



Region 6 Homeland Security Planning Board
Meeting Minutes
May 22, 2023

**9:30 AM in person at the
Big Rapids Department of Public Safety
435 N. Michigan Ave. Big Rapids, MI**

Available via Teams for Non-Voting Members

I. Partner Reports

- A. Jenn Sorek (Ottawa Co Health Dept.) – Discussed how the ending of the Covid emergency order will impact the community, including how this will impact hospitals, vaccine availability & cost, policies, and procedures, etc. The Health Dept will continue to communicate & involve EM Depts in these conversations.

II. Meeting Called to Order at 9:33am

III. Pledge of Allegiance

IV. Roll Call

Jurisdiction – Representative		Jurisdiction – Representative	
X	Clare County – Jerry Becker	X	Muskegon County – Rich Warner
X	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	AL	Ottawa County – Leah DeLano
X	Mason County – Heath Scarbrough	X	City of GR – Allison Farole (Secretary)
X	Mecosta County – Scott Schroeder	X	Saginaw Chippewa Indian Tribe – Fred Cantu
X	Montcalm County – Eric Smith		

X = Present
A = Absent
V = Virtual
AL = Alternate

Name – Agency	
X	Katherine DeVoursney – WMRMC, Region 6 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
V	Scott Corbin - Kent County
V	Alexander Yared – Kent County
V	Lou Hunt – Ottawa County
V	Jennifer Sorek – Ottawa County Health Department
V	Joshua Peters - EPA
V	Randy Laughlin – Mifram Security

V. Approval of the Agenda

- A. Motion: Marc Griffis
- B. Second: Matt Groesser
- C. All in Favor

VI. Approval of Prior Meeting Minutes

- A. Motion: Troy Maloney
- B. Second: Scott Schroeder
- C. All in Favor

VII. Public Comment

- A. None

VIII. Presentations

- A. Mifram Security – Mobile Vehicle Barriers (Randy Laughlin)
 - In this presentation, Mifram Security informed the Planning Board of the specs and benefits of their Mobile Vehicle Barrier equipment. Region 6 will be purchasing some kind of barriers as an FY21 NPA project. A video was shown demonstrating how these barriers work: They can be set up in roads during events such as parades or festivals; once linked together these barriers can stop a moving vehicle headed towards a crowded space, for example during an act of terrorism or other dangerous situation that would threaten a crowded space. These specific barriers presented on are mobile (easily moved), break down to store when not in use, can be used on different types of terrain, and have various accessories available for additional purchase such as LED lights and billboard/advertisement capabilities.

IX. Fiduciary Report

- A. Updated FY20 & FY21 HSGP Allocations Spreadsheets were sent out last week.
- B. WMRMC will be submitting a project extension request to the State in order to fulfill the obligations needed to properly complete Region 6's FY20 Clean-Up Project (RTF Kits). A request for a cash advance will also be submitted to the State for this project, which is allowed per the direction of Kim Richmond. These requests are due May 31 but will be submitted earlier, on May 23. The anticipation is that an approval will be granted but will know more soon.
- C. FY20 – Officially closes on May 31st with the exception of the Clean-Up RTF Kit project which will close on Sept 30th if/when the extension request is granted.
- D. FY21 – Reimbursements packets are currently being worked on. If you have not yet heard anything back, be assured that they are being seen and processed.
- E. FY22 – This grant officially opens on June 1
- F. Intergovernmental Agreements will be sent out to each county soon, please sign and return. These agreements now have updated language to reflect some of the changes regarding LETPA and NPA projects. Otherwise, it is the same process as in previous years.
- G. FY22 Allocation Spreadsheet – This will be sent out shortly and will reflect the designated county allocations, as well as show important deadlines (first tab).

- All of Region 6's Local Allocation letters have come back signed now.
- H. FY23 – The Region 6 HSGP Workbook has been approved; while the actual final amount totals are not yet known/released from the federal government, this workbook was created based on last year's numbers. Another will be submitted after we know more about what the final numbers can look like.
- I. WMRMC Office Move
 - On June 1, WMRMC is moving office buildings from the Hackley Professional Building and into the Baker College campus, which has been purchased by Muskegon County. This puts WMRMC within the same wing as the Muskegon EM team.
 - Please expect some delays in emails or correspondence, as WMRMC will be focused on vacating one building and moving into another.

