned property is sold "AS IS". The City is not responsible for clear title.**

Mark W. Fritz
Applicant's Signature

7/13/16
Date

Stephanie Taylor
Broker's Name

44 007 07 0149 000 JUSTINE 04-27-2015

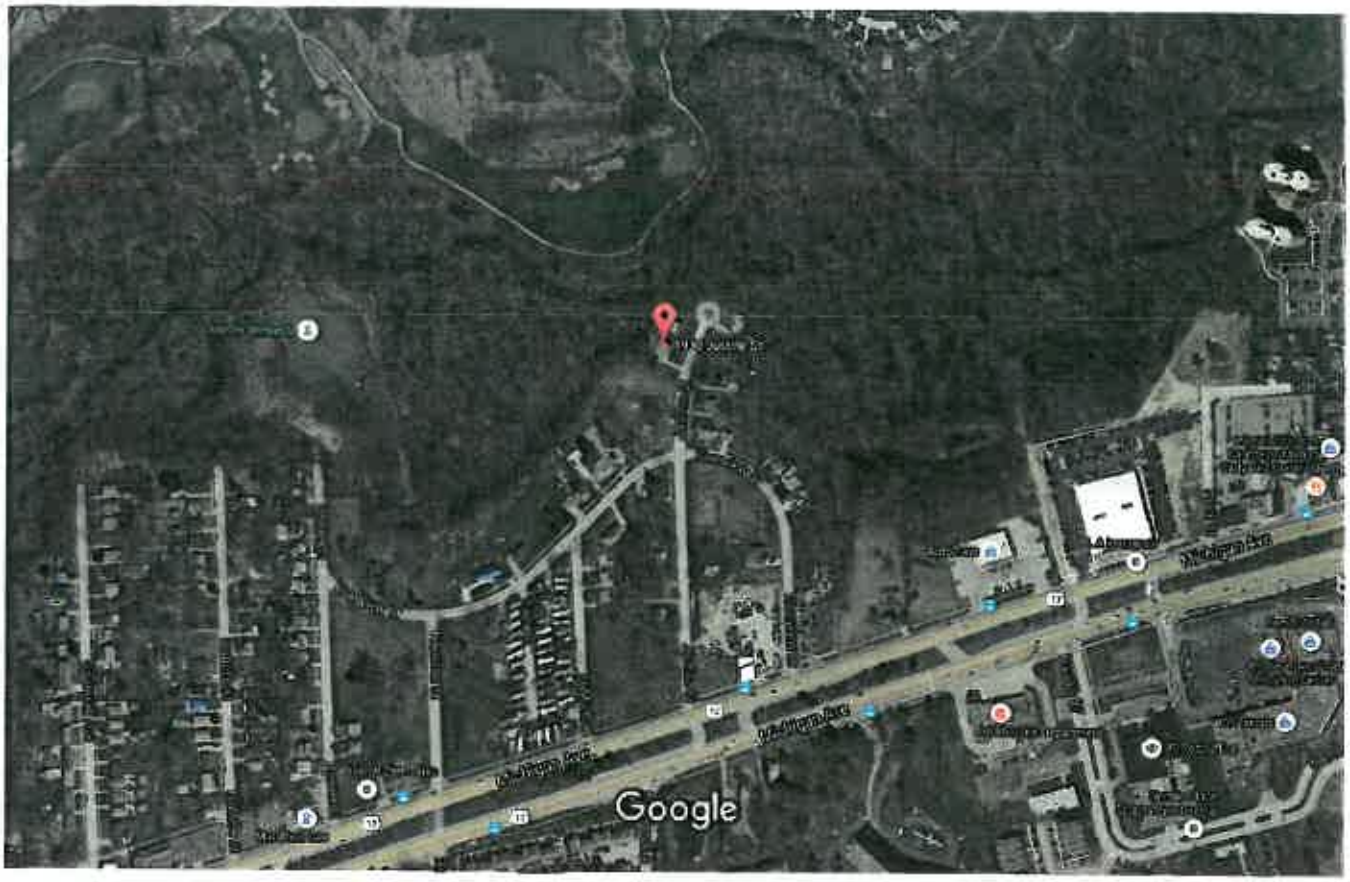
44 007 07 0147 001 1930 JUSTINE 04-27-2015

