GRAND RAPIDS CHARTER TOWNSHIP
REGULAR TOWNSHIP MEETING
1836 EAST BELTLINE N.E.

February 15, 2022
7:00 p.m.

AGENDA

1. Pledge of Allegiance.

2. Brief Public Comment. (Brief 2-3 minutes per person relating to agenda items).

3.* Approve minutes of the regular Township Board meeting of February 1, 2022.

4.* Consider cash disbursements and bills to be paid.

5.* Consider approval to strike 2016 and prior Delinquent Personal Property taxes.

6.* Consider approval of Grand Rapids Charter Township support of the Emergency Operations Plan dated March 1, 2022.

7.* Consider Grand Rapids Township Public Review of Assessing Records Policy.

8.* Review and file Cascade Inspections Annual Report.

9. Board Comments.

10. Public Comments. (Please limit comments to less than 5 minutes and state your name and address for the recording secretary)

11. Adjournment.

GRAND RAPIDS CHARTER TOWNSHIP
REGULAR TOWNSHIP BOARD MEETING
February 1, 2022

A meeting of the Grand Rapids Charter Township Board was called to order at 7:00 pm by Supervisor DeVries. The meeting was held in the Township Hall. The following were present; Supervisor Michael DeVries, Clerk Edward Robinette, Treasurer David Van Dyke, and Trustees Vas Christopoulos, Meghan Mott, Lee Van Popering, and Phil Yeiter. There was one person in the audience.

1. **PLEDGE OF ALLEGIANCE.**

2. **BRIEF PUBLIC COMMENT.** Shannon Vanden Bosch of 3134 Wilfred NE is opposed to the Township accepting ARPA funds.

3. **APPROVE THE MINUTES OF THE REGULAR TOWNSHIP BOARD MEETING OF JANUARY 18, 2022.**

   Lee Van Popering, seconded by Phil Yeiter, moved approval of the minutes as presented. The motion passed unanimously.

4. **CONSIDER CASH DISBURSEMENTS AND BILLS TO BE PAID.**

   Lee Van Popering, seconded by Meghan Mott, moved to approve the cash disbursements and bills to be paid as presented. The motion passed unanimously.

5. **CONSIDER APPROVAL OF MID-YEAR SALARY ADJUSTMENTS RECOMMENDED BY THE PERSONNEL COMMITTEE.**

   Vas Christopoulos, seconded by Lee Van Popering, moved approval of the salary adjustments as presented. The motion passed with one in opposition.

6. **CONSIDER APPROVAL OF HIRING PAID ON CALL FIREFIGHTER DAVID VAN SLOOTEN AS A FULL TIME FIREFIGHTER**

   Lee Van Popering, seconded by Vas Christopoulos, moved approval of hiring David Van Slooten. The motion passed unanimously.

7. **CONSIDER AUTHORIZATION OF CONTRACT WITH FISHBECK TO PROCEED TO BID.**

   Lee Van Popering, seconded by Phil Yeiter, moved to authorize Fishbeck to proceed to bid for the remodeling of the Fulton St. Fire Station. The motion passed unanimously.

8. **PRELIMINARY 2021 YEAR-END GENERAL FUND REPORT.**

   The board received the General Fund Report.

9. **BOARD COMMENTS.** There were none.

10. **PUBLIC COMMENTS.** There were none.

11. ADJOURNMENT. The meeting was adjourned at 7:16 pm.

Edward J. Robinette, Clerk
GRAND RAPIDS CHARTER TOWNSHIP

CHECK REGISTER FOR GRAND RAPIDS TOWNSHIP
CHECK DATE FROM 01/01/2022 - 01/31/2022

Bank GEN GENERAL CHECKING

Check Date	Bank	Check	Vendor	Vendor Name	Amount
01/07/2022	GEN	14338	DEVRIES	DEVRIES, MICHAEL	12,824.65
01/07/2022	GEN	14339	K INVEST	K INVESTIGATIONS LLC	780.00
01/07/2022	GEN	14340	LUSCIOUS L	LUSCIOUS LANDSCAPES	5,333.00
01/07/2022	GEN	14341	MARSHALL &	MARSHALL & SWIFT	656.20
01/07/2022	GEN	14342	VERSLUYS R	VERSLUYS, ROBERT	1,560.00
01/10/2022	GEN	14343	ARROWASTE	ARROWASTE, INC.	170.34
01/10/2022	GEN	14344	ATT	AT&T	133.58
01/10/2022	GEN	14345	COMCAST	COMCAST	21.26
01/10/2022	GEN	14346	CONSUMERS	CONSUMERS ENERGY	9,222.07
01/10/2022	GEN	14347	DTE	DTE ENERGY	1,733.61
01/10/2022	GEN	14348	GR8SW	GR8SWITCH	387.01
01/10/2022	GEN	14349	LAKE MI CU	LAKE MI CREDIT UNION	28,100.00
01/10/2022	GEN	14350	MED MUTUAL	MEDICAL MUTUAL LIFE	353.77
01/10/2022	GEN	14351	SPEEDWAY	SPEEDWAY - WEX BANK	821.06
01/20/2022	GEN	14373	ATT	AT&T	206.61
01/20/2022	GEN	14374	CONSUMERS	CONSUMERS ENERGY	1,025.17
01/21/2022	GEN	14356	BESCO	BESCO WATER TREATMENT INC	28.00
01/21/2022	GEN	14357	COVERALL	COVERALL OF WEST MICHIGAN	506.00
01/21/2022	GEN	14358	FIRE PROS	FIRE PROS INC.	148.50
01/21/2022	GEN	14359	KCI	KCI	441.22
01/21/2022	GEN	14360	KC FIRE CH	KENT COUNTY FIRE CHIEF AS	40.00
01/21/2022	GEN	14361	KCTA	KENT COUNTY TREAS ASSOC	50.00
01/21/2022	GEN	14362	KCT LAW	KENT COUNTY TREASURER DEPARTMENT	40,066.91
01/21/2022	GEN	14363	K C TREAS	KENT COUNTY TREASURER'S OFFICE	90.00
01/21/2022	GEN	14364	LOWES	LOWE'S	53.09
01/21/2022	GEN	14365	METROPOL	METROPOLITAN COMPOUNDS, INC	426.59
01/21/2022	GEN	14366	MOORE & BR	MOORE & BRUGGINK INC	16,706.87
01/21/2022	GEN	14367	NYE UNIFOR	NYE UNIFORM COMPANY	32.50
01/21/2022	GEN	14368	OFFICE DEP	OFFICE DEPOT	81.87
01/21/2022	GEN	14369	ORKIN	ORKIN INC	86.00
01/21/2022	GEN	14370	PLEUNE	PLEUNE SERVICE COMPANY	309.00
01/21/2022	GEN	14371	PRECISION	PRECISION DATA PRODUCTS INC	120.16
01/21/2022	GEN	14372	SHELDON	SHELDON CLEANERS	19.48
01/24/2022	GEN	14375	BCN	BLUE CARE NETWORK OF MICHIGAN	6,457.60
01/24/2022	GEN	14376	COMCAST	COMCAST	416.80
01/24/2022	GEN	14377	CONSUMERS	CONSUMERS ENERGY	404.36
01/24/2022	GEN	14378	POSTMASTER	POSTMASTER	50.00
01/31/2022	GEN	14383	CARDMEMBER	CARDMEMBER SERVICE	1,100.34
01/31/2022	GEN	14384	DTE	DTE ENERGY	265.82

GEN TOTALS:

Total of 39 Checks:	131,229.44
Less 0 Void Checks:	0.00
Total of 39 Disbursements:	131,229.44

INVOICE APPROVAL BY VENDOR REPORT FOR GRAND RAPIDS TOWNSHIP
EXP CHECK RUN DATES 01/31/2022 - 01/31/2022
UNJOURNALIZED
BOTH OPEN AND PAID