X. Workgroup Reports

- A. Citizen Corps – None at this time
- B. MEMA/IAEM
 - Jerry Becker is resigning from his position as the Region 6 District Liaison, his letter of resignation is included in these minutes. A search for a new representative will begin, but Jerry is staying on until June 26. A discussion of the updated by-laws and the meeting held during the GLHS Conference followed.
- C. Region 6 IPAWs
 - No big issues to report. Lt. Theaker asked if anyone had any issues with their certificates or accessing their portals; if so, the certificate is the more pressing issue to resolve. Contact Jacqueline at EMD if help is needed.
- D. CIKR – A meeting was held on April 25; notes of that meeting are attached to this meeting's minutes.
- E. Region 6 District MOU
 - Allison presented using Power Point for this workgroup, which met during GLHS. The first steps taken used a broader, stepped-back approach that included reviewing the already established agreements, laws, and mandates currently existing within our region (such as PA390). From there, a Region 6 MOU could attempt to fill in any gaps or disconnections. It could also potentially cover topics not written within our IGAs, such as resource types, demobilization, and providing county resources not mentioned (such as physical assets, Damage Assessment Teams, etc.). Different MOU examples that could be used as our template were also discussed, such as the MOU in Region 5 and the MAA between LE & ERT. The MAA between the County's Public Health Departments and the Region 6 Healthcare Coalition was of particular interest as a model, Jenn Sorek discussed how it works. A copy of this MAA could potentially be obtained by this workgroup to inform next steps. Allison's PPT presentation slides are included in these minutes.

XI. Committee Reports

- A. Executive Committee
 - Reviewed a large number of motions, which will be voted on today.
 - Discussed how to best resolve the FY20 Clean-Up RTF Kit Project, which including extension requests mentioned in today's Fiduciary Report
 - It was discussed that over the next 2 months, WMRMC as the Fiduciary will be reviewing & updating their current policies and procedures regarding various topics taught at the GLHS Fiduciary Training and will report out once those reviews or any changes needed have taken place.
 - B. Region 6 Sub-Committee
 - Met recently to discuss NPA projects for FY20, FY21 & FY22:
 - FY20: Basically, all wrapped up and completed at this point
 - FY21: Some changes will be made regarding the Barrier NPA project; instead of acquiring more water barriers, we are looking at purchasing either accessories to be used with the water barriers or purchasing a different type of barrier, which is why we had today's presentation on a middle-of-the-road barrier option.
 - FY22: It was decided that the NPA Mobile Animal Shelter Project will need to be discarded due to the danger and liability risk of housing animals within a confined space where disease could easily spread. Instead, the funds originally intended for this project will be redistributed into the other NPA Projects
 - a. Leah will be creating and sending out a survey to each County regarding these projects in order to determine the desired types and quantities of equipment purchased. Please respond ASAP when you receive it.
 - FY23: A meeting will be held to brainstorm ideas in July/August
 - C. Region 6 Planning (THIRA) Committee
 - Scott Corbin will be the new chair of this committee and will begin to develop a path forward regarding the recently written Region 6 THIRA, as well as how it can be continually updated and utilized as a tool.
- XII. Region 6 Coordinator Report**
- A. Open Meetings Act
 - Discussion was had addressing new recommendations from the state of Michigan's Attorney General
 - Options for private/non-public discussions were had, including the option of entering into a closed session if necessary.
 - WMRMC as a Fiduciary is committed to following this updated guidance and will continue to do so.
 - B. Mini-Fiduciary Training
 - A presentation will be given at either the June or July Planning Board meeting as a refresher for how to complete AAFs, following purchasing procedures and deadlines, NPA/LETPA definitions, etc.
 - C. Current Statuses of AAFs

- FY20: Completed, FY21: Internal submission now closed; the upcoming motion votes today are the final FY21 AAFs turned in; FY22: Opens 6/1

XIII. Chairman’s Report

XIV. Formal Correspondence

- A. HSGP National Priority Collaboration (Kim Richmond)

XV. Motions, Projects Identification & Budgets

A. AAF Motions

- Regional Projects:
 - FY21 Target Hardening Barriers (LETPA) (NPA)
 - a. Motion: Clare County
 - b. Second: Ionia County
 - c. *Motion Passes*

	Jurisdiction – Representative		Jurisdiction – Representative
X	Clare County – Jerry Becker	X	Muskegon County – Rich Warner
X	Ionia County – Jason Pattok	X	Newaygo County – Abby Watkins
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
	Mason County – Heath Scarbrough	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 = Voted Yes N = Voted No			

