

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

Newaygo County Emergency Services, 306 S. North St., White Cloud, Michigan 49349, 231.689.7354, abbym@co.newaygo.mi.us

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

December 18, 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. **National Weather Service, Jim Maczko** – Today’s weather will be especially snowy along the lake, with winds between 30-40 mph. The weather will become warmer and milder as the week goes on, with temperatures expected in the late 40s, early 50s and no snow for the holiday. The NWS will begin hosting an open phoneline for school officials the evening before expected inclement weather so the schools can better determine any closures. Spotter Training sessions will begin to be scheduled in early 2024.
- B. **Muskegon Public Health Dept, Dori Peters** – Cases of flu, Covid, and RSV are up across the board. The CDC recently issued a health alert due to the low number of vaccinations (flu, Covid, etc.) being seen nationally. A nationwide salmonella outbreak recently occurred due to certain brands of cantaloupe; Costco also recently recalled a brand of granola. MDHHS is now accepting nominations for their “Hometown Health Hero” Awards, nominations are due by April 10.
- C. **Region 6 Healthcare Coalition, Tim Dickman** – There has been a recent increase of staff shortages within nursing homes in the region. The HCC will be hosting a number of educational courses in 2024, including BDLS. An upcoming training for HERT decontamination processes will be held both virtually and in-person; open to anyone but especially recommended for Fire and LE. Contact Tim for more information or to sign-up.

II. Meeting Called to Order at 9:58am

III. Pledge of Allegiance

IV. Roll Call:

Jurisdiction – Representative		Jurisdiction – Representative	
X	Clare County – Jerry Becker	A	Muskegon County – Renee Gavin
X	Ionia County – Jacob Sommer	X	Newaygo County – Abby Watkins (Vice)
X	Isabella County – Marc Griffis	A	Oceana County – Troy Maloney
X	Kent County – Matt Groesser	A	Osceola County – Mark Watkins
	Lake County –	X	Ottawa County – Lou Hunt (Chair)

X	Mason County – Heath Scarbrough	X	City of GR – Allison Farole (Secretary)
V	Mecosta County – Patrick Maddox	A	Saginaw Chippewa Indian Tribe – Fred Cantu
AL	Montcalm County – Jerry McCoy		
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
V	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	Tim Dickman – Region 6 Healthcare Coalition

V. Approval of the Agenda

- A. Motion: City of Grand Rapids
- B. Second: Montcalm Co
- C. All in Favor

VI. Approval of Prior Meeting Minutes

- A. Motion: Newaygo Co
- B. Second: Montcalm Co
- C. All in Favor

VII. Public Comment - None

VIII. Presentations

- A. No presentations this month; Consumers has reached out to report taking last month’s conversation and feedback into consideration and has requested to present an update at next month’s meeting (January 2024)

IX. Fiduciary Report

- A. FY21
 - Advance funds received from the State, payments are in process of being issued
 - POs to be sent out this week
 - Reimbursement packets are due 1/1, many have already been received
- B. FY23 Grant Agreement

- Working through some issues with Division on the agreement and questions are being answered; once the issues are resolved and it has been officially signed, the finalized agreement will be sent to counties
- C. Allocation Spreadsheets – FY21 & FY22 will be sent this week
- D. WMRMC

- Will be closed for the holidays on 12/22, 12/25, 12/29 & 1/1

X. Workgroup Reports

- A. Citizen Corps
 - No updates regionally; on the State level, the MCCERCC recently met and has been doing a lot of community outreach to local CERT Teams, especially regarding available grant opportunities
- B. MEMA/IAEM
 - MEMA – The new Board will meet on January 24
- C. Region 6 IPAWS
 - Virtual training is now available for the IPAWS Message Design Dashboard – contact Allison with any questions, she recently completed the training & highly recommends the course
 - Link to the training:
 - <https://rise.articulate.com/share/EVWSqqJfRskldpZFHNpTm6pSCQRDo1if#/>
- D. Regional MOU – No update, will be determining meeting dates early 2024

XI. Committee Reports

- A. Executive Committee
 - The date and location of the January Executive Committee meeting has been changed from originally scheduled to be held on 1/8 to now being held on 1/2 due to scheduling conflicts; will now meet at the GRFD
 - Address for the Grand Rapids Fire Department is 38 LaGrave Ave SE, Grand Rapids, MI 49503
 - Discussions were had regarding the FY23 Budget, which will be covered later in this agenda under “New Business”
- B. Region 6 Sub-Committee (NPA, LETPA, HazMat)
 - NPAs:
 - FY21: City of Grand Rapids on track to cover the remaining balance needed (around \$10k) for the Avatar Robot project; awaiting an official approval vote in GR
 - FY22: AAFs submitted for GrayKey/Cellebrite, others in process; results from the Stop the Bleed Training Kits Survey show the need is not as great as anticipated, therefore extra funds could be shifted to other NPA projects – will discuss at today’s meeting
 - FY23: Project Summaries currently under FEMA review
 - LETPA:
 - FY20 met, FY21 exceeded, FY22 projected to exceed by around \$12k, FY23 still a concern as a shortfall is projected – heavy emphasis on Region 6 counties to complete local LE projects

