



Region 6 Homeland Security Planning Board  
**Meeting Minutes**  
 January 23, 2023

**9:30 AM in person at the**  
**Big Rapids Department of Public Safety**  
**435 N. Michigan Ave. Big Rapids, MI**  
 via Teams for Non-Voting Members

**I. Partner Reports**

- Ottawa Co. Health Department (Jennifer Sorek) – Reported that Ottawa completed their Whole Community Planning Inclusion Project and offered to help with any regional projects Region 6 is undertaking. Ottawa Co. Health Dept renewed their accreditation. Ottawa is now no longer tracking Ebola patients.
- Muskegon Co. Health Department (Dori Peters) – Reported that Muskegon Co is still helping to provide Covid vaccination and testing to community partners. Reported that the regional hospitals are in better shape, capacity wise. Pediatric capacity is back to typical levels. Covid numbers are low but covid patients are still in hospital. RSV is lowering but still present. Number of patients being seen for Influenza A and other flus is increasing.

**II. Meeting Called to Order** at 9:37am

**III. Pledge of Allegiance**

**IV. Roll Call**

	<b>Jurisdiction – Representative</b>		<b>Jurisdiction – Representative</b>
X	Clare County – Jerry Becker	X	Muskegon County – Richard Warner
A	Ionia County – Jason Pattok	X	Newaygo County – Abby Watkins
X	Isabella County – Marc Griffis	X	Oceana County – Troy Maloney
X	Kent County – Matt Groesser	A	Osceola County – Mark Watkins
V	Lake County – Pat Maddox – (Donald Divis is alternate)	X	Ottawa County – Lou Hunt (Chair)
X	Mason County – Liz Reimink	X	City of Grand Rapids – Allison Farole
X	Mecosta County – Scott Schroeder	X	Saginaw Chippewa Indian Tribe – Fred Cantu
X	Montcalm County – Eric Smith		
	X – Present, A – Absent, V – Virtual		
	<b>Name – Agency</b>		<b>Name – Agency</b>
X	Lt. Orville Theaker – MSP EMD	X	Scott Corbin, Kent County Deputy Director
X	Leah DeLano – Ottawa County	A	WMRMC – Dr. Evans
V	Julie Adams – Isabella County/Blanchard	V	WMRMC – Katherine DeVoursney
V	Montcalm County – Jerry McCoy	A	Jim Maczko – NWS/ Grand Rapids
A	Lisa Carr – GR Airport	V	WMRMC – Amanda Frifeldt
A	Rick Beltinck - Mt Pleasant Fire	A	Jeffrey Nawrot – Red Cross/ Grand Rapids

V	Jennifer Sorek – Ottawa Co Health Dept	A	R6 Health Care Coalition - Luke Aurner
A	Montie Schutz, Central Michigan District Health Department	V	R6 Health Care Coalition - Tim Dickman
V	Dori Peters – Muskegon Co Health Dept	V	Jay Thieson
	X – Present, A – Absent, V – Virtual		

**V. Approval of the Agenda**

Motion by: Kent County  
 Seconded by: City of Grand Rapids  
 Discussion: Regional Mutual Aid Agreement was added under New Business  
 Vote: Approved by consensus

**VI. Approval of Prior Meeting Minutes**

Motion by: Newaygo County  
 Seconded by: Oceana County  
 Discussion: The 12/12/22 minutes have been revised and now reflect:  
     Eric Smith (Montcalm Co) was in-person attendance.  
     Allison Farole served as Matt Groesser’s alternate not “proxy”  
 Vote: Approved by consensus

**VII. Nominations for Executive Board Positions**

- The following names were nominated by Richard Warner (Muskegon Co) to serve as the 2023 HSGP Region 6 Executive Committee:
  - For Board Chair: Lou Hunt (Ottawa Co) - Accepted
  - For Board Vice Chair: Abby Watkins (Newaygo Co) - Accepted
  - For Board Secretary: Allison Farole (City of GR) – Accepted
- Nominations will remain open until Feb. 27<sup>th</sup>
- Voting will be held at February’s HSGP PB on Feb. 27<sup>th</sup>

