

Region 6 Homeland Security Planning Board

“Community Preparedness through Regional Collaboration”

Lou Hunt, Board Chairperson

Ottawa County Emergency Management, 12220 Fillmore Street, West Olive, Michigan 49460, 616-738-4050, lhunt@miottawa.org

Abby Watkins, Board Vice Chairperson

Newaygo County Emergency Services, 306 S. North St., White Cloud, Michigan 49349, 231.689.7354, abbym@co.newaygo.mi.us

Allison Farole, Board Secretary

City of Grand Rapids, Emergency Management Administrator, 38 LaGrave Avenue SE, Grand Rapids, MI 49503, afarole@grand-rapids.mi.us, hsregion6@gmail.com

Citizen Corps – Abby Watkins

Leah Delano, Chair R6 Sub-Committees

Scott Corbin, Chair R6 Planning Committee

REGION 6 EXECUTIVE COMMITTEE MEETING

Minutes – October 16, 2023 – 10:00 AM

Big Rapids Office of Public Safety, 435 N. Michigan Ave, Big Rapids, MI 49307

In-Person with Teams Meeting Option

I. Call to Order at 10:02am

II. Roll Call

Voting Members

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

Non-Voting Members

A	Amanda Frifeldt (WMRMC)	V	Julie Adams (Isabella County)
X	Katherine DeVoursney (WMRMC)	V	Matt Groesser (Kent County)
X	Lt. Orville Theaker (MSP/EMHSD)		
V	Alex Yared (Kent County)		

III. Approval of Agenda

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

IV. Approval of Minutes

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

V. Committee Reports

- AAF Reports
 - Ottawa County:
 - FY22 Great Lakes Homeland Security Conference 2024
 - Motion: Hunt
 - Second: Watkins
 - Discussion: Lou & Leah presented at last year’s conference (about CIKR) and highly recommend other EMs to do so; you can also get some free tickets. Make note to bring this up during the Planning Board AAF review.
 - Vote: All in Favor

- Recommendation: The Region 6 Planning Board to approve the FY22 Ottawa Co Great Lakes Homeland Security Conference 2024 as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety / EM Functions
 - FY22 Volunteer Radio Project
 - Motion: Hunt
 - Second: Watkins
 - Vote: All in Favor
 - Recommendation: The Region 6 Planning Board to approve the FY22 Ottawa Co Volunteer Radio Project as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety / EM Functions
 - Region 6:
 - FY22 Regional Volunteer Hub
 - Motion: Hunt
 - Second: DeLano
 - Vote: All in Favor
 - Recommendation: The Region 6 Planning Board to approve the FY22 Region 6 Volunteer Hub Project as outlined on the attached AAF.
 - THIRA Gap Addressed: Community
 - Osceola County:
 - FY22 Radio Project
 - Motion: Hunt
 - Second: Watkins
 - Discussion: The total on this AAF is more than Osceola's local allocation, however this project is also being additionally funded by other Osceola County resources.
 - Vote: All in Favor
 - Recommendation: The Region 6 Planning Board to approve the FY22 Osceola Co Radio Project as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety / EM Functions
- WMRMC Fiduciary Report
 - No report at this time
 - Katherine had some questions to bring back for Amanda, answers here:
 - Does Amanda want to submit the NPA Project Descriptions to EMD, as we did last year? Yes, Amanda will do so once received.
 - POs for current NPA Projects: Amanda will send copies to Leah.
 - Has WMRMC / EMD physically signed the FY23 Grant Agreement? No, WMRMC has not yet received it from the State but will sign when received.
 - Do the FY23 IGAs still include a line addressing the need for each county to strive to contribute (not required) projects that help us reach our LETPA goal? Yes, this language will be included in the

FY23 IGAs, same as in the FY22 IGAs, and included in all IGAs going forward.

