

# 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 Homeland Security Planning Board Meeting Minutes

December 16, 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. **Region 6 Healthcare Coalition, Luke Aurner** – R6 HCC attended the National Health Coalition Preparedness Conference last week in Florida; a lot of good networking was done. Luke will be sending out an informational email soon with all updates. A recently revised special funding request was approved but for less money than anticipated. The tabletop game will be held 12/18 at 11:30am in Muskegon, contact Luke if you would like to participate.
- B. **Muskegon Co Health Department, Dori Peters** – Levels of RSV, Covid and flu are on the rise. Also on the rise are cases of whooping cough, which is a concern. The risk of H5N1 (Bird Flu) still remains low to humans and there have been no new cases within Michigan. Nationally, there have been 60 recent human cases: of these, 37 were found in humans exposed to cattle, 21 were from poultry exposure, and 2 were unknown. USDA recently implemented a national surveillance of milk. An unexplained virus outbreak with a high mortality rate is currently being monitored within the Congo while risk remains low. Reserve April 22<sup>nd</sup> on your calendars for the Health Dept workshop to be held in Kent Co.
- C. **National Weather Service, Jim Maczko** – Warm weather this week will be the last for awhile. Jim was very thankful to everyone for providing school contacts to be included for their extreme winter weather briefings – held the night before winter storms to prepare for any needed school closures. So far, 3 such calls have been held and over 100 school representatives have participated. Some snow expected next week for the holiday season.
- D. **Red Cross of Grand Rapids, Jeff Nawrot** – Invitation dates for shelter simulation trainings will be sent out in early 2025. All EM personnel, including CERT & AuxComm programs are encouraged to attend. One will be held in Grand Rapids, with other upcoming events in Muskegon and/or Newaygo to be held Spring 2025. Contact Jeff with any questions or interested volunteers.

II. **Meeting Called to Order** at 9:47am

III. **Pledge of Allegiance**

IV. **Roll Call:**

Jurisdiction – Representative		Jurisdiction – Representative	
X	Clare County – Jerry Becker	X	Muskegon County – Renee Gavin
X	Ionia County – Frederick Straubel	X	Newaygo County – Abby Watkins (Chair)
X	Isabella County – Mike Richmond (AL)	X	Oceana County – Troy Maloney
X	Kent County – Scott Corbin	X	Osceola County – Mark Watkins
X	Lake County – Erik King	X	Ottawa County – Leah DeLano (AL)
X	Mason County – Heath Scarbrough	X	City of GR – Allison Farole (Secretary)
A	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
X	Lt. Orville Theaker – MI State Police / EMD
V	Julie Adams – Isabella County
X	Alexander Yared – Kent County
V	Dori Peters – Muskegon County Health Department
V	Luke Aurner – R6 Healthcare Coalition
V	Tim Dickman – Region 6 Healthcare Coalition
V	Jim Maczko – National Weather Service
V	Jeff Nawrot – Red Cross, Grand Rapids

**V. Approval of the Agenda**

- A. Motion: Clare Co
- B. Second: Muskegon Co
  - *All in Favor, With Changes:*
    - “Osceola Radios & DTMB” discussion under XVI. Old Business

**VI. Approval of Prior Meeting Minutes**

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

**VII. Public Comment – None**

**VIII. Presentation – None**

**IX. Fiduciary Report**

- A. Current allocation spreadsheets were sent out with meeting agenda and all AAFs received by WMRMC have now been sent to EMD
- B. Some POs and reimbursement packets to process and will go out this week
- C. Amanda attended the Federal Grant Management training last week in Orlando, FL and will be catching up on emails this week

- D. Reminder: FY22 reimbursement packets are due 1/1. If extension is needed, send an email to Amanda and Katherine (please copy the Executive Committee)
  - Include as much detail as possible, approvals will be granted on case-by-case basis after discussion with the Executive Committee
- E. Advance process has changed at state level. Requests now go through much more rigorous process at state level. Expect to wait up to 90 days (or more) for approval. Amanda, Katherine, and Leah will meet in January to discuss updating our process to mitigate the changes – more information to follow
- F. Please email Amanda if your county needs an expense reports for audits
- G. WMRMC has an upcoming vacancy in employment after 12/20/24: Region 7 Healthcare Coalition Coordinator job posting will be up this week – a link to that job posting will be sent out – please spread the word among your networks

