

Alpena County Office of Emergency Management & E911 Services

720 W. Chisholm Street, Suite #13

Alpena, MI 49707

(989) 354-9821

January 2, 2023

Commissioners,

With the 911 and Emergency Management budgets for 2024, I submitted a detailed request to change Al Rapson, Deputy Director, from part-time to full-time (attached). From discussion at December's Personnel Committee meeting, it came to my attention that, due to technical issues, the budget memos attached in BS&A were not received, and thus not included in the review process, for 2024. Pursuant to that conversation, I am submitting the following information for consideration of an adjustment to the 911 and Emergency Management budgets for 2024:

Current information:

Salary: \$34,572.00 (includes \$1,500 bonus)

Medicare: \$501.29

Short-Term & Life: \$52.56

Social Security: \$2,143.46

Workers Comp: \$250.00

Total: \$37,519.31 (\$18,759.66 each budget)

2024 Proposed, effective January 1, 2024:

Salary: \$45,596.00 (includes \$1,500 bonus)

MERS: \$1,823.84

Health Ins: \$4,557.00

HSA: \$1,000.00*

HSA Flat: \$1,000.00*

Medicare: \$661.14

457 Match: \$1,367.88

Short-Term & Life: \$52.56

Social Security: \$2,826.95

Workers Comp: \$250.00

Total: \$59,135.37 (\$29,567.69 per budget which is an increase of **\$10,808.03** per budget)

*health benefits enrollment not completed, using single enrollment for calculation



I am requesting a budget adjustment of half the total (following medical insurance enrollment) from the 911 Fund Balance into the appropriate 261-325 budget payroll/benefit line items.

I am also requesting budget adjustments to the 2024 Emergency Management payroll/benefit line items from:

101-426-727.001 – Emergency Prep Supplies \$1,000.00

101-426-931.001 – RACES Upgrades \$1,500.00

101-426-932.000 – Siren Maintenance \$2,000.00

101-426-955.002 – Dues & Subscriptions \$308.00

Total adjustments within the EM budget: \$4,808.00, with the balance, following medical insurance enrollment, respectfully requested from the General Fund.

Sincerely,



Kim Elkie

Director

Alpena County Office of Emergency Management & E911 Services

720 W. Chisholm Street, Suite #13, Alpena, MI 49707

(989) 354-9821

September 12, 2023

Greetings Commissioners:

Historically the 911/Emergency Management Office employed a full-time director who covered both departments with salary and responsibility levels graded at 50% each. As it had been noted by several previous directors that the 50/50 split for a solitary director was not an effective model, upon Mark Hall's notification of his intended retirement, the decision was made to appropriately align the duties into separate positions. I became 911 Director in February 2022. After reviewing other options brought forth, in May 2022 the decision was made to re-align the duties into a single director position and add a part-time assistant director.

Al Rapson joined our 911/Emergency Management team as Assistant Director on October 3, 2022 with approval for 58 hours biweekly, an average of 29 hours per week. At his interview, I shared with Al my goal of developing robust Alpena County 911 and Emergency Management programs. I also outlined to him the plan of succession I envisioned, that we will vigorously develop and move our programs forward and, upon my future retirement, we will have appropriately prepared him to lead the programs successfully into the future. I am confident the attached list of actions and accomplishments from our office outlines a solid launch in this regard.

Al has proven himself to be a dependable, trustworthy and contributing member of the team. Al conducts himself in a respectful manner, representing Alpena County and our office in a positive light.

At this time, I am requesting the position of Assistant Director be moved from part-time to full-time effective January 1, 2024, with the increased cost (estimated at \$23,120.53) divided 50/50 between the 911 and Emergency Management budgets (approximately \$11,560.27 each, does not include medical insurance choice until decision after health fair) as outlined below:

Current: Wages	\$31,336.24
Social Security	\$ 1,942.85
Medicare	\$ 454.38
Group Life	\$ 55.20
Total:	\$33,788.67

Change: Wages	\$46,300.80 (including step increase Oct 3 and plan for increase Jan 1)
Social Security	\$ 2,870.65
Medicare	\$ 671.36
Group Life	\$ 55.20
MERS	\$ 6,389.51
Workers Comp	\$ 185.00
<u>Short Term Disability</u>	<u>\$436.68</u>
Total:	\$ 56,909.20

On the following pages I have provided for your review a list of some of our accomplishments and activities for 2023 year-to-date.

Thank you for your consideration. I look forward to answering any questions you may have.

