

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

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Allison Farole, Board Secretary

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Leah Delano, Chair R6 Sub-Committees

Scott Corbin, Chair R6 Planning Committee

Region 6 Homeland Security Planning Board Meeting Minutes

November 27, 2023

9:30 AM in person at the

Big Rapids Department of Public Safety

435 N. Michigan Ave, Big Rapids, MI

Available via Teams for Non-Voting Members

I. Partner Reports

- A. **Muskegon Public Health Dept, Dori Peters** – Reports a few cases of Avian Flu within the region. Public Health will be completing their Capability Gaps Assessment, due in January 2024. Dori may be reaching out for some Emergency Management input.
- B. **National Weather Service, Jim Maczko** – Lake effect snow happening today and tomorrow and through to Wednesday, may cause some travel issues this week. Weather will warm up towards the end of the week/next week. NWS will be exploring how to improve weather briefings for schools, Jim may reach out to gather school contact information.

II. Meeting Called to Order at 9:37am

III. Pledge of Allegiance

IV. Roll Call:

Jurisdiction – Representative		Jurisdiction – Representative	
X	Clare County – Jerry Becker	X	Muskegon County – Renee Gavin
X	Ionia County – Jacob Sommer	X	Newaygo County – Abby Watkins (Vice)
X	Isabella County – Marc Griffis	X	Oceana County – Troy Maloney
X	Kent County – Matt Groesser	X	Osceola County – Mark Watkins
AL	Lake County – Don Divis	X	Ottawa County – Lou Hunt (Chair)
X	Mason County – Heath Scarbrough	X	City of GR – Allison Farole (Secretary)
X	Mecosta County – Patrick Maddox	X	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
V	Mark Schmiedeknecht – WMRMC, Fiduciary
X	Lt. Orville Theaker – MI State Police / EMD
V	Julie Adams – Isabella County
X	Helen Lee – Isabella County
X	Josh Westgate – Newaygo County
V	Jerry McCoy – Montcalm County
X	Scott Corbin - Kent County
X	Alexander Yared – Kent County
X	Leah DeLano – Ottawa County
V	Dori Peters – Muskegon County Public Health Department
V	Jim Maczko – National Weather Service, Grand Rapids
V	Jeffrey Nawrot – American Red Cross, Grand Rapids
V	Patricia Draper – Kent County Health Department
X	Rich Houtteman – Consumers Energy
X	Patrick Tiedt – Consumers Energy
X	Nate Henschel – Consumers Energy
X	Jeff Dickey – Consumers Energy
X	Brenda Ezell – Consumers Energy

V. Approval of the Agenda

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

VI. Approval of Prior Meeting Minutes

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

VII. Public Comment - None

VIII. Presentations

- A. Consumers Energy – Rich Houtteman, Patrick Tiedt, Nate Henschel, Jeff Dickey, Brenda Ezell
 - Departments within Consumers:
 - Community Affairs, Public Safety Liaison, Business Customer Care
 - Process for Emergencies:
 - Submit an electronic ticket with an authorized address, write three words within reporting box that describes location – the system only recognizes registered addresses
 - It is also recommended to enter Latitude & Longitude Degrees inside the reporting box on the ticket, if no physical address
 - Consumers Outage System & their GIS System do not interact, but technicians in the field can read the three words entered
 - EMs can call Consumers for updates/ETA but a “ticket” for the issue needs to have already been submitted

- Critical accounts have a Business Customer Care Agent assigned to them, they may also have information on the given situation
- Points Raised by EMs:
 - Sometimes the emergency/power outage happens at areas without exact addresses, such as farm fields
 - a. In Osceola a major power line runs through multiple critical sites such as the EOC, hospital, cancer center, jail – each have addresses but the line runs through all
 - b. Power to these sites is essential, they should have priority
 - EMs are confused about who exactly to contact at Consumers for any given situation; it was discussed how having 1 point person would be beneficial
 - Acquiring a Confirmation Number after the outage is reported would be beneficial to the EMs, streamline this process
- Ideas Suggested:
 - Doing on-site “walk-through” for each county to point out critical sites that need prioritization and that may or may not have addresses
 - Provide EMs with a check-list or rubric for response procedures
 - Consumers and EMs would like to be on the same page regarding the definitions of:
 - a. Critical Sites, Operational Awareness, Escalation Process, Priority Processing, Planning, Relationships, Ticket Confirmations, Security Concerns
 - Next Steps: Consumers will meet and debrief discussions, they will then report back out to the Planning Board any clarifications & directions
 - A Consumers Power Contact Map is attached to these minutes