	Claimant	Amount Claimed	Amount Owed	Amount Rejected
1.	CARDMEMBER SERVICE	1,100.34		
2.	DTE ENERGY	265.82		
	TOTAL ALL CLAIMS	1,366.16		

INVOICE APPROVAL BY VENDOR REPORT FOR GRAND RAPIDS TOWNSHIP
EXP CHECK RUN DATES 02/03/2022 - 02/03/2022
UNJOURNALIZED
BOTH OPEN AND PAID

	Claimant	Amount Claimed	Amount Owed	Amount Rejected
1.	ARROWASTE, INC.	170.34		
2.	AT&T	143.57		
3.	DTE ENERGY	1,032.99		
4.	GR8SWITCH	387.01		
5.	MEDICAL MUTUAL LIFE	334.59		
6.	SPEEDWAY - WEX BANK	693.04		
	TOTAL ALL CLAIMS	2,761.54		

INVOICE APPROVAL BY VENDOR REPORT FOR GRAND RAPIDS TOWNSHIP
EXP CHECK RUN DATES 02/09/2022 - 02/09/2022
UNJOURNALIZED
BOTH OPEN AND PAID

	Claimant	Amount Claimed	Amount Owed	Amount Rejected
1.	COMCAST	35.65		
2.	CONSUMERS ENERGY	7,973.78		
3.	DTE ENERGY	817.41		
	TOTAL ALL CLAIMS	8,826.84		

INVOICE APPROVAL BY VENDOR REPORT FOR GRAND RAPIDS TOWNSHIP
EXP CHECK RUN DATES 02/18/2022 - 02/18/2022
UNJOURNALIZED
BOTH OPEN AND PAID

	Claimant	Amount Claimed	Amount Owed	Amount Rejected
1.	APPLIED IMAGING	115.83		
2.	BATTERIES PLUS	94.93		
3.	BESCO WATER TREATMENT INC	28.00		
4.	BUIST ELECTRIC	290.00		
5.	CADY, SUE	53.70		
6.	COVERALL OF WEST MICHIGAN	375.00		
7.	CRYSTAL CARPET CARE & RESTORATION	144.00		
8.	FIRE PROS INC.	167.30		
9.	INT'L INST OF MUN CLERKS	175.00		
10.	KCI	343.13		
11.	KENT COUNTY TREASURER DEPARTMENT	38,932.98		
12.	KENT COUNTY TREASURER'S OFFICE	90.00		
13.	LOWE'S	1,006.56		
14.	MID-MI ASSOC OF ASSESING OFFICERS	50.00		
15.	MOORE & BRUGGINK INC	67,970.43		
16.	OFFICE DEPOT	147.81		
17.	ORKIN INC	86.00		
18.	PHOENIX SAFETY OUTFITTERS	412.83		
19.	SHELDON CLEANERS	17.03		
20.	STATE OF MICHIGAN	500.00		
21.	TELE-RAD INC	64.00		
22.	TOTAL ENERGY SYSTEMS LLC	450.00		
23.	TWIN LAKES NURSERY INC	8,868.00		
24.	VANDUINEN ELEVATOR CO.	67.00		
25.	VICTORY APPAREL LLC	240.00		
	TOTAL ALL CLAIMS	120,689.53		

MICHAEL J. DEVRIES
SUPERVISOR

EDWARD J. ROBINETTE
CLERK

DAVID A. VAN DYKE
TREASURER

GRAND RAPIDS
CHARTER TOWNSHIP
EST. 1834

LEE VANPOPERING
TRUSTEE

PHIL YEITER
TRUSTEE

VASILIKI CHRISTOPOULOS
TRUSTEE

MEGHAN MOTT
TRUSTEE

Item # 5

February 15, 2022

TO: Grand Rapids Charter Township Board of Trustees

FROM: Susan M. Cady
Deputy Treasurer / Office Manager

RE: Petition of Grand Rapids Charter Township Treasurer to Strike Delinquent Personal Property Taxes from the Tax Rolls

RECOMMENDATION

Consider approval to Strike 2016 and prior Delinquent Personal Property concerning Grand Rapids Charter Township as listed on the accompanying TAX SPREAD REPORTS (highlighted in green).

BACKGROUND

In accordance with Section 211.56a of the General Property Tax law, personal property taxes which have been delinquent for more than five years shall be stricken from the tax rolls. Also presented is the STATEMENT OF ATTEMPT to collect these taxes and the WAIVER AND CONSENT form. The WAIVER AND CONSENT form should be signed and returned to the Deputy Treasurer in order to proceed with the official court petition.

Tax Year: 2016 Calculated As of: 12/31/2021
POPULATION: Marked Records

SCHOOL: 41025 YEAR: 2016

TAX TYPE	TAX NAME	MILLS	BILLED	PAID	DUE
NORTHVIEW DEBT	School Debt	3.75110	284.69	0.00	284.69
NORTHVIEW REC	School Supplemen	0.37140	28.18	0.00	28.18
NORTHVIEW OPER	School Operating	8.82450	214.36	0.00	214.36
STATE EDUCATION	State Educ. Tax	6.00000	6.00	0.00	6.00
SCHOOL OPER FC	School Operating	0.00000	0.00	0.00	0.00
TOTALS: SCHOOL 41025 2016			533.23	0.00	533.23

SCHOOL: 41110 YEAR: 2016

TAX TYPE	TAX NAME	MILLS	BILLED	PAID	DUE
FOREST HILL DEBT	School Debt	3.80000	1,242.22	37.48	1,204.74
FOREST HILL REC	School Supplemen	0.50000	163.45	4.94	158.51
FOREST HILL OPER	School Operating	9.00000	980.70	29.58	951.12
STATE EDUCATION	State Educ. Tax	6.00000	945.60	29.59	916.01
SCHOOL OPER FC	School Operating	0.00000	0.00	0.00	0.00
TOTALS: SCHOOL 41110 2016			3,331.97	101.59	3,230.38

UNIT: 00000 YEAR: 2016

TAX NAME	MILLS	BILLED	PAID	DUE
GRT OPERATING	0.75000	183.11	3.70	179.41
GRT PUBLICSAFETY	0.84950	207.31	4.18	203.13
LOCAL INTRST	0.00000	200.87	7.15	193.72
TOTALS: UNIT 00000 2016		591.29	15.03	576.26

County Tax YEAR: 2016

TAX NAME	MILLS	BILLED	PAID	DUE
KENT CNTY - OPER	4.28030	678.81	21.11	657.70
KENT CNTY-JAIL	0.78930	192.65	3.89	188.76
KENT CNTY-SENIOR	0.50000	122.10	2.47	119.63
KENT CNTY-VETS	0.05000	12.17	0.25	11.92
KENT CNTY-ZOO	0.44000	107.39	2.15	105.24
TOTALS: County Tax 2016		1,113.12	29.87	1,083.25

College Tax YEAR: 2016

TAX NAME	MILLS	BILLED	PAID	DUE
GR COMM COLLEGE	1.78650	283.25	8.81	274.44
TOTALS: College Tax 2016		283.25	8.81	274.44

I.S.D. Tax YEAR: 2016

TAX NAME	MILLS	BILLED	PAID	DUE
KENT INTER SCH	4.79030	759.66	23.62	736.04
TOTALS: I.S.D. Tax 2016		759.66	23.62	736.04

Library Tax YEAR: 2016

TAX NAME	MILLS	BILLED	PAID	DUE
DISTRICT LIBRARY	1.28000	312.52	6.31	306.21
TOTALS: Library Tax 2016		312.52	6.31	306.21

TOTALS (23 PARCELS)		6,925.04	185.23	6,739.81

Tax Year: 2015 Calculated As of: 12/31/2021
POPULATION: Marked Records

SCHOOL: 41110 YEAR: 2015

TAX TYPE	TAX NAME	MILLS	BILLED	PAID	DUE
FOREST HILL DEBT	School Debt	3.85000	451.20	0.00	451.20
FOREST HILL REC	School Supplemen	0.50000	58.60	0.00	58.60
FOREST HILL OPER	School Operating	9.00000	351.60	0.00	351.60
STATE EDUCATION	State Educ. Tax	6.00000	351.60	0.00	351.60
SCHOOL OPER FC	School Operating	0.00000	0.00	0.00	0.00
TOTALS: SCHOOL 41110 2015			1,213.00	0.00	1,213.00