Google Maps Justine St

Justine St

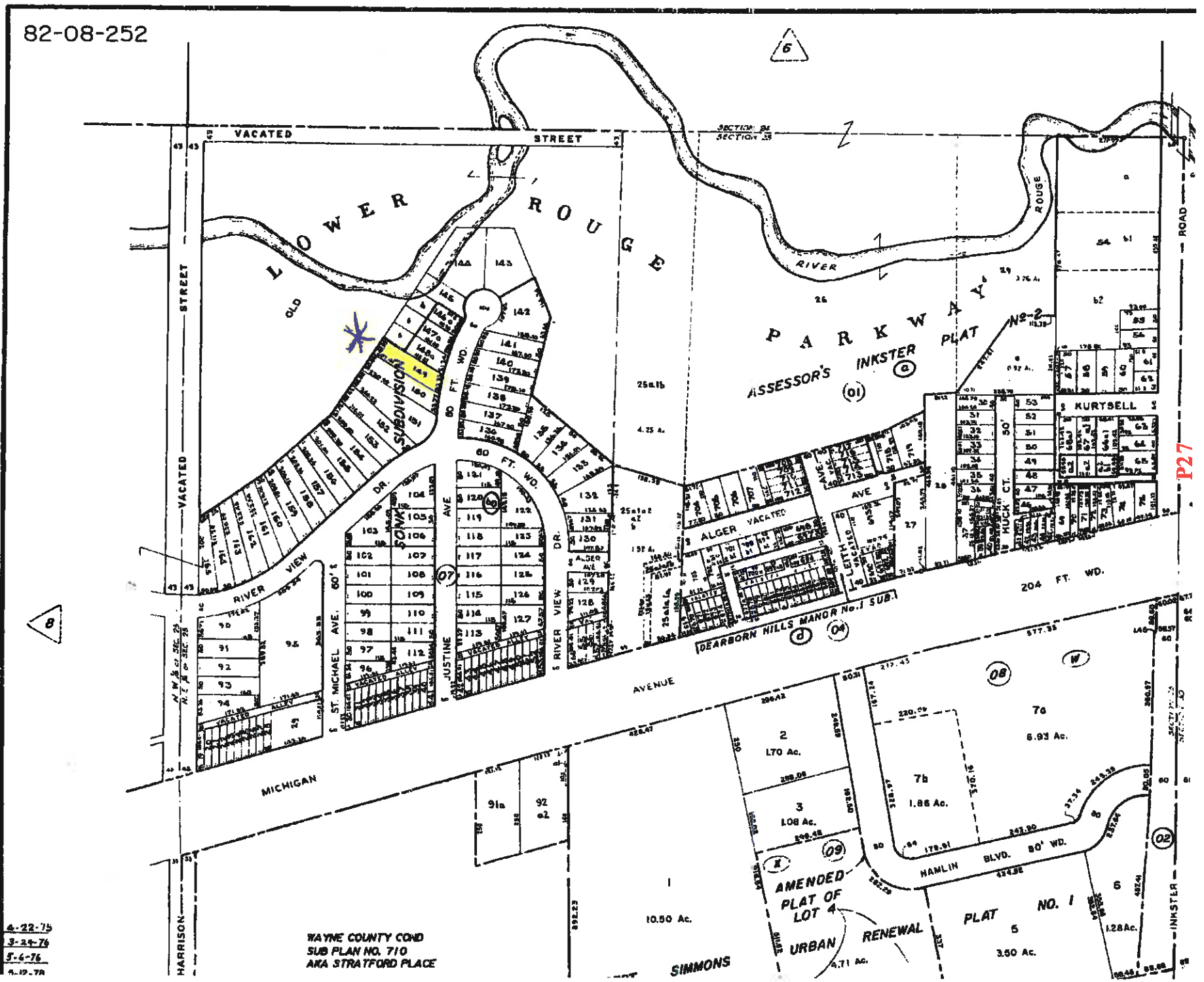
Inkster, MI 48141

Google Maps 1930 Justine St



Imagery ©2016 DigitalGlobe, U.S. Geological Survey, USDA Farm Service Agency, Map data ©2016 Google 200 ft

1930 Justine St
Inkster, MI 48141



	6-1-36
	Abrams
7-25-38	6-1-48
9-3-42	4-22-75
8-15-46	3-24-76
3-11-48	5-6-76
5-31-49	6-12-78

REQUEST FOR COUNCIL ACTION

To: Darin Carrington, City Manager **Date: October 12, 2016**

From: Chuck Hubbard, Fire Chief **Date: October 17, 2016**

ACTION REQUESTED: Consider authorization of the Inkster Fire Chief to update contacts and signatures to the City of Inkster's Emergency Operations Plan (EOP) and submit it to Wayne County.

Current Action _X_____ Emergency _____ Future _____

Funds Budgeted: If Yes _____ Account # N/A No N/A

Treasurer's Approval Darin Carrington

BACKGROUND:

The County of Wayne mandates that all cities/municipalities in Wayne County maintain a current Emergency Operations Plan (EOP) and maintain on file at Wayne County. The previous plan indicates personnel that are no longer with the City of Inkster. Therefore, the EOP has been updated with current personnel relative to contacts in the event of a city-wide emergency, no changes to any procedures currently in place.

SCOPE OF SERVICES:

To maintain preparedness throughout the city of Inkster in the event of a city-wide emergency.

JUSTIFICATION:

Mandatory reporting to Wayne County.

.PROJECT IMPROVEMENTS:

Public Safety and Welfare.

COSTS:

N/A

PROJECT TIME TABLE:

Immediate.

RESOLUTION:

Authorization is hereby given to the Inkster Fire Chief, Chuck Hubbard, to submit an updated Emergency Operations Plan (EOP) with contacts and signatures to Wayne County for the city of Inkster.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

LOCAL COMMUNITY SUPPORT PLAN 2016

SUPPORT EMERGENCY OPERATIONS PLAN
FOR
THE COMMUNITY OF INKSTER

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

_____

Byron H. Nolen
Inkster

_____

Date

I. Purpose

A. This Support Emergency Operations Plan has been prepared in accordance with Administrative Rules "State Assistance to Counties and Municipalities".

B. Its purpose is to describe the relationship between Wayne County's Emergency Management Program and the Community of **Inkster**, and to identify **Inkster**' response procedures in relation to the County's response procedures following a State of Emergency declaration by the County Executive or Governor for Wayne County.

C. It is not the purpose of this Support EOP to detail the routine emergency response activities to be performed by the various component departments of the Community of **Inkster** on a day-to-day basis. Such are determined by policies and procedures which are appropriately detailed in local department operating procedures, and, thus, are beyond the scope and authority of this document.

II. Emergency Management Relationship

A. **Program Participation.** The Community of **Inkster** participates in Wayne County's Emergency Management Program.

B. **Local Emergency Preparedness Responsibility**. The Community of **Inkster**, as well as all other municipalities which participate in Wayne County's Emergency Management Program, is responsible for maintaining a reasonable capability to respond to hazards which threaten their community. This includes, but is not limited to, maintaining a local resource manual and emergency contact list, maintaining this Support EOP in cooperation with Wayne County DHSEM, appointing a local official to serve as liaison to Wayne County for emergency management purposes, and participating in mutual aid pacts with other municipalities.

C. **County Emergency Preparedness Responsibility.** The County is responsible for maintaining an emergency management program which is approved by the Emergency Management Division of the Michigan Department of State Police. This includes, but is not limited to, maintaining a resource manual and emergency contact list, maintaining the County EOP and EOC, and generally assuring that all participating municipalities meet the eligibility requirements for state and federal disaster aid.