IX. Fiduciary Report

- A. FY23 HSGP Grant Agreement
 - Received from the State, now working through the processes of signing
 - Once all is finalized and signed, it will be sent out to larger group
 - FY23 IGAs targeted to be sent out in February 2024
- B. BISR Reports
 - Were due on 10/31, all turned in on time
 - No feedback to date, all going well
- C. New WMRMC Financial Manager
 - Mark Schmiedeknecht was hired and began 11/6, is now training and will be copied on the appropriate emails – Amanda sent his contact information out recently. His email is: mschmiedeknecht@wmrmc.org
 - Katherine and Amanda will still be the main points of contact for HSGP
- D. Allocation Spreadsheets – Will be updated for FY21 & FY22 and sent out within the week, the FY23 will be created after the budget is approved

X. Workgroup Reports

- A. Citizen Corps – No update

B. MEMA/IAEM

- IAEM Conference went well, next one will be in Nov. 2024 in Colorado Springs. Region 5 met together and had good discussions
- Consider donating to IAEM on Giving Tuesday to fund scholarships

C. Region 6 IPAWs – No update

- Lt. Theaker recommends taking the IPAWS Class in Lansing

D. CIKR – No update; will be taking this agenda item off of future agendas

E. Regional MOU – No update

XI. Committee Reports

A. Executive Committee

- The Committee had a lack of quorum, therefore could not officially vote to make recommendations but both AAFs discussed will be voted on today at the Planning Board level

B. Region 6 Sub-Committee (NPA, LETPA, HazMat)

• LETPA:

- We are looking very good for FY20, 21, 22; on track to meet %s
- FY23: We will need to be very aware of our LETPA spending levels and encourage LE projects; due to the increase to 35% we are seeing a potential gap needing to make up about \$100k
 - a. Leah asked everyone to come to the December Planning Board meeting (12/18) with some idea of what LE projects they would like to see done in their county & approx. cost

• NPAs:

- FY21: Cyber Consortium complete, GrayKey complete, will order for barriers to get delivery date, Datamnr is in process, Avatar Robot: Advance has been approved, will need to determine best way to pay with it in collaboration with City of GR; Amanda, Leah & Allison will email to discuss process
- FY22: Cyber Consortium, GrayKey & Cellebrite all rolling along well. Barriers = Meridian is coming out with an affordable barrier (around \$14k, we have \$35k to spend) that has a cable net gate that can raise or lower & able to be operated by one person; Leah attended a demonstration of a similar product and we are interested in holding a demo sometime next year for the PB.
 - a. Stop the Bleed Training Kit – Needs Survey due to Leah by 12/8, Katherine will resend the survey to everyone
- FY23 Project Summaries were due 10/31; have all been submitted

• Hazmat:

- Quarterly meeting was held 11/7. Lt. Theaker is working on a Chair/Vice Chair system for the HazMat Workgroup within District 6 to ensure continuity for when his tenure is complete
- June 25-27, 2024: Strategic Planning Session will be held

C. Region 6 Planning/THIRA Committee

- Meeting scheduled today after the District 6 meeting, from 3-5pm

- To be discussed: strategy, mission statement, training, tools
- THIRA Training (MGT-310) being held March 13 & 14 in 2024
 - If interested, need to sign up both on MiTrain and TEEEX:
- [MiTrain: Mid-Michigan College - THIRA class on March 13-14, 2024](#)
- [TEEX: Threat & Hazard Identification & Risk Assessment & Stakeholder Preparedness Rev. LS MGT310 1493](#)

