



Region 6 Homeland Security Planning Board  
Meeting Minutes  
March 6, 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**

- a. Jim Maczko (NWS) – provided update on current weather systems and future weather forecast. Currently have a normal snowpack on the ground, but NWS will be performing a snowpack survey to what the impact will be of snowmelt moving into spring. Risk for spring flooding from snow melt is below normal. Promoted NWS Spotter Trainings coming up in the region this spring.
- b. Jen Sorek (Public Health) – continuing to work on improving barriers that were identified during COVID. Monkey pox, flu, COVID are still a concern in the community. Moving into Recovery with COVID response wrapping up.

**II. Meeting Called to Order by Vice Chairperson**

- a. At 0936

**III. Pledge of Allegiance**

**IV. Roll Call**

Jurisdiction – Representative		Jurisdiction – Representative	
X	Clare County – Jerry Becker	X	Muskegon County – Richard Warner
A	Ionia County – Jason Pattok	X	Newaygo County – Abby Watkins (Vice)
X	Isabella County – Marc Griffis	X	Oceana County – Troy Maloney
X	Kent County – Matt Groesser	X	Osceola County – Mark Watkins
X	Lake County – Pat Maddox	X	Ottawa County – Lou Hunt (Chair) – Leah
A	Mason County – Fabian Knizacky	X	City of GR – Allison Farole (Secretary)
X	Mecosta County – Scott Schroeder	A	Saginaw Chippewa Indian Tribe – Fred Cantu
X	Montcalm County – Eric Smith		
X = Present A = Absent V = Virtual AL = Alternate			



Name – Agency	
A	Katherine DeVoursney – WMRMC, R6 HSGP Coordinator
V	Amanda Frifeldt – WMRMC, Fiduciary
X	Lt. Orville Theaker – MI State Police / EMD
V	Julie Adams – Isabella County
X	Helen Lee – Isabella County
V	Jerry McCoy – Montcalm County
X	Scott Corbin - Kent County
X	Leah DeLano – Ottawa County
	Dr. Jerry Evans – WMRMC, Director
X	Luke Aurner - R6 Health Care Coalition
	Tim Dickman - R6 Health Care Coalition
	Lisa Carr – Gerald R. Ford International Airport
	Jeffrey Nawrot – Red Cross, Grand Rapids
	Rick Beltinck – Fire Chief, Mt. Pleasant Fire Department
V	Jennifer Sorek – Ottawa County Health Department
	Montie Schutz - Central Michigan District Health Department
V	Jim Maczko – National Weather Service, Grand Rapids
V	Doug Lobsinger – Mt. Pleasant Fire

**V. Approval of the Agenda**

- a. **Motion:** Kent County
- b. **Second:** Isabella County
- c. **All in Favor**

**VI. Approval of Prior Meeting Minutes – January**

- a. **Motion:** Oceana County
- b. **Second:** Clare County
- c. Added CIKR to subcommittee section
- d. **All in Favor**

**VII. Executive Board Positions**

- a. Motion to close nominations and cast a unanimous ballot:
  - i. Chair = Lou Hunt
  - ii. Vice Chair = Abby Watkins
  - iii. Secretary = Allison Farole
- b. **Motion:** Isabella County
- c. **Second:** Osceola County
- d. **All in Favor**

**VIII. Public Comment**

- a. None

**IX. Presentations**

- a. None



## X. Fiduciary Report

- a. Allocations were emailed at the end of February before the meeting was moved to March 6, 2023
- b. Delay getting AAFs back from the state occurred in February, but things are starting to move forward.
- c. Planner reports are due to the State today March 6, 2023
  - i. Amanda will follow up with folks if she needs additional items from folks
- d. FY20 grant ends May 20
- e. FY21 grant is ongoing
- f. FY22 grant opens on June 1
- g. Intergovernmental Government Agreements are in process and should be sent out around earlier than normal
  - i. Reallocation letters are required in today to ensure IGAs can be sent out
  - ii. Send an email to Amanda and Orville if you need extra time to send IGAs
- h. FY23 workbook is due to the State on March 17 – Katherine is currently working on this with local EMs
- i. WMRMC is the supervisor and employer of the R6 Recording Secretary – this is a reminder that all concerns/issues of this role needs to be respectfully needs to be sent to Amanda. Amanda will send a Memo to the region to remind folks of the formal guidelines for this position.

