

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

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

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

Citizen Corps – Abby Watkins

Leah Delano & Liz Reimink, Chairs R6 Sub-Committees

REGION 6 EXECUTIVE COMMITTEE Newaygo County Emergency Services 306 S. North St., White Cloud, MI

November 21, 2022 – MINUTES

- I. **Call to Order:** The meeting was called to order by Chairperson Lou Hunt at 10:18 am
- II. **Roll Call**

(Voting Members)

X	Lou Hunt – Chairperson	A	Abby Watkins – Vice Chairperson
A	Allison Farole – Secretary	X	Leah Delano
CC	Liz Reimink (Mason County)		
	A = Absent X = Present		P = Proxy CC = Conference Call

(Guests – Non-Voting Members)

X	Amanda Frifeldt (WMRMC)	CC	Julie Adams (Isabella County)
X	Katherine DeVoursney (WMRMC)	P	Lt. Jeff Younkens (MSP/EMHSD)
A	Lt. Orville Theaker (MSP/EMHSD)		

III. **Approval of Agenda**

- Recommendation by: Lou Hunt
- Seconded by: Leah Delano
- Discussion: None
- Vote: All in favor

IV. **Approval of Minutes, Review Talking Points from October 2022**

- Recommendation by: Lou Hunt
- Seconded by: Leah Delano
- Discussion: None
- Vote: All in favor

V. **Committee Reports**

- AAF Report
 - i. Discussion on FY21 AAF for Isabella County, Cellebrite Project

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- This is for a subscription renewal that expires in January 2023, therefore this AAF may need to be expedited
- Motion to Approve: Lou Hunt
- Seconded by: Leah DeLano
- Vote: All in favor
- **Action:** Add this item on to the November Board agenda
- ii. Discussion on FY20 AAF for City of Grand Rapids, EOC Improvements Project
 - Some removals were made to the AAF to better align with homeland security/terrorism guidelines (took out fridge, coffee machine, etc)
 - Motion to Approve: Lou Hunt
 - Seconded by: Leah DeLano
 - Vote: All in favor
 - **Action:** Add this item on to the November Board agenda
- iii. Discussion on FY20 AAF for Kent County, Mass Casualty Kits Project
 - This project will cost \$100k, still leaving Kent Co with ~\$200k+ to spend
 - Leah had made some edits to this AAF for better clarity
 - Motion to Approve: Lou Hunt
 - Seconded by: Leah DeLano
 - Vote: All in favor
 - **Action:** Add this item on to the November Board agenda
- iv. Discussion on FY21 Montcalm County, 911 Backup Project
 - Three drafts of this AAF were done, revisions were made to include terrorism-related language and how this project will be utilized in the event of a terrorism event
 - This is a continuation of the same project approved in the FY20 budget
 - This AAF will help us reach our FY21 LETPA percentage; note: the LETPA percentage has been raised to 30% for the FY22 grant
 - Motion to Approve: Lou Hunt
 - Seconded by: Leah DeLano
 - Vote: All in favor
 - **Action:** Add this item on to the November Board agenda
- WMRMC Report (Amanda)
 - i. New Regional Coordinator, Katherine DeVoursney, started on her first day on 10/31. Training and orientation are underway. Also new at WMRMC is Bobbi Kelsch, our Administrative Assistant who started on 10/24

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- ii. BIG THANK YOU to Leah for all her help to Amanda, on the AAFs, and on the National Priorities
- iii. FY22 National Priority Summaries were submitted to the State by Amanda. No feedback or news yet, but Amanda takes this a good sign they will be approved
- iv. BSIR Report due at the end of October was submitted by Amanda, this is done 3x a year in Jan, Apr & Oct and covers expenditures, project cost updates, actual costs and more
 - Amanda updated all Workbooks to match the actual AAFs, which was submitted at the same time
 - **Action:** Amanda to send out all updated workbooks to counties
- v. All needed items to apply for the F22 HSGP have been submitted, signed in Oct
 - **Action:** Amanda to send out the FY22 grant to all EMs/Planners
- vi. Personnel Certificates – these need to be signed by new personnel because there have been a lot of changes in people recently
- vii. Purchase Orders
 - **Action:** Amanda will send these out where necessary
- viii. FY19 Clare County Radio Project
 - This advance has been approved by the State, but has been experiencing delays due to supply chain issues
 - New date Motorola said they would ship the batteries was on 11/18
 - The State does not accept returning any advanced funds
- ix. Goals for after the New Year begins in 2023
 - Update the WMRMC website to make it more accessible to the EMs/Planners by housing resources there
 - a. Ideas to include on website: Forms, Email lists, AAF Archive, Templates, Events Calendar, possibly set up some things behind a log-in mechanism to keep them private
 - Contact Lists need to be updated to clean up emails that no longer work or are unnecessary, if people still want to included they can reach out
- Regional Planner & Regional Coordinator Report (Leah/Lou)
 - i. None
- Region 6 Sub-Committee (Liz)
 - i. Regional THIRA
 - Will need to go over THIRA draft in 2023, each county needs to contribute to it and we will need to establish a way to continually

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maintain it as it will not be going away, Feds want to see how the projects link to the THIRA

- Ideas to help accomplish the THIRA:
 - a. Community Resilience Indicators
 - b. Census Data
 - c. Vulnerability & Consequences Index
 - d. WRAP Tool

VI. Action Items/Updates

- None

VII. New Business

- Introduce Katherine DeVoursney
 - i. New Regional Coordinator, background in education and nonprofits
 - ii. Meeting one on one with Leah on 11/22, also open to other one on one meetings to get a concise picture of this new role and how to best assist
- Review At-Large Member Applications and interview logistics
 - i. Four new slots can be filled on the Planning Board
 - ii. Interested parties have applied and will be interviewed during the 11/28 Planning Board meeting
 - iii. City of GR and the SV Tribe currently sit on the Board and have applied again
- Briefing on FY22 NPA Funding Priorities
 - i. The FY22 NPA Funding Priorities documents was submitted on 11/18
 - ii. The founding of a sub-committee specifically for addressing these NPAs will be done (Leah is heading up the charge to do so) and the idea is to sometimes meet after lunch on the same day as our typical Planning Board meetings
 - iii. **Action item**: Add this to the 11/28 Planning Board agenda to discuss/recruit

VIII. Open Discussion

- Recording of Planning Board & Exec Board meetings
 - i. Talked about the possibility of using Microsoft Teams to record each meeting; these recordings automatically generate a transcript that can be used to create the meeting minutes or be sent to those absent if requested
 - ii. Discussion of legality, some people may be hesitant to adopt this process
 - We can state that we are being recording at the beginning of each meeting, if needed
 - Solutions: putting the recording/transcripts behind a log-in or destroying them immediately after writing the minutes

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- iii. Doing this would close the gap between what was said and what was written, furthermore, if a member wishes to see details on what was discussed they would have the ability to do so

IX. Public Comment

- None

X. Adjourned at 12:05 pm