III. Concept of Emergency Operations

A. **Local Participation in Disaster Relief Force.** The personnel, resources and supplies of the Community of **Inkster**, as well as those of other municipalities that participate in Wayne County's Emergency Management Program, become a part of the County's Disaster Relief Force upon the County Executive declaring a County State of Emergency or the Governor declaring a State of Emergency in the Wayne County area.

Homeland Security Wayne County

III. Concept of Emergency Operations – Continued -

B. **Local Emergency Response.** In the event that the Community of **Inkster** determines that local personnel and equipment resources, as supported by police and fire mutual aid, are sufficient to respond to and recover from an emergency situation, then the Community of **Inkster** will coordinate the response and recovery effort using available facilities, personnel, equipment, and supplies. In such circumstances the emergency will be handled through routine channels. Also, in such cases Wayne County DHSEM will provide assistance in notifying and mobilizing County support, as requested and appropriate.

C. **State of Emergency or Disaster.** In the event that the Community of **Inkster** determines that activation of the County EOP and EOC, and the associated support services provided by the County-wide Disaster Relief Force, are needed to effectively and efficiently respond to and recover from a major emergency or disaster affecting the Community of **Inkster** then the Community of **Inkster** will request a County State of Emergency.

1. The request for a State of Emergency from the County Executive will be directed to Wayne County DHSEM for assessment and recommendation. At the time of the request the Community of **Inkster** provides a status report detailing what services, personnel, equipment, and supplies are immediately needed to preserve life and property.

2. If the request is granted, the County's EOP and EOC will be activated and direction and control of the response and recovery effort will be coordinated through the County's EOC. In such circumstances the Community of **Inkster** will provide a liaison to the County's EOC until the State of Emergency is rescinded by the County Executive.

D. **Direction & Control of Disaster Relief Force.** When operating under a State of Emergency Declaration, the County's Disaster Relief Force is directed and controlled in accordance with the County EOP from Wayne County EOC. In such cases the County Executive is the Chief of Emergency, and the disaster response and recovery operations of the countywide emergency response organization are coordinated by the Emergency Management Coordinator in cooperation with liaison officials from participating local municipalities and agency chiefs working in the EOC.

1. Coordination of Police & Fire Mutual Aid resources is accomplished through mutual aid representatives working in the EOC.

IV. Local Emergency Response Procedures - County State of Emergency Situation

A. The Community of **Inkster** will be notified that the County Executive has declared a State of Emergency and activated the County EOP and EOC via the LEIN/teletype system. The following tasks will be executed upon receipt of this notification.

1. **Tasks of Affected Municipality.** The resources of the municipality that is directly affected by emergency, and has requested the State of Emergency Declaration, will either be engaged or preparing to engage in emergency response and recovery activities at the time of the request. Therefore, at the time that the affected municipality requests a County State of Emergency it will perform the following tasks:

IV. Local Emergency Response Procedures - County State of Emergency Situation

a. Establish and maintain communications with County Central Communications via radio, telephone and/or Smart Message. Wayne County Central Communications can be reached at (734)-942-3600.

b. Assign a municipal official (liaison) and public information officer to prepare to report to the Wayne County EOC when it is activated. Wayne County's EOC can be reached at (734)-942-5289 during normal business hours. If after normal business hours, then contact Wayne County Central Communications at (734)-942-3600. They in turn will notify Wayne County DHSEM of a need to activate the EOC.

c. Select and staff an assembly area to receive and stage responding police, fire, and public services personnel, equipment and resources, as have been requested, and prepare to integrate same into local response and recovery operations.

d. Notify Wayne County Central Communications of the location of the staging area and the identity of the staging officer.

2. **Tasks of Non-Affected Municipalities.** Other municipalities that participate in the County Emergency Management Program will execute the following tasks upon being notified that the County Executive has declared a State of Emergency.

a. Local Communications Center.

1. Acknowledge receipt of the teletype notification.

2. Begin monitoring the assigned radio communications frequency.

3. Notify the Police, Fire, and Public Works Department Shift Supervisors of the situation and have them contact their Department Heads.

4. Notify and advise the municipal Chief Executive Officer of the situation.

5. Place off duty communications staff on alert.

6. Review procedures for activating the public warning system.

b. Municipal Chief Executive Officer

1. Maintain contact with local Communications Center.

2. Contact Department Heads and authorize response activities, as appropriate.

3. Prepare to report to the Wayne County EOC to support direction and control efforts, if necessary.

IV. Local Emergency Response Procedures - County State of Emergency Situation

4. Select municipal official to serve as Public Information Officer (PIO). Dispatch PIO to local communications center to record response information & handle any media inquiries.

c. Municipal Police and Fire Chief

1. Assure that appropriate department commanders are advised of the situation.
2. Assure that appropriate mutual aid leadership officials are advised of the situation.
3. Inventory available personnel, equipment, and supplies that can be mobilized to support mutual aid.
4. Prepare to mobilize available personnel, equipment, and supplies if needed by mutual aid organization.
5. Prepare to provide an accounting of available personnel, equipment, and supplies if requested by mutual aid organization.
6. Prepare to implement maximum staffing pattern (12-hour shifts, cancel all leave days).

e. Municipal Public Works Director

1. Assure that appropriate department managers are advised of the situation.
2. Inventory available personnel, equipment, and supplies that can be mobilized to support disaster response & recovery operations.
3. Prepare to mobilize available personnel, equipment, and supplies if requested by Public Services Officials working in the Wayne County EOC.
4. Prepare to provide an accounting of available personnel, equipment, and supplies if requested by Public Service Officials working in the Wayne County EOC.
5. Prepare to implement maximum staffing pattern (12-hour shifts, cancel all leave days).

f. Designated municipal Public Information Officer

1. Report to local Communications Center to record response activities and handle media inquiries.
2. Prepare to report to the Wayne County EOC to support public information operations, if necessary.

V. Plan Administration

In cooperation with the Community of **Inkster**, Wayne County DHSEM will keep this Local Support Emergency Operations Plan current.

