

Region 6 Homeland Security Planning Board

“Community Preparedness through Regional Collaboration”

Abby Watkins, Board Chairperson

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Leah Delano, Chair R6 Sub-Committees
Scott Corbin, Chair R6 Planning Committee

REGION 6 EXECUTIVE COMMITTEE MEETING

Minutes – October 7, 2024 – 10:00 AM

Big Rapids Dept of Public Safety Building, 435 N. Michigan Ave, Muskegon, MI 49307

In-Person with Teams Meeting Option

- I. **Called to Order** at 10:00am
- II. **Roll Call**

Voting Members:

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

Non-Voting Members:

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

III. **Approval of Agenda**

- Motion: Farole
- Second: DeLano
- *All in Favor*, with additions:
 - Under Section V: FY23 NPA Budget Motion added
 - Under Section VII: Preliminary FY24 Budget Discussion

IV. **Approval of Minutes**

- Motion: Farole
- Second: DeLano
- *All in Favor*

V. **Committee Reports**

- AAF Motions of Recommendation
 - Regional:
 - FY23 NPA Budget
 - a. Motion: Watkins
 - b. Second: Farole
 - c. *All in Favor*
 - d. THIRA Gap Alignment: Public Safety/EM Functions

- FY22 Clean-Up Project: RTF Kits
 - a. Motion: DeLano
 - b. Second: Watkins
 - c. *All in Favor*
 - d. THIRA Gap Alignment: Public Safety/EM Functions
- FY23 Cyber Forensics Equipment Project LETPA (NPA: Intelligence & Information Sharing)
 - a. Motion: DeLano
 - b. Second: Watkins
 - c. *All in Favor*
 - d. THIRA Gap Alignment: Protection & Prevention
- FY23 Clean-Up Project: RTF Kits
 - a. Motion: DeLano
 - b. Second: Farole
 - c. *All in Favor*
 - d. THIRA Gap Alignment: Public Safety/EM Functions
- Montcalm Co:
 - FY23 Stanton PD Interoperable Communications Project LETPA
 - a. Motion: DeLano
 - b. Second: Farole
 - c. *All in Favor*
 - d. THIRA Gap Alignment: Public Safety/EM Functions
 - FY23 LE Night Vision Devices Project LETPA
 - a. Motion: DeLano
 - b. Second: Farole
 - c. *All in Favor*
 - d. THIRA Gap Alignment: Protection & Prevention
- Isabella Co:
 - FY23 Cellebrite Project LETPA
 - a. Motion: DeLano
 - b. Second: Farole
 - c. *All in Favor*
 - d. THIRA Gap Alignment: Protection & Prevention
 - FY23 Breaching Tools Project LETPA
 - a. Motion: DeLano
 - b. Second: Farole
 - c. *All in Favor*
 - d. THIRA Gap Alignment: Protection & Prevention
- Lake Co:
 - FY23 Sheriff Interoperable Communications Project LETPA
 - a. Motion: DeLano
 - b. Second: Farole
 - c. *All in Favor*
 - d. THIRA Gap Alignment: Public Safety/EM Functions
- WMRMC Fiduciary Report
 - WMRMC's Fiscal Year 2024 ended 9/30/24