## XI. Committees

- a. Citizen Corps Report
  - i. Submitted the FY21 HSGP volunteer hub AAF
  - ii. Submitted a request to Volunteer Hub for a quote
- b. MEMA/IAEM Representative Report & IAEM Representative Position
  - i. No update from MEMA
  - ii. IAEM
- c. Region 6 IPAWS Reporting
  - i. Reminder that CODERED from the state is available for jurisdictions to have for free
- d. Executive Committee Report
  - i. Staying focused on processes
  - ii. Katherine and Amanda have worked diligently to work with the state on identifying issues around LETPA and AAFs
  - iii. Muskegon asked question around ICS Training AAF that was tabled
    1. AAF was not ready to move forward due to information missing and requested by the State
    2. Ensure Part 4 of the AAF filled out if the AAF is for training
    3. 2H needs to have language that makes sense to what the project is
    4. Katherine can assist with alignment and capability clarification
- e. Region 6 National Priority Area Projects Sub-Committee Report
  - i. Moving along, but have identified some key issues
  - ii. FY20



1. Barricades have been ordered
  2. Cybersecurity Consortium is occurring this week
  3. FLIRs should arrive this week and Leah will make sure they get distributed to the 4 locations
  4. Non-LETPA AAF was approved for RTF cleanup project
  - iii. FY21
    1. Still working on AAFs
  - iv. FY22
    1. Project summaries have been submitted and still waiting for approval
  - v. FY21/FY22 Radio Project – do we still need this for FY21?
    1. Determined to move this to FY22
  - vi. FY21 leftover funds
    1. Has a project been identified to cover the extra funds?
    2. Action: Katherine research for motion providing details on this cleanup project
    3. Potentially looking at RTF projects for this
  - f. LETPA Report
    - i. FY20
      1. Projected to spend \$303,000 and the requirement was around \$290,000
    - ii. FY21
      1. If everything goes as expected, we will meet the requirement
    - iii. FY22
      1. Need everyone's support on meeting this requirement
  - g. Region 6 Planning Committee Report/THIRA
    - i. Regional THIRA
      1. THIRA meeting was February 10th at MSP in Walker
      2. Potential Committee specifically to address POETE from the THIRA
    - ii. Conversation at Executive Committee to have AAFs align with THIRA
      1. Creating a crosswalk to provide guidance to jurisdictions
  - h. CIKR
    - i. Met on January 23rd
    - ii. Working on standardization for collecting this information
    - iii. Discussed scoring options with this information
    - iv. Next meeting should be around March/April
- XII. Region 6 Coordinator Report
- a. Trainings
    - i. AAF Training from Feb 9th and lessons learned
    - ii. Info from the FEMA Webinars for FY23 NPAs: attended the Domestic Violent Extremism, Election Security, Soft Targets topics
  - b. 1:1 Meetings with Counties
  - c. LETPA Clarifications, see informal document attached
    - i. All LETPA-aimed items MUST fall under the Prevention or Protection



Mission Areas

- ii. ALL of the Core Capabilities listed under Prevention can count as LETPA activities
- iii. But ONLY the Core Capabilities listed under Protection and SHARED with Prevention can count as LETPA activities
- d. AAF Refresher for the R6 Board
  - i. Being developed and will be facilitated in the next few months
- e. Current Statuses of AAFs
  - i. FY20 and FY20 LETPAs, FY21 and FY22
- XIII. Chairman’s Report
  - a. Combined with Formal Correspondence
- XIV. Formal Correspondence
  - a. Isabella County Public Comment Letter
- XV. Motions, Project Identifications and Budgets
  - a. AAF Motions
    - i. **FY21 Muskegon County Cellebrite Training LETPA**
    - ii. **Motion:** Clare County
    - iii. **Second:** Isabella County

Jurisdiction – Representative		Jurisdiction – Representative	
X	Clare County – Jerry Becker	X	Muskegon County – Richard Warner
A	Ionia County – Jason Pattok	X	Newaygo County – Abby Watkins (Vice)
X	Isabella County – Marc Griffis	X	Oceana County – Troy Maloney
X	Kent County – Matt Groesser	X	Osceola County – Mark Watkins
X	Lake County – Pat Maddox	X	Ottawa County – Leah Delano (Alternate)
A	Mason County – Fabian	X	City of GR – Allison Farole (Secretary)
X	Mecosta County – Scott Schroeder	A	Saginaw Chippewa Indian Tribe – Fred Cantu
X	Montcalm County – Eric Smith		
X = Voted Yes			
N = Voted No			

iv. Passes

b. **FY21 Muskegon County IGNITE Renewal LETPA**

- i. **Motion:** Oceana County
- ii. **Second:** Lake County

Jurisdiction – Representative		Jurisdiction – Representative	
X	Clare County – Jerry Becker	X	Muskegon County – Richard Warner
A	Ionia County – Jason Pattok	X	Newaygo County – Abby Watkins (Vice)
X	Isabella County – Marc Griffis	X	Oceana County – Troy Maloney
X	Kent County – Matt Groesser	X	Osceola County – Mark Watkins
X	Lake County – Pat Maddox	X	Ottawa County – Leah Delano (Alternate)
A	Mason County – Fabian	X	City of GR – Allison Farole (Secretary)
X	Mecosta County – Scott Schroeder	A	Saginaw Chippewa Indian Tribe – Fred Cantu
X	Montcalm County – Eric Smith		
X = Voted Yes			
N = Voted No			



