

Region 6 Homeland Security Planning Board

“Community Preparedness through Regional Collaboration”

Abby Watkins, Board Chairperson

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Lou Hunt, Board Vice Chairperson

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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

Leah Delano, Chair R6 Sub-Committees

Scott Corbin, Chair R6 Planning Committee

Region 6 Homeland Security Planning Board Meeting Minutes

October 21, 2024

9:30 AM in person at the

Big Rapids Department of Public Safety Building

435 N. Michigan Ave, Big Rapids, MI 49307

Available via Teams for Non-Voting Members

I. Partner Reports

- A. **National Weather Service, Jim Maczko** – Contact Jim if you have any local schools or organizations who have not already signed up for their school advising contact list. Windchill advisories and warnings will no longer be used; instead, Extreme Cold Weather advisories and warnings will be issued. Jim will be attending the MEMA Conference. Potential fire hazards in affect due to dry conditions and high winds. Weather will begin to cool off after next week. Halloween so far looks pleasant for the trick or treaters.
- B. **Muskegon Co Health Department, Dori Peters** – “Respiratory season” has begun with the monitoring of flu, Covid, and RSV; these cases seem to be declining. However, there has been a recent uptick in pediatric pneumonia cases. Health departments will be working on updating emergency response plans centered around housing/shelter; most plans have not been updated since before 2020.
- C. **Region 6 Healthcare Coalition, Luke Aurner** – Baxter International’s plant in North Carolina was recently damaged by Hurricane Helene. This has complicated their production and distribution of medical supplies, IV solutions. There is not a current shortage but rationing and caution has been advised. 2500 employees will be returning to work soon they expect to be back up and running at full capacity before the end of 2024. R6 HCC will be setting up and displaying the MITESA Tent in Muskegon on Nov 1st at noon in Muskegon if interested in stopping by. BDLS virtual class will be held Nov 15th and spots are available.

II. Meeting Called to Order at 9:48am

III. Pledge of Allegiance

IV. Roll Call:

Jurisdiction – Representative		Jurisdiction – Representative	
X	Clare County – Jerry Becker	A	Muskegon County – Renee Gavin
X	Ionia County – Frederick Straubel	X	Newaygo County – Abby Watkins (Chair)
X	Isabella County – Chad Gittus	X	Oceana County – Troy Maloney
X	Kent County – Scott Corbin	A	Osceola County – Mark Watkins

X	Lake County – Erik King	X	Ottawa County – Lou Hunt (Vice Chair)
X	Mason County – Heath Scarbrough	A	City of GR – Allison Farole (Secretary)
X	Mecosta County – Patrick Maddox	A	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
X	Leah DeLano – Ottawa County
V	Julie Adams – Isabella County
X	Mike Richmond – Isabella County
V	Jerry McCoy – Montcalm County
X	Alexander Yared – Kent County
V	Dori Peters – Muskegon County Health Department
V	Tim Dickman – Region 6 Healthcare Coalition
V	Jim Maczko – National Weather Service

V. Approval of the Agenda

- A. Motion: Clare Co
- B. Second: Ionia Co
- C. *All in Favor, With Changes:*
 - Under IX. Open Discussion, added Election Day EOC point

VI. Approval of Prior Meeting Minutes

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

VII. Public Comment – None

VIII. Presentation – None

IX. Fiduciary Report

- All recently submitted AAFs have now been sent into the State for review
- WMRMC is waiting on State approval on FY22 Advance Requests
- New: Katherine will now be sending out the allocation spreadsheets with the PB agendas; please still direct any questions about them to Amanda
- WMRMC has decided not to replace the Finance Manager position; will be instead contracting with an accounting firm that WMRMC has worked with in the past and who is already familiar with the HSGP program and requirements
- WMRMC’s Fiscal Year 2024 ended 9/30
- Annual Expense reports going out to county EMs and finance by mid-November

- Personnel Certificates due this month, Amanda has reached out to planners
- BSIRs and R6 HSGP Workbooks for FY21 – FY24 due the end of this month