- FY21 DataMinr (LETPA) (NPA)
 - a. Motion: Kent County
 - b. Second: Lake County
 - c. *Motion Passes*

	Jurisdiction – Representative		Jurisdiction – Representative
X	Clare County – Jerry Becker	X	Muskegon County – Rich Warner
X	Ionia County – Jason Pattok	X	Newaygo County – Abby Watkins
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
X	Mason County – Heath Scarbrough	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 = Voted Yes N = Voted No			

- FY21 RTF Kits (Clean-Up)

- a. Motion: Oceana County
- b. Second: Mecosta County
- c. *Motion Passes*

	Jurisdiction – Representative		Jurisdiction – Representative
X	Clare County – Jerry Becker	X	Muskegon County – Rich Warner
X	Ionia County – Jason Pattok	X	Newaygo County – Abby Watkins
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
X	Mason County – Heath Scarbrough	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 = Voted Yes N = Voted No			

- FY21 Avatar Robot (NPA)
 - a. Motion: Clare County
 - b. Second: Newaygo County
 - c. *Motion Passes*

	Jurisdiction – Representative		Jurisdiction – Representative
X	Clare County – Jerry Becker	X	Muskegon County – Rich Warner
X	Ionia County – Jason Pattok	X	Newaygo County – Abby Watkins
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
X	Mason County – Heath Scarbrough	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 = Voted Yes N = Voted No			

- FY21 Cyber Consortium Training & Outreach Project (NPA)
 - a. Motion: Kent County
 - b. Second: Ottawa County
 - c. *Motion Passes*

	Jurisdiction – Representative		Jurisdiction – Representative
X	Clare County – Jerry Becker	X	Muskegon County – Rich Warner
X	Ionia County – Jason Pattok	X	Newaygo County – Abby Watkins
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

X	Mason County – Heath Scarbrough	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 = Voted Yes N = Voted No			

- Mecosta County:
 - FY21 RTF Bleeding Control Kits
 - a. Motion: Oceana County
 - b. Second: Muskegon County
 - c. *Motion Passes*

	Jurisdiction – Representative		Jurisdiction – Representative
X	Clare County – Jerry Becker	X	Muskegon County – Rich Warner
X	Ionia County – Jason Pattok	X	Newaygo County – Abby Watkins
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
X	Mason County – Heath Scarbrough	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 = Voted Yes N = Voted No			

- Ottawa County:
 - FY21 Cyber Forensics Teel Tech (Local – LETPA)
 - a. Motion: Kent County
 - b. Second: Lake County
 - c. *Motion Passes*

	Jurisdiction – Representative		Jurisdiction – Representative
X	Clare County – Jerry Becker	X	Muskegon County – Rich Warner
X	Ionia County – Jason Pattok	X	Newaygo County – Abby Watkins
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
X	Mason County – Heath Scarbrough	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 = Voted Yes N = Voted No			

- FY21 Cyber Forensics Equipment (Local – LETPA)
 - a. Motion: Muskegon County
 - b. Second: Clare County
 - c. *Motion Passes*

	Jurisdiction – Representative		Jurisdiction – Representative
X	Clare County – Jerry Becker	X	Muskegon County – Rich Warner
X	Ionia County – Jason Pattok	X	Newaygo County – Abby Watkins
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
X	Mason County – Heath Scarbrough	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 = Voted Yes N = Voted No			

- FY21 Critical Incident Training
 - a. Motion: Oceana County
 - b. Second: Newaygo County
 - c. *Motion Passes*

	Jurisdiction – Representative		Jurisdiction – Representative
X	Clare County – Jerry Becker	X	Muskegon County – Rich Warner
X	Ionia County – Jason Pattok	X	Newaygo County – Abby Watkins
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
X	Mason County – Heath Scarbrough	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 = Voted Yes N = Voted No			

- FY21 MCI Terrorism Exercise
 - a. Motion: Clare County
 - b. Second: Muskegon County
 - c. *Motion Passes*

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X	Clare County – Jerry Becker	X	Muskegon County – Rich Warner
X	Ionia County – Jason Pattok	X	Newaygo County – Abby Watkins
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
X	Mason County – Heath Scarbrough	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 = Voted Yes N = Voted No			