**iii. Passes**

**c. FY21 Muskegon County Cellebrite Renewal LETPA**

- i. **Motion:** Clare County
- ii. **Second:** Muskegon County

Jurisdiction – Representative		Jurisdiction – Representative	
X	Clare County – Jerry Becker	X	Muskegon County – Richard Warner
A	Ionia County – Jason Pattok	X	Newaygo County – Abby Watkins (Vice)
X	Isabella County – Marc Griffis	X	Oceana County – Troy Maloney
X	Kent County – Matt Groesser	X	Osceola County – Mark Watkins
X	Lake County – Pat Maddox	X	Ottawa County – Leah Delano (Alternate)
A	Mason County – Fabian	X	City of GR – Allison Farole (Secretary)
X	Mecosta County – Scott Schroeder	A	Saginaw Chippewa Indian Tribe – Fred Cantu
X	Montcalm County – Eric Smith		
X = Voted Yes N = Voted No			

**iii. Passes**

**d. FY21 Montcalm County CBRNE Detection & Identification FLIR LEPTA**

- i. **Motion:** Kent County
- ii. **Second:** Clare County

Jurisdiction – Representative		Jurisdiction – Representative	
X	Clare County – Jerry Becker	X	Muskegon County – Richard Warner
A	Ionia County – Jason Pattok	X	Newaygo County – Abby Watkins (Vice)
X	Isabella County – Marc Griffis	X	Oceana County – Troy Maloney
X	Kent County – Matt Groesser	X	Osceola County – Mark Watkins
X	Lake County – Pat Maddox	X	Ottawa County – Leah Delano (Alternate)
A	Mason County – Fabian	X	City of GR – Allison Farole (Secretary)
X	Mecosta County – Scott Schroeder	A	Saginaw Chippewa Indian Tribe – Fred Cantu
X	Montcalm County – Eric Smith		
X = Voted Yes N = Voted No			

**iii. Passes**



**e. FY21 Isabella County Breaching Tools Project LETPA**

- i. **Motion:** Lake County
- ii. **Second:** Oceana County

Jurisdiction – Representative		Jurisdiction – Representative	
X	Clare County – Jerry Becker	X	Muskegon County – Richard Warner
A	Ionia County – Jason Pattok	X	Newaygo County – Abby Watkins (Vice)
X	Isabella County – Marc Griffis	X	Oceana County – Troy Maloney
X	Kent County – Matt Groesser	X	Osceola County – Mark Watkins
X	Lake County – Pat Maddox	X	Ottawa County – Leah Delano (Alternate)
A	Mason County – Fabian	X	City of GR – Allison Farole (Secretary)
X	Mecosta County – Scott Schroeder	A	Saginaw Chippewa Indian Tribe – Fred Cantu
X	Montcalm County – Eric Smith		
X = Voted Yes N = Voted No			

**iii. Passes**

**f. FY22 Clare County Law Enforcement Dive Team Boat LETPA**

- i. **Motion:** Isabella County
- ii. **Second:** Muskegon County
- iii. Do not approve AAFs until IGA is submitted, but this is unique because

Jurisdiction – Representative		Jurisdiction – Representative	
X	Clare County – Jerry Becker	X	Muskegon County – Richard Warner
A	Ionia County – Jason Pattok	X	Newaygo County – Abby Watkins (Vice)
X	Isabella County – Marc Griffis	X	Oceana County – Troy Maloney
X	Kent County – Matt Groesser	X	Osceola County – Mark Watkins
X	Lake County – Pat Maddox	X	Ottawa County – Leah Delano (Alternate)
A	Mason County – Fabian	X	City of GR – Allison Farole (Secretary)
X	Mecosta County – Scott Schroeder	A	Saginaw Chippewa Indian Tribe – Fred Cantu
X	Montcalm County – Eric Smith		
X = Voted Yes N = Voted No			

this project crosses grant years

**iv. Passes**



**g. FY20 Regional FLIR NPA Project - Item Disbursement LETPA**

- i. **Motion:** Clare County
- ii. **Second:** Newaygo County

Jurisdiction – Representative		Jurisdiction – Representative	
X	Clare County – Jerry Becker	X	Muskegon County – Richard Warner
A	Ionia County – Jason Pattok	X	Newaygo County – Abby Watkins (Vice)
X	Isabella County – Marc Griffis	X	Oceana County – Troy Maloney
X	Kent County – Matt Groesser	X	Osceola County – Mark Watkins
X	Lake County – Pat Maddox	X	Ottawa County – Leah Delano (Alternate)
A	Mason County – Fabian	X	City of GR – Allison Farole (Secretary)
X	Mecosta County – Scott Schroeder	A	Saginaw Chippewa Indian Tribe – Fred Cantu
X	Montcalm County – Eric Smith		

