



Region 6 Homeland Security Planning Board  
Meeting Minutes  
December 12, 2022

**9:30 AM in person at the  
Big Rapids Department of Public Safety  
435 N. Michigan Ave. Big Rapids, MI**  
via Teams for Non-Voting Members

**I. Partner Reports**

- A. Ottawa Co. Health Department (Jennifer Sorek) – Provided update on current cases of Monkeypox & Ebola in Kent and Ottawa Counties, most all cases are from air travel. Kent has guidelines/best practices established to address this issue, please contact Jennifer if you would like to view them or implement them in your own county.
- B. R6HCC (Luke Aurner) – Provided update on current RSV/Covid/Flu situation in West Michigan. Cases continue to rise, DeVos Childrens Hospital is full and other local ER’s are holding RSV cases until beds can open up or are sending patients home with oxygen, etc. R6HCC attended the National Preparedness Conference in Anaheim, CA. Luke also sought feedback on conducting a “HAM in a Day” radio training for interested parties.

**II. Meeting Called to Order at 10:00am**

**III. Pledge of Allegiance**

**IV. Roll Call**

	<b>Jurisdiction – Representative</b>		<b>Jurisdiction – Representative</b>
V	Clare County – Jerry Becker	V	Muskegon County – Richard Warner
X	Ionia County – Jason Pattok	X	Newaygo County – Abby Watkins
X	Isabella County – Marc Griffis	X	Oceana County – Troy Maloney
A	Kent County – Matt Groesser – (Allison Farole is alternate)	X	Osceola County – Mark Watkins
X	Lake County – Pat Maddox	X	Ottawa County – Lou Hunt (Chair)
X	Mason County – Liz Reimink	X	City of Grand Rapids – Allison Farole
X	Mecosta County – Scott Schroeder	X	Saginaw Chippewa Indian Tribe – Fred Cantu
V	Montcalm County – Jerry McCoy		
	X – Present, A – Absent, V – Virtual		
	<b>Name – Agency</b>		<b>Name – Agency</b>
X	Lt. Orville Theaker – MSP EMD	A	Scott Corbin, Kent County Deputy Director
X	Leah DeLano – Ottawa County	A	WMRMC – Dr. Evans
V	Julie Adams – Isabella County	X	WMRMC – Katherine DeVoursney
V	Jerry McCoy – Montcalm County/ Gowen	A	Jim Maczko – NWS/ Grand Rapids
A	Lisa Carr – GR Airport	V	Montcalm County – Eric Smith
A	Rick Beltinck - Mt Pleasant Fire	V	Jeffrey Nawrot – Red Cross/ Grand Rapids
V	Jennifer Sorek – Ottawa County Health Department	X	R6 Health Care Coalition - Luke Aurner
V	Montie Schutz, Central Michigan District Health Department	A	R6 Health Care Coalition - Tim Dickman
	X – Present, A – Absent, V – Virtual	V	WMRMC – Amanda Frifeldt

**V. Approval of the Agenda**

Motion by: Oceana County  
Seconded by: Mason County  
Discussion: None  
Vote: Approved by consensus

**VI. Approval of Prior Meeting Minutes**

Motion by: Ottawa County  
Seconded by: Lake County  
Discussion: None  
Vote: Approved by consensus

**VII. Voting for At-Large Positions**

- A. City of Grand Rapids  
Motion by: Ottawa County  
Seconded by: Osceola County  
Vote: Approved by consensus
- B. Saginaw Chippewa Indian Tribe  
Motion by: Ottawa County  
Seconded by: Osceola County  
Vote: Approved by consensus

**VIII. Public Comment – None**

**IX. Presentations – None**

**X. Fiduciary Report**

- A. FY22 HSGP Grant
- Finalized and signed, copy emailed out to counties on 12/1/22
  - The grant will be updated with the local allocations and resent when done
- B. New EHP Process for AAFs
- All AAFs that will need an EHP must now submit their EHP before submitting their corresponding AAF; when the state approves the EHP, we can then submit the AAF
  - A copy of the EHP Form, as well as the link to find the form online, was emailed out to counties on 12/12/22
  - Discussion: Concern about how long and how many personnel hours the EHPs will take. The form says it can take up to 8hrs to complete the form.
  - **Action:** Add this change to January 2023 Exec & Planning Board agendas to discuss and walk through what this new EHP process looks like
- C. FY19 Projects
- R6 RTF Clean-up Project
    1. Advance was received by WMRMC, Amanda is purchasing the bags for the kits this week
    2. Once the bags are received, we can set a date for counties to come pick up and put together their kits sometime in January 2023
    3. **Action:** Katherine will create a doodle (or other scheduling tool) poll to help choose one date that most counties can attend to distribute the kits; will wait until the bags are delivered to do so
  - Clare County Radio Project
    1. This is a “backup” project in case the watercraft project is not feasible within the allowed timeframe; still no word from FEMA on approval
  - Isabella County Barrier Project

