

Region 6 Homeland Security Planning Board

“Community Preparedness through Regional Collaboration”

Abby Watkins, Board Chairperson

Newaygo County Emergency Services, 306 S. North St., White Cloud, Michigan 49349, 231.689.7354, abbym@co.newaygo.mi.us

Lou Hunt, Board Vice Chairperson

Ottawa County Emergency Management, 12220 Fillmore Street, West Olive, Michigan 49460, 616-738-4050, lhunt@miottawa.org

Allison Farole, Board Secretary

City of Grand Rapids, Emergency Management Administrator, 38 LaGrave Avenue SE, Grand Rapids, MI 49503, afarole@grand-rapids.mi.us, hsregion6@gmail.com

Leah Delano, Chair R6 Sub-Committees
Scott Corbin, Chair R6 Planning Committee

REGION 6 EXECUTIVE COMMITTEE MEETING

Minutes – January 13, 2025 – 10:00 AM

Big Rapids Department of Public Safety Building, 435 N. Michigan Ave, Big Rapids, MI 49307

In-Person with Teams Meeting Option

- I. **Called to Order** at 10:01am
- II. **Roll Call**

Voting Members:

| | | | |
|---|-----------------------------|---|--|
| X | Abby Watkins – Chairperson | X | Leah DeLano – R6 Sub-Committee Chair |
| A | Lou Hunt – Vice Chairperson | V | Scott Corbin – R6 Planning Committee Chair |
| X | Allison Farole – Secretary | | |
| | A = Absent X = Present | | AL = Alternate V = Virtual |

Non-Voting Members:

| | | | |
|---|---------------------------------|---|-----------------------------------|
| V | Amanda Frifeldt (WMRMC) | V | Julie Adams (Isabella Co) |
| X | Katherine DeVoursney (WMRMC) | V | Mike Sturm-Richmond (Isabella Co) |
| X | Lt. Orville Theaker (MSP/EMHSD) | X | Troy Maloney (Oceana Co) |
| V | Alex Yared (Kent Co) | X | Frederick Straubel (Ionia Co) |

III. Approval of Agenda

- Motion: DeLano
- Second: Farole
- *All in Favor, With Changes:*
 - Added “Transition” to V. Committee Reports: WMRMC Fiduciary Report

IV. Approval of Minutes

- Motion: Farole
- Second: DeLano
- *All in Favor*

V. Committee Reports

- Motions:
 - FY24 Region 6 HSGP Budget
 - Motion: Farole
 - Second: Watkins
 - *All in Favor*
 - THIRA Gap Alignment: Public Safety/EM Functions
 - Oceana County
 - FY23 CodeRed Renewal Project (LETPA)

- Motion: Watkins
- Second: Farole
- *All in Favor*
- THIRA Gap Alignment: Protection & Prevention
- Discussion: Alerts, IPAWs, and various vendors were discussed within the context of the recent LA fires and the challenges EM agencies there faced due to downed cell phone towers, lack of power, etc. A recommendation the group agreed with was to include online link(s) within the alerts that would direct the public to more information.
- WMRMC Fiduciary Report
 - All received FY23 AAFs, FY23 PO Documents and any FY23 State Advance Requests have all been processed at this time
 - FY22 Reimbursement packets being processed; counties that requested deadline extensions have until February 28th to turn those in
 - FY22 Clean-Up funds will be known once all reimbursements processed
 - FY24 HSGP Grant Agreement has now been signed and sent to EMD
 - FY24 HSGP grant will open by the fiduciary on June 1, 2025
 - Transition
 - Amanda has turned in her letter of resignation as WMRMC COO to WMRMC CEO Dr. Evans, with the recommendation she stay on as a part-time employee to specifically continue working with the HSGP grant as the designated M & A
 - Dr. Evans has accepted these terms and Amanda will step down as COO on April 4, 2025; beginning on April 7, 2025 Amanda will begin her part-time work as HSGP M & A
 - This essentially means the HSGP program will not be impacted by this change, Amanda plans to stay on as part-time indefinitely with no end date and will continue to work with HSGP for the foreseeable future
 - WMRMC does not plan to find a replacement COO at this time but will instead seek to bring a certified accountant in-house, discontinuing the current relationship with their external contracted accounting firm
 - Please direct all questions or concerns to Amanda if necessary
- Regional Coordinator Report
 - FY23 Conference AAFs
 - Katherine will send out an email to all EMs this week asking if they plan to use any of their local allocation funds to attend any of the following conferences: Great Lakes Homeland Security, Active Assailant, and/or MEMA
 - Katherine will write the AAFs for these conferences on behalf of the region so locals do not have to, however, funds will still need to come out of their own local allocation budget