**X. Workgroup Reports**

- A. Citizen Corps – No current updates at this time
- B. MEMA/IAEM
  - MEMA – No current updates at this time
  - IAEM
    - Jim Maczko: an advocacy letter has been sent to the new incoming federal Administration to continue to make funding for the National Weather Service & NOAA a national priority
- C. Region 6 IPAWS – No current updates at this time
- D. Regional MOU
  - Still under legal review, with 2 counties submitting comments
  - MEMAC undergoing 30 day review; after the new year, it will be sent out to Region 6 counties for review – there will be 2 months to submit comments and suggestions
- E. Region 6 InterOp
  - All MOUs have now been updated, while still awaiting one back
  - The MOUs will be posted to Region 6 HSGP website behind password protection within the “Members Only” area – for easy access

**XI. Committee Reports**

- A. Executive Committee
  - Discussion was had regarding the State Advance Process
  - FY24 Grant Agreement has been reviewed, signed and approved
  - Discussion was had regarding updating the At-Large Membership policy; will write new language that simplifies the process for current At-Large members in good standing to remain PB members – the Executive will bring this update to the PB for review
  - Lou has been working on a draft letter re: Consumers Power emergency response and communications
- B. Region 6 Sub-Committee (NPA, LETPA, HazMat)
  - NPAs
    - FY22:

- a. Cellular Response Consoles are bring shipped out for delivery to Newaygo Co on February 25, 2025
    - b. Stop the Bleed Training Kits have now been ordered and we are awaiting delivery to Newaygo Co for regional disbursement
  - FY23:
    - a. Barricades – Due to this project utilizing the State Advance process, there were some issues with payment to vendor but they have now been resolved
    - b. BERLAs – Leah working with vendor
    - c. Terrorist Incident Response Trainings – Mark & Jerry continue to have conversations about best way to implement and best program/event to pursue
      - FY24: We are awaiting FEMA approval for the NPA Projects
  - LETPA: Looking great for FY22 and FY23; on track to meet goals
  - FY22 Clean-Up Project: We will have a better understanding for the amount of funds left unspent by the counties sometime next month
    - Region 6: Please come to the next PB meeting on 1/27 prepared to report out on an idea of how much (if any) HSGP funds you will have leftover that can then be contributed to the Clean-Up
  - HazMat: no current updates at this time
  - A. Region 6 Planning/THIRA Committee
    - Scott & Alex are working with the Kent Co team on best software tools to survey counties with in order to complete the SPR; they are meeting with them today and will report out next month
- XII. Region 6 Coordinator Report**
- A. Website Updates – check out Members Only are for new buttons/features
    - AAF Archive – feel free to use this archive to help write FY23 AAFs
    - InterOp MOUs will be added to the website in early 2025
  - B. FY22 Reimbursement Packets are due to Amanda by January 1, 2025
    - If it looks like you will not be able to meet this deadline, please let Amanda and the Executive Committee know so we can discuss
  - C. FY23 AAFs are due April 1, 2025
  - D. 2025 Meeting Dates will be sent out in early January & updated on website
  - E. 2025 HSGP Equipment Inventories – Katherine will start on this and give update
- XIII. Formal Correspondence – None**
- XIV. Motions of Recommendation**
- A. 2025 At Large Membership Confirmations
    - Motion: Newaygo Co
    - Second: Kent Co
    - *Motion Passes by Consensus*
- XV. Action Item Updates**
- A. FY24 Region 6 HSGP Budget & Grant Agreement

- FY24 Grant Agreement now signed, Amanda will send all counties the final copy once approved for your records
- Draft of FY24 Budget (attached)
  - Was created for your review
  - A formal motion and vote will be held in January
  - Please contact Abby and/or Executives with any questions or concerns