UNIT: 00000 YEAR: 2015

TAX NAME	MILLS	BILLED	PAID	DUE
GRT OPERATING	0.75000	43.94	0.00	43.94
GRT PUBLICSAFETY	0.84950	49.78	0.00	49.78
LOCAL INTRST	0.00000	85.12	0.00	85.12
TOTALS: UNIT 00000 2015		178.84	0.00	178.84

County Tax YEAR: 2015

TAX NAME	MILLS	BILLED	PAID	DUE
KENT CNTY - OPER	4.28030	250.82	0.00	250.82
KENT CNTY - JAIL	0.78930	46.24	0.00	46.24
KENT CNTY-SENIOR	0.50000	29.30	0.00	29.30
KENT CNTY-VETS	0.05000	2.92	0.00	2.92
TOTALS: County Tax 2015		329.28	0.00	329.28

College Tax YEAR: 2015

TAX NAME	MILLS	BILLED	PAID	DUE
GR COMM COLLEGE	1.78650	104.68	0.00	104.68
TOTALS: College Tax 2015		104.68	0.00	104.68

I.S.D. Tax YEAR: 2015

TAX NAME	MILLS	BILLED	PAID	DUE
KENT INTER SCH	4.79030	280.70	0.00	280.70
TOTALS: I.S.D. Tax 2015		280.70	0.00	280.70

Library Tax YEAR: 2015

TAX NAME	MILLS	BILLED	PAID	DUE
DISTRICT LIBRARY	1.28000	75.00	0.00	75.00
TOTALS: Library Tax 2015		75.00	0.00	75.00

TOTALS (2 PARCELS)		2,181.50	0.00	2,181.50

MICHAEL J. DEVRIES
SUPERVISOR

EDWARD J. ROBINETTE
CLERK

DAVID A. VAN DYKE
TREASURER

GRAND RAPIDS
CHARTER TOWNSHIP
EST. 1834

LEE VANPOPERING
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PHIL YEITER
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VASILIKI CHRISTOPOULOS
TRUSTEE

MEGHAN MOTT
TRUSTEE

January 28, 2022

STATEMENT OF ATTEMPT TO COLLECT DELINQUENT PERSONAL PROPERTY TAXES

As Deputy Treasurer of Grand Rapids Charter Township, I, and my predecessors in office, have exercised due diligence in an effort to collect the personal property taxes listed in the enclosed Delinquent Tax Reports.

These efforts have included sending out delinquent notices, placing phone calls, and/or personal visits upon persons and/or businesses contained in the enclosed Delinquent Tax Reports.

To the best of my knowledge and information, the personal property taxes shown in the Delinquent Tax Reports are and remain uncollectable, and should be stricken from the tax rolls.

S. Cady

Susan M. Cady
Deputy Treasurer/Office Manager
Grand Rapids Charter Township

Enclosures

1836 EAST BELTLINE N.E. • GRAND RAPIDS, MI 49525-4514
PHONE: (616) 361-7391 • FAX: (616) 361-6620 • WEB SITE: WWW.GRANDRAPIDSTWP.ORG

STATE OF MICHIGAN
IN THE CIRCUIT COURT FOR THE COUNTY OF KENT

In the matter of the Petition
of the Treasurer of
the Township of Grand Rapids to
Strike 2016 and prior Delinquent
Personal Property Taxes
from the Tax Rolls

File No._____

WAIVER AND CONSENT

NOW COMES Edward Robinette, Clerk of Grand Rapids Charter Township, and acknowledges Receipt of the 2016 and prior Delinquent Personal Property Tax Report, and the Statement of Attempt to Collect the 2016 and prior Personal Property Taxes and consents to the relief requested by the petitioner and voluntarily waives notice of the hearing and of the entry of judgment.

Dated _____, 2022

_____
Edward Robinette, Clerk
Grand Rapids Charter Township

MICHAEL J. DEVRIES
SUPERVISOR

EDWARD J. ROBINETTE
CLERK

DAVID A. VAN DYKE
TREASURER

GRAND RAPIDS
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Item # 6

February 15, 2022

TO: Grand Rapids Charter Township Board of Trustees

FROM: Michael J. DeVries
Township Supervisor

RE: Emergency Operations Plan

RECOMMENDATION

Consider Grand Rapids Township support of the Kent County Emergency Operations Plan.

BACKGROUND

See attached plan.

1836 EAST BELTLINE N.E. • GRAND RAPIDS, MI 49525-4514
PHONE: (616) 361-7391 • FAX: (616) 361-6620 • WEB SITE: WWW.GRANDRAPIDSTWP.ORG

Grand Rapids Charter Township

SUPPORT EMERGENCY OPERATIONS PLAN

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

March 1, 2022

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.

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Promulgation Document

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

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

Michael J. DeVries, Supervisor
Grand Rapids Chater Township

Date

Approval and Implementation

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

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

The Support EOP will use a graduated response strategy that is in proportion to the scope and severity of an emergency**. Grand Rapids Charter Township** 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 Kent County Emergency Management Program in developing and maintaining the County EOP.

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

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

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

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

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

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

This plan supersedes all previous plans.

Record of Revisions

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

Date	Reason for Revision	Page Numbers	Revised By

Record of Distribution

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

Title of Recipient	Name of Recipient	Agency	Date	Number of Copies
Chief Executive Official	Michael J. DeVries	Grand Rapids Charter Township		
Grand Rapids Charter Township Board of Trustees	Grand Rapids Charter Township Board of Trustees	Grand Rapids Charter Township		
Kent County Emergency Management Coordinator	Matt Groesser	Kent County		
Grand Rapids Charter Township Emergency Management Liaison	Fire Chief Luke Werdon	Grand Rapids Charter Township		
Communications and Warning Official	Brett Hulliberger	Kent County Sheriff's Department 911 Communications Center		
Damage Assessment Official	Robin Rothley	Grand Rapids Charter Township Assessor		
Fire Services Official	Fire Chief Luke Werdon	Grand Rapids Charter Township		
Mass Care, Emergency Assistance, Housing, and Human Services Official	Pilar Meyer-Dunning	Salvation Army (Under contract with MDHHS)		
Public Health and Medical Services Official	Dr. Karla Black	Kent County		
Public Information Official	Michael J. DeVries	Grand Rapids Charter Township		
Grand Rapids Charter Township Public Information Center	Michael J. DeVries	Grand Rapids Charter Township		
Grand Rapids Charter Township Emergency Operations Center	Fire Chief Luke Werdon	Grand Rapids Charter Township		

Basic plan

Purpose

Grand Rapids Charter Township has elected to incorporate into the Kent County Emergency Management Program. As partners in the five phases of emergency management, mitigation, preparedness, prevention, response and recovery, **Grand Rapids Charter Township** and the Kent County Emergency Management Program share joint responsibilities. Grand Rapids Charter Township 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

Grand Rapids Charter Township 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, **Grand Rapids Charter Township** continues to implement the NIMS.

Authorities and References

A. Authority of local officials during an emergency:

1. 1976 PA 390, as amended,
2. **Grand Rapids Charter Township,** local Emergency Management resolution,
3. **Grand Rapids Charter Township,** 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/EMHSD),
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 Kent County EAG, 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 Township Board 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 Kent County EAG.

