

Region 6 Homeland Security Planning Board

“Community Preparedness through Regional Collaboration”

Lou Hunt, Board Chairperson

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Citizen Corps – Abby Watkins

Leah Delano, Chair R6 Sub-Committees

REGION 6 EXECUTIVE COMMITTEE In-Person with Teams Meeting Option

April 10, 2023 – Minutes

I. Call to Order at 10:03am

II. Roll Call

Voting Members

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

Non-Voting Members

V	Amanda Frifeldt (WMRMC)	V	Julie Adams (Isabella County)
V	Katherine DeVoursney (WMRMC)	V	Scott Corbin (Kent County)
X	Lt. Orville Theaker (MSP/EMHSD)	V	Matt Groesser (Kent County)
V	Helen Lee (Isabella County)	V	Marc Griffis (Isabella County)

III. Approval of Agenda

- Motion: Lou Hunt
- Second: Allison Farole
- All in Favor

IV. Approval of Minutes

- Motion: Lou Hunt
- Second: Abby Watkins
- All in Favor

V. Committee Reports

- AAF Reports
 - FY21 Joint Muskegon Co & Ottawa Co – Great Lakes Homeland Security Conference
 - Motion: Hunt
 - Second: Farole
 - Discussion: Joint AAF, money will come from each county’s local allocations and not regional funds
 - Vote: All in favor
 - Recommendation: The Region 6 HSGP Planning Board to approve the FY21 Joint Muskegon Co & Ottawa Co – Great Lakes Homeland Security Conference as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions
 - FY21 Montcalm Co – Public Health Terrorism Training

- Motion: Hunt
- Second: Farole
- Discussion: The training must be terrorism-related.
- Vote: All in favor
- Recommendation: The Region 6 HSGP Planning Board to approve the FY21 Montcalm Co Public Health Terrorism Training as outlined on the attached AAF.
- THIRA Gap Addressed: Protection & Prevention
- FY21 Mason Co – Cellebrite Training LETPA
 - Motion: Watkins
 - Second: Farole
 - Discussion: Good to have more LETPA.
 - Vote: All in favor
 - Recommendation: The Region 6 HSGP Planning Board to approve the FY21 Mason Co – Cellebrite Training LETPA as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions
- FY21 Joint Muskegon Co & Other Interested Counties – Active Assailant Conference
 - Motion: Hunt
 - Second: Farole
 - Discussion: Funds will come from the local county allocations of who will attend: there are 9 spots available & 1 spot reserved Muskegon County.
 - Vote: All in favor
 - Recommendation: The Region 6 HSGP Planning Board to approve the FY21 Joint Muskegon Co & Other Interested Counties – Active Assailant Conference as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions
- FY21 Montcalm Co – Portable Radio Batteries
 - Motion: Hunt
 - Second: DeLano
 - Discussion: None
 - Vote: All in favor
 - Recommendation: The Region 6 HSGP Planning Board to approve the FY21 Montcalm Co – Portable Radio Batteries as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions
- FY21 Kent Co – ID & Accountability Sustainability Project
 - Motion: Farole
 - Second: Watkins
 - Discussion: Important to note that this project is a continuation of efforts and is for the sustainment of the project.
 - Vote: All in favor
 - Recommendation: The Region 6 HSGP Planning Board to approve the FY21 Kent Co – ID & Accountability Sustainability Project as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions

- FY21 Kent Co – Underwater Remotely Operated Vehicle LETPA
 - Motion: Hunt
 - Second: Watkins
 - Discussion: Good to have more LETPA.
 - Vote: All in favor
 - Recommendation: The Region 6 HSGP Planning Board to approve the FY21 Kent Co – Underwater Remotely Operated Vehicle as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions & Protection/Prevention
- FY21 Ottawa Co – CBRNE Detector
 - Motion: Hunt
 - Second: Watkins
 - Discussion: None
 - Vote: All in favor
 - Recommendation: The Region 6 HSGP Planning Board to approve the FY21 Ottawa Co – CBRNE Detector as outlined on the attached AAF.
 - THIRA Gap Addressed: Protection & Prevention
- FY21 Ottawa Co – EOC Functional Exercise
 - Motion: Hunt
 - Second: DeLano
 - Discussion: None
 - Vote: All in favor
 - Recommendation: The Region 6 HSGP Planning Board to approve the FY21 Ottawa Co – EOC Functional Exercise as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions
- WMRMC Fiduciary Report
 - i. The updated FY20 & FY21 Allocation Spreadsheets have been sent out
 - ii. This month Amanda is working on updating personnel certifications & BSIRs for FY19, 20, 21, 22 due at the end of the month
 - iii. Most reimbursement packets have been processed
 - iv. Advance Request approvals are coming in
 - v. Sent out the important dates/deadlines chart that is always included on the first page of the Allocation Spreadsheets, we will now also use this chart inside agendas and meeting minutes
 - vi. All county allocation letters have been signed and returned, waiting on 1
- Regional Coordinator Report
 - i. April 1 deadline generated about 17 new FY21 AAFs to come in for review, also now seeing AAFs for FY22
 - ii. Katherine has been working 1:1 with EMs on some AAFs, a conversation is always appreciated if someone is confused or would like help, happy to provide
 - iii. Discussion was made around whether Planner Salaries, etc. should be individual AAFs from each county or they should be all on one AAF as in years past. The group consensus leaned towards each county filling out their own AAF for their Planner, will advise this at next Planning Board meeting
- Region 6 Sub-Committee Report (NPA, LETPA, HazMat)
 - i. LETPA

- LETPA in FY20 we are ahead \$35k
- LETPA in FY21 we are ahead by about \$129k
- LETPA in FY22 will be on track, but if the mobile animal shelter project is not approved as LETPA, we will be short by about \$22k
 - We will just need to watch this & not necessarily depend on the State approving it as LETPA
- ii. NPAs
 - FY20:
 - GrayKey is now complete, working on FY21
 - The 4 FLIRs going to Isabella, Muskegon, City of Grand Rapids & Ottawa will be distributed soon
 - Barricades – all Certificate of Goods Received are accounted for except Mason County
 - Cyber Consortium has been held
 - All FY20 NPA Regional Projects are now complete/closed
 - FY21:
 - Avatars, Barricades, Cyber Consortium, Dataminer for 10 licenses AAFs have been submitted
 - FY22:
 - A Regional Radio template AAF has been sent to Katherine & will be brought up at the next Planning Board for those interested; they would just need to let Katherine know the costs and types of radios wanted
- iii. NPA Meeting
 - Will be held on April 24 after the Planning Board meeting, and after a quick break for lunch
- Planning Sub-Committee (THIRA)
 - i. No new leader of this subcommittee has yet been identified
 - ii. Orville will speak with Marie Deville, the THIRA/SPR Specialist at Division about how they are seeking to simplify this process and make it a bit easier
 - iii. We will leave this committee on all agendas, to keep it fresh in minds
 - iv. After each fiscal year is over, Katherine will go back and categorize the AAFs according to which THIRA Gap they address so we will have a summary

VI. Action Items/Updates

- Grant Deadlines:
 - i. FY20 ends May 20; all purchasing documents were due on March 15
 - ii. FY21 AAFs were due April 1
 - iii. FY22 opens on June 1
- Regional Mutual Aid Agreement
 - i. A meeting is being held on 4/17 and will inform all of any updates
- Region 6 Clean-Up Projects
 - i. FY20 RTF Kits
 - We are needing the final dollar amount from Amanda to determine what we will be able to spend, Amanda said she will work on this
 - ii. FY21 Project
 - RTF Kits – we don't yet know the dollar amount
 - iii. RTF Kit Survey (online) is due April 15
 - 9 responses, missing 4 – Katherine will send reminder
- Isabella Letter to the Planning Board

- i. All questions received written answers except one (#8) which focused on audit findings & any potential financial penalties and how it would be determined who is responsible for paying those funds back
- ii. It was discussed that if an audit finding determines a financial cost will need to be paid back, it would be situation-dependent as to how it will be resolved
- iii. Auditors would determine if and where any mismanagement occurred and typically make recommendations to the State for a solution; the State will then either A) dictate the solution, or, B) may or may not give the Planning Board authority to determine a solution. A definite answer cannot be made due to issues found needing to be addressed on a case-by-case basis. Discussion followed.

VII. New Business - None

VIII. Open Discussion - None

IX. Public Comment - None

X. Adjourned at 11:51am

The next Region 6 Planning Board Meeting is April 24, 2023, in person

The next Executive Committee Meeting is May 15, 2023, in person

The next Region 6 Sub-Committee is immediately following the PB on April 24, in person