



Region 6 Homeland Security Planning Board  
Meeting Minutes  
July 24, 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 the Regional Medical Coordination Center is undergoing a “face lift” as it settles into its new space on the old Baker College campus and is preparing for the Hardy Dam exercise. Reach out to Luke if interested (or know someone who would be) in helping to teach some education courses regarding HazMat issues.
- B. Dori Peters (Muskegon Co Health Dept.) – Shared that they have a new public health risk assessment; in the fall the focus will be on updated their integrated preparedness plans. Covid remains low, currently monitoring for the swine flu as well as mosquito-carried viruses like West Nile.

**II. Meeting Called to Order at 9:36am**

**III. Pledge of Allegiance**

**IV. Roll Call:**

Jurisdiction – Representative		Jurisdiction – Representative	
X	Clare County – Jerry Becker		Muskegon County –
A	Ionia County – Jacob Sommer	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)
X	Mason County – Heath Scarbrough	A	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

X	Jerry McCoy – Montcalm County
X	Scott Corbin - Kent County
X	Craig Johnson – Mecosta County
X	Alexander Yared – Kent County
X	Leah DeLano – Ottawa County
V	Dori Peters – Muskegon County Health Department
V	Luke Aurner – Region 6 Healthcare Coalition
V	Lisa Carr – Grand Rapids Airport

**V. Approval of the Agenda**

- A. Motion: Ottawa Co
- B. Second: Newaygo Co
- C. All in Favor with Changes:
  - Added Planner Reimbursement Deadlines discussion under XVIII. New Business

**VI. Approval of Prior Meeting Minutes**

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

**VII. Public Comment**

**VIII. Presentations**

**IX. Fiduciary Report**

- A. FY20 & FY21 Allocation spreadsheets were sent out over the weekend
- B. A large number of reimbursement checks will be sent out over the next couple of weeks, the State processed and deposited funds at the end of June
- C. WMRMC is wrapping up its annual federal single audit; those reports will be available by the end of August
- D. Keep an eye out for updated PO’s coming out in the next couple of weeks

**X. Workgroup Reports**

- A. Citizen Corps
  - Very active right now supporting community events
  - Montcalm Co has requested assistance at their Danish Festival if any other county can potentially help out, please let them know
  - Medical Reserve Core Units – The State has created a small grant program to which these units can apply (but your unit must be registered and official) - it is intended to help with training, recruitment, sustainment & retention (contact Abby Watkins if you are interested or have questions)
- B. MEMA/IAEM
  - MEMA:
    - No updates; still waiting to hear about formal process of nominating a Region 6 representative
  - IAEM:

- Government Affairs Committee is meeting with FEMA on August 1 to discuss HSGP and UASI grant issues. Leah/Lou have provided me talking points to bring to the table.
- Elections for IAEM officers will open in August. If you are a member, please vote.
- Highly encourage folks to join IAEM and get involved in various committees/caucuses. Lots of work being done and opportunity to learn and grow as an emergency manager. More information here: <https://www.iaem.org/Groups/USA-Caucuses> or <https://www.iaem.org/Groups/USA-Committees>
- IAEM Awards is open for nominations. More information here: <https://www.iaem.org/2023-awards-program>

C. Region 6 IPAWS

- No updates at this time

D. CIKR

- Recent meeting discussions:
  - Making the GIS data user-friendly
  - The CIKR points when plugged in did not always accurately pinpoint the real location, needs cleaning up
  - Limited down to the lifelines categories

E. Region 6 District MOU

- Planning to meet sometime within the next 20 days or so
- Obtained a copy of the Region 6 Public Health Communications MOU to use an example and guide

**XI. Committee Reports**

A. Executive Committee

- Discussed OMA & FY23 HSGP Guidelines (raised LETPA requirements)

B. Region 6 Sub-Committee

- LETPA – Looking good, presented report at June meeting; should be able to have a deeper report at the August meeting
- NPAs
  - FY21:
    - a. Barriers: Purchasing paperwork is being completed
    - b. DataMinr: Those who have signed up should now be getting First Alert notifications, working on securing training sessions around registration, instructions, etc – contact Leah DeLano with any questions
    - c. Avatar Robot: Due to the false price on seller’s website, we can now only purchase one for the region (originally hoped to purchase around 7) - now working with manufacturer to see if they can help us or tailor one for us, as well as exploring other creative sources of funding
  - FY22:

- a. Leah's survey around the wants/needs of each county was sent out, survey results attached to these minutes
- b. Email Leah with any questions around these projects
- FY20 Clean-up Project
  - Advance Request paperwork has been sent in
  - We have enough funds for 180 RTF Kits
  - Preliminary distribution plan being put together based on survey
  - Mason Co Question: Can DNR receive? Lt. Theaker will check into
- C. Region 6 Planning (THIRA) Committee
  - Discussed the lack of participation in the previous THIRA process
    - Also discussed if/how participation could be tied to HSGP funding
  - We want to make sure we are making an accurate product and if not all counties participates, we risk publishing false information
  - Brainstorming ways to keep the THIRA alive – the one we have is the first iteration, so updating it will be a challenge unless all counties are involved; discussion around remote meetings was also had
  - THIRA efforts will resume around October 2023