X = Voted Yes  
N = Voted No

**iii. Passes**

**h. FY20 Ionia County Command Trailer Project LETPA**

- i. **Motion:** Kent County
- ii. **Second:** Clare County

Jurisdiction – Representative		Jurisdiction – Representative	
X	Clare County – Jerry Becker	X	Muskegon County – Richard Warner
A	Ionia County – Jason Pattok	X	Newaygo County – Abby Watkins (Vice)
X	Isabella County – Marc Griffis	X	Oceana County – Troy Maloney
X	Kent County – Matt Groesser	X	Osceola County – Mark Watkins
X	Lake County – Pat Maddox	X	Ottawa County – Leah Delano (Alternate)
A	Mason County – Fabian	X	City of GR – Allison Farole (Secretary)
X	Mecosta County – Scott Schroeder	A	Saginaw Chippewa Indian Tribe – Fred Cantu
X	Montcalm County – Eric Smith		

X = Voted Yes  
N = Voted No

**iii. Passes**

- XVI. Action Items Updates
  - a. See New Business
- XVII. Old Business
  - a. Code Red – Backup for entire Region should IPAWs go down, shared resource
  - b. FY22 Budget Approval Granted by Vote at January PB Meeting, see attached
    - i. This grant officially opens on 6/1/23 and closes on 5/31/25
  - c. Regional Mutual Aid Agreement feasibility & discussion
    - i. Executive Committee to review strategy for the R6 MAA
- XVIII. New Business
  - a. PEM Board Recommendation
    - i. Appoint Jerry Becker
    - ii. **Motion:** Muskegon
    - iii. **Second:** Isabella
    - iv. **All in favor**





- b. Regional Conference AAFs
  - c. Michigan HSGP Conference is being held in May in Grand Rapids
  - d. National Homeland Security Conference is being held in July in Chicago
  - e. HazMat Conference
  - f. Active Assailant Conference
  - g. What jurisdictions use funds to send folks to these conferences?
    - i. Muskegon does
    - ii. Isabella sometimes
    - iii. Ottawa County does
    - iv. Kent sometimes
  - h. ICS Classes throughout Region 6
    - i. Local Resources, Ideas, Options, Open Discussion
    - ii. Encourage to know what local resources are available to deliver courses, but can still use HSGP funds to hire instructors
    - iii. ICS Instructor/Course Guidelines are on the EMHSD website
  - i. **Action:** Update RTF Survey
  - j. **Action:** Revisiting and readdressing clean up projects for FY20 and FY21
  - k. **Action:** Discussion on developing a committee on the POETE with the THIRA to strengthen AAFs
  - l. **Action:** Executive Committee to review strategy for the R6 MAA
- XIX. Upcoming Due Dates
- a. NCSR Certificates were due to Lt. Theaker on February 28th
  - b. HSGP-funded Planner Descriptions are due to the State on Monday, March 6th
  - c. FY22 County Reallocation Letters due to Amanda & Lt. Theaker by March 7th
  - d. Internal R6 deadline for FY23 County Workbook submission is Friday, March 10th
    - i. FY23 Workbooks from each County and/or we will also accept a bulleted list from each County that outlines any new projects desired
    - ii. Be aware of the changes in the NPA & LETPA Funding Requirements
      - 1. LETPA will now be 35% in FY23, up from 30% in FY22
      - 2. NPAs
        - a. Soft Targets/Crowded Places – 3%
        - b. Intelligence and Information Sharing – 3%
        - c. Combating Domestic Violent Extremism – 3%
        - d. Community Preparedness and Resilience – 3%
        - e. Cybersecurity – no minimum requirement
        - f. Election Security – 3%
  - e. FY20 AAF Deadlines:
    - i. FY 2020 completed purchasing documents must be submitted to fiduciary by close of business on March 15, 2023
      - 1. Communicate any issues to Amanda and Katherine
    - ii. FY 2020 grant closes on May 31, 2023
- XX. Open Discussion
- a. Reminder of Quarterly EM meeting at 1pm on March 6, 2023
  - b. Clare did a communication interop exercise in February. The exercise was a



success, but the patch was a failure  
XXI. Adjourned at 1123.

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

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

**Please inform Katherine of any Sub-Committee meeting dates**