- Regional Coordinator Report
 - Presentations
 - Salvation Army Emergency Disaster Services – Kevin Panyard; he would like to network with local EMs and be a supportive presence when needed. This Committee agreed to invite him to present at the October 23rd Planning Board meeting
 - Consumer’s Energy – Public Safety Liaisons; they would like to connect with local EMs and present on their services and capabilities. This Committee agreed to invite them to present at the November 27th Planning Board meeting
 - Meetings
 - Had meetings with new EMs for Muskegon Co & Mason Co
 - a. Discussed different aspects of HSGP, such as AAFs, the Workbook, Financial process, etc
 - b. Katherine will reach out to other new EMs to schedule more meetings as well as work on orientation videos
 - Barriers
 - An Excel spreadsheet was made and sent to Leah, Scott & Alex that contained a list of various anti-vehicle barrier options
 - This will be an ongoing conversation but the “star/jack” style was discussed as potentially being a good option; could be affordable and they also fold flat to store
- Region 6 Sub-Committee Report (NPA, LETPA, HazMat)
 - NPAs:
 - a. Leah is working on completing the FY23 NPA Project Summaries to submit for FEMA approval
 - i. FY23 Election Security Requirement – 3%
 - 1. Looking into barriers as well as message boards, will depend on scalability/funding
 - 2. The trend we have noticed is that ES only becomes a requirement around election years, will most likely continue in this way
 - b. GrayKey & Cellebrite are good/complete
 - c. Cyber Consortium
 - i. Was recently held and had a good turnout
 - ii. DTMB is very interested in replicating this type of event on a State-wide level
 - iii. There is incentive to shift cyber-security education from the private sector to public sector
 - 1. Goal: Assessments -> Exercises -> Training
 - d. Stop the Bleed Training Kits – Survey will be made & sent
 - LETPA:
 - a. Looks good for FY20, 21, 22

- b. FY23: Might be more of challenge, after factoring in the regional projects we are still short. This may place more pressure on the larger counties to complete LETPA projects, but all counties should consult their LPTs to discuss potential LETPA projects
- HazMat:
 - a. Exercise held on Saturday at Webb Chemical in Muskegon
 - i. Went very well, 5 teams all sent members, about 40-45 people attended in total
 - ii. Got good feedback; the company provided lunch
 - b. Lt. Theaker is interested in forming a District 6 HazMat Workgroup that will include a Chair (serve for one year) and Vice Chair (serve for two years) – this will ensure continuity of the program
- Planning Sub-Committee (THIRA)
 - Will be meeting on October 23rd after the R6 Planning Board meeting
 - Meeting agenda will be sent out within the Planning Board agenda
 - Five people have volunteered to be involved, more are always welcome
 - Will focus on the committee structure, discuss single or multi-jurisdictional THIRAs, building a strategy, mission statement, identifying resources and how to best solicit participation

VI. Action Items/Updates

- FY20 RTF Kit Packing Day held 10/5/23 - Debrief
 - Prepping the day before for a few hours helped a ton the day-of
 - The Muskegon County campus was a great location with nice flow
 - Biggest challenge was the small number of heat sealers, also ran out of bags; will be sure to address this for next time
 - Requests for FY21 RTF Kits: Ionia – 16, Isabella – 56, Montcalm – 23, Ottawa – 121 = in total 216 have been requested

VII. New Business

- 2024 Calendar – Meeting Dates, set as:
 - January 8th & 22nd
 - February 12th & 26th
 - March 11th & 25th
 - April 8th & 22nd
 - May 13th & 20th
 - June 10th & 24th
 - July 8th & 22nd
 - August 12th & 26th
 - September 9th & 23rd
 - October 14th & 28th
 - November 12th & 25th
 - December 9th & 16th
- Katherine will contact Mecosta Co about reserving the Community Room, our typical location, on these dates; as well as make a flyer to include for the PB

VIII. Open Discussion

- Looking ahead, we will need to begin finalizing the FY23 Budget to be voted on and approved for 2024. It should be an easier process to accomplish this year due to the regional funds already being factored in/held by EMD

IX. Public Comment - None**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	8.15.24
Reimbursement Packets Due	1.1.25
Grant Performance Period End Date	5.31.25
Fiduciary Closes Grant	5.31.25

XI. Adjourned at 11:24am

- The next Region 6 Planning Board Meeting is October 23, 2023, in person.*
- The next Region 6 Planning Committee (THIRA) will be held on October 23rd at 1pm, after the Region 6 Planning Board meeting, in person.*
- The next Executive Committee Meeting is November 13, 2023, in person.*
- The next Region 6 Sub-Committee Meetings (NPAs, LETPA, HazMat) will be held December 18, 2023, after the Region 6 Planning Board meetings, in person.*