## **XII. Region 6 Coordinator Report**

- A. AAFs
  - FY21 – Is basically all wrapped up, but expect to see some FY21 AAFs to vote on at the August meeting as we wind things down
  - FY22 – Already receiving some FY22 AAFs which is great, these early submissions help the entire region's timeline overall
    - Leah created a FY22 Radio AAF Template; contact Katherine for it
- B. Region 6 HSGP Website
  - Shared screen to present to the group & asked for feedback and suggestions
    - Goal: a one-stop shop for all things HSGP
      - a. Links to EM Depts, Agendas/Mins, AAFs & Templates
      - b. Links to necessary HSGP paperwork or trainings
      - c. Ability to create a calendar and/or post events
    - Link will be sent out later this month when completed
  - Example website: Region 7 Healthcare Coalition (also under WMRMC) can be visited at: <https://www.miregion7.com/>
- C. Equipment Inventory Tracking
  - This happens once every two years; last one happened in 2021
    - Covers any purchases over \$5k made with HSGP funds
    - Items must remain on the tracker for 3yrs after disposal
  - Excel templates individualized to each county (based on completed 2021 inventories) have been sent out that cover purchases made 2012 – 2020
    - We will be completing and sending the 2006 – 2012 Excel templates sometime this week
  - Shared screen to show examples of what these forms look like

- Deadline is July 31 but we have some flexibility
- D. FY22 Workbook “Quick Guide”
- This is a draft of a Word Doc made using the FY22 HSGP Workbook; shared screen to show everyone and ask for feedback
  - This document will describe our projects & help with AAF completion

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

**XIV. Formal Correspondence**

**XV. Motions, Projects Identification & Budgets**

A. AAF Motions

- Isabella County:
  - FY22 Planners Project
    - a. Motion: Montcalm Co
    - b. Second: Isabella Co
    - c. *Motion Passes*

	<b>Jurisdiction – Representative</b>		<b>Jurisdiction – Representative</b>
X	Clare County – Jerry Becker		Muskegon County –
A	Ionia County – Jacob Sommer	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 – Lou Hunt
X	Mason County – Heath Scarbrough	A	City of GR – 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 Cellebrite Project (LETPA)
  - a. Motion: Ottawa Co
  - b. Second: Isabella Co
  - c. *Motion Passes*

	<b>Jurisdiction – Representative</b>		<b>Jurisdiction – Representative</b>
X	Clare County – Jerry Becker		Muskegon County –
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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 – Lou Hunt
X	Mason County – Heath Scarbrough	A	City of GR – 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 Breaching Tool Project (LETPA)
  - a. Motion: Montcalm Co
  - b. Second: Oceana Co
  - c. *Motion Passes*

	Jurisdiction – Representative		Jurisdiction – Representative
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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 – Lou Hunt
X	Mason County – Heath Scarbrough	A	City of GR – 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			

**B. Executive Committee Motions**

- These are motions brought forward by the Committee:
  - Setting internal Region 6 FY22 Deadlines
    - a. Motion: Ottawa Co
    - b. Second: Montcalm Co
    - c. Discussion: This motion was originally rescinded in June so that we could alter the PO Req Docs deadline to match the FY21 similar date (from 7/2 to instead 8/15)
    - d. *Motion Passes by Consensus*

**XVI. Action Item Updates**

**XVII. Old Business**

**A. Open Meetings Act**

- Discussion was had about recording Region 6 HSGP Planning Board & Executive Committee meetings
  - OMA Laws on the books (recordings not required) vs. OMA Recommendations by Michigan Attorney General Dana Nessel (recommends recording)
    - a. Question was raised whether or not this Board would qualify under OMA; however, it does state in the Region 6 HSGP by-laws that this Board will adhere to the OMA due to its ability to vote on how taxpayer funds are spent
      - i. Undetermined if OMA applies to the subcommittees, more discussion needed
      - ii. Also discussed dealing with sensitive information

- WMRMC as the fiduciary is interested in continuing the recordings as a best practice/provide more detailed & accurate minutes
- More research will be done and Katherine will talk to Amanda about WMRMC's record retention policy

**XVIII. New Business**

A. Planner Reimbursement Deadline discussion

- Clarified that these reimbursements do not need to adhere to the deadlines listed below due to the timelines of payments & processes; please work with Amanda individually on the Planner reimbursements

**IX. Open Discussion**

- Scott Schroeder, Mecosta Co EM, will be retiring at the end of September
  - i. Craig Johnson will be temporarily covering the position while they seek to hire in someone new
- Radio Discussion
  - i. Concerns were discussed around radios becoming obsolete and their increased prices if they need to be replaced; placing a burden on some counties with tighter budgets or other such concerns
  - ii. It was discussed that this issue will be added to the August Executive Committee Agenda as well as a potential survey of each county's current radio status and potential future needs

**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

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

*\*These dates were voted on and approved by the Region 6 HSGP Planning Board at today's meeting*

**XI. Adjourned at 11:42am**

***The next Region 6 Planning Board Meeting is August 28, 2023, in person***

***The next Executive Committee Meeting is August 21, 2023, in person***