X. Workgroup Reports

A. Citizen Corps

- NACCHO will be awarding 150 funding travel awards to MRC unit leaders or state coordinators to attend:
 - MRC Leadership Workshop on April 28, 2025
 - Preparedness Summit held April 29 – May 2, 2025
- Deadline to apply: November 15, 2024
- More info and application can be found at:
<https://www.naccho.org/blog/articles/applications-open-2025-mrc-leadership-workshop>
- Our region has 4 active MRC Units: Kent, Ottawa, Muskegon & Newaygo – there are 11 total units in the entire State
- The link for the VolunteerHub will be added to the R6 Website

B. MEMA/IAEM

- MEMA
 - MEMA Conference is being held October 28 – 30 this year
- IAEM
 - National conference will be held in November 17 – 20 in Colorado Springs
 - Two surveys are being sent out that all EMs are very encouraged to participate in:
 - a. **FEMA/Argonne Labs Survey** – only **one person** from your organization fills it out. It is interested in gathering information about emergency management organizations in order to educate others about the importance of the EM role. Link: <https://www.anl.gov/dis/npac/EMStudy>
 - b. **DHS Grant Cut Impact Survey** – any person can fill out. It is interested in gathering information about how the recent budget cuts impact emergency management. Link: <https://forms.office.com/pages/responsepage.aspx?id=IEImy5DR20aViJCWgl1F3lqnxC8HDatGrwewaYN2Uh1URExXRVAxSldFWUhDTFISTEtXVE1IRjdVSyQIQCNOPWcu>

C. Region 6 IPAWS

- Region 6 EAS Plan will be due by the end of 2024

D. Regional MOU

- A final draft of the MOU was recently sent out to all jurisdictions
- MOU still being reviewed by legal teams
- A related discussion was had about the MEMAC MOU Workgroup: plans for Oakland Co's legal team to review – Kent Co has expressed interest in having their legal team also review; contact Lt. Theaker for more information or any questions

XI. Committee Reports

- A. Executive Committee
 - Preliminary discussions were had about the FY24 HSGP budget; Abby created a side-by-side comparison between FY24 vs FY23
 - Will discuss this later on within today's agenda
 - B. Region 6 Sub-Committee (NPA, LETPA, HazMat)
 - LETPA: FY22 – Looks great, FY23 – On track to meet 35%
 - NPAs
 - BERLA Training was completed last week, was extremely well received. Many kudos to Leah for arranging the training making the event possible
 - a. The first two devices will go to Ottawa Co & Ionia Co
 - b. The remaining device needs will be filled in future FYs
 - Cyber Consortium begins 10/21
 - FY23 GrayKey – AAF has been submitted and expedited, Amanda will contact the State today for a status update
 - 7 Cellular Response Consoles will be delivered to Newaygo Co for disbursement
 - Leah has updated an Excel spreadsheet detailing Region 6's NPA Projects spanning FY20 to current (FY23), attached
 - a. Will be added to the Region 6 website in Members Only
 - HazMat
 - Annual exercise was held in Kent Co on October 19, went very well; around 45 people attended and representation from 4 of the 6 total teams were present
 - A. Region 6 Planning/THIRA Committee
 - THIRA product has been completed and sent out to the Region 6 counties for their reference; it will also be added to the website inside the Members Only area for quick access
 - SPR is next step and that process is currently being developed, no upcoming meetings yet but Scott will contact R6 when set
 - The State's SPR is being worked on at their level; any county who participated please send a copy of your answers to Scott if available
- XII. Region 6 Coordinator Report**
- A. Website Updates
 - The Region 6 HSGP Website has recently been updated and now includes sections for:
 - Updated LETPA Guidance
 - Updated AAF Archive
 - a. Now includes FY22 AAFs on Excel spreadsheet
 - b. All FY22 AAFs are now available for zip file download
 - c. Feel free to copy/paste from these AAFs into your own
 - FEMA and HSGP Grant Guidance manuals
 - Updated FY23 Workbook Quick Guide

- a. Now includes added LETPA citations inside the project descriptions, approved by the State – feel free to copy and paste when creating your AAFs

B. FY23 AAFs are due April 1, 2025

- It is recommended to begin thinking about/discussing with your county what your projects will be, AAFs are accepted any time before 4/1/25
- Please reach out to Katherine with any questions or AAF help needed

XIII. Formal Correspondence

- FY24 Region 6 HSGP Grant Agreement is being worked on and looked at by the State, WMRMC and the Executive Committee
- FY24 NCSR Certificates of Completion are due to EMD by 12/31/24