VI. List of Attachments

Attachment 1 – Community of **Inkster** Officials Contact List

Attachment 2 - Wayne County Officials Contact List

Attachment 3 - Communications Links

Attachment 4 - Section 19 Administrative Rules

Attachment 1

Community of Inkster Officials Contact List

MAYOR/SUPERVISOR

Name	Byron H. Nolen «MayorMiddleName» «MayorLastName» «MayorOtherName»
Office Mailing Address	26215 Trowbridge Rd. Inkster , Mi. 48141
Office Voice Number	«MayorWorkVoice»: 313-563-0249 Extension (if any) «MayorWorkExt» N/A
Office Fax Number	«MayorWorkFax» 313-563-6488
Office email Address	«MayorWorkeMail» bnolen@cityofinkster.com
Cell Phone Number	734-620-9685
Cellular Service Provider	N/A
Pager Number	

DEPUTY MAYOR/DEPUTY SUPERVISOR

Name	«DeputyMayorFirstName» «DeputyMayorMiddleName» «DeputyMayorLastName» «DeputyMayorOtherName»
Office Mailing Address	Timothy Williams 26215 Trowbridge Rd. Inkster Mi. 48141
Office Voice Number	«DeputyMayorWorkVoice» 313-563-0249 Extension (if any) «DeputyMayorWorkExt»
Office Fax Number	«DeputyMayorWorkFax» 313-563-6488
Office email Address	«DeputyMayorWorkeMail» twilliams@cityofinkster.com
Cell Phone Number	734-748-0302
Cellular Service Provider	N/A
Pager Number	

CITY MANAGER/ADMINISTRATOR

Name	«CityManagerFirstName» «CityManagerMiddleName» «CityManagerLastName» «CityManagerOtherName»
Office Mailing Address	Darin Carrington 26215 Trowbridge Rd. Inkster, Mi. 48141
Office Voice Number	«CityManagerWorkVoice» 313-563.-4234 Extension (if any)# «CityManagerWorkExt»
Office Fax Number	«CityManagerWorkFax»: 313-563.-6245
Office email Address	«CityManagerWorkeMail» dcarrington@cityofinkster.com
Cell Phone Number	571-235-2310
Cellular Service Provider	N/A

CITY CLERK/ADMINISTRATOR

Name	Felicia Rutledge
Office Mailing Address	26215 Trowbridge Rd. Inkster, Mi. 48141
Office Voice Number	«WorkVoice» 313-563.-9767 Extension (if any) «WorkExt»
Office Fax Number	«WorkFax» 313-563-6488
Office email Address	WorkeMail» frutledge@cityofinkster.com
Cell Phone Number	734-560-4939
Cellular Service Provider	N/A

Name	**Darin Carrington**		
Office Mailing Address	26215 Trowbridge Rd. Inkster, Mi. 48141		
Office Voice Number	«WorkVoice» 313-563.-4268	**Extension (if any)**	«WorkExt»
Office Fax Number	«WorkFax» 313-563.-9844		
Office email Address	WorkeMail» dcarrington@cityofinkster.com		
Cell Phone Number	571-235-2310		
Cellular Service Provider	N/A		
Pager Number			

Name	**William T. Riley, III**		
Office Mailing Address	26279 Michigan Avenue		
Office Voice Number	«WorkVoice» 313-563-9850	**Extension (if any)#101**	«WorkExt»
Office Fax Number	«WorkFax» 313-561-1077		
Office email Address	WorkeMail» wriley@cityofinkster.com		
Cell Phone Number	313-400-7975		
Cellular Service Provider			
Pager Number			

Name	**N/A**		
Office Mailing Address	26279 Michigan Avenue		
Office Voice Number	«WorkVoice» 313-563-9850	**Extension (if any)**	«WorkExt»
Office Fax Number	«WorkFax» 313-561-1077		
Office email Address	WorkeMail»		
Cell Phone Number			
Cellular Service Provider			
Pager Number			

Name	**Chuck Hubbard**		
Office Mailing Address	27717 Michigan Ave. Inkster, Mi. 48141		
Office Voice Number	«WorkVoice» 313-563-2438	**Extension (if any)**	«WorkExt»
Office Fax Number	«WorkFax» 313-563-6660		
Office email Address	WorkeMail» chubbard@cityofinkster.com		
Cell Phone Number	734-323-7438		
Cellular Service Provider			
Pager Number			

Homeland Security Wayne County

Name	N.A.		
Office Mailing Address	27717 Michigan Ave. Inkster, Mi. 48141		
Office Voice Number	«WorkVoice»	**Extension (if any)**	«WorkExt»
Office Fax Number	«WorkFax»		
Office email Address	WorkeMail»		
Cell Phone Number			
Cellular Service Provider			
Pager Number			

Name	Jerome Bivins		
Office Mailing Address	26900 Princeton Inkster, Mi. 48141		
Office Voice Number	«WorkVoice» 313-563-9774	**Extension (if any)**	«WorkExt»
Office Fax Number	«WorkFax» 313-274-5774		
Office email Address	WorkeMail: jbivins@cityofinkster.com		
Cell Phone Number	313-701-5359		
Cellular Service Provider	NA		
Pager Number			

Name	N.A.		
Office Mailing Address	26900 Princeton Inkster, Mi. 48141		
Office Voice Number	«WorkVoice»	**Extension (if any)**	«WorkExt»
Office Fax Number	«WorkFax»		
Office email Address	WorkeMail» mott@cityofinkster.com		
Cell Phone Number	NA		
Cellular Service Provider	NA		
Pager Number			

Name	William T. Riley, III		
Office Mailing Address	26279 Michigan Avenue		
Office Voice Number	«WorkVoice»313-563-9850	**Extension (if any)**	«WorkExt»
Office Fax Number	«WorkFax» 313-561-1077		
Office email Address	WorkeMail» wriley@citvofinkster.com		
Cell Phone Number	313-400-7975		
Cellular Service Provider	N/A		
Pager Number			

Homeland Security Wayne County

Attachment 2
County Officials Contact List

1 **Wayne County CEO**

Warren C. Evans, County Executive

Business Ph: 313-224-0286
Fax Ph: 313-224-0818

2 **Wayne County Department of Homeland Security & Emergency Management**

Director James Buford

Business Ph: 734-942-5289
Fax Ph: 734-942-5289
E-mail: jbuford@co.wayne.mi.us

3 **Wayne County Department of Homeland Security & Emergency Management**

Director Tadarial J. Sturdivant

Business Ph: 734-942-5289
Emergency Ph: 734-726-3711
Fax Ph: 734-942-5244
E-mail: tsturdivant@waynecountyemd.com

4 **Chair of the Wayne County Commission**

Gary Woronchak

Business Ph: : 313-224-2383

Wayne County Emergency Management Asst. Coordinator (Operations)

N.A.