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. **Grand Rapids Charter Township** 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 Kent County EAG, Kent County Hazard Mitigation Plan, MEMP, etc.

C. Community profile:

Grand Rapids Charter Township is located in the east central area of Kent County. The community has a population of 18,905 residents. Approximately 7% 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 Kent County Hazard Mitigation Plan, communities in the county are most vulnerable to: Severe Winter Weather, Electrical Failure, Tornadoes, and Riverline Flooding. Areas within Grand Rapids Charter Township that are especially vulnerable to these hazards are: **the concregate care centers that house residents that require Functional Needs Support Services (FNSS) while others reside independently where support is provided as needed or on-call.** Additional hazards that have been identified as unique to Grand Rapids Charter Township include: the large public gathering areas located within the **The Frederik Meijer Gardens and Sculpture Park facility.**

Nine sites that contain extremely hazardous materials are located in Grand Rapids Charter Township. Facility owners have reported the types of hazardous materials that are stored on-site, as required by the Emergency Planning and Community Right-To-Know Act (EPCRA). Pursuant to SARA Title III requirements, off-site emergency response plans have been developed by the Local Emergency Planning Committee (LEPC) to prepare fire departments for responding to the release of the specific hazardous materials on these sites.

E. Relationship between municipality and County Emergency Management Program:

Emergency management and response are primarily local responsibilities. However, disasters and emergencies might exhaust the resources and capabilities of local governments. Therefore, Grand

Rapids Charter Township has chosen to incorporate into the Kent County Emergency Management Program. To coordinate emergency management related matters with the County Emergency Management Program, Grand Rapids Charter Township has appointed the Fire Chief to serve as the Emergency Management Liaision. The Emergency Management Liaison facilitates communication and coordination between Grand Rapids Charter Township and county, and is the local point of contact for the County Emergency Management Coordinator (EMC).

Planning Assumptions

A. The proper implementation of this plan will result in saved lives, incident stabilization, and property protection in Grand Rapids Charter Township.

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 Grand Rapids Charter Township 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 Township Supervisor may declare a local state of emergency for Grand Rapids Charter Township 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 Township Supervisor, pursuant to local leglislation, the Township Clerk is authorized to declare a local state of emergency. Upon a local declaration, PA 390 authorizes the the Township Supervisor to issue directives as to travel restrictions on local roads. To facilitate activities that ensure the safety of people, property and environment, a local declaration also activates this Support EOP and the municipal Emergency Operations Center (EOC). A local state of emergency shall not be continued or renewed for a period in excess of seven days except with the consent of the governing body of the municipality.

B. The following procedures are conducted and coordinated with the county in response to an incident:

1. The Emergency Management Liaison will perceive the threat, assess the hazard and ensure that municipal emergency response agencies, elected officials and County EMC are notified of the situation.

2. Municipal agencies assess the nature and scope of the emergency or disaster.

3. If the situation can be handled locally, the following guidelines are used:

    a. The Emergency Management Liaison advises the CEO and coordinates all local emergency response actions.
    b. The Emergency Management Liaison activates the EOC. The EOC is located at 1836 E.Beltline NE, Grand Rapids, MI 49525 If this location is unavailable, the alternate EOC location is 2728 3 Mile Road NE, Grand Rapids, MI 49525.
    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 radio, telephone or smart messaging.
    e. The CEO directs departments/agencies to respond to the emergency in accordance with the guidelines outlined in this plan and its annexes, and issues directives as to protective actions and travel restrictions on local roads.
    f. The Emergency Management Liaison keeps the County EMC informed of the situation and actions taken.

4. If the emergency is beyond local control, municipal resources become exhausted, or special resources are needed, county assistance is requested through the County EMC.

5. If county assistance is requested, the County EMC assesses the situation and makes recommendations on the type and level of assistance. The county will also take the following steps:

    a. Activate County EOC and EOP
    b. Respond with county resources
    c. Activate MAA/MOUs to supplement county resources
    d. Notify MSP/EMHSD District Coordinator
    e. Make available incident information to MSP/EMHSD and statewide agencies via the Michigan Critical Incident Management System (MI CIMS) online platform, by submitting and maintaining applicable MI CIMS boards and logs.

6. If county resources and capabilities are exhausted, the county requests the Governor to declare a State of Emergency or State of Disaster in accordance with procedures set forth in 1976 PA 390, as amended. If the emergency occurs solely within the confines of the municipality, the county shall not request state assistance or the Declaration of a State of Disaster or Emergency unless requested to do so by the municipal CEO.

Organization and Assignment of Responsibilities

A. Emergency Management Organization:

1. The Grand Rapids Charter Township emergency management organization is comprised of a number of 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	Grand Rapids Charter Township	Michael J.DeVries Supervisor	616.361.7391 (O) 616.942.9143 (C)
Communications and Warning	Grand Rapids Charter Township (Some of this would be provided by the Kent County Communications Center Also)	Michael J.DeVries Supervisor	616.361.7391 (O) 616.942.9143 (C)
Damage Assessment	Grand Rapids Charter Township Assessor's Office	Robin Rothley, Assessor	616.855.5805 (O) 616.498.2905 (C)
Fire Services	Grand Rapids Charter Township Fire Department	Luke Werdon Fire Chief	616.361.7391 (O)
Mass Care, Emergency Assistance, Housing, and Human Services	**(Not provided by Grand Rapids Charter Township)** Michigan Department of Health and Human Services	Tracey Fountain	(616) 248-1000

Public Health and Medical Services	**(Not provided by Grand Rapids Charter Township)** Kent County Health Department	Karla Black PhD.	(616) 632-7242
Public Information	Grand Rapids Charter Township	Michael J. DeVries Supervisor	616.361.7391 (O) 616.942.9143 (C)
Public Safety	**(Not provided by Grand Rapids Charter Township)** Kent County Sheriff's Office	East Precinct Community Outreach Officer	616.632.6435 (O)
Public Works	**(Not provided by Grand Rapids Charter Township)** Kent County Road Commission	Jerry Byrne	616.242.6900 (O) 616.437.6956 (C)

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

Agency	1st Alternate	2nd Alternat
Grand Rapids Charter Township	Edward J. Robinette Township Clerk 616.855.5804 (O) 616.239.9175 (C)	
Grand Rapids Township Assessor's Office	Bryan Jager Deputy Assessor 616.855.5807 (O) 616.648.9274 (C)	

4. **Grand Rapids Charter Township** maintains six 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.