- Annual Expense reports going out by mid-November
- WMRMC not replacing Finance Manager position currently, working with accounting firm instead
- Personnel Certificates due this month, Amanda will be reaching out to planners
- BSIRs due to the State by the end of this month
- All AAFs submitted to us are now at the State awaiting approval
- 1 PO to send out this week, a couple packets to review this week
- Working on following fiduciary projects:
 - Osceola MPSCS invoices
 - Isabella Planner Packets
 - Muskegon Ballistic Equipment
 - a. Bulletproof-it LLC: defective products from vendor
 - Montcalm FY22 Traffic Control Project
- Amanda received FY24 grant agreement for review and signing, will send out to group once contract completed by both parties
- Regional Coordinator Report
 - HSGP Allocation Spreadsheets will be sent out by Katherine on the same day as the Planning Board agenda is sent out to prevent delays; this info is publicly accessible therefore okay to send to larger group
 - FY23 LETPA Updated Guidelines:
 - FY23 HSGP Workbook LETPA revisions were approved by EMD
 - All FY23 LETPA AAFs have now been officially submitted to EMD and we are now awaiting approvals
 - Katherine will update HSGP website to include new guidelines
 - Website will be updated before Planning Board meeting on 10/21
 - Will update AAF Archive to now include all FY22 AAFs
- Region 6 Sub-Committee (NPA, LETPA, HazMat) Report
 - LETPA
 - FY22: On-track to exceed requirement by about \$37k
 - FY23: On-track to exceed requirement by about \$85k
 - FY24: This requirement will again be 35% of the grant, therefore local LETPA projects will again be heavily encouraged
 - NPAs
 - FY22:
 - a. BERLA Training begins in Ottawa on 10/14
 - b. BERLA devices will go to Ottawa and Ionia, with a priority list established for the remaining needs that will be filled within the upcoming FYs for this NPA Project
 - c. Cyber Consortium has been scheduled, flyers are being made and Leah will send out the information to EMs
 - FY23:
 - a. Anti-vehicle barricades will fulfill two NPA Project areas: Election Security and Hardening Soft Targets

- i. Priority list for future FYs was established at the NPA Sub-Committee meeting to fill needs
- b. Active Assailant Trainings – working on researching different programs available and creating a needs survey

- HazMat
 - Strategic Planning Session was held and went very well
 - Annual exercise will be held in Kentwood on 10/19, have had about 50 people RSVP so far
- Planning Sub-Committee (THIRA) Report
 - Finalized Region 6 THIRA was sent out to all jurisdictions
 - Lt. Theaker said he sent a copy of the THIRA to Jeremy Hagerman, the State SME – he was very impressed and had great positive comments
 - Work on the Region 6 SPR will now begin

VI. Action Items/Updates

- State-led SPR Process
 - An email was sent out in August from the State to encourage counties to participate in their Qualtrics SPR Survey – answers are due by 10/18
 - Katherine will send out a reminder to all EMs
 - If a county participates, they have the option to download their answers within a Pdf format – we could potentially use these when crafting the Region 6 SPR
 - Region 6 will still pursue their own SPR collection method, most likely via an Excel sheet; presumably not all counties will participate in the State-led SPR therefore a regional strategy will still be formed

VII. New Business

- Upcoming meetings/dates:
 - Executive Committee held on **Tuesday, 11/12**
 - Veterans Day is 11/11, therefore cannot meet that day
 - Abby will not be able to attend, Katherine will check with other members to confirm a quorum
 - Executive Committee held on 12/9
 - Potential first meeting of the Regional InterOp Workgroup will be held afterwards, Katherine can send out email reminders
- Preliminary FY24 Budget Discussion
 - Abby created a draft “side-by-side” sheet to compare FY24 budget numbers to FY23 budget numbers
 - Due to the national ~10% cut to the HSGP Grant, local jurisdictions will see a small decrease to local allocations
 - To continue being the Fiduciary, WMRMC requires around \$50k – this can be accomplished through the M&A budget and Coordinator AAFs
 - Last year, we asked the State to withhold all regional funds on our behalf – we will do the same process this year, cuts down paperwork
 - Draft “side-by-side” will be included in 10/21 PB Agenda; a more detailed FY24 draft budget will be worked on Nov/Dec and hopefully be voted on in January 2025

VIII. Open Discussion

- At-Large Membership Process:
 - Abby will nominate City of GR & the Saginaw Chippewa Tribe
 - Website will be updated advertising the opportunity

IX. 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

X. Adjourned at 11:48am

- The next **Region 6 HSGP Planning Board Meeting** is October 21, 2024
- The next **Executive Committee Meeting** is November 12, 2024