

**Finance**

JP Ritter <ritterj@alpenacounty.org>

Fri 4/16/2021 10:47 AM

To: Lynn Bunting <buntingl@alpenacounty.org>

Good morning Lynn,

I have two items I need to have on finance:

1) FY21 Stongarden Grant application Reuqest the application amount of \$157,089.64.

2) 2021 DNR Marine Safety Grant. I just received notification of the approved amount and am requesting to be attend Finance meeting to make the budget adjustments. Revenue 101-306-545.000 needs to be increased to \$7,700.00 Expenditures 101-306-701.000 Marine Safety Officer adjust to \$6,700.00 and 101-306-934.000 Marine Maintenance adjust to \$1,000.00.

Sergeant J.P. Ritter  
Alpena County Sheriff's Office  
4900 M-32 Hwy  
Alpena, MI. 49707  
Office 989-354-9863



Contract/Leases/Agreements/Grants  
Form

Is this	New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/>
Is this a Grant	Yes <input checked="" type="checkbox"/> (if yes, needs to go to grant review) No <input type="checkbox"/>
Is this an	Agreement: <input type="checkbox"/> Contract: <input type="checkbox"/> Lease: <input type="checkbox"/> Other: <input type="checkbox"/>
Name of who Contract/Lease/Agreement/Grant is with	Department of Homeland Security. Michigan State Police E.M.D.
Project Name	Stonegarden FY21
Attorney Review	All contracts/leases/agreements/grants must have attorney review and approval through the Commissioners' Office.
Insurance Review	All contracts/leases/agreements/grants must have appropriate insurance coverage per the attached list. It is the Department Head's responsibility to make sure that all requirements are met and listed on the insurance certificate.
Total Amount	\$ 157,089.64
Organization Match	\$ 157,089.64
County's Match	\$ 0

I have reviewed and approved this contract/lease/agreement/grant and attached appropriate insurance:

Sgt J. Datto 4/16/21  
Department Head requesting Date signed

GRANT REVIEW COMMITTEE APPROVAL:

Bonnie Melick 4/16/21  I am requesting a meeting.  
County Clerk Date signed

[Signature]  I am requesting a meeting.  
County Treasurer Date signed

[Signature] 4-16-21  I am requesting a meeting.  
Finance Chairman Date signed

Please do not mark below this line

\*\*\*\*\*

INTEROFFICE USE ONLY

Date received \_\_\_\_\_ Date sent for Attorney Review \_\_\_\_\_

Attorney Approval received \_\_\_\_\_ Insurance received \_\_\_\_\_

DEPARTMENT OF HOMELAND SECURITY  
Federal Emergency Management Agency  
**OPERATION STONEGARDEN (OPSG)**  
**OPERATIONS ORDER AND BUDGET TEMPLATE**

Based on OMB Control Number:  
1660-0125  
Expiration: 05/31/2020

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this data collection is estimated to average 571 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472-3100, Paperwork Reduction Project (1660-0125). **NOTE: Do not send your completed form to this address.**

**Operation Order Name:**

**Operation Order Number:** (Completed by CBP)

**Fiscal Year:** 2021

**Operations Dates:** From: 10/01/2021 To: 07/31/2024

**Report Date:** April 15, 2021

Executive Summary

**I. SITUATION**

**A. General Situation:**

Alpena County has approximately 24 miles of Lake Huron shoreline and approximately 49 miles of international border with Canada. The proximity to the Canadian border is 76 miles from shoreline to shoreline and 39 miles to the international border. Alpena County has multiple public and private airfields, which includes the Air National Guard Base-Alpena Combat Readiness Training Center. There are also numerous public and private boat launches/marinas/harbors that can be used by terrorists/smugglers without detection.

The Alpena County Sheriff's Office currently has 12 deputies. There is a lack of Border Patrol presence in Alpena County.

**B. Terrain/Weather:**

**TERRAIN** – Alpena County is a 100% water border. The terrain is relatively flat with areas of dense forest and swamps for the majority of its coastline making access to the border difficult and inaccessible without specialized equipment. Lake Huron averages less than 30 feet in depth for the first mile from shore, gradually deepening to over 200 feet at 10 miles out. Additionally, US23 is a major route of ingress/egress through the border area that runs north and south along the Lake Huron shoreline, thereby facilitating the flow of illicit people and materials away from the border.



WEATHER – Mild wet summers produce heavy fog contrasting cold winters with snowfall averaging 69 inches per year. Temperatures range from upper 70s in the summer to teens in the winter.

