

Region 6 Homeland Security Planning Board

“Community Preparedness through Regional Collaboration”

Lou Hunt, Board Chairperson

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Citizen Corps – Abby Watkins

Leah Delano, Chair R6 Sub-Committees

Scott Corbin, Chair R6 Planning Committee

REGION 6 EXECUTIVE COMMITTEE MEETING

Minutes – November 13, 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 10:01am

II. Roll Call

Voting Members

V	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

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

III. Approval of Agenda

- Due to lack of voting quorum, approval is moved to December 11 meeting

IV. Approval of Minutes

- Due to lack of voting quorum, approval is moved to December 11 meeting

V. Committee Reports

- AAF Reports
 - Montcalm County:
 - FY22 Enhancing Election Security Project
 - Discussion: This project is for a back-up computer server that mirrors election data in real time. While Election Security is a FY22 NPA, we cannot count this project towards our NPA spending goal due to lack of FEMA project description approval. Project is still included in FY23 Region 6 HSGP Workbook, which allows this project to move forward regardless.
 - Vote: N/A
 - Recommendation: N/A
 - THIRA Gap Addressed: Mitigation; Protection & Prevention
 - FY22 Emergency Traffic Control Project

- Discussion: This project is for a portable red/green light traffic control system. The total for the project will be \$70k, with \$15k being requested from HSGP. Concern: if it would be used on a day-to-day basis. To remedy this concern, the AAF will be edited to include language that stresses this system will be used “in the event of” a terrorist/violent/hazardous incident. Katherine will speak to Montcalm and make the changes, as well as stress the importance of internal documentation of when, where & why the system is deployed.
 - Vote: N/A
 - Recommendation: N/A
 - THIRA Gap Addressed: Public Safety/EM Functions; Infrastructure
- WMRMC Fiduciary Report
 - FY 2023 HSGP Grant Agreement
 - WMRMC has received the agreement from the State; next steps: Dr. Evans will sign and then Lou Hunt (Chair) will sign, the completed document will be emailed out to the region. After this, Amanda will begin preparing the IGAs to go out to each county
 - We can now begin to plan for the FY23 Region 6 Budget; this will be a discussion point at the 12/11 Executive Committee meeting, we will aim for official Planning Board approval in January 2024
 - HSGP Fiduciary Due Dates
 - BSIRs, FY23 Workbook, NPAs were due 10/30 and were submitted on time; no feedback given yet
 - New Hire: WMRMC Financial Manager, Mark Schmiedeknecht
 - Mark is a new addition to WMRMC and will be responsible for the financial priorities of all programs; currently being trained
 - Amanda and Katherine will continue to be the main points of contact for HSGP
 - Actual Spending Recap
 - These are funds that have been fully cleared & “out the door”
 - a. FY20: 99.5%
 - b. FY21: 36%
 - c. FY22: 2%
 - Amanda will include these numbers in her monthly reports, and will also include % of “obligated” funds for a fuller picture – For example, FY21: 36% spent but 65% has been obligated/earmarked
- Regional Coordinator Report
 - FY 2023 HSGP Region 6 Workbook
 - Has been submitted to the State for approval
 - After disbursing the funds for our projects, our NPA and LETPA levels are acceptable and meet the minimums; however, we will still need to be very conscious of LETPA due to 35% increase
 - Website & AAF Archive

- It has now been officially 1 year since Regional Coordinator (Katherine) started; the website has been a priority this year
- Work will continue on the website, but an update will be shown at the 11/27 meeting
- The AAF Archive will span FY17 – FY22 and there will be an Excel pinned at the top to help easily identify AAFs; this spreadsheet will allow users to filter by County, LETPA, EHP and more
- Region 6 Sub-Committee Report (NPA, LETPA, HazMat)
 - NPAs:
 - a. POs received for FY21, Advances are in process
 - b. Anti-Vehicle Assault Barriers:
 - i. Holland Dept of Public Safety is interested in purchasing barriers, they had a Rep from Meridian come and do a presentation on an available option inside the outdoor parking lot
 - ii. The option shown was attractive due to the cost, portability and features – something Region 6 may be interested in purchasing for our NPA Project
 - iii. It was discussed to have a similar presentation at a Region 6 Planning Board meeting in the future
 - LETPA:
 - a. So far looking good and on track; FY23 will continue to be a concern but we will be keeping a close eye on it and will be encouraging all counties complete as many LETPA projects as possible
 - HazMat:
 - a. At a recent meeting, developing a Chair/Vice Chair was discussed and well received
 - b. There has been about 3-4 HazMat incidents in Region 6 per quarter, good conversations were had as a recap
 - NPA Approval Process
 - a. It was discussed as to when best seek Planning Board approval of the NPA Projects
 - b. It was discussed that when bringing FY Budgets for approval, to also bring NPA Project Descriptions forward for approval but for them not to be tied together (separate votes); will need to include language that states “pending FEMA approval”
 - FY22 NPA – Stop the Bleed Training Kits
 - a. It was discussed what will determine the qualifications of a “Trainer” receiving these kits
 - b. It will be a jurisdictional decision on who to give the kits too, but they are intended for certified trainers; Region 6 HCC hosts Stop the Bleed Training Classes periodically and that certification lasts 5 years
- Planning Sub-Committee (THIRA)

- Last met on 10/23; will meet again on 11/27 and 12/18
- A quorum was established, mission statement and strategy was discussed, whether to conduct a purely regional THIRA vs. Jurisdictional THIRA was discussed; these conversations will continue with the goal of completion within one year
- There is a THIRA Training Class being held March 13 & 14 in Mt. Pleasant, anyone interested is encouraged to attend

VI. Action Items/Updates

- FY23 HSGP Region 6 Budget
 - Discussions can begin, goal is for presentation to the Planning Board at December meeting with official approval in January 2024
 - IGAs can then be sent out, the goal is receive all completed by 6/1/24

VII. New Business

- Consumers Power Presentation on 11/27
 - Lou will be meeting with Rich from Consumers on 11/21
 - Public Safety Liaisons will attend on 11/27 to discuss capabilities and services offered, it was also discussed to include Government Liaisons if possible
 - What are the scopes and access of each, what contacts should be primary vs secondary, what can be provided: how fast and by who
 - Aiming to keep discussion positive, informative and educational

VIII. Open Discussion

- Abby recently met with the State MDHHS and discussed our Region’s Citizen Hub Project, they are interested in exploring its features to better improve the MiVolunteer platform

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
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XI. **Adjourned** at 11:39am

- The next Region 6 Planning Board Meeting is November 27, 2023
- The next Regional Planning Sub-Committee Meetings (THIRA) will be:
 - November 27, 2023, 3pm-5pm
 - December 18, 2023, 3pm-5pm
- The next Executive Committee Meeting is December 11, 2023
- The next Regional Sub-Committee Meeting (NPAs, LETPA, HazMat) will be December 18, 2023, after the Region 6 Planning Board Meeting