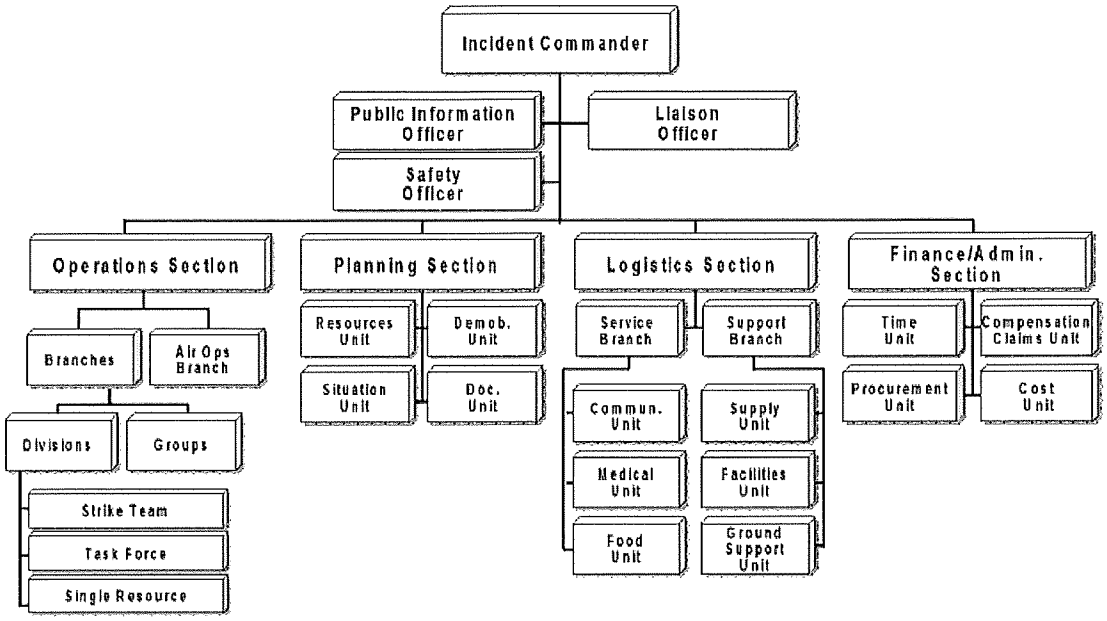
Direction, Control, and Coordination officials will maintain liaison and coordinate emergency management and response activities with the Direction, Control and Coordination function at the county level. This annex relates to the following annex(es) in the Kent County EAG: (ICS/EOC Command, Direction and Control, ICS Planning, and ESF#5 – Information & Planning)

Responsible Agency: Township Supervisors 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
Grand Rapids Charter Township	Township Supervisor

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
Township Clerk	Grand Rapids Charter Township
Township Fire Chief	Grand Rapids Charter Township

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
Command Leiutenant	Grand Rapids Charter Township/Fire Department
Staff Lieutenant	Grand Rapids CharterTownship/Fire Department

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

SIGNATURE OF CHIEF EXECUTIVE OFFICIAL	DATE

SIGNATURE OF EMERGENCY MANAGEMENT LIAISON	DATE

ANNEX B

COMMUNICATIONS AND WARNING

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

The Communications and Warning Official will maintain liaison and coordinate emergency management and response activities with the Communications and Warning functions at the county level. This annex relates to the following annex(es) in the Kent County EAG: (Communications, Public Information, Warning, and ESF#2 – Communications and ESF#15 – External Affairs)

Responsible Agency: Kent County – Emergency Communications

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 Michigan Public Safety Communications System (MPSCS) radio talk-groups as assigned by the Kent County Communications Center, telephone, cellular phone, pagers, email, and fax.
	Coordinate communications between municipal and county EOC. Available channels for establishing communications include Michigan Public Safety Communications System (MPSCS) radio talk-groups as assigned by the Kent County Communications Center, telephone, cellular phone, pagers, email, and fax.
	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 outdoor warning sirens, Integrated Public Alert and Warning System (IPAWS), Wireless Emergency Alerts (WEA), urgent press releases, public address over emergency vehicle sirens,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
Grand Rapids Charter Township	Township Supervisor

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

TITLE	AGENCY
Emergency Communications Center Manager	County of Kent
Emergency Management Coordinator	County of Kent

The Grand Rapids Charter Township 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 Communications and Warning function. This annex requires the cooperation between Grand Rapids Charter Township, the Fire Chief, Kent County Emergency Management, and the Kent County Communications Center.

SIGNATURE OF COMMUNICATIONS AND WARNING OFFICIAL	DATE

ANNEX C

DAMAGE ASSESSMENT

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

The Damage Assessment Official will maintain liaison and coordinate emergency management and response activities with the DA function at the county level. This annex relates to the following annex(es) in the Kent County EAG: (Damage Assessment, ICS Logistics Section, ESF#5 – Informtion & Planning and ESF#14 – Long-Term Community Recovery)

Responsible Agency: **Grand Rapids Charter Township Assessors Office in Coordination with Kent County**

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/EMHSD 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
Grand Rapids Charter Township Assessor's Office	Assessor

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

TITLE	AGENCY
Deputy Assessor	Grand Rapids Charter Township
Building Official	Cascade Building Inspections
Equalization Director	County of Kent

The Assessor is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the DA function. This annex may require coordination with the Kent County Equalization Director who is tasked with damage assessment responsibilities at the county level.

SIGNATURE OF DAMAGE ASSESSMENT OFFICIAL	DATE

ANNEX D

FIRE SERVICES

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

The Fire Services Official will maintain liaison and coordinate emergency management and response activities with the Fire Services function at the county level. This annex relates to the following annex(es) in the Kent County EAG: (Fire Serivices, ESF#4 – Firefighting, and ESF#9 – Search and Rescue, etc.)

Responsible Agency: Grand Rapids Charter Township 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
Grand Rapids Charter Township Fire Department	Fire Chief

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

TITLE	AGENCY
Fire Chief	Grand Rapids Charter Township Fire Department
Command Lieutenant	Grand Rapids Charter Township Fire Department
Lieutenant	Grand Rapids Charter Township Fire Department

The 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 annex(es) in the Kent County EAG: (Human Services, ESF#2 – Communications, and ESF#6 – Mass Care, Emergency Assistance, Housing, and Human Services)

Responsible Agency: Kent County Department of Health and Human Services

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; no Red Cross Shelters currently in Grand Rapids Charter Township)**

MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES

This annex requires services and resources beyond the scope of what Grand Rapids Charter Township currently provides. In the situation where these services are needed, Grand Rapids Charter Township will coordinate with the Kent County Emergency Management Coordinator and request services from Kent County and, potentially, the Michigan Department of Health and Human Services.

ANNEX F

PUBLIC HEALTH AND MEDICAL SERVICES

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

The Public Health and Medical Services Official will maintain liaison and coordinate emergency management and response activities with the Public Health and Medical Services function at the county level. This annex relates to the following annex(es) in the Kent County EAG: (Emergency Medical Services, Public Health, and ESF#8 – Public Health and Medical Services)

Responsible Agency: Kent County EMS

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

Grand Rapids Charter Township does not currently provide these services. In the event that services or resources were needed, the township will make requests to the Kent County Emergency Management Coordinator who will, in turn, contact the Kent County Health Department, Kent County Medical Examiner's Office, EMS agencies (Rockford Ambulance primarily, but others if needed), and area hospitals depending on the need.

ANNEX G

PUBLIC INFORMATION

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

The Public Information Official will maintain liaison and coordinate emergency management and response activities with the Public Information function at the county level. This annex relates to the following annex(es) in the Kent County EAG: (Public Information, Warning, and ESF#15 – External Affairs)

Responsible Agency: Grand Rapids Charter Township Supervisors Office

Public Information Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.
	Pre-disaster public education
	Assist the Emergency Management Liaison in developing educational materials on the hazards facing the community and explaining what people can do to protect themselves to recover from incidents.
	Ensure that written materials are developed for non-English speaking individuals or others who require FNSS.
	Disaster warning and information
	Develop and release updated EAS messages based on incoming information.
	Document which EAS messages have been delivered over radio and television.
	Ensure that accurate information is disseminated describing such items as the locations of shelters, missing persons information hotline, volunteer hotline, rumor control hotline, etc.
	Distribute prepared public educational materials.
	Media coordination
	Establish and maintain contact with the EOC and/or the ICP.
	Prepare press releases and ensure that all press releases and official information is reviewed by the Grand Rapids Charter Township Supervisor.
	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 Grand Rapids Charter Township Township Hall.
	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
Grand Rapids Charter Township	Township Supervisor

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

TITLE	AGENCY
Township Supervisor	Grand Rapids Charter Township
Township Clerk	Grand Rapids Charter Township
Township Fire Chief	Grand Rapids Charter Township

The Grand Rapids Charter Township 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 Public Information function.

