



Region 6 Homeland Security Planning Board
Meeting Minutes
June 26, 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. Luke Aurner (Region 6 Healthcare Coalition) – Reported that Region 6 HCC will be focusing on end of year financials, BP4 just wrapped up, now shifting attention to BP5 so information on hazardous materials will be reviewed. Reported that there were not many issues with the Electric Forest concert event; it went well and no damage from recent storm. Oceana Co thanked Luke for helping with MCI plan and setting up oxygen and nebulizers; 300 cases of breathing issues in first 2 days due to dust/smoke/poor air quality.
- B. Dori Peters (Muskegon Co Health Dept.) – Also wrapping up financials for the end of year; awaiting their BP5 plans from the State and anticipating State accreditation renewals for many Health Dept employees in July, both in Muskegon and in Ottawa. Covid levels low. Air quality is a concern from CAN wildfires, Airnow.gov is a great resource. Beach water monitoring is underway.
- C. Jenn Sorek (Ottawa Co Health Dept.) – Jenn’s last day with the department will be July 7; she will be teaching at Hope College. Much appreciation expressed for all the partnerships created and work completed. Dori Peters will be taking over the reins.

II. Meeting Called to Order at 9:35am

III. Pledge of Allegiance

IV. Roll Call:

Jurisdiction – Representative		Jurisdiction – Representative	
X	Clare County – Jerry Becker	A	Muskegon County – Rich Warner
X	Ionia County – Jacob Sommer	A	Newaygo County – Abby Watkins (Vice)
X	Isabella County – Marc Griffis	X	Oceana County – Troy Maloney
X	Kent County – Matt Groesser	A	Osceola County – Mark Watkins
X	Lake County – Pat Maddox	X	Ottawa County – Lou Hunt (Chair)
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
A	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
X	Craig Johnson – Mecosta County
X	Alexander Yared – Kent County
V	Jennifer Sorek – Ottawa County Health Department
V	Dori Peters – Muskegon County Health Department
V	Jeff Nawrot – American Red Cross
V	Doug Lobsinger – Mt. Pleasant Fire Dept; Fire Chief
V	Luke Aurner – Region 6 Healthcare Coalition
V	Lisa Carr – Grand Rapids Airport

V. Approval of the Agenda

- A. Motion: Ottawa Co
- B. Second: Kent Co
- C. All in Favor with Changes
 - Added Ionia County’s Local Planning Committee Minutes (6/14/2023) reflecting Jacob Sommer as new EM, under New Business
 - Added nomination and vote for new MEMA Region 6 District Liaison, under New Business

VI. Approval of Prior Meeting Minutes

- A. Motion: Ottawa Co
- B. Second: Clare Co
- C. All in Favor

VII. Public Comment

- A. Welcome to Alex Yared, new Kent Co Planner

VIII. Presentations

- A. No presentation this week but hoping to schedule a presentation with DataMinr in the near future for information and guidance

IX. Fiduciary Report

- A. None in person; Amanda will send out Report via email
- B. Discussed Equipment Inventory – if a County needs to decommission something, the very first step is to contact EMD because every item is different and may have their own unique decommissioning process – EMD knows best

X. Workgroup Reports

- A. Citizen Corps
 - No report at this time specifically
 - City of GR will be kicking off a CERT team in August, interest is expected

- Isabella Co is interested in how City of GR and Ottawa Co fund staff that lead this type of program in a permanent way
 - City of GR has an Emergency Management Specialist that has one of their focuses being on this type of program
 - Ottawa Co has Christine Saddler, Records Processing Clerk, who assists in leading the program although this may be above and beyond what is technically in her job description