Business Ph: 734-942-5289
Emergency Ph: 734-942-3600
E-mail: egillman@waynecountyemd.com

County Public Information Officer (CEO Executive)

Barbara Arntsen

Business Ph: 313-224-0286
Fax Ph: 313-224-0818

Attachment 3
Communications Links

A. Inkster Communications

1. Communications Center The Communications Center for Inkster is located at the following location:
Westland Police Department
36701 Ford Road
Westland, MI 48185
734-722-9613

2. Initial Coordinating Frequency. The radio communications frequency which is continually monitored by dispatch personnel is: _____ MHz.

3. Communications Manager. The official that is in charge of the Communications Center is: Sgt. D. O'Connell Telephone: 734-467-5621

4. Telephone Communications. A direct voice telephone line into the Communications Center is: 734-722-9613

5. LEIN/Teletype. The LEIN address isMI.8281700

6. Telephone Facsimile. The fax number is: 734-728-8224

7. E-mail: doconnell@wlpd.net

B. Wayne County Communications

1. Communications Center Wayne County Airport Authority Central Communications is located at 10250 Middlebelt Road, Detroit Metro Airport, Detroit, Michigan 48242. (734) 942-3600 24 hour Emergency

2. LEIN/Teletype. The LEIN address (mnemonics and ORI) (M18293900).

3. Telephone Facsimile. The fax number is: 734-942-5370

C. Emergency Operating Center (EOC) Communications. The County EOC is located at 10250 Middlebelt Road, Detroit Metro Airport, Detroit, Michigan 48242, directly adjacent to County Central Communications. Its radio communications needs are provided by County Central Communications.

Attachment 4
Section 19 Administrative

DEPARTMENT OF STATE POLICE
EMERGENCY MANAGEMENT DIVISION
STATE ASSISTANCE TO COUNTIES AND MUNICIPALITIES

(By authority conferred on the director of the department of state police by section 19 of Act No. 390 of the Public Acts of 1976, as amended, being S30.419 of the Michigan Compiled Laws)

R 30.51 Definitions

Rule 1. As used in these rules:

(a) "Act" means Act No. 390 of the Public Acts of 1976, as amended, being S30.401 et seq. of the Michigan Compiled Laws.

(b) "Applicant" means a county or municipality of the state that submits an application for a grant pursuant to the provisions of section 19 of the act.

(c) "Applicant's agent" means a person who is authorized by the governing body of an applicant to act on behalf of the applicant in applying for grants pursuant to the provisions of section 19 of the act.

(d) "Division" means the emergency management division of the department of state police.

(e) "Emergency management program" means any of the following:

(I) A program of a county or a combination of not more than 3 adjoining counties, as provided for in the act, that has all of the following elements:

(A) An emergency management coordinator who is appointed pursuant to the provisions of section 9 of the act.

(B) An ordinance or resolution that creates an emergency management organization to provide for disaster mitigation, preparedness, response, and recovery activities.

(C) An emergency operations plan which is approved by the division, which is on file with the division, and which is in compliance with the standards set forth in R 30.52.

(D) An exercise that tests the emergency operations plan at least once each fiscal year (October 1 to September 30).

(E) An annual local emergency management work agreement form that is filed with, and approved by, the division. This agreement shall, at a minimum, identify the actions to be taken to improve the mitigation, preparedness, response, and recovery activities of the county.

(F) Designated personnel to staff the emergency/disaster functions as identified in the emergency operations plan.

(ii) With respect to a municipality that has a population of 10,000 or more persons, a program that has all of the following elements:

(A) An emergency management coordinator who is appointed pursuant to the provisions of section 9 of the act.

(B) An ordinance or resolution that creates an emergency management organization to provide for disaster mitigation, preparedness, response, and recovery activities.

(C) An approved emergency operations plan which is on file with the division and which is in compliance with the standards set forth in R 30.52.

(D) An exercise that tests the emergency operations plan at least once each fiscal year (October 1 to September 30).

(E) An annual local emergency management work agreement form that is filed with, and approved by, the division. This agreement shall, at a minimum, identify the actions to be taken to improve the mitigation, preparedness, response, and recovery activities of the municipality.

(F) Designated personnel to staff the emergency/disaster functions as identified in the emergency operations plan.

(iii) A municipality which has a population of 10,000 or more persons and which has incorporated into the county emergency management program. A municipality shall be considered to be incorporated into the county emergency management program if the municipality has a support emergency operations plan that meets the following criteria:

(A) The support emergency operations plan describes the relationship between the county emergency management program and the municipality.

(B) The support emergency operations plan identifies the municipality's response procedures in relation to the county response procedures.

(C) The support emergency operations plan shall be maintained in accordance with the standards of current ness of the county's emergency operations plan and shall be consistent with the county plan.

Homeland Security Wayne County

(D) The support emergency operations plan shall contain the signature of the chief executive official of the municipality and be forwarded to the county.

(iv) A county emergency management program that incorporates, into the program, a municipality which has a population that is less than 10,000 persons and which does or does not have an emergency management coordinator. If a municipality meets the criteria of this subdivision, the municipality is considered to be incorporated into the county emergency management program.

(f) "Emergency operations plan" means the emergency operations plan that is developed and maintained according to standards established by the division.