SIGNATURE OF PUBLIC INFORMATION OFFICIAL	DATE

ANNEX H

PUBLIC SAFETY

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

The Public Safety Official will maintain liaison and coordinate emergency management and response activities with the Public Safety function at the county level. This annex relates to the following annex(es) in the Kent County EAG: (Law Enforcement Annex, ESF#13 – Public Safety and Security)

Responsible Agency: **Kent County Sheriff's 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

Grand Rapids Charter Township does not provide law enforcement services. This annex would be handled by the Kent County Sheriff's Office (KCSO) with the East Precinct Community Outreach Officer serving as an initial liaison to the KCSO command staff for coordination.

ANNEX I

PUBLIC WORKS

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

The Public Works Official will maintain liaison and coordinate emergency management and response activities with the Public Works function at the county level. This annex relates to the following annex(es) in the Kent County EAG: (Public Works/Transportation, ESF#1 – Transportation, ESF#3 – Public Works and Engineering and ESF#12 – Energy)

Responsible Agency: Kent County Road Commission

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

Grand Rapids Charter Township does not provide direct public works servicesThe Kent County Road Commission will be utilized for services and equipment. Any requests for county, state, or federal agencies or resources will be initiated by Grand Rapids Charter Township first contacting the Kent County Emergency Management Coordinator.

MICHAEL J. DEVRIES
SUPERVISOR

EDWARD J. ROBINETTE
CLERK

DAVID A. VAN DYKE
TREASURER

GRAND RAPIDS
CHARTER TOWNSHIP
EST. 1834

LEE VANPOPERING
TRUSTEE

PHIL YEITER
TRUSTEE

VASILIKI CHRISTOPOULOS
TRUSTEE

MEGHAN MOTT
TRUSTEE

Item # 7

February 15, 2022

TO: Grand Rapids Charter Township Board of Trustees

FROM: Michael J. DeVries
Township Supervisor

RE: Assessing Review Policy

RECOMMENDATION

Consider approval of the Policy of Inspection of Assessing Records.

BACKGROUND

See attached.

1836 EAST BELTLINE N.E. • GRAND RAPIDS, MI 49525-4514
PHONE: (616) 361-7391 • FAX: (616) 361-6620 • WEB SITE: WWW.GRANDRAPIDSTWP.ORG

Grand Rapids Charter Township

Public Inspection Policy of Assessing Records

1. This policy shall cover the Grand Rapids Township Assessing Department public records. Documents protected by federal and state statutes regarding confidentiality shall be withheld as required.

2. Requests for public inspection and copying of assessing records may be made in person, verbally and/or in writing directly with the Assessing Department. Contact information can be found on the township website, www.grandrapidstwp.org. A member of the Assessing Department will respond to an inquiry within 7 business days to supply requested information or schedule a meeting.

3. Informal disputes can be made by contacting the Assessing Department either in person or writing.

4. Inspection of public records shall be allowed during normal township office hours; these hours are posted on the township website and the office.

5. Assessing records shall not be removed from the location provided for inspection. Original records shall not be marked, defaced, destroyed or otherwise altered.

6. Many public records, documents and forms are available on the Grand Rapids Township website, including property and tax information.

7. Any copies shall be paid at the rate on the current year Grand Rapids Township Fee Schedule and shall be paid before the requesting party is given the copies.

8. Any requests made pursuant to Michigan's Freedom of Information Act, shall be made to the Township FOIA Coordinator and shall be subject to the Grand Rapids Township FOIA Procedures and Guidelines.

9. This policy shall become effective on _____, 2022

POLICY DECLARED ADOPTED.

_____
Michael J. DeVries, Township Supervisor

_____
Edward J. Robinette, Township Clerk

AMENDED FEBRUARY 15, 2022

MICHAEL J. DEVRIES
SUPERVISOR

EDWARD J. ROBINETTE
CLERK

DAVID A. VAN DYKE
TREASURER

GRAND RAPIDS
CHARTER TOWNSHIP
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TRUSTEE

Item # 8

February 15, 2022

TO: Grand Rapids Charter Township Board of Trustees

FROM: Michael J. DeVries
Township Supervisor

RE: 2021 Annual Report from Cascade Inspections

RECOMMENDATION

No action necessary.

BACKGROUND

See attached Annual Report.

1836 EAST BELTLINE N.E. • GRAND RAPIDS, MI 49525-4514
PHONE: (616) 361-7391 • FAX: (616) 361-6620 • WEB SITE: WWW.GRANDRAPIDSTWP.ORG

CASCADE

Inspection Services

2021 ANNUAL REPORT

EXECUTIVE SUMMARY

2021 was another exciting (and very busy) year in the inspections department! I wanted to mention a few highlights:

1. Our plan to hire new inspectors ahead of anticipated retirements worked out very well. Craig Smith, Paul Westhouse and Jeff Vantil joined the team this year and are doing a great job…with their efforts we were able to maintain high service levels to residents and contractors and a smooth transition during retirements.

2. We implemented the new department organization chart. The following staff have accepted lead roles within their divisions:

   Bill Benoit – Deputy Building Official
   Dan Huyser – Chief Electrical Inspector
   Vince Millito – Chief Plumbing and Mechanical Inspector
   Julie Kutchins – Permits Manager

3. Expansion to include building permits for Plainfield and Vergennes. Both communities have been partners for many years and now all 7 partners are "full-service!"

4. We also completed a comprehensive fee analysis that resulted in a small increase that all partners have adopted. During the fee review, it became clear that even with the update, permit fees remain well below average…again providing value to residents and contractors.

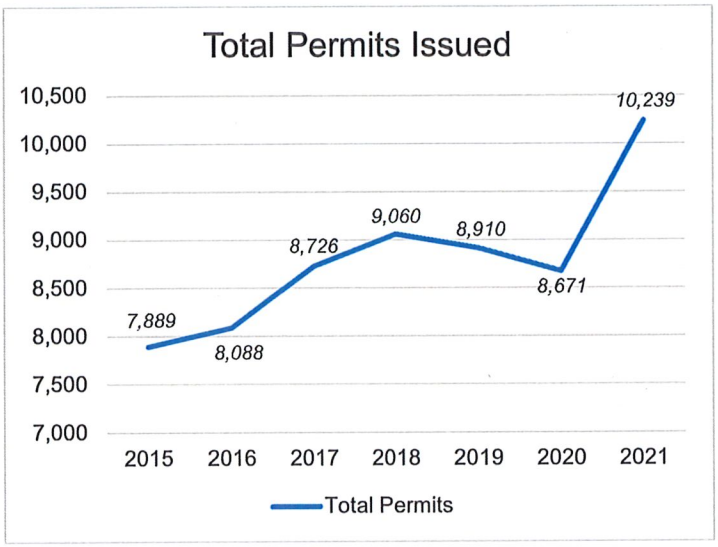
5. Remote inspection options are increasing (for qualifying inspections) and online permit applications comprise the majority of all permits issued.

Finally, I just wanted to thank the staff and elected officials in all partner communities that supported these efforts. The building department is well positioned and ready to meet the needs of our residents in 2022!