**VIII. Public Comment – None**

**IX. Presentations – None**

**X. Fiduciary Report**

- Financial Spreadsheets sent to group. FY19 Grant closed on 12.31.22, financials wrapping up through 1.31.23. Final FY19 spreadsheet will be sent out shortly after wrap up. FY20 Grant closes May 31, 2023. FY21 Grant is in process, and FY22 Grant opens June 1<sup>st</sup>. Many recent PO Request sent into fiduciary and are in process. Advance Requests have been coming in as well and continue to be sent to the state for review/approval. Division is wrapping up required BISR reporting.

**XI. Committee Reports**

- Citizen Corps Report
  - Newaygo Co: has hired a new part-time Volunteer Coordinator with County budget funds
  - Discussion on the status of other CC teams in other counties:
    - Osceola: Currently sharing Vol Coor with Newaygo
    - Ionia & Montcalm: Leadership has changed but still active
    - Muskegon: Helped with vax & testing at beginning of Covid and is still existing, but have not done much since it has wound down
    - Ottawa: Volunteers active and looking for work/projects to do

- Montcalm: Would like their CC Team revived
  - The state is looking to reinvigorate volunteer initiatives as part of HSGP in FY22 and moving forward, volunteers strengthen resilience
- MEMA/IAEM Representative Report
  - MEMA: No updates
  - IAEM: Let Allison Farole know if you are not receiving IAEM emails and would like to
    - There will be a virtual IAEM Symposium and the end of March for Region 5 (Mid West)
    - A virtual IAEM conference will be held in April, see website for details.
    - National Security Conference will be held in Chicago in July and a Region 5 social event is being planned for networking, all welcome.
    - IAEM National Conference will be held in Long Beach, CA in Nov
- Region 6 IPAWS Reporting
  - Discussion was held about local issues with alert services and outages, with potential resolutions and trainings discussed
  - Lou Hunt recommended having Code Red as a secondary system
  - With any IPAWS issues, contact Jaclyn Barcroft the IPAWS State Coordinator, and cc Orville Theaker
- CIKR Report
  - Last meeting was held in Nov 2022
  - Majority of Region 6 counties turned in their CIKR Reports on time
- Executive Committee Report: None at this time
- Region 6 National Priority Area Projects Sub-Committee Report
  - Discussion on how the Cyber Consortium moves forward with NPA responsibilities moving forward
    - **Action Item:** Leah, Scott, Matt, Abe & Orville will meet before 1/31/23 and further discuss
  - Barriers – Send Leah info on whether or not your County wants traffic barriers shipped to you, shipment details to be sent out
  - FLIRS – Everything is on track, send Leah any address changes
  - GrayKey FY20 – completed, will discuss project continuation/expansion for future grants
- LETPA Report
  - FY20: Close but we are currently \$10k short
    - Counties were asked to verify their LETPA amounts
    - The LETPA process was discussed, training is wanted due to the State denying or delaying AAFs due to LETPA requirements
  - FY21: Better shape right now than FY20, will continue to monitor
  - FY22: the NPAs aren't going to cover a lot of LETPA, will need to be discussed further
- Region 6 Planning Committee Report/THIRA
  - Regional THIRA
    - Updated Motion Forms
      - a. Motion forms were updated to now include a check-box with the question: Is this THIRA aligned?
      - b. **Action Item:** Update the motion forms to further include the

question: How is this THIRA aligned? Answer: One of the 6-7 capability gap categories named in the THIRA (Katherine)

- Next THIRA meeting is February 10<sup>th</sup> at MSP in Walker
  - a. Will ready the THIRA for approval
- R6 RTF Packing Kit Day
  - Morning of January 26<sup>th</sup> in Oceana Co
  - Heated space and packs will be made assembly-line style
    - a. Looking for a heat sealer to secure the packs properly
- Due to gaining her new out of state position, Liz Reimink resigned as THIRA Committee Chair – a new chair will need to be chosen