C. Criminal Element:

Various TCOs, including Albanian groups, have been identified utilizing the Lake Huron area.

There have been numerous cases of reported smuggling events, both people and goods, which have taken place in the area around Alpena County.

D. Friendly Forces:

The Alpena County Sheriff's Office and local law enforcement along Michigan's northern border are equipped in varying degrees with aircraft, boats, vehicles, and manpower making them an asset able to provide consistent patrol of the area. With financial aid from OPSG and coordination assistance from Michigan Homeland Security and other local law enforcement agencies on the international border can maintain a solid presence on Lake Huron and within Alpena County.

Alpena County Sheriff's Office

989-354-9830

**II. MISSION**

During the stated period of performance, Alpena County will support the USBP Field Commanders by operating in and around the border area to enhance overall border security efforts. Taking a collaborative approach to enforcement, Alpena County law enforcement agencies will work in coordination with USBP to serve as force multipliers in a combined effort to disrupt, dismantle, and interdict transnational threats while improving communication and intelligence sharing.

Essential tasks include high visibility road patrols, off-road and specialty vehicle patrols, and marine patrols. Patrols and interdiction actions will be conducted at or near the international boundary, shoreline marinas and points of potential ingress, as well as interior roads and transit nodes (bus stations, train stations). Methods of patrol will vary by season or reason, and will be adjusted as operational necessity dictates.

**III. EXECUTION**

A. Management/Supervisor Intent:

Purpose: Conduct enforcement activities to enhance overall border security.

Method: High visibility patrols at or near the international boundary, shoreline marinas and points of potential ingress, as well as interior roads and transit nodes. Other methods may be utilized based upon the needs of the supported field commander (Station Patrol Agent in Charge (PAIC)).

End State: Robust and sustained border security within the local jurisdiction and regionally; enhanced communication and intelligence sharing amongst federal, state, local and tribal (where applicable) law enforcement agencies; collaborative approach to identify, disrupt and dismantle Transnational Criminal Organizations (TCO), Alien Smuggling Organizations (ASO), and provide anti-terrorism and critical infrastructure patrol capabilities.



B. General Concept:

Alpena County will utilize OPSG funds to conduct operational law enforcement activities on an overtime basis. OPSG funding will not be utilized to pay regular wages. Additionally, funds will be used for vehicle and vessel fuel during OPSG activities, vehicle and vessel maintenance to address wear and tear as a result of OPSG activities, and purchase of equipment to be used for OPSG activities. Alpena County will not use OPSG funds to supplant what would otherwise be funded by traditional means.

C. Specific Responsibilities:

1. OPSG Sector Coordinator:

Liaison between USBP Headquarters, the Michigan and Ohio State Grant Administrators, Detroit Sector Command Staff and Supported Field Commanders (PAICs) and their designated OPSG station coordinators. Enable successful OPSG activities through policy guidance and coordination assistance.

2. Supported USBP Field Commander (or Station Coordinator):

Responsible for OPSG core processes to include OPORD/FRAGO planning, generation, and execution. Determine when, where and how OPSG recipients can best support lines of effort within AOR; communicate needs with OPSG partners through frequent integrated planning meetings; establish and enhance intelligence sharing capabilities with OPSG partners; review and approve/reject daily activity reports germane to AOR; complete after action reports at the end of specific performance periods. Periodically verify that OPSG recipient activity is supportive of station commander priorities.

3. OPSG Sub-Recipient Alpena County:

Direct all law enforcement operational activities in support of USBP Field Commander priorities and in accordance with the OPSG FEMA grant guidelines.

Participate in frequent integrated planning meetings with USBP Field Commander (or station coordinator) and clearly communicate operational intent. Coordinate with friendly forces to achieve mission objectives; maintain communication with and seek reimbursement from State Grant Administrator; operate within the parameters of the published OPORD and limit FRAGO requests to operational necessity. Limit all equipment requests to that which is necessary to conduct OPSG operations.

D. Coordinating Instructions:

Alpena County will coordinate with USBP Field Commander prior to conducting law enforcement operations. A summary of daily operational activity will be reported in accordance with OPSG policy guidance.

**IV. ADMINISTRATION/LOGISTICS/BUDGET REQUEST**

The Current Fiscal Year Operations order budget spending plan worksheet will begin at Section IV Administration/Logistics/Budget. The Worksheet will need to contain itemized listing of overtime, fringe, equipment, fuel, maintenance, mileage, travel, and M&A. Budget spending plan should be planned in one- or two-year increments. Grantees may not begin operations, obligate, or expend any funds until the final Operation Order and embedded budget has been approved by FEMA GPD and CBP/USBP Headquarters and any existing special conditions and/or restrictions are removed.