(g) "Support emergency operations plan" means a plan developed by a municipality that has elected to be incorporated within the county emergency management program. The support emergency operations plan will become part of the county emergency operations plan and shall be
Compatible with the county plan.

R 30.52 Emergency operations plan standards

Rule 2. (1) A county or municipality shall continuously update its emergency operations plan. The chief executive official shall review and approve the emergency operations plan by signing and dating the document.

(2) An emergency operations plan shall be reviewed and be determined, by the division, to be current and adequate. A current plan is a plan that is in compliance with federal emergency management requirements. An adequate emergency operations plan is one that is determined to be in compliance with the planning requirements contained in forms provided by the division.

(3) Plans that are determined to be current and adequate shall be approved by the division and placed on file.

R 30.53 Assistance eligibility

Rule 3. (1) An applicant that applies for assistance pursuant to the provisions of section 19 of the act shall meet all of the following eligibility requirements:

(a) Maintain an emergency management program or be incorporated into a county emergency management program that is established before an emergency or disaster, as defined in the act, is declared.

(b) The applicable emergency operations plan shall have been implemented in a timely manner at the beginning of the disaster or emergency.

(c) Certify the exhaustion of local effort. Exhaustion of local effort means utilizing all available and applicable disaster relief forces as identified in the emergency operations plan and applicable support emergency operations plan.

(d) Experience an extraordinary financial burden. During the period of emergency or disaster, extraordinary financial burden shall be demonstrated by the applicant's incurring expenses, over a consecutive 5-day period, for the allowable expenditures specified in R 30.56, in an amount that is not less than $30,000.00 or 1% of the applicant's affected agencies' annual general fund operating budget, whichever is less.

(e) Conduct an assessment of damages that are incurred in the disaster or emergency and forward an assessment report to the division in accordance with standard procedures as published by the division.

(2) In addition to the requirements specified in sub rule (1) of this rule, to be eligible for assistance, a local state of emergency shall have been declared for the applicant's area in a timely manner. A copy of the
Declaration shall have been immediately forwarded to the division by the most expeditious method available.

R 30.54 Application process

Rule 4. After the governor's declaration of a disaster or an emergency and within 20 days of notification that applications are being accepted, an applicant shall do both of the following:

(a) Provide a resolution that certifies all of the following:

(I) that the county or municipality emergency operations plan was implemented.

(ii) The purpose for which the assistance is being requested.

(iii) That local efforts were exhausted.

(iv) That an extraordinary financial burden was experienced.

(v) The name of the applicant agent who is appointed to act for and on behalf of the applicant.

(b) Complete form EMD-19 entitled "Application for Section 19 Assistance" and submit the application to the division.

R 30.55 Review process

Rule 5. Upon receipt of the resolution and form EMD-19 specified in R 30.54, the division shall, within 15 days, review the package to ensure that it is complete. The division shall determine that all applicant and assistance eligibility requirements have been met. The division shall verify disaster or emergency damages. The division shall return applications with a request for additional information if evidence of eligibility is lacking or if information is insufficient. An applicant shall respond to a request for additional information

within 10 days of receipt of the request. Applications that are determined by the division to meet eligibility requirements and contain all necessary information shall be forwarded to the governor for review.

R 30.56 Allowable expenditures

Rule 6. An eligible applicant for assistance may request reimbursement for resources that are used for the mitigation of the effects of, or in response to, a disaster or emergency, including any of the following:

(a) Overtime for employees of any of the following:

(i) Police department.

(ii) Fire department.

(iii) Public works department.

(iv) County road commission.

(v) Emergency medical services.

(vi) Other employees who are normally paid overtime.

(b) Contracts with other political jurisdictions, private enterprise, or other persons, over and above normal contracts, that are required for disaster or emergency response.

(c) Shelter supplies that are used during a disaster or emergency.

(d) Gasoline and fuel for equipment that is used for disaster or emergency response.

(e) Repair costs for equipment that is damaged as a result of use during a disaster or emergency.

(f) Necessary costs to support designated disaster relief worker volunteers.

(g) Costs to repair public buildings, road systems, or other facilities that are damaged as a result of the disaster or emergency.

(h) Other expendable supplies.

R 30.57 Substantiation of claims

Rule 7. An applicant shall maintain financial records, including all of the following, and make them available to the division upon request:

(a) Payrolls.

(b) Time sheets.

(c) Purchase orders.

(d) Invoices.

(e) Checks.

(f) Vouchers.

(g) Requisitions.

(h) Repair estimates and repair bills.

(i) Other documents that will substantiate claims for reimbursement. These records shall be maintained for not less than 3 years from the date of the disaster or emergency.

R 30.58 Assistance to applicants

Rule 8. Assistance pursuant to the provisions of these rules may be provided upon a proclamation of a state of disaster or state of emergency and shall be limited to $30,000.00 or 10% of the total annual operating budget of the applicant for the preceding year, whichever is less. The amount of financial assistance shall not be more than the expenses that are incurred as a result of the disaster or emergency. Financial assistance from other state or federal programs or from insured costs shall not be duplicated by assistance pursuant to the provisions of these rules.

R 30.59 Availability of funds

Rule 9. Contingent upon the appropriation of necessary funds by the legislature and upon the governor's approval, the division shall process the approved applications for payment.

R 30.60 Assistance payment

Rule 10. (1) Approved applicants shall submit proof of payment of all allowable expenditures for which reimbursement is requested to the division.

(2) Upon the division review and approval, and upon approval by the governor, payment shall be authorized.

R 30.61 Rescission Rule 11 R 30.1 to R 30.19 of the Michigan Administrative Code, appearing on pages 327 to 332 of the 1979 Michigan administrative Code, are rescinded.

City of Inkster

SUPPORT EMERGENCY OPERATIONS PLAN

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

10-21-2016

The information contained in this template, developed by the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD), should be used to assist in developing a Support Emergency Operations Plan which must then be reviewed by the Local Planning Team (LPT) and modified based on the community's emergency response capabilities.

