



# Village of Pewamo

*Village of Pewamo is an equal opportunity provider and employer.*

130 E. Main Street • P.O. Box 385 • Pewamo, MI 48873 • 989-593-2553 • Fax 989-593-2709

Original document approved on Feb. 14, 2011

This document reviewed with updated changes and approved at Council meeting on July 8, 2019

## Village of Pewamo Electronic Data Processing Disaster Recovery Plan And Emergency Contact Listing

The Village of Pewamo Council is committed to maintaining and protecting the Village's Information System. The Village Council believes that a complete and accurate Information System, which includes Personnel Information, Fiscal Information, Financial Accounts and Building and Equipment. This is vital to the Villages ability to deliver uninterrupted service to the community. The following plan outlines the key components of the Village's procedure toward maintaining effective operation in a catastrophe that threatens Village technical system.

System	Priority	Emergency Access	Recovery Options	Support Contact Information
BS&A Software, Equalizer Software System Provides the following software system For items listed below: 1. Employee Payroll Records 2. Budget Information 3. Accounts Receivable &Accounts Payable 4. Tax Billing 5. Water & Sewer Utility Billing	Level 1	Village information is accessed via Internet with BS&A Software	Village has signed contract with BS&A Software to provide online support	BS&A Software 14965 Abbey Lane Bath, Mich. 48808 Phone: 517-641-8900 Fax 517-641-8960 e mail: www.bsasoftware.com
Main File System	Level 1	Managed offsite backup service, all files Are protected by state-of-the-art encryption. Automated off-site protection. Fast online Only Village can retrieve their files, completely Recovery of any version of any protects files.	Village has signed contract With I.T. Right to provide daily offline backup of all computerized files	I.T. Right PO Box 160 Phone 517-318-0350 Bath, Mich. 48808 Fax 517-318-0351 e mail: WWW.ITRIGHT.COM
Internet Service Village Office	Level 1	Internet service to access online BS&A And e-mail accounts	Village has contract with Broadstripe to provide Service and repairs to System	WOW 2512 Lansing Road Charlotte, Mich. 48813 Phone 800-444-6997
Internet Service -Fire Station, DPW And Hot Spot at Trail Center	Level 1	Internet Service	Village has contract with Mutual Data to provide Service and repairs to System	Mutual Data 319 N Clinton Ave St. Johns, Mich. 48879 Phone 989-224-6839
Phone System	Level 1	Voice communitons to communicate with Council members, vendors and 911 calls In case of phone system being down for Extended period council members will use Personnel cell phones	Village has contract with Frontier Phone to provide service and repairs to	Frontier Phone Repair phone# 877-462-8188 e-mail: <a href="http://www.frontier.com">www.frontier.com</a>




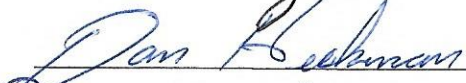

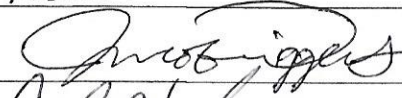
Natural Gas and Electric Power	Level I	If loss of power to Water & Sewer system Or Fire Department Building, Backup	Village has contract with Consumers Energy to Service & repairs for gas and electric for village. Also Village has Natural Gas backup Generators, for Water, Sewer & Fire Department in case of Power failure	Consumers Energy Lansing Mich Phone 800-477-5050
Building & Equipment	Level II	All buildings and equipment are insured With Michigan Municipal League Meadowbrook Insurance Group	Liability and Property Damage	Michigan Municipal League Meadowbrook Insurance Group PO Box 125 Ithaca, Mich 48847 Phone # 800-893-0554
DPW employees Workers Comp.	Priority II	Workmen's Comp Insurance Covered By Michigan Municipal League Meadowbrook Insurance Group	Workmen's Comp Insurance	Michigan Municipal League Meadowbrook Insurance Group PO Box 125 Ithaca, Mich. 48847 Phone # 800-893-0554
Village Ordinances	Priority III	Village Ordinances to operate Village Within legal limits of law	Hard Copies of Ordinances stored in Village Office, also Ordinances updated on the Internet as provided by American Legal Publishing	American Legal One West Fourth Street 3 <sup>rd</sup> Floor Cincinnati Ohio, 45202 Phone: 800-445-5588 Fax: 513-763-3562

**Listed below are contractors that can be used for emergency situations:**

1. Ionia County Sheriff  
133 E. Adams St.  
Ionia, Mich. 48846  
Phone: 616-527-5737
2. Portland Ambulance Service                      Ambulance Service  
773 E Grand River  
Portland Mich. 48875  
Call 911
3. Pewamo Fire Chief                                      Fire and Emergency calls  
Michael Yerge  
Call 911  
Or 269-209-0564 for general information
4. DPW Supervisor    Responsible for all Village systems to include, water, sewer, roads, parks  
Mike Scollon  
DPW office Phone 989-593-3281  
Cell Phone 989-640-4014
5. Peerless Midwest Inc                                      Well and Pump repairs & supplies  
505 Apple Tree Dr.  
Ionia, Mich. 48846  
Phone 616-527-0050  
Bob Masters 616-490-1348

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| 6.. | Badger Meter Inc<br>PO Box 245036<br>Milwaukee, WI, 53224-9536<br>Phone 800-876-3837   | Water Meter repairs                        |
| 7.  | Clark Hill PLC<br>Joseph Colainne<br>212 East Ceaser E Chavez 310 W Main St.<br>Ionia, Mich. 48846<br>Phone: 616-527-9500<br>Fax: 616-527-4449 | Legal concerns<br>Village Attorney         |
| 6.  | Pung Excavating<br>10330 Kinley Rd<br>Fowler Mich 48835<br>Phone 593-2135<br>Jim Pung 989-640-0133<br>John Pung 989-640-0132                   | Water main breaks and general excavating   |
| 7.  | Electricians<br>Diversified Electric 517-204-1323<br>Westphalia Electric 989-587-3983  | All electrical emergencies                 |
| 8.  | Plumber<br>Steve Weber 989-292-0603  | Plumbing repairs excluding Watermain break |
| 9.  | Water Main repairs<br>Municipal Supply 989-647-6597  | Supplies                                   |

In the event of an emergency one person will take charge to coordinate all activities. Listed below is a chain of command in priority. If the first person on the list is not available Please move down the listing until someone can take charge.

				<u>Signature</u>
1. Mike Scollon	DPW Supervisor	Phone 989-593-3281	Cell 989-640-4014	
2. Michael Yerge	Fire Chief/Trustee	Phone 269-209-0564		
3. Randy Zenk	President	Phone 989-593-2920		
4. Dan Heckman	Mayor Pro-Tem	Phone 989-593-2773		
5. Sandy Wolniakowski	Clerk	Phone 989-593-2479		
6. Steve Meyers	Trustee	Phone 517-256-9147		ABSENT
7. Tanner Roe	Trustee	Phone 517-775-9279		ABSENT
8. Jacob Wiggers	Trustee	Phone 517-526-0687		
9. Carl Hafner	Treasurer	Phone 616-443-5998		