The sample table provided should be utilized as the standard official format to be utilized in the execution of operations orders. A detail itemization and justification section are to be documented in the same format as the example demonstrated on the following page. Each State, Local, or Tribal entity will need to be separated and categorized in the same order each category has been listed on the A.1 Example.

The prepared should first enter all the information below in the justification section of the budget and use the tables to fill in the chart above.

Chart A.1 Cost Estimates/Funding/Issues/Budget Chart (Example)

COUNTY NAME: **Alpena**

Administration/Logistics/Budget		Narrative Justification (Computation of Items)	Federal Request
<b>Law Enforcement Operational Overtime</b> <i>*Over 50% in OT funding needs a Personnel Cap Waiver request letter.</i>		Alpena County Sheriff's Office 1,661 hours x \$43.12	= \$71,622.32
<b>Fringe Benefits for Law Enforcement</b>		Alpena County Sheriff's Office \$71,622.32 x 43%	= \$30,797.59
		<b>Overtime and Fringe Total</b>	\$102,419.91
<b>General Equipment</b> <b>General Equipment</b> Four SHOXS seats for the Safe Boat Patrol Boat. Two front and two rear seats	AEL# 02EX-00-TCVW- Upgrades, Containment Vessel	Alpena County Sheriff's Office	\$23,000.00
<b>Special Equipment</b> Handheld Portable Fingerprint Scanner with 5 year warranty	AEL# 05AU-00-BIOM Device, Biometric User Authentication	Alpena County Sheriff's Office	\$5,110.00
<b>Vehicles, Watercraft, other type of vehicles</b> <i>* Needs Justification Letter</i>	AEL#		
<b>Regional Capability Building Equipment</b> <i>* Needs Justification Letter</i>	AEL#	N/A	
		<b>Equipment Total</b>	\$28,110.00



<b>Vehicles</b> Alpena County Sheriff: Vehicles 900 hours @ 3.00 gal = \$5,400.00  Vessel 400 hours @\$5.00 gal = \$4,000.00  ATV/Snowmobile 200 hours @\$3.00 gal \$1,200.00  Hours times, two, times price per gallon	<b>Fuel Cost</b>		\$10,600.00
Alpena County to include patrol vehicles, vessels, and ORV's	<b>Maintenance Cost</b>		\$5,000.00
N/A	<b>Mileage Cost</b>		
Travel, Lodging, and Per diem			
<b>County M&amp;A</b>		Sub-Recipient County Only	\$7,306.49
<b>State M&amp;A</b>			\$3,653.24
<b>Total Funding Cost</b>			<b>\$157,089.64</b>

Cost Estimates/Funding/Issues/Budget Chart (YEAR 2)

COUNTY NAME: **Alpena**

Administration/Logistics/Budget		Narrative Justification (Computation of Items)	Federal Request
<b>Law Enforcement Operational Overtime</b> *Over 50% in OT funding needs a Personnel Cap Waiver request letter.			
<b>Fringe Benefits for Law Enforcement</b>			
		<b>Overtime and Fringe Total</b>	
<b>General Equipment</b> * Justification Letter needed for \$100K or more purchases *If more space is needed show total equipment cost and list all equipment in justification section of budget.	AEL#		
<b>Special Equipment</b> * Needs Justification Letter	AEL#		



<b>Vehicles, Watercraft, other type of vehicles</b> * Needs Justification Letter	AEL#		
<b>Regional Capability Building Equipment</b> * Needs Justification Letter	AEL#	N/A	
		<b>Equipment Total</b>	
<b>Vehicles</b>	<b>Fuel Cost</b>		
	<b>Maintenance Cost</b>		
	<b>Mileage Cost</b>		
Travel, Lodging, and Per diem			
<b>County M&amp;A</b>		Sub-Recipient County Only	
		<b>Total Funding Cost</b>	

Cost Estimates/Funding/Issues/Budget Chart (YEAR 3)

COUNTY NAME: Alpena

Administration/Logistics/Budget	Narrative Justification (Computation of Items)	Federal Request
<b>Law Enforcement Operational Overtime</b> *Over 50% in OT funding needs a Personnel Cap Waiver request letter.		
<b>Fringe Benefits for Law Enforcement</b>		
		<b>Overtime and Fringe Total</b>
<b>General Equipment</b> * Justification Letter needed for \$100K or more purchases *If more space is needed show total equipment cost and list all equipment in justification section of budget.	AEL#	
<b>Special Equipment</b> * Needs Justification Letter	AEL#	