TABLE OF CONTENTS

Promulgation Document i
Approval and Implementation ii
Record of Revisions iii
Record of Distribution iv

Basic Plan:

Purpose 1
Scope 1
Authorities and References 1
Plan Development and Maintenance 1-2
Situation Overview 2
Planning Assumptions 3
Concept of Operations 3-4
Organization and Assignment of Responsibilities 5-6

Annexes:

Overview 12
Annex A, Direction, Control, and Coordination 13-15
Annex B, Communications and Warning 16-17
Annex C, Damage Assessment 18-19
Annex D, Fire Services 20-21
Annex E, Mass Care, Emergency Assistance, Housing, and Human Services 22-23
Annex F, Public Health and Medical Services 24-25
Annex G, Public Information 26-27
Annex H, Public Safety 28-29
Annex I, Public Works 30-31

Promulgation Document

Officials of City of Inkster, in conjunction with Wayne 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.

Byron Nolen
Chief Executive Official
City of Inkster

3/29/2016
Date

Approval and Implementation

The Support Emergency Operations Plan, referred to in this document as the Support EOP, describes how City of Inkster will handle emergency situations in cooperation with the Wayne County Homeland Security and 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 Inkster 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 Wayne 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
3-12-2009	Updating contact information	all	M Hubanks
1-26-2016	Updating date and contact information	All	J Adams
10-21-2016	Updating contact information	All	C Hubbard

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	Bryon Nolan	Mayor	2-16-2016	1
City of Inkster Council	Timothy Williams	Mayor Pro-Tem	2-16-2016	7
Wayne County Emergency Management Coordinator	Tad Sturdivant	Homeland Security Director	2-16-2016	1
City of Inkster Emergency Management Liaison	Chuck Hubbard	IFD	10-21-2016	1
Communications and Warning Official	Lt Bird	Westland Dispatch	2-16-2016	1
Damage Assessment Official	Chuck Hubbard	IFD	10-21-2016	1
Fire Services Official	Chuck Hubbard	IFD	10-21-2016	1
Mass Care, Emergency Assistance, Housing, and Human Services Official	Denise Champagne	City of Inkster	2-16-2016	1
Public Health and Medical Services Official	Chuck Hubbard	IFD	10-21-2016	1
Public Information Official	Chuck Hubbard	IFD	10-21-2016	1
City of Inkster Public Information Center	Darin Carrington	City Manager Inkster	10-21-2016	1
City of Inkster Emergency Operations Center	William Riley	IPD	2-16-2016	1

Basic plan

Purpose

City of Inkster has elected to incorporate into the Wayne County Emergency Management Program. As partners in the five phases of emergency management, mitigation, preparedness, prevention, response and recovery, City of Inkster and the Wayne County Emergency Management Program share joint responsibilities. The City of Inkster 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 Inkster 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 Inkster 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 Inkster, local Emergency Management resolution,
3. City of Inkster, 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 Reauthorizations 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 Wayne 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 Wayne 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 Inkster 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 Wayne County EOP, Wayne County Hazard Mitigation Plan, MEMP, etc.

C. Community profile:

City of Inkster is located in the **6.3 sq. miles** of Wayne County the community has a population of **25,369** residents. Approximately **11%** 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 Wayne County Hazard Mitigation Plan, communities in the county are most vulnerable to:

Infrastructure Failure - Water Systems
Severe Weather Winter
Flooding - Urban
Severe Weather Summer
Public Health Emergency
Hazmat Incidents - Fixed
Infrastructure Failure - Communication and Electrical

Areas within City of Inkster that are especially vulnerable to these hazards are: None. Additional hazards that have been identified as unique to City of Inkster include: Traditional power supply, 4 pumping stations, Rail road.

1 site that contain extremely hazardous materials are located in City of Inkster. 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 Wayne County Homeland Security and Emergency Management (HSEM) 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 Inkster has chosen to incorporate into the Wayne County Emergency Management Program. To coordinate emergency management related matters with the Wayne County Emergency Management Program, the City of Inkster has appointed the Fire Chief to serve as the Emergency Management Liaison. The Emergency Management Liaison facilitates communication and coordination between City of Inkster and county, and is the local point of contact for the Wayne 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 Inkster

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 Inkster 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 this 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 Mayor or City Manager may declare a local state of emergency for City of Inkster 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 Mayor or City Manager, pursuant to local legislation, the Emergency Management Liaison is authorized to declare a local state of emergency. Upon a local declaration, PA 390 authorizes the the Mayor or City Manager 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 Wayne 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 Wayne County HSEM Department staff is 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 26279 Michigan Ave Inkster, MI. 48141. If this location is unavailable, the alternate EOC location is 27717 Michigan Ave Inkster, MI. 48141

    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 cell phone, telephone, smart messaging, e-mail.

    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 Wayne 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 Wayne County HSEM Department.

5. If county assistance is requested, the Wayne 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 Wayne County EOC and EOP

    b. Respond with county resources

    c. Activate MAA/MOUs to supplement county resources

    d. Notify MSP/EMSHD Region 2 South 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, Wayne 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 Inkster emergency management organization is comprised of 7 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 Inkster	Chief Chuck Hubbard	734-323-7438
Communications and Warning	Westland Dispatch	Lt Steve Bird	734-231-5591
Damage Assessment	IFD	Chief Chuck Hubbard	734-323-7438
Fire Services	IFD	Chief Chuck Hubbard	734-323-7438
Mass Care, Emergency Assistance, Housing, and Human Services	Economic Development	Jeannie Fields	313-806-9865
Public Health and Medical Services	IFD	Chief Chuck Hubbard	734-323-7438
Public Information	IPD	Sgt Ratliff	313-498-7586
Public Safety	IPD	Chief William Riley	313-400-7975
Public Works	DPS	Jerome Bivins	313-701-5359

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

Agency	1st Alternate	2nd Alternate
Parks and Rec	Denise Champagne	Jerome Bivins
IFD	Robert Roths	Phillip George
IPD	William Ratliff	Jeffery Twardzik