**XVI. Old Business**

A. Osceola Radios & DTMB

- Osceola has been experiencing issues regarding DTMB and template approvals due to some FY21 & FY22 HSGP billing issues; seeking help and input from the PB on next steps
- There is documentation showing payment was received by DTMB, yet they have not yet approved the templates and need to before 1/1/25; WMRMC will pass the issue to CEO if their involvement still needed
- Kent Co recommended contacting leadership positions to bring the issue to their attention; the PB will also investigate contacts to help resolve this issue; Osceola Co will continue to pursue solutions

**XVII. New Business – None**

**XVIII. Open Discussion**

A. EAS Committee

- Scott encouraged everyone to look up and advocate for Bill #1047 currently pending in the State Legislature

**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
<b>Reimbursement Packets Due</b>	<b>1.1.25</b>
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
<b>AAFs due to R6 Coordinator</b>	<b>4.1.25</b>
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

<b>FY24 Important Dates</b>	
Grant Performance Period Start Date	9.1.24
Budget Approval Date	TBD
Fiduciary Opens Grant	6.1.25
AAFs due to R6 Coordinator	4.1.26
PO Request documents due to Fiduciary	8.15.26
Reimbursement Packets Due	11.30.26
Grant Performance Period End Date	5.31.27
Fiduciary Closes Grant	5.31.27

**XX. Adjourned** at 11:02am

- The next **Executive Committee Meeting** is January 13, 2024
- The next **Planning Board Meeting** is January 27, 2024

Region 6 Homeland Security Planning Board  
 FY 2024 Budget Worksheet Draft 12/10/2024

	<u>FY 2024</u>	Sept. 1, 2024 to May 31,
<b>Total Award Amount</b>	<b>\$896,108.00</b>	100.00%
<b>Regional Grant Allocation</b>	<b>\$365,483.00</b>	40.79%
<b>Local Grant Allocation</b>	<b>\$485,820.00</b>	54.21%
<b>M &amp; A</b>	<b>\$44,805.00</b>	5.00%

<b>Total Regional Grant Allocation</b>	<b>\$365,438.00</b>	40.79%	
Citizen Corp	\$4,000.00	0.45%	<i>Regional Volunteer Hub</i>
Governance	\$2,000.00	0.22%	
NPA Required	\$268,833.00	30.00%	<i>FEMA Funding Priority</i>
	<b>\$274,833.00</b>		
<b>Planning (Contracts through WMRMC included in Regional Allocation)</b>			<i>As determined by the Planning Board</i>
Regional Project Coordinator	\$62,728.00	7.00%	
Regional Planner	\$17,922.00	2.00%	
Regional Recording Secretary	\$10,000.00	1.12%	
	<b>\$90,650.00</b>	<b>10.12%</b>	

<b>Grant Requirements as outlines in the Grant Agreement:</b>		
LETPA Qualified Projects (Required Minimum)	\$313,638.00	35.00%
Personnel Related Activities Cap	\$448,054	50.00%
Regional Projects	\$365,483	40.79%
Minimum NPA Required	\$268,833	30.00%

Local Allocations as identified in the Grant Agreement	Total % of Grant	Total % of local allocations
Clare	1.49%	2.74%
Ionia	2.13%	3.92%
Isabella	2.02%	3.73%
Kent	20.54%	37.89%
Lake	1.19%	2.20%
Mason	1.59%	2.94%
Mecosta	1.68%	3.09%
Montcalm	2.04%	3.76%
Muskegon	5.51%	10.15%
Newaygo	1.79%	3.30%
Oceana	1.54%	2.84%
Osceola	1.40%	2.58%
Ottawa	11.30%	20.84%
	<b>\$485,820.00</b>	<b>54.21%</b>
		<b>100.00%</b>

Region 6 Homeland Security Planning Board  
FY 2024 Budget Worksheet Draft 12/10/2024

**National Priority Areas**

FY 2024 HSGP includes Six National Priority Areas.

A minimum of 30% of the total allocation must be allocated between the 6 national priority areas

**The Region 6 Subcommittee shall bring forth a detailed recommendation for projects and budget amounts into each NPA Funding Priority Category after the adoption of the overall budget.**

TOTAL REQUIRED      \$268,833.00

NPA Funding Priorities

#1 Enhancing Soft Targets

#2 Enhancing Infor Sharing

#3 Combating Violent Extremism

#4 Enhancing Community Preparedness

#5 Election Security

#6 Cybersecurity