1. Process in place to work with state on the barriers
  2. Entered as a non-NPA project into the workbook
- D. Continue to send Amanda/Leah AAFs until 1/1/23; after that send to Katherine/Amanda

## **XI. Committee Reports**

- A. Citizen Corps Report
- None
- B. MEMA/IAEM Representative Report
- Working on scheduling the IAEM meeting dates for 2023
- C. Region 6 IPAWS Reporting
- Lake County did an IPAWS test recently and Kent/City of GR helped
  - ATT & T-Mobile were tested, everything stayed with the appropriate zip codes and borders; the test did not cross over into Mecosta County
- D. CIKR Report
- Clare County is interested in seeing how our R6 data compares to the data from other neighboring regions
- E. Executive Committee Report
- Discussed concerns about the timelines of FY20 projects, stressed the importance of submitting all necessary advance requests and POs ASAP
- F. Region 6 Priority Area Projects Sub-Committee Report
- FY20 Projects
    1. Graykey Project: is complete
    2. FLIR Project: prices went up, now purchasing 4 FLIRs instead of 5
    3. Barricade Project: gathering quotes, NPA Committee will work on
    4. Cybersecurity: CIKR has been a challenge; it is recommended that costs for travel (airfare, hotels, etc.) never be included on future NPA projects due to NPA expenditures needing to be **exact** amounts
  - FY21 Projects
    1. AAFs for Graykey, Dataminer are all set and good to go
  - FY22 Projects
    1. NPA Project Summaries have been submitted, awaiting state approval
    2. NPA Committee's agenda will be made and meetings will be held after scheduled Planning Board meetings (as announced)
- G. LETPA Report
- We are on track to meeting the LETPA requirements for FY19 & FY20, FY21 is currently about \$20-30k over
  - FY22 LETPA has been risen to 30% - need to discuss this when proposing FY22 budget, currently about \$94k short on meeting goal
  - FY21 – Isabella County's Breaching Tool Project can be added as LETPA to workbook but is not a NPA project
- H. Region 6 Planning Committee Report/THIRA
- The Region completed a regional gaps analysis to include in the THIRA, will be emailed to all counties by Liz this week
    1. A narrative, qualitative approach was used
    2. Biggest gap themes identified: Planning, Training, Exercises
    3. Feedback sought, each county should read it and make sure their gaps are identified and represented
    4. Culture shift needed: instead of writing AAFs to justify expenditures, AAF projects should be written to address these gaps specifically

5. The next THIRA meeting is scheduled for 2/10/2023

**XII. Region 6 Planner/Coordinator Report**

- Katherine will begin reporting in January
- Printed agendas, handouts, budgets, etc. will be available at every meeting moving forward; a Sign-in Sheet will also be used

**XIII. Chairman’s Report**

- FY22 Grant is signed and will be sent out

**XIV. Formal Correspondence**

- See Chairman’s Report

**XV. Motions, Projects Identification and Budgets:**

A. AAFs

- FY20 Lake County 800 MHz LE Radio Project LETPA (\$4,400)  
 Motion by: Oceana County  
 Seconded by: Isabella County  
 Discussion: PO is due 3/31/23, reminder to submit radio AAFs early in FY  
 Vote: Approved by attendee consensus

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X	Kent County – Alternate: Allison Farole	X	Osceola County – Mark Watkins
X	Lake County – Pat Maddox	X	Ottawa County – Lou Hunt (Chair)
X	Mason County – Liz Reimink	X	City of Grand Rapids – Allison Farole
X	Mecosta County – Scott Schroeder	X	Saginaw Chippewa Indian Tribe – Fred Cantu
V	Montcalm County – Jerry McCoy		

- FY20 Lake County 800 MHz LE Radio Project (\$10,888)  
 Motion by: Newaygo County  
 Seconded by: Mason County  
 Discussion: None  
 Vote: Approved by attendee consensus

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V	Montcalm County – Jerry McCoy		

- FY20 Clare County 800 MHz Radio Project LETPA (\$19,016)  
 Motion by: Lake County  
 Seconded by: Saginaw Chippewa Tribe  
 Discussion: This is the AAF to be used if the watercraft project will need to be pulled. Orville has reached out to FEMA twice, no response. Line in the

sand date to decide which project to go with was agreed to be the last week in January 2023. Jerry will let Amanda know if an Advance will be needed.