XIV. Motions of Recommendation

A. AAFs

- **Regional:**
 - FY22 Clean-Up Project: RTF Kits
 - a. Motion: Kent
 - b. Second: Ottawa
 - c. *Motion Passes via Roll Call Vote*

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X	Lake County – Erik King	X	Ottawa County – Lou Hunt (Vice Chair)
X	Mason County – Heath Scarbrough	A	City of GR – Allison Farole (Secretary)
X	Mecosta County – Patrick Maddox	A	Saginaw Chippewa Indian Tribe – Fred Cantu
X	Montcalm County – Eric Smith		

X = Yes
 A = Absent
 N = No

- FY23 Region 6 Cyber Forensic Equipment Project LETPA (NPA: Intelligence & Information Sharing)
 - a. Motion: Ottawa
 - b. Second: Clare
 - c. *Motion Passes via Roll Call Vote*

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- FY23 NPA Projects Budget
 - a. Motion: Ottawa
 - b. Second: Clare
 - c. *Motion Passes via Roll Call Vote*

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- **Montcalm Co:**
 - FY23 Stanton PD Interoperable Communications Project LETPA
 - a. Motion: Oceana

- b. Second: Mecosta
 - c. *Motion Passes by Consensus*
 - FY23 LE Night Vision Devices Project LETPA
 - a. Motion: Clare
 - b. Second: Ionia
 - c. *Motion Passes by Consensus*
 - **Isabella Co:**
 - FY23 Cellebrite Project LETPA
 - a. Motion: Clare
 - b. Second: Mason
 - c. *Motion Passes by Consensus*
 - FY23 Breaching Tools Project LETPA
 - a. Motion: Ionia
 - b. Second: Lake
 - c. *Motion Passes by Consensus*
 - **Lake Co:**
 - FY23 Sheriff Interoperable Communications Project LETPA
 - a. Motion: Mason
 - b. Second: Clare
 - c. *Motion Passes by Consensus*
- XV. Action Item Updates**
 - A. Updated NPA Project List, attached
 - Feel free to share with your local Planning Team
 - B. Draft FY24 Budget Side-by-Side Comparison to FY23, attached
 - State determines the amount designated for local allocations using their formula based on population, etc
 - Despite the 10% overall cut to the grant, each local allocation is preliminary looking at only losing around \$1-2k each
 - FY24 Budget drafts will continue to be developed and will be presented and voted on by the PB within the next upcoming few months
- XVI. Old Business – None**
- XVII. New Business**
 - A. Nominations for Region 6 HSGP Planning Board At-Large Membership
 - City of Grand Rapids has been nominated by Newaygo Co
 - Saginaw Chippewa Indian Tribe has been nominated by Newaygo Co
 - Interviews will be held at the November PB
 - Vote will be held at the December PB
 - Any other jurisdictions or organizations interested in becoming an At-Large Member must be nominated before 11/25
- XVIII. Open Discussion**
 - A. Election Day EOC Discussion
 - Ottawa Co was interested in discussing what other counties plan on for Election Day on 11/5

- Most counties plan on their EOC being on “stand-by” mode, partial activation and/or on-call
- All county Clerks are encouraged to reach out to the State EOC at any time throughout the day if any issues arise
- Contact Lt. Theaker with any issues or concerns as well

B. Kent Co

- Has received a recent EMPG grant that will be used to evaluate the state of emergency services/operations and will report findings

C. Clare Co

- Will be attending the DTMB meeting tomorrow in Traverse City

D. Muskegon Co

- Is hosting an EOC Open House and volunteer recruitment event (AuxComm, CERT, MRC) tonight – everyone is invited

XIX. Dates Review:

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 Coordinator	4.1.24
PO Request Documents 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
FY23 Important Dates	
Grant Performance Period Start Date	9.1.23
Budget Approval Date	2.26.24
Fiduciary Opens Grant	6.1.24
AAFs due to R6 Coordinator	4.1.25
PO Request Documents due to Fiduciary	8.15.25
Reimbursement Packets Due	11.30.25
Grant Performance Period End Date	5.31.26
Fiduciary Closes Grant	5.31.26

XX. Adjourned at 11:24am

- The next Executive Committee Meeting is Tuesday, November 12, 2024
- The next Planning Board Meeting is Monday, November 25, 2024