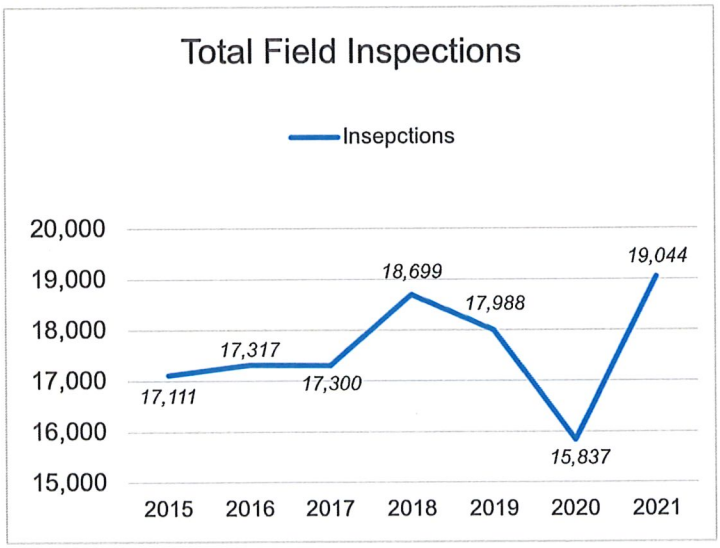
Brian Wilson

Brian Wilson
Director of Inspections

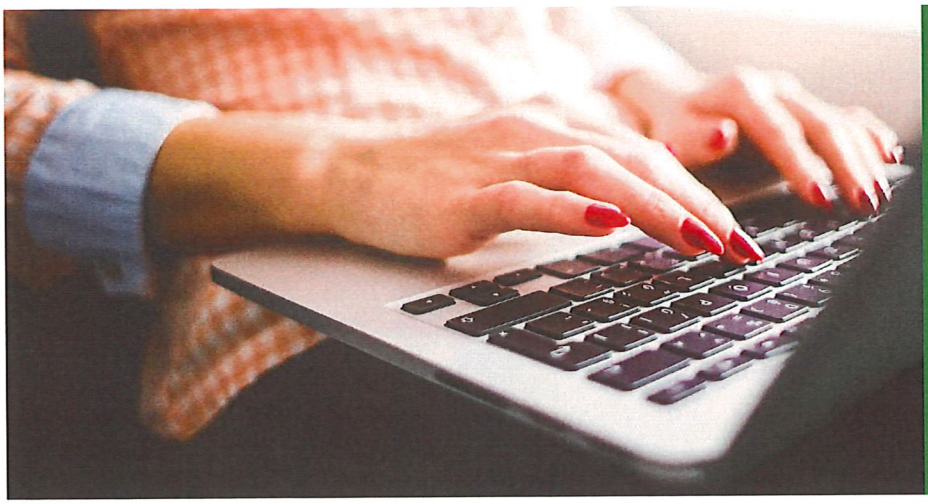
PERMITS + INSPECTIONS



Over 1500 more permits issued in 2021…a sharp increase above trend.



Total field inspections were also up significantly to over 19,000. Each inspector averages 10-12 inspections daily.



Online Permits Soar

Online permits are on the rise… over 59% of ALL permits are now completed online – saving contractor's valuable time!!

OUR TEAM

The department includes a director of inspections, ten full-time inspectors and two administrative staff. We also utilize several part-time inspectors and admin staff to help during the busy times.

BRIAN WILSON
Director of Inspections

CRAIG SMITH
Plumbing Inspector

BILL BENOIT
Deputy Building Official

JEFF BIEGALLE
Mechanical / Plumbing Inspector

RON SABIN
Building Inspector / Plan Reviewer

DAN HUYSER
Chief Electrical Inspector

DENNIS ROWLADER
Building Inspector/Plan Reviewer

PAUL WESTHOUSE
Electrical Inspector

TOM HANSON
Building Inspector/Plan Reviewer

DOUG POOLMAN
Fire Protection Inspector

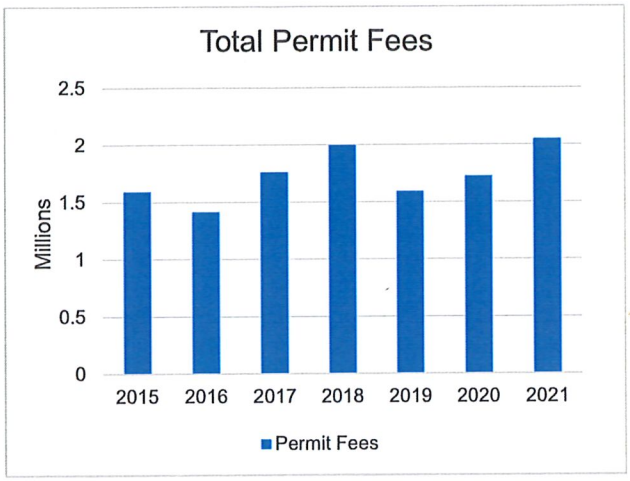
VINCE MILITO
Chief Mechanical/Plumbing Inspector

JULIE KUTCHINS
Permits Manager

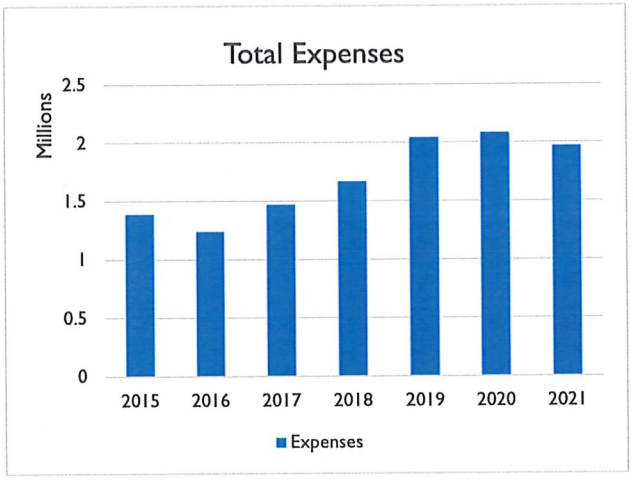
JEFF VANTIL
Mechanical / Plumbing Inspector

CAROL MEYER
Administrative Assistant

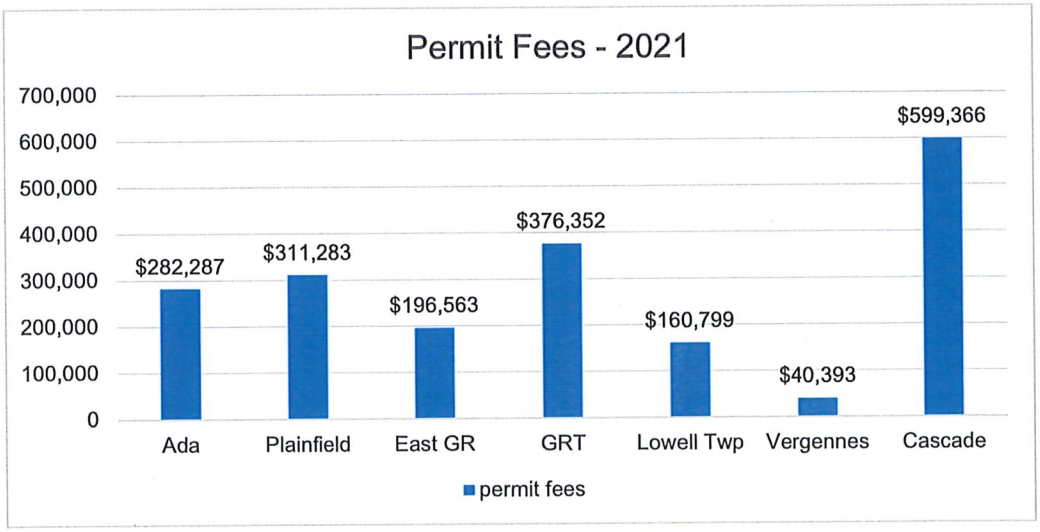
FEES + EXPENSES



Total permit fees were steady. The fee schedule was updated Jan 2022.