- FY23 AAFs – haven't gotten many in lately, but with the April 1st deadline approaching, more are expected soon
- Katherine will not be attending the Planning Board meeting on 1/27 due to being on PTO – she will send Allison all needed documents and Allison has agreed to take minutes for the meeting
- Region 6 Sub-Committee (NPA, LETPA, HazMat) Report
 - NPAs
 - FY22
 - Barricades have now received payment
 - Next payment going out is for GrayKey
 - Cellular Response consoles expected delivery next month
 - 92 STB Training Kits arrived in Newaygo and continue to be distributed, big thank you to Abby and Josh!
 - i. Each kit comes with an Equipment Check Out / Liability Waiver – these ensure no instructor or equipment fees can be charged for the use of the kit, it also helps each county keep track of the kits for distribution and/or renting
 - FY23
 - AAFs for the FY23 NPA projects will be started soon
 - No new updates, everything is on track
 - LETPA – everything is looking good, no concerns at this time
 - FY22 Clean-Up Project
 - We will be able to create the PO at the end of February
 - Leah will resend the RTF Kits survey to the EMs, we can also put it on the HSGP website
 - Amanda will keep us posted on what the leftover local allocation funds are looking like as she closes out FY22
 - HazMat
 - Next meeting will be held on 2/3/25 at Kentwood Fire Department at 9am
 - Planning Sub-Committee (THIRA) Report
 - Alex & Scott have been working on creating the SPR survey template
 - It will be in a Microsoft Forms template and can be emailed out; participants can have the option to download their answers at the end
 - There will be one SPR survey scenario: Cyber Attack, Winter Storm, Summer Storm – each takes about 1 hr to complete
 - Participants may want to write answers inside a Word doc and then copy/paste into the survey if they need to walk away and come back
 - Scott & Alex will cover this development at the PB on 1/27

VI. Action Items/Updates

- Letter re: Consumers Power
 - Lou has been working on the draft letter that addresses concerns and challenges with working with the Consumers Public Safety liaisons; it has been a challenge to escalate situations and priority cases

- Included is one example from Ottawa, but we are looking for more examples from other counties – ideally, recently encountered
- This item will be added to the 1/27 PB agenda to gather stories from other counties to include within the letter
- Updated At-Large Membership Policy
 - Continues to be an action item, will be working on the language and will update members accordingly
 - This anticipated updated policy will allow current At-Large members in good standing to remain on the PB without undergoing a long process

VII. New Business

- 2025 – 2026 Planning Board Leadership Positions
 - January: Nominations, February: Voting, March: Tenures begin
 - Abby Watkins is interested in continuing as Chair for this year, but does not know if she would be able to commit to the future 2026-27 season
 - Leah reports that Lou Hunt is interesting in continuing as Vice Chair
 - Allison Farole expressed interest in stepping down as Secretary, Troy Maloney expressed interest in taking on the position and also expressed how much attending the Executive Committee meetings throughout the year has helped him feel comfortable stepping up
 - Troy said he would be happy to discuss the value of attending the Exec Committee at the PB meeting on 1/27; we need to encourage members to become involved & look forward to taking on leadership positions

VIII. Open Discussion

- Troy discussed the recent cyber attack on Wexford Co; there is concern for Mason, Lake and Oceana Counties to be targeted next. Everyone discussed the need for staying vigilant against hackers and phishing scams.

IX. Dates Review:

| FY22 Important Dates | |
|---------------------------------------|---------------|
| Grant Performance Period Start Date | 9.1.22 |
| Budget Approval Date | 1.23.23 |
| Fiduciary Opens Grant | 6.1.23 |
| AAFs due to R6 Coordinator | 4.1.24 |
| PO Request Documents due to Fiduciary | 8.15.24 |
| Reimbursement Packets Due | 1.1.25 |
| Grant Performance Period End Date | 5.31.25 |
| Fiduciary Closes Grant | 5.31.25 |

| FY23 Important Dates | |
|---------------------------------------|---------------|
| Grant Performance Period Start Date | 9.1.23 |
| Budget Approval Date | 2.26.24 |
| Fiduciary Opens Grant | 6.1.24 |
| AAFs due to R6 Coordinator | 4.1.25 |
| PO Request Documents due to Fiduciary | 8.15.25 |
| Reimbursement Packets Due | 11.30.25 |

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|-----------------------------------|---------|
| Grant Performance Period End Date | 5.31.26 |
| Fiduciary Closes Grant | 5.31.26 |

| FY24 Important Dates | |
|---------------------------------------|---------------|
| Grant Performance Period Start Date | 9.1.24 |
| Budget Approval Date | 1.27.25* |
| Fiduciary Opens Grant | 6.1.25 |
| AAFs due to R6 Coordinator | 4.1.26 |
| PO Request documents due to Fiduciary | 8.15.26 |
| Reimbursement Packets Due | 11.30.26 |
| Grant Performance Period End Date | 5.31.27 |
| Fiduciary Closes Grant | 5.31.27 |

**Anticipated approval date by vote of the Regional Planning Board*

X. Adjourned at 11:29am

- The next **Region 6 HSGP Planning Board Meeting** is January 27, 2024
- The next **Executive Committee Meeting** is February 10, 2025