XII. Region 6 Coordinator Report

- A. Website/Archive
 - Almost complete, will share finished product at 12/18 meeting
 - The AAF Archive will host an Excel AAF Guide at the top of the page, this will allow for the ability to filter by categories, LETPA, etc.
- B. FY23 Workbook
 - Was completed and submitted on 10/31, feedback was given and it was re-submitted and approved
 - A new FY23 Workbook Quick Guide will be created for ease of use
- C. AAFs & FY21 Reimbursement Deadline
 - Please contact Katherine for any AAF-writing help, the FY22 AAF/Projects are due 4/1/24 – happy to collaborate
 - Please contact Katherine or Amanda if any issues or questions about the FY21 Reimbursement Packets deadline of 1/1/24
- D. Hazardous Weather Procedure
 - In the event of inclement weather on the day of the HSGP Executive Committee or the Planning Board meetings, the Board Chair (Lou) will make the final call whether to cancel or reschedule
 - All Region 6 will be notified via a CodeRed notification and email; make sure the Tribe and City of GR are included on the CodeRed list

XIII. Chairman’s Report – None

XIV. Formal Correspondence - None

XV. Motions, Projects Identification & Budgets

- A. Motions
 - **Montcalm County:**
 - FY22 Enhancing Election Security Project
 - a. Motion: Oceana Co
 - b. Second: Newaygo Co
 - c. *Motion Passes*

	Jurisdiction – Representative		Jurisdiction – Representative
X	Clare County – Jerry Becker	X	Muskegon County – Renee Gavin
X	Ionia County – Jacob Sommer	X	Newaygo County – Abby Watkins
X	Isabella County – Marc Griffis	X	Oceana County – Troy Maloney
X	Kent County – Matt Groesser	X	Osceola County – Mark Watkins
X	Lake County – Don Divis (AL)	X	Ottawa County – Lou Hunt
X	Mason County – Heath Scarbrough	X	City of GR – Allison Farole
X	Mecosta County – Patrick Maddox	X	Saginaw Chippewa Indian Tribe – Fred Cantu

X	Montcalm County – Eric Smith		
X = Voted Yes N = Voted No			

- FY22 Emergency Traffic Control System Project
 - a. Motion: Mecosta Co
 - b. Second: Clare Co
 - c. *Motion Passes*

	Jurisdiction – Representative		Jurisdiction – Representative
X	Clare County – Jerry Becker	X	Muskegon County – Renee Gavin
X	Ionia County – Jacob Sommer	X	Newaygo County – Abby Watkins
X	Isabella County – Marc Griffis	X	Oceana County – Troy Maloney
X	Kent County – Matt Groesser	X	Osceola County – Mark Watkins
X	Lake County – Don Divis (AL)	X	Ottawa County – Lou Hunt
X	Mason County – Heath Scarbrough	X	City of GR – Allison Farole
X	Mecosta County – Patrick Maddox	X	Saginaw Chippewa Indian Tribe – Fred Cantu
X	Montcalm County – Eric Smith		
X = Voted Yes N = Voted No			

XVI. Action Item Updates – None

XVII. Old Business

A. Past Purchases – Regional Trailers

- All are encouraged to figure out if there are any HSGP-funded purchases that your county is not using, if so, we can start the disposition process and regain any money made from selling/disposal within the region
- Trailers that are not being used, we should sell/dispose instead of letting them sit and deteriorate
- A good place to look at what may not be being used are the Equipment Inventory List completed this past summer
- Past Purchases will now stay on the agenda as a bullet point for reminders going forward

XVIII. New Business – None

IX. Open Discussion - 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 11:28am

- The next Region 6 HSGP Planning Board Meeting is December 18, 2023
- The next Regional Planning Sub-Committee Meetings (THIRA) will be:
 - November 27, 2023, 3pm-5pm (today)
 - December 18, 2023, 3pm-5pm (unless otherwise instructed)
- 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

2024 HSGP Region 6 Board Meeting Dates

Executive Committee begins at **10:00a.m.** on the 2nd Monday of the Month
Planning Board begins at **9:30a.m.** on the 4th Monday of the Month
Meetings will be held in-person with a virtual option via Teams

Executive Committee	Planning Board
January 8	January 22
February 12**	February 26**
March 11	March 25
April 8	April 22
May 13	May 20*
June 10	June 24
July 8	July 22
August 12	August 26
September 9	September 23
October 14	October 28
November 12*	November 25
December 9	December 16*

**Denotes a date that falls outside the typical 2nd/4th Mondays*

Location

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

***February Meetings at Alternative Location: 14485 Northland Drive, Big Rapids, MI 49307*