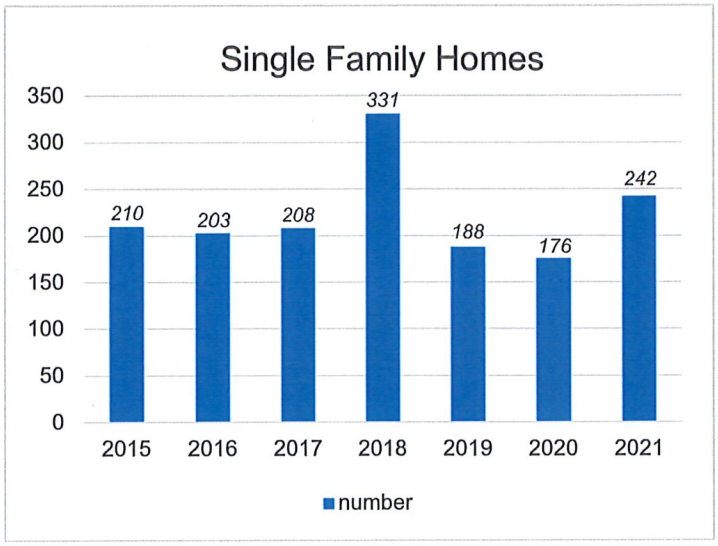


Operational expenses remained steady & reduction in capital improvements for 2021.

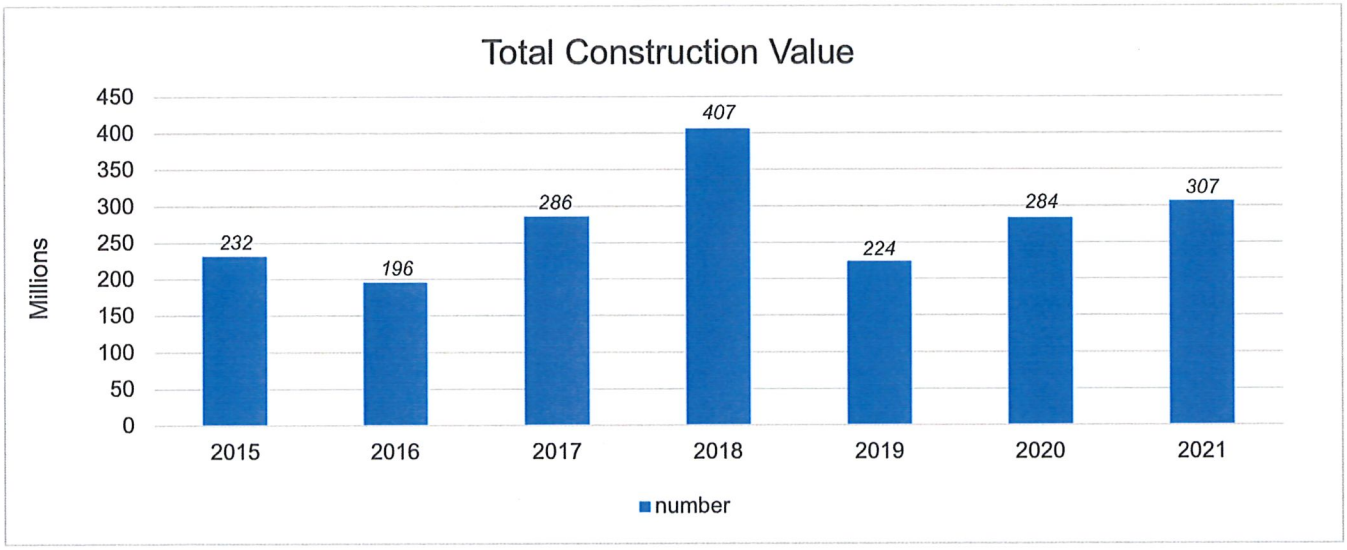


There are long-standing partnerships between the above municipalities. The efficiencies gained by all communities working together allow the best possible service for residents and contractors.

CONSTRUCTION



- 242 new homes were permitted, up 20% or more above trend.
- Note: 2018 had a large number of townhome developments.

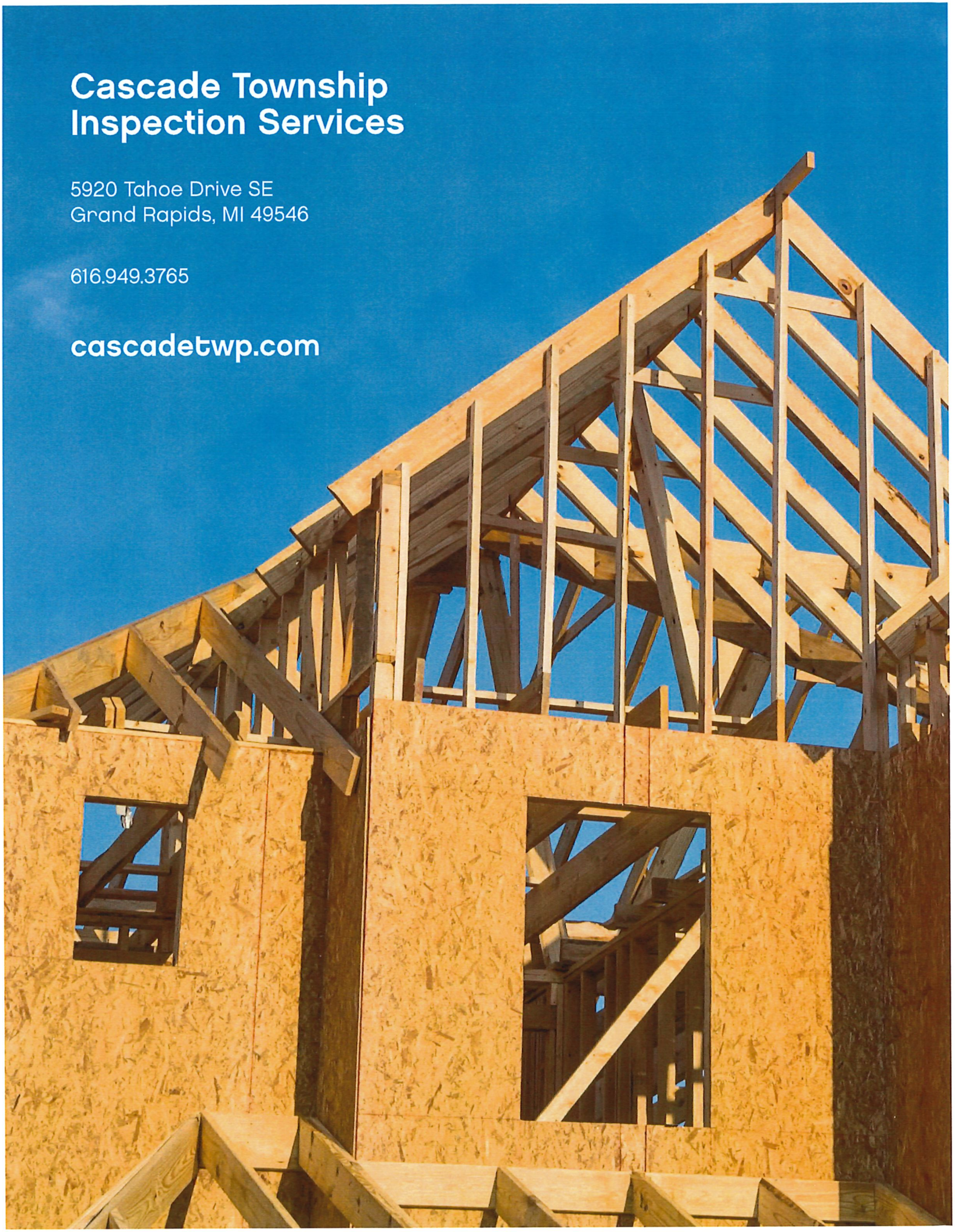


2022 GOALS

1. Maintain strong relationships with partner communities
2. Retain qualified staff to perform permit and inspection functions
3. Manage transition of building services for PCT and Vergennes
4. Continue to develop remote inspection programs
5. Explore BSA cloud for BD.net

Cascade Township Inspection Services

5920 Tahoe Drive SE
Grand Rapids, MI 49546

616.949.3765

cascadetwp.com