B. MEMA/IAEM

- MEMA:
 - Nomination/voting for new MEMA District 6 Representative will be done in this meeting under New Business
 - MEMA Conference expected to be held in October
- IAEM:
 - National Conference is in Long Beach, CA - November
 - Nominations for IAEM Awards are now open, please submit
 - IAEM DEI Townhalls – one more session to be held
 - Due to the debt ceiling crisis, the federal Government Affairs Committee is looking at how to slow down or cap the LETPA requirement for HSGP grants
 - The Disaster Relief Fund (federal) will have no funds by August, this is an issue specifically if you have a presidentially declared state of emergency so please be aware of this
 - City of GR (Allison Farole) will be running for the position of Region 5 President

C. Region 6 IPAWs

- A recent IPAWs Workshop was held in Lansing and focused on practicing and scenarios, including an Active Shooter scenario at the Upheaval Festival as a real-world example
 - Attending IPAWs workshops is encouraged
- Be sure to access your IPAWs online portal, there are important reminders inside
 - MOU & Certificates expire every 3 years
 - a. The MOU can be expired while still working on completing it; however, if your Certificate expires it will not continue
- FEMA provides informational webinars & trainings on IPAWs, be on the lookout for those as Lt. Theaker sends them out via email
- WEA Notifications – the FCC is looking to collect feedback for the next 30 days regarding its updates & translation abilities

D. CIKR

- Recent meeting discussed: GIS data maps, level of comfortability about sharing data between state, regional, local entities, and how to determine high priority designations inside the data sets
- It was discussed in this meeting that keeping CIKR alive and active despite not being tied to any monetary funding is challenging

E. Region 6 District MOU

- Looking to meet sometime in the near future after a Planning Board meeting to discuss next steps
- Wants a copy of the Region 6 Public Health Communications MOU due to how long it has been around and how effective it has been
 - We can use this as an example to create our MOU

XI. Committee Reports

A. Executive Committee

- Next meeting will be held in Newaygo instead of Big Rapids
- Motions for internal deadlines, deadline extension and selection of fiduciary were made and discussed – will be voted on in this meeting

B. Region 6 Sub-Committee

- LETPA
 - LETPA Spreadsheets were shown:
 - a. FY19 (25%) – met and completed
 - b. FY20 (25%) – met and exceeded
 - c. FY21 (25%) – wrapping up now and expected to meet
 - d. FY22 (30%) – we are about \$20k short; at this time, unsure if this gap will be closed using regional or local funds but we still have some time to create a plan to meet this goal
 - e. FY23 (35%) – not yet opened; there is national discussion around DHS potentially deciding to cap LETPA at this 35% level in the years going forward
 - i. City of GR (Allison Farole) will be attending the National Homeland Security Conference in Chicago and will advocate for capping LETPA

C. Region 6 Planning (THIRA) Committee

- Will begin in Fall 2023

XII. Region 6 Coordinator Report

A. Current Statuses of AAFs (FY20, FY21, FY22)

- FY20 – Still waiting on final numbers for Clean-Up but grateful to the State for granting us our project extension and cash advance extension
- FY21 – Basically all wrapped up; shifting focus to regional projects
- FY22 – Opened on June 1; some AAFs have already been submitted which is a great head start
 - FY22 Workbook “Sheet” is being developed & will be sent out
 - If anyone needs help, feedback, clarifications on AAFs or other processes please reach out to Katherine
 - Looking at the August PB meeting for a quick “refresher” talk

B. FY22 IGAs

- Are actively being sent out and returned; contact Amanda with issues

C. Region 6 HSGP Website

- Construction is underway; lots of help from the Region 7 Healthcare Coalition (also under WMRMC) whose website is will be our example

- We will be able to have a password-protected section on this website
- D. Executive Committee Meeting
 - Will be held in Newaygo, not Big Rapids, on July 10
- E. Equipment Inventory Tracking
 - This happens once every two years and will be due in July to the State
 - Working on gathering and collating all the information on equipment Region 6 counties have purchased in the past and creating easy-to-read inventory sheets to be sent out to each county
 - Each county will then need to go through the equipment lists and update their respective status, aka if still operable or needs decommissioning, etc