Respectfully,

Kim Elkie

Kim Elkie
Director

2023 ACTIVITIES AND ACCOMPLISHMENTS TO-DATE:

- Compiled and submitted critical infrastructure report to Homeland Security
- Storm prep for severe winter storms
- Hosted Prosecutor's Office in our EOC during their office renovations
- Encountered and managed 911 fiber outages
- Publicizing Text-to-911 capabilities
- Hosted Virtual Tabletop Cybersecurity Exercise/Training
- Attended State Interoperable Conference in Muskegon
- Collaborating with Fire Departments and assisting with planning for Alpena County MABAS membership
- Re-created and submitted Alpena County Emergency Operation Plan for approval; numerous annexes approved, final set of annexes to be reviewed/approved in October
- Currently creating Emergency Operation Plan for City of Alpena to adopt, to be covered by Alpena County Emergency Management operations.
- Completed financial audit with State 911 Office (back through 2020 for full financials, through 2019 for training fund) - awaiting final report
- Assisted with planning and participated in Radiological HazMat Exercise with CRTC and CST
- Updated bylaws for Alpena County Central Dispatch Committee
- Working with our mapping app company to provide more accurate mapping for first responders (longstanding problem, we're at 99+% resolved)
- Two dispatcher hires successfully completed training (one retirement, one left to be stay-at-home mom)
- One new industrial hazardous material Offsite Response Plan was created, reviewed and approved by LEPC; two additional plans were updated, reviewed and approved by the committee. The plans have been submitted to the State's Emergency Management Homeland Security Department for final review and approval.
- 18 dispatch policies updated (have commenced a cover-to-cover review/update of all dispatch policies and procedures)
- Submitted annual report to State 911 Office regarding calls processed and financials (they combine all reports received into a comprehensive annual report to present to the State Legislature)
- Celebrated National Public Safety Telecommunicators Week
- Updated 911 and Emergency Management webpages on County's website
- Submitted appeal and second appeal to FEMA regarding declined COVID reimbursements
- Attended cybersecurity conference in Gaylord
- Hosted National Weather Service Weather Spotter Training in Alpena (19 attendees)
- Contracted to take CRTC's 911 calls
- Provided on-scene support at St. Rose Church fire, home fire/explosion on Mac Ave and garage fire on Long Lake Rd
- Continue working on address verification/updating project
- Continued working with MyMichigan Medical Center concerning misdialed 911 calls. Their outside line access digit has finally been changed from "9" to "8" and the calls to 911 are rare and far between now rather than daily
- Collaborated with Human Resources and Union to agree on language for 10th dispatcher position which was approved/added as part 2023's budget
- Attended 2023 Great Lakes Homeland Security Conference in Grand Rapids, including grant fiduciary training, attended annual breakfast hosted by Captain Kevin Sweeney

(Deputy State Director of Emergency Management), attended a Region 7 Homeland Security meeting there as well as a statewide Local Emergency Planning Committee meeting.

- Kim won a 7-credit-hour virtual training course on Basic Disaster Life Support at the Homeland Security Conference with a 3-year certification (passed the exam with 100%)
- Attended Damage Assessment Training with Equalization Director Somers
- Completed Active Violence Training through the Sheriff's Office, training at Thunder Bay Jr High
- Completed mental health training through Sheriff's Office
- Hosted Michigan Communication Directors Association (this is Michigan's 911 directors' association) bimonthly meeting in Alpena with attendees from around the state - upper and lower peninsulas; attended two MCDA meetings out-of-town
- Attended numerous Region 7 Homeland Security meetings in Frederic
- Participated in the Airport's annual exercise training, which was full scale this year
- Submitted After Action Report to Homeland Security following airport exercise
- Obtained Hazardous Materials Emergency Preparedness Grant from Homeland Security (anticipating an approximately \$1,800 reimbursement for activities performed)
- Currently looking for grant opportunities to fund a new computer-aided dispatch system valued at approximately \$500,000
- Browsing available call-taking software with 4 other partners with whom we collaboratively purchased our current system - may also combine this item with new computer-aided dispatch system, as above, depending on what vendors have to offer and grant availability and cost savings to bundle
- \$1.3 million central tower project successfully went live on August 23
- Recently contacted by the FBI Detroit Field office (they attended the hazmat training earlier this year) regarding bringing additional hazmat training to Alpena
- Assisted Probate Court Register with researching and programming a "panic button" on old phone system to provide a direct link to 911
- Participated in Operation Safe Harbor evacuation exercise regarding evacuating Mackinac Island on September 6&7; assigned to incident communications command team at St. Ignace airport
- Budgeted radio project with all 8 fire departments in the County, providing a 50% match for radios/pagers using ambulance/first responder millage funds requested into 911's budget annually (currently in progress)
- Attended Community Leaders Day at CRTC (2nd year)
- Attended Protecting Places of Worship virtual training through FEMA
- Kim - Northeast Michigan Medical Control Advisory Board
- Kim - MSU Extension Regional Advisory Board
- Al - MyMichigan Medical Center Recipient Rights Committee
- We are both enrolled in the *Professional Emergency Manager* program through FEMA; the classes and activities are in addition to those listed above.

... and we still have over 3 months remaining in the year!