

# Region 6 Homeland Security Planning Board

## “Community Preparedness through Regional Collaboration”

**Lou Hunt, Board Chairperson**

Ottawa County Emergency Management, 12220 Fillmore Street, West Olive, Michigan 49460, 616-738-4050, [lhunt@miottawa.org](mailto:lhunt@miottawa.org)

**Abby Watkins, Board Vice Chairperson**

Newaygo County Emergency Services, 306 S. North St., White Cloud, Michigan 49349, 231.689.7354, [abbym@co.newaygo.mi.us](mailto:abbym@co.newaygo.mi.us)

**Allison Farole, Board Secretary**

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

**Citizen Corps – Abby Watkins**

**Leah Delano & Liz Reimink, Chairs R6 Sub-Committees**

### REGION 6 EXECUTIVE COMMITTEE In-Person with Teams Meeting Option February 13, 2023 – MINUTES 10:00 AM

#### I. Call to Order at 10:02 AM

#### II. Roll Call

##### Voting Members

X	Lou Hunt – Chairperson	X	Abby Watkins – Vice Chairperson
V	Allison Farole – Secretary (Grand Rapids)	X	Leah DeLano (Ottawa County)
X	Liz Reimink (Mason County)	X	Matt Groesser
	A = Absent X = Present		AL = Alternate V = Virtual

##### Non-Voting Members

A	Amanda Frifeldt (WMRMC)	V	Julie Adams (Isabella County)
X	Katherine DeVoursney (WMRMC)	V	Scott Corbin (Kent County)
X	Lt. Orville Theaker (MSP/EMHSD)	V	Jen Sorick (Grand Rapids Airport)

#### III. Approval of Agenda

- Motion: Hunt
- Second: Watkins
- All in favor

#### IV. Approval of Minutes

- Motion: Hunt
- Second: Reimink
- All in favor

#### V. Committee Reports

- AAF Reports
  - i. Muskegon:
    - FY21 Cellebrite Training LETPA
      - Motion: Watkins
      - Second: Reimink
      - Discussion: Annual Renewal, specifically for LE.
      - Vote: All in favor
      - Action: Add this item to the February Planning Board Agenda
    - FY21 ICS 300 Classes
      - Motion: Reimink
      - Second: Watkins
      - Discussion: The Exec Board did not grant approval; discussion was had about the lack of identified instructor. Instructor needs to be FEMA-certified. Allison Farole is certified to teach ICS

classes. It was discussed that more communication needs to be had between counties so free resources/instructors can be utilized instead of spending HSGP funds. Important no dual funding is used.

- Vote: Exec Board withholds Approval, AAF is tabled
- Action: AAF needs to be sent back to Rich; ICS Teacher discussion added to February Planning Board agenda
- FY21 IGNITE Renewal LETPA
  - Motion: Hunt
  - Second: Reimink
  - Discussion: Annual renewal
  - Vote: All in favor
  - Action: Add this item to the February Planning Board Agenda
- FY21 Cellebrite Renewal LETPA
  - Motion: Reimink
  - Second: Hunt
  - Discussion: Annual renewal
  - Vote: All in favor
  - Action: Add this item to the February Planning Board Agenda
- ii. Montcalm:
  - FY21 FLIR Threat Detection LETPA
    - Motion: Hunt
    - Second: Reimink
    - Discussion: Needed equipment under Forensics capability
    - Vote: All in favor
    - Action: Add this item to the February Planning Board Agenda
- iii. Isabella:
  - FY21 Breaching Tools LETPA – this will replace the FY20 AAF
    - Motion: Watkins
    - Second: Reimink
    - Discussion: Was decided to use this AAF instead of FY20; to gain LETPA and potential NPA funds
    - Vote: All in favor
    - Action: Add this item to the February Planning Board Agenda
- iv. Clare:
  - FY22 Dive Boat Project LETPA – this will replace the FY20 AAF
    - Motion: Hunt
    - Second: Watkins
    - Discussion: This AAF replaces the FY20 AAF that was cancelled due to FEMA taking so long to approve watercraft waiver
      - i. Amanda/Katherine will find out if waiver previously submitted & approved can be used for this AAF too
    - Vote: All in favor
    - Action: Add this item to the February Planning Board Agenda
- v. Regional:
  - FY20 Regional NPA FLIR Project LETPA – Item Disbursement
    - Motion: Hunt
    - Second: DeLano
    - Discussion: Approved, FLIRs can begin to be distributed