Vote: Approved by attendee consensus

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- FY20 Oceana County Community Preparedness Project (\$3,560)

Motion by: City of Grand Rapids

Seconded by: Mason County

Discussion: None

Vote: Approved by attendee consensus

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**XVI. Action Item Updates - None**

**XVII. Old Business**

A. NPA Committee Clarification

- Any EM is welcome to attend, while 5 have volunteered to be particularly invested. Those volunteers are: Matt Groesser (Kent Co), Rich Warner (Muskegon Co), Pat Maddox (Lake Co), Jerry Becker (Clare Co), Marc Griffis (Isabella Co) with Leah DeLano (Ottawa Co) leading the committee
- Committee will meet after Planning Board meetings, as announced, and will focus on the NPA projects to ensure HSGP requirements are met; will make NPA recommendations to the larger Board as a whole

B. CIKR Project

- Sectors for the third set of data: Banking, Defense Industrial, Commercial, Government Facilities
- Submit to Regional Coordinator (Katherine) by January 13, 2023
- State Deadline for Submission to State is February 1, 2023

**XVIII. New Business**

- A. 2023 Meeting Dates – handouts given, also in emailed agenda packet
- B. Preliminary FY22 Budget Discussion - Proposed by the R6 Executive Committee
  - National Priority Funding Areas

- Each county's regional contribution from their allocation would be 21.1%, which gives R6 a \$7k coverage gap for NPA projects
- This would be a 1% increase over the FY21 allocations
- National trend: increased NPA requirements every year
- 30% of R6's total HSGP grant needs to NPA focus
- LETPA
  - 30% of R6's total HSGP grant needs to be LETPA
  - National trend: increased LETPA requirements every year
  - How do we ensure that 30% LETPA is met? Ideas:
    - Each county completes LETPA projects that total 30% of their allocation budget
      - For example, how Oceana Co buys CodeRed every year which is LETPA qualified
    - This would be a new change, as in the past larger counties were able to cover LETPA for R6
      - This could be a heavy lift for smaller counties to accomplish, for example, Mason Co's planner budget would be heavily impacted and other counties had concerns about how this would impact their personnel budgets
    - Each county completes their LETPA project at the beginning of the FY to ensure there would be enough time to address any LETPA coverage gaps for R6
      - When the THIRA is complete, use this to discover and address LETPA gaps/needs as a Region/County
  - FY22 Intergovernmental Agreements should include each county's regional allocation % as well as their LETPA %

C. Annual R6 Radio AAF: Discussed created a Regional radio AAF to be used every year

## **XIX. Upcoming Due Dates**

### **A. FY19 AAFs**

- FY19 Grant closes 12/31/22

### **B. FY20 AAF Deadlines**

- FY20: All AAFs due to Coordinator by December 1, 2022 (passed)
- FY20 completed purchasing documents (including reimbursement) must be submitted to fiduciary by March 15, 2023
- FY20 Grant closes May 31, 2023

### **C. FY21 Deadline Schedule:**

- FY21: AAFs due to Coordinator April 1, 2023
- FY21: POs due to fiduciary by July 2, 2023
- FY21: Reimbursement packets must be submitted to fiduciary by January 1, 2024
- FY21 Grant closes May 31, 2024

### **D. FY22 Deadline Schedule:**

- FY22: AAFs due December 2023
- FY22: POs due April 2024
- FY22: Reimbursement packets must be submitted to fiduciary by August 2024
- FY22: Grant closes May 2025

## **IX. Open Discussion**

- a. County 1:1 with Regional Coordinator (Katherine)

- i. An online scheduling tool will be utilized to schedule one on one meetings to discuss this new role and any expectations, ideas, etc.
- ii. Ideally, schedule 2 in a day with neighboring counties
- iii. Begin in January 2023
- b. Healthcare Coalition – Luke Aurner
  - i. Sponsoring travel to Aniston for EMI trainings, contact Luke if interested

**X. Adjourned** at 11:58AM

***The next Executive Committee Meeting is January 9, 2023***

***The next HS Planning Board Meeting is January 23, 2023***

***The next R6 Planning Committee Meeting is [add date], 2023***

***The next R6 Sub-Committees Meeting is February 10, 2023***