- Kent County:
 - FY21 Incident Management Team Training
 - a. Motion: Clare County
 - b. Second: Ionia County
 - c. *Motion Passes*

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X	Clare County – Jerry Becker	X	Muskegon County – Rich Warner
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X	Isabella County – Marc Griffis	X	Oceana County – Troy Maloney
X	Kent County – Matt Groesser	X	Osceola County – Mark Watkins
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X	Mason County – Heath Scarbrough	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 = Voted Yes N = Voted No			

- Lake County:
 - FY21 Fire Department Radio Project
 - a. Motion: Ionia County
 - b. Second: Mason County
 - c. *Motion Passes*

	Jurisdiction – Representative		Jurisdiction – Representative
X	Clare County – Jerry Becker	X	Muskegon County – Rich Warner
X	Ionia County – Jason Pattok	X	Newaygo County – Abby Watkins
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
X	Mason County – Heath Scarbrough	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 = Voted Yes N = Voted No			

- FY21 Law Enforcement Radio Project (Local – LETPA)
 - a. Motion: Mason County
 - b. Second: Ionia County
 - c. *Motion Passes*

	Jurisdiction – Representative		Jurisdiction – Representative
X	Clare County – Jerry Becker	X	Muskegon County – Rich Warner
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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
X	Mason County – Heath Scarbrough	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 = Voted Yes N = Voted No			

- Ionia County:
 - FY21 EMS & Fire Department RTF Kits
 - a. Motion: Lake County
 - b. Second: Oceana County
 - c. *Motion Passes*

	Jurisdiction – Representative		Jurisdiction – Representative
X	Clare County – Jerry Becker	X	Muskegon County – Rich Warner
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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
X	Mason County – Heath Scarbrough	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 = Voted Yes N = Voted No			

- FY21 Law Enforcement PPE Project (Local – LETPA)
 - a. Motion: Clare County
 - b. Second: Newaygo County
 - c. *Motion Passes*

	Jurisdiction – Representative		Jurisdiction – Representative
X	Clare County – Jerry Becker	X	Muskegon County – Rich Warner
X	Ionia County – Jason Pattok	X	Newaygo County – Abby Watkins

X	Isabella County – Marc Griffis	X	Oceana County – Troy Maloney
X	Kent County – Matt Groesser	X	Osceola County – Mark Watkins
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X	Mecosta County – Scott Schroeder	X	Saginaw Chippewa Indian Tribe – Fred Cantu
X	Montcalm County – Eric Smith		
X = Voted Yes			
N = Voted No			

XVI. Action Item Updates

- A. FY20 Regional Clean-Up Project: RTF Kits
- This topic was addressed during the above-listed reports.

XVII. Old Business - None

XVIII. New Business

- A. Regional Conferences
- National Homeland Security Conference – Chicago, July 24 – 27
 - 6th Annual North American Active Assailant Conference is June 7 – 9
 - Held at Woodside Bible Church in Troy, MI
 - MEMA Conference – October 9 – 11

IX. Open Discussion

X. Adjourn

The next Region 6 Planning Board Meeting is June 26, 2023, in person
The next Executive Committee Meeting is June 12, 2023, in person
Please inform Katherine of any other future meeting dates as appropriate.

FY20 Important Dates	
Grant Performance Period Start Date	9.1.20
Budget Approval Date	4.26.21
Fiduciary Opens Grant	6.1.21
AAFs due to R6 Coord	12.1.22
PO Req docs due to Fiduciary	3.15.23
Grant Performance Period End Date	5.31.23
Fiduciary Closes Grant	5.31.23

FY21 Important Dates	
Grant Performance Period Start Date	9.1.21
Budget Approval Date	2.21.22
Fiduciary Opens Grant	6.1.22
AAFs due to R6 Coord	4.1.23
PO Req docs due to Fiduciary	7.2.23
Reimbursement Packets Due	1.1.24
Grant Performance Period End Date	5.31.24
Fiduciary Closes Grant	5.31.24

FY22 Important Dates	
Grant Performance Period Start Date	9.1.22
Budget Approval Date	1.23.23
Fiduciary Opens Grant	6.1.23
AAFs due to R6 Coord	4.1.24*
PO Req docs due to Fiduciary	7.2.24*
Reimbursement Packets Due	1.1.25*
Grant Performance Period End Date	5.31.25
Fiduciary Closes Grant	5.31.25

**Tentative dates pending discussion, motions, and voting by the Planning Board*