- Vote: All in favor
- Action: Add this item to the February Planning Board Agenda
- vi. Ionia:
  - FY20 Command Trailer LETPA – this replaces previous non-LE AAF
    - Motion: Hunt
    - Second: Watkins
    - Discussion: This AAF is being resubmitted to potentially gain LETPA funds; Jason and Leah reworked the AAF together
    - Vote: All in favor
    - Action: Add this item to the February Planning Board Agenda
- WMRMC Fiduciary Report (Amanda)
  - Much time and efforts spent over last couple weeks on urgent Action Items from January Planning Board Meeting, especially on the FY20 LETPA AAFs
  - Waiting for multiple AAF reviews that are currently with State
  - Will send Financial/Allocation spreadsheets soon, after review/approval process
    - Many have gone out already- will be sending remaining fiscal expense reports by County
  - Will be sending out Planner Allocation/Scope of Work Packets after receiving back from final review/approval
  - FY22 Reallocation Letters to Counties
    - Amanda sent Reallocation Letters to every County
    - Due to Amanda & Lt. Theaker by March 7<sup>th</sup>
  - FY20 LETPA AAFs Status Update
    - Amanda and Leah's emails, see attached
      - Update: FY20 Ionia Co Command Trailer AAF re-submitted
- Regional Coordinator Report (Katherine)
  - i. LETPA Language Guidelines
    - LETPA Clarification Doc made and sent to EMs/EMPs
      - Informal, gathered from various sources with the goal of clarifying which Core Capabilities qualifies as LETPA
      - All LETPA-aimed items MUST fall under the Prevention or Protection Mission Areas
        - i. ALL of the Core Capabilities listed under Prevention can count as LETPA activities
        - ii. ONLY the Core Capabilities listed under Protection and SHARED with Prevention can count as LETPA activities
  - ii. AAF Training – Refresher for Planning Board
    - Leah & Katherine attended a virtual AAF Training on 2/9/23
    - Training was pretty self-explanatory, but one big favorable idea emerged: On the AAF first page, section 2.H (Investment and Investment Project Alignment) paragraph can be standardized by copying and pasting from the Region Workbook
      - i. This process will be explored further; 2.H could potentially be filled out by Katherine when AAF is submitted – more discussion needed on this idea
  - iii. EM Survey & Meetings
    - Katherine met with Mason County (Liz) for first meeting, good information was gathered regarding goals for the Coordinator position and THIRA continuation

- Other meetings with Counties will be scheduled in March
- An anonymous Survey will be developed to gather input from EMs
- NPA Sub-Committee Report (Leah)
  - i. Kent County Cyber NPA project
    - Details confirmed; dates, room reservations, etc taken care of
    - Will meet March 7-10 and then every other week following
  - ii. Updates
    - FY20:
      - Regional FLIR project: PO being adjusted
      - Regional Barricades: Shipping has been complicated, but the counties will receive their barricades soon
      - Kent Cyber: taken care of
    - FY21:
      - GrayKey advance received, will move into Dataminer
    - FY22:
      - NPA Project summaries will be written & submitted for approval
- Hazmat Sub-Committee
  - i. Discussion: FLIR Recommendation
    - Motion for distribution passed Exec Board
    - This topic will be added to the February Planning Board agenda
- Region 6 Planning Sub-Committee (Liz)
  - i. Regional THIRA
    - Meeting on Friday, February 10<sup>th</sup>
      - Went well, THIRA finished and edited
    - THIRA Maintenance
      - THIRA needs to be done every 3 years; next THIRA due 2026
      - SPRs need to be done annually; the State usually emails each county a link to an online SPR Survey
      - Regional Coord. (Katherine) will check-in with each county on an annual basis to update the THIRA as needed
    - THIRA POETE
      - Recommended: Establish a POETE/THIRA Sub-Committee
      - Will need to find someone to chair it; this has been added to the February Planning Board agenda
    - Liz's last "full day" with Mason Co is Fri 2/17, Celebration planned that day from 3-4pm. Liz possibly staying on "part-time" for a bit before moving to her new position with Indiana University
      - A BIG THANKYOU to Liz and all of her hard work, dedication, and contributions to HSGP Region 6 & her community! 😊