<b>Vehicles, Watercraft, other type of vehicles</b> * Needs Justification Letter	AEL#		
<b>Regional Capability Building Equipment</b> * Needs Justification Letter	AEL#	N/A	
		<b>Equipment Total</b>	
<b>Vehicles</b>	<b>Fuel Cost</b>		
	<b>Maintenance Cost</b>		
	<b>Mileage Cost</b>		
Travel, Lodging, and Per diem			
<b>County M&amp;A</b>		Sub-Recipient County Only	
		<b>Total Funding Cost</b>	

Itemized Cost and Justifications	
Overtime	
1,661 hrs x \$43.12	= \$71,622.32
Fringe	
Wages x 43%	= \$30,797.59
<b>Equipment</b>	
Item 1 -	
Four SHOXS seats for the Safe Boat Patrol Boat. Two front and two rear seats	= \$23,000.00
Handheld Portable Fingerprint Scanner with 5 year warranty	= \$5,110.00
Item 2 -	
	County \$28,110.00 subtotal - Equipment
Fuel	







	<b>Friendly Force Name</b>									
	<b>Total Cost</b>									

**B. Travel:**

N/A

**C. Lodging:**

N/A

**D. Reception of Detailed Personnel:**

N/A

**E. Uniform and Equipment:**

As prescribed by the participating state and local agencies' chain of command.

**F. Special Equipment:**

N/A

**G. Alien Processing:**

Individuals in custody determined to be undocumented aliens will be turned over to the USBP for processing and disposition. Seized contraband will be processed in accordance with existing federal, state, and local policies.

**H. Medical:**

Medical emergencies will be handled by the closest available medical facility, and in accordance with established departmental policy.

Mid-Michigan Hospital, Alpena  
 1501 West Chisholm St.  
 Alpena, MI. 49707  
 989-356-7000

**I. Detention/Transportation:**

Subjects encountered who are determined to be or believed to be illegally present in the United States will be referred to the USBP for determination and disposition via Detroit Sector Communications (KAK-700).

The handling of state violators in USBP custody will be in accordance with existing norms.

**J. Vehicles:**

Agency issued & assigned vehicles, to include patrol vehicles, ORV's, snowmobiles, and patrol boats.

**V. COMMAND/ CONTROL/ COMMUNICATION**

**A. Chain of Command:**

Detroit Sector Headquarters	586-239-2100
Chief Patrol Agent Douglas Harrison	202-809-6301
(A)Deputy Chief Patrol Agent R. Alan Booth	586-388-2098
(A)Division Chief of Operations Shawn Wilson	586-239-3631
Division Chief of Programs Craig Shepley	586-206-8141
(A)Executive Officer of Programs Mark Rogers	810-989-5056
(A)Executive Officer of Operations Matthew Lightner	586-239-3631

**B. Unit Command:**

OPSG participating agencies, while acting at the direction of the USBP Chief Patrol Agent or his designee, will maintain local departmental chain of command in the operational environment.

(A) PAIC Andrew Halonen	906-632-3383
Sheriff Steven Kieliszewski	989-354-9836
Undersheriff Erik Smith	989-354-9871
Sgt. J.P. Ritter	989-354-9863

**C. Communications Detail:**

Communications will be conducted through normal BP frequencies along with local/state channels accessed through the 800 MHZ Dual Band Radios and KAK 700. Cell phones will be used for secondary/backup communications.

**D. Map Coordinates:**

Notes: Variable geographic confines of the Detroit Sector

Longitude: 45° 13' 12"  
Latitude: -83° 23' 40"  
Decimal: 45.2200 -83.39444

Location Zone: DTM 19

**ANNEX**



A. Administration Annex:

B. Execution Annex:

C. Command Annex:

D. Media Action Plan:

All CBP/Border Patrol media inquiries will be referred to Detroit Sector Field Communications Office at 586-239-5059. All other media inquiries will be referred to the agency's respective Public Affairs Office.

E. Legal Review:

Participating agencies will direct legal inquiries to their respective agency's legal team. Legal issues involving USBP will be forwarded to the CBP Office of Chief Counsel.

**Risk:**

Initial Risk	Initial Risk Level	Mitigating Factors	Resulting Risk Level
Armed Encounters	Medium	Officer training and available tools	Medium
Assaults on Officers	Low	Officer training and available tools	Low
Injuries due to inclement weather	Low	Officer training and experience working in inclement weather	Low

**Photos:**