XIII. Chairman’s Report – None; covered by agenda

XIV. Formal Correspondence

- A. 2023 State EAS Plan (attached)
 - Has been recently updated, look over and review

XV. Motions, Projects Identification & Budgets

- A. AAF Motions
 - Regional Projects:
 - FY22 GrayKey Project (LETPA) (NPA)
 - a. Motion: Ottawa County
 - b. Second: Oceana County
 - c. *Motion Passes*

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X	Clare County – Jerry Becker	A	Muskegon County – Rich Warner
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X	Isabella County – Marc Griffis	X	Oceana County – Troy Maloney
X	Kent County – Matt Groesser	A	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

- Ottawa County:
 - FY21 COOP Training Project
 - a. Motion: Clare County
 - b. Second: Lake County
 - c. Discussion: Ottawa will be conducting this training with its local area businesses. Ottawa Co said it will be happy to share the AAR with any county that requests it who may want to do something similar in the future.

d. Motion Passes

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X	Kent County – Matt Groesser	A	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			

- FY22 Planner Salary & Fringes
 - a. Motion: Kent County
 - b. Second: Clare County
 - c. *Motion Passes*

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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			

- FY22 Planner Incidentals
 - a. Motion: Lake County
 - b. Second: Ottawa County
 - c. *Motion Passes*

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X	Isabella County – Marc Griffis	X	Oceana County – Troy Maloney
X	Kent County – Matt Groesser	A	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			

- Muskegon County:
 - FY21 Radio Project
 - a. Motion: Kent County
 - b. Second: Mason County
 - c. *Motion Passes*

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X	Montcalm County – Eric Smith		
X = Voted Yes N = Voted No			

B. Executive Committee Motions

- These are motions brought forward by the Committee:
 - 45-Day Extension for the FY21 PO Documents Due
 - a. Motion: Ottawa Co
 - b. Second: Kent Co
 - c. *Motion Passes by Consensus*
 - Region 6 HSGP FY23 Selection of Fiduciary as WMRMC
 - a. Motion: Ottawa Co
 - b. Second: Clare Co
 - c. *Motion Passes by Consensus*
 - Setting internal Region 6 FY22 Deadlines
 - a. Motion: Ottawa Co
 - b. Second: Mecosta Co
 - c. Discussion: It was discussed that instead of 7/2/2024 being set as the internal PO Required Docs deadline, it should be 8/15/2024 to reflect the recent deadline change of the

same subject for FY21; need to discuss this with Fiduciary and no vote will be had today, we will reintroduce an updated motion at next month's meeting

d. Motion is Rescinded by Consensus, No Vote

XVI. Action Item Updates – DataMinr recipients need letters signed; orientation and training will be planned and depending on time length could be included at a PB meeting

XVII. Old Business - None

XVIII. New Business

A. Ionia County’s Local Planning Committee Minutes (6/14/2023) (attached)

- Reflects the hiring of Jacob Sommer as new Emergency Manager

B. Election of New MEMA District 6 Liaison

- Allison Farole is nominated to be the new MEMA District 6 Liaison.
 - Motion: Ottawa Co
 - Second: Clare Co
 - *Motion Passes by Consensus, Allison Farole named District Liaison*

IX. Open Discussion: Oceana Co thanked Lt. Theaker/MSP for involvement at Electric Forest & Oceana Co also welcomes tours of their Unified Command next year, it is very unique

X. Dates Review:

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	8.15.23*
Reimbursement Packets Due	1.1.24
Grant Performance Period End Date	5.31.24
Fiduciary Closes Grant	5.31.24

** Reflects the deadline change voted on & approved by the Planning Board during this meeting*

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. Also looking to move PO Req docs deadline to 8/15/2024 instead of 7/2/2024*

XI. Adjourned at 10:59am

The next Region 6 Planning Board Meeting is July 24, 2023, in person (in Big Rapids)

The next Executive Committee Meeting is July 10, 2023, in person (in Newaygo)

Please inform Katherine of any other future meeting dates as appropriate.