## VI. Action Items/Updates

- Code Red: Backup for IPAWS for entire Region 6
  - i. Code Red is available for free to every County as a backup communication system. Some counties use it as their primary system.
    - Code Red can be used across county lines, if each county has given the others access privileges
    - With Code Red, Counties can rely on their neighbors and not so much on the State; in the event of a communication system down
    - IPAWS interface is quite outdated, Code Red is significant upgrade

- Action: Will add Code Red to February Planning Board agenda, every county is encouraged to utilize this system
- Update: FY22 Budget was Approved at January's Planning Board
  - i. This grant officially opens on 6/1/23 and closes 5/31/25
- Motions Form Update – THIRA Gaps Analysis Categories:
  - i. Human, Community, Infrastructure, Public Safety/EM Functions, Mitigation, Protection & Prevention
    - Action: Katherine will add clarifying points explaining each of these categories so it will be easier to identify where proposed action falls
- NCSR Certifications due to the State on Tuesday, February 28<sup>th</sup>
  - i. Some Counties still need to turn their NCSR Certifications in to Lt.Theaker, he will send out reminders to do so
  - ii. Failure to complete this certification results in being barred from HSGP Funding
- Planner Descriptions due to the State on Monday, March 6<sup>th</sup>
  - i. Amanda is reaching out to the Counties to help complete these by deadline

## VII. New Business

- FY23 County & Regional Project Workbooks due Friday, March 17<sup>th</sup>
  - i. Kim's email details new NPAs and LETPA requirements
  - ii. Internal R6 deadline for County Workbook submission
    - Instead of a Workbook from each County, we will also accept a bulleted list from each County that outlines any new projects desired
      - Action: Katherine will email Counties regarding this change
      - Internal deadline: New Project Lists due to Katherine on 3/10
  - iii. LETPA for FY23 is now 35%, increased from FY22 (30%)
  - iv. FY23 NPAs Webinar Series
    - Lou & Leah attended first one, was not that helpful, questions of LETPA nature were not readily answered
      - Katherine will attend the other NPA webinars
- FY22 & FY23 LETPA Requirements
  - i. FY22 = 30%, FY23 = 35%
  - ii. Discussion: feasibility of requiring Counties to fulfill LETPA projects first
    - It was discussed that this would be a large ask of the counties, the Exec Board has decided to not require this procedure at this time
- Executive Committee Election
  - i. Voting at February Planning Board Meeting on February 27<sup>th</sup>
    - First, a motion must be made to close Nominations
    - Second, a motion to vote for the Nominees is made
      - Voting will be roll call for each of the available positions
- Regional AAFs – HSGP Conference, Active Assailant, Hazmat
  - i. These AAFs will need to be written on a county by county basis, depending on who is interested in attending
  - ii. The Michigan HSGP Conference will be held in GR in May 2023 and the National Homeland Security Conference will be held in July 2023
    - Action: Added these to February Planning Board for discussion
- Regional Mutual Aid Agreement
  - i. As a Region, we are interested in establishing this document. It was discussed that this idea needs to be continued to be explored legally
    - Region 5 & Region 7 have instituted these, could look to them for a template

**VIII. Open Discussion**

- IAEM – we will need to choose a new Representative, added to PB agenda

**IX. Public Comment**

**X. Adjourned at 1:06 PM**

***The next Region 6 Planning Board Meeting is February 27, 2023, in person***

***The next Executive Committee Meeting is March 13, 2023, in person***

***The next Region 6 Planning Committee Meeting is TBD, in person***