4. City of Inkster maintains 4 fulltime 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.

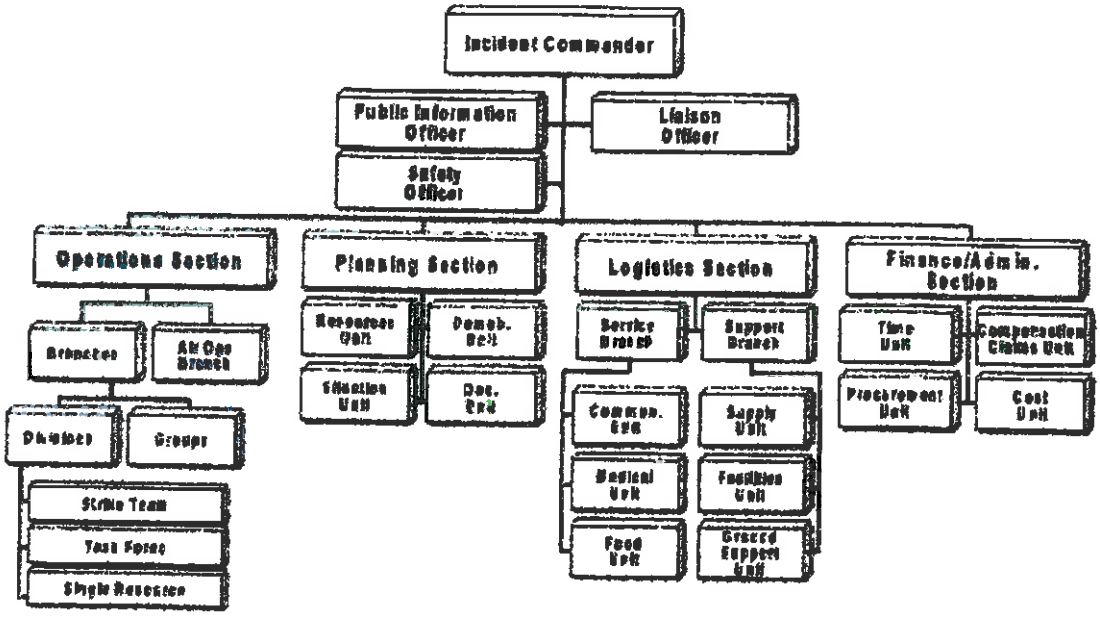
Direction, Control, and Coordination officials will maintain liaison and coordinate emergency management and response activities with the Direction, Control and Coordination function at the county level. This annex relates to the following annex in the Wayne County EOP.

Responsible Agency: 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 Inkster	City Manager

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
Police Chief	City of Inkster
DPS	City of Inkster
Police or Fire Shift Commander	City of Inkster

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
Police Chief	City of Inkster
Fire Captain	City of Inkster
Police Lieutenant	City of Inkster

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 similar annex in the Wayne County EOP.

Responsible Agency: 911 Dispatch Center

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 (communications channels, e.g. telephone, cell phone, radios, pagers, etc.)
	Coordinate communications between municipal and county EOC. Available channels for establishing communications include (communications channels, e.g. telephone, cell phone, radios, pagers, etc.)
	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 (warning methods, e.g., sirens, door-to-door notification, reverse 911, etc.)
	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
City of Westland Dispatch center	Lieutenant

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

TITLE	AGENCY
Sgt.	IPD
Inspector	IFD
Captain	IFD

Lieutenant 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 similar annex in the Wayne County EOP.

Responsible Agency: **Building Department/ Fire 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
IFD	Fire Chief

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

TITLE	AGENCY
Fire Inspector	IFD
Deputy DPS Director	City of Inkster
Building Official	City of Inkster

Fire Chief 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 similar annex in the Wayne County EOP.

Responsible Agency: 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 Inkster	Fire Chief

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

TITLE	AGENCY
Shift Commander	IFD
Captain	IFD
Inspector	IFD

Fire Chief 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 similar annex in the Wayne County EOP.

Responsible Agency: Economic Development

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: (shelter locations: information on pre-identified shelter locations should be available from the Wayne County Emergency Management Program or ARC)

MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT
City of Inkster	Director

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

TITLE	AGENCY
Senior Center Director Commander	City of Inkster
Deputy DPS Director	City of Inkster
Inspector	IFD

Department supervisor 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 functions.

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 similar annex in the Wayne County EOP.

Responsible Agency: **Fire Department**

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
IFD	Fire Chief

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

TITLE	AGENCY
Shift Commander	IFD
Captain	IFD
Inspector	IFD

Fire Chief 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 functions.

SIGNATURE OF HEALTH AND MEDICAL SERVICES 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 similar annex in the Wayne County EOP.

Responsible Agency: City Manager/ Mayor

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 City Manager, Mayor.).
	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 Inkster City Hall 26215 Trowbridge Inkster, MI. 48141
	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 Inkster	Fire Chief

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

TITLE	AGENCY
Mayor	City of Inkster
Economic Development	City of Inkster
Fire Chief	City of Inkster

Fire Chief 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 similar annex in the Wayne County EOP.

Responsible Agency: **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
IPD	Police Chief

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

TITLE	AGENCY
Lieutenant	IPD
SGT	IPD
MSP Captain	MSP

Police Chief 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 similar annex in the Wayne County EOP.

Responsible Agency: **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 Inkster DPS	Deputy DPS Director

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

TITLE	AGENCY
Supervisor	City of Inkster DPS
Supervisor	City of Inkster DPS
Supervisor	City of Inkster DPS

Deputy DPS 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 Works function.

SIGNATURE OF PUBLIC WORKS OFFICIAL	DATE
Jerome Burns	3/29/16

CITY OF INKSTER
FIRE DEPARTMENT
Local Community Support Plan 2016

1. City Clerk _____
2. D.P.S. _____
3. Police _____
4. City Manager _____
5. Building/Development _____
6. Treasurer _____
7. Human Resources/Risk _____
8. Engineering _____
9. Fire Department _____
10. Wayne County Emer.Manager

REV09302016