**XII. Region 6 Coordinator Report**

- AAF, EHP, THIRA Trainings
  - AAF = Scheduling a virtual training through Kim Richmond
  - EHP = Scheduling a training with Mike Graff
  - THIRA = Attending training in Lansing on 1/25 & 1/26
- R6 Coord. Meeting Binder: Will be brought to all meetings and will include easy access to things like By-Laws, Voting Roosters, Minutes
- 1:1 County Meetings scheduling via Survey Monkey in February 2023
- Feedback, Agenda, Minutes Process Chart – Draft will be sent to Executive Board for feedback
- WMRMC HSGP Website Status Update: movement on the AAF Archive, Forms, Calendar, Meeting Dates – website training planned
- Current Status by County of FY20 Projects
  - FY20 Regional RTF Kits – LETPA Update: LETPA denied
  - FY20 Lake County Radio AAF LETPA was approved by the state
  - FY20 Clare County Radio AAF LETPA was approved by the state
- Current Status by County of FY21 Projects
  - Clare County FY20 Boat Project AAF was approved by the state but will be pushed to FY21/FY22

**XIII. Chairman’s Report – None**

**XIV. Formal Correspondence – None**

**XV. Motions, Projects Identification and Budgets:**

FY2022 HSGP Region 6 Budget

Motioned by: Ottawa Co

Seconded by: Clare Co

Discussion: None

Vote: Approval by majority vote

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- FY2022 Budget Next Steps after Approval:
  - WMRMC will send letters to each county discussing reallocation
  - County approves letter and sends it back to Orville Theaker by Feb. 27<sup>th</sup>
  - Orville sends signed letters to Kim Richmond and WMRMC
  - Kim creates the amended grant agreement, sends back to WMRMC
  - WMRMC develops intergovernmental agreements for each jurisdiction

**XVI. Action Item Updates**

- See New Business

**XVII. Old Business**

- CIKR Project:
  - **10 out of 13** Counties submitted their CIKR Updates to the Regional Coordinator (Katherine) by January 13, 2023:
    - Clare, Isabella, Kent, Mason, Mecosta, Montcalm, Muskegon, Ottawa, Osceola, Newaygo
  - **3 out of 13** Counties did not submit their CIKRs:
    - Ionia, Lake, Oceana
  - Deadline for Submission to State is February 1, 2023
    - Banking
    - Defense Industrial
    - Commercial
    - Government Facilities

**XVIII. New Business**

- Mason County Planner Transitions
  - Liz Reimink is leaving Mason Co, accepted an offer from Indiana University, last day will be Feb 17<sup>th</sup>
  - Mason has not confirmed how they will be handling the Planner position – potentially could be made of part-time positions
    - Kent is currently interviewing for their HSGP planner position
- BABAA Briefings – included in Agenda Packet
  - All iron, steel, and other needs must be manufactured in USA
- FY2022 Stakeholder Preparedness Review Functional Gaps: *Attachment A*
- FY2022 HSGP Supplemental Guide: *Attachment B*
- FY2023 Project Workbook Template: *Attachment C*
- Regional Mutual Aid Agreement
  - **Action Item:** Add this topic to the Executive Board Agenda for Feb

**XIX. Upcoming Due Dates**

- HSGP-funded Planner Descriptions are due to the State on Monday, March 6<sup>th</sup>
- FY20 AAF Deadlines:
  - FY 2020 completed purchasing documents must be submitted to fiduciary by close of business on March 15, 2023

- FY 2020 grant closes on May 31, 2023

**IX. Open Discussion**

LETPA was discussed. Rich Warner advised others to do their LETPA projects first before others. Discussion among the group focused on what will clearly pass as LETPA, the correct investment & core capabilities. LETPA will now be a requirement of all counties and this change will be reflected in the IGAs.

- **Action Item:** Add LETPA discussion to Executive Board Agenda for Feb

**X. Adjourn at 1:03pm**

***The next Executive Committee Meeting is February 13, 2023***

***The next HS Planning Board Meeting is February 27, 2023***

***The next R6 Planning Committee Meeting is Feb 10, 2023***

***The next R6 NPA Sub-Committee Meeting is tbd, 2023***