- Hazmat:
 - Lt. Theaker has solidified a Chair/Vice Chair model:
 - a. Derek Schroeder will serve as Chair and Justin Steeby will serve as Vice Chair
 - First meeting of 2024 will be held on February 5
 - Ottawa Co is prepping for a full-scale exercise concerning the county’s petrol terminals, will work in partnership with Coast Guard and other stakeholders; set for some time in 2025
- FY21 Clean-Up Project – RTF Kits
 - Counties were asked to come to the meeting today with an estimation of how many HSGP funds they expect to reallocate back to the region for the annual clean-up project; after totaling up the estimations, we are looking at around \$18k for clean-up

B. Region 6 Planning/THIRA Committee

- Virtual meeting scheduled for 12/20 at 3pm
- Committee recommended motions to be voted on today by Board

II. Region 6 Coordinator Report

A. AAFs

- Reminder that FY22 AAFs are due on April 1
- Please reach out to Katherine with any questions, ideas, or help
- Reminder that FY23 AAFs/Projects should have a focused effort on LETPA; regional projects alone will not meet the LETPA requirements

B. AAF Archive Database

- An Excel spreadsheet was created as the HSGP Region 6 AAF Archive Database and shown; this covers projects from FY17 – FY20
- This will allow EMs to look at past projects to generate ideas, copy/paste language, and filter by LETPA, EHPs, etc
- If there is a project(s) you would like to view the AAF for, send Katherine the reference tracking number (first column)
- The ultimate goal will be to house this database and all past AAFs on the website for easy viewing; it will be behind a password for security

III. Chairman’s Report – None

IV. Formal Correspondence - None

V. Motions, Projects Identification & Budgets

A. Motions

- **THIRA Committee:**
 - Strategy
 - a. Motion: Montcalm Co
 - b. Second: Kent Co
 - c. *Motion Passes*

	Jurisdiction – Representative		Jurisdiction – Representative
X	Clare County – Jerry Becker	A	Muskegon County – Renee Gavin
X	Ionia County – Jacob Sommer	X	Newaygo County – Abby Watkins
X	Isabella County – Marc Griffis	A	Oceana County – Troy Maloney

X	Kent County – Matt Groesser	A	Osceola County – Mark Watkins
A	Lake County –	X	Ottawa County – Lou Hunt
X	Mason County – Heath Scarbrough	X	City of GR – Allison Farole
V	Mecosta County – Patrick Maddox		Saginaw Chippewa Indian Tribe – Fred Cantu
X	Montcalm County – Jerry McCoy (AL)		
X = Voted Yes N = Voted No			

- Mission Statement
 - a. Motion: Clare Co
 - b. Second: Isabella Co
 - c. *Motion Passes*

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X	Kent County – Matt Groesser	A	Osceola County – Mark Watkins
	Lake County –	X	Ottawa County – Lou Hunt
X	Mason County – Heath Scarbrough	X	City of GR – Allison Farole
V	Mecosta County – Patrick Maddox	A	Saginaw Chippewa Indian Tribe – Fred Cantu
X	Montcalm County – Jerry McCoy (AL)		
X = Voted Yes N = Voted No			

VI. Action Item Updates – None

VII. Old Business

A. Past Purchases

- For specific directions on any HSGP-funded items or equipment you would like to dispose of, please contact Paul Lounsberry (lounsberryp@michigan.gov) and cc Lt. Theaker
- Items such as trailers, cameras, etc may be better used elsewhere
- The advantages of creating some sort of survey or system to alert other counties about items being disposed of, in case they are interesting in using or acquiring, was discussed
 - Isabella Co has experience with surveys and spreadsheets used for these type of equipment activities; contact for more information

VIII. New Business

A. FY 2023 HSGP Budget

- The FY23 HSGP Grant Agreement was received; the State did as asked (by a Planning Board vote) and held back NPA funds – instead of the usual process of releasing all funds and then having counties re-allocate NPA funds back to the region; the purpose being for easier budget development
- After the regional NPA funds were withheld, it was noticed that the local county allocations looked a bit different than in years past – some counties were lower or higher than expected
- After some discussions and questions at the Executive Committee, it was determined that the State did their order-of-operation calculations differently than in years past because of the withholding of NPA funds, resulting in different totals than previously expected
- The formula for local allocations is determined by population + population density + number of DEQ sites
- It was then discussed that the Board should request the State re-work the FY23 Agreement to a) still hold back the NPA funds but that b) they would recalculate the local allocations using the same process as in years past – putting the local allocations back to the expected funding levels; this was put to a vote:

B. Motion

- “The Region 6 HSGP Planning Board requests that Division recalculate the FY23 Grant Agreement local allocations to closer align the formula used in previous grant agreements.”
 - Motion: Montcalm Co
 - Second: Ionia Co
 - *Motion Passes*

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X	Isabella County – Marc Griffis	A	Oceana County – Troy Maloney
X	Kent County – Matt Groesser	A	Osceola County – Mark Watkins
	Lake County –	X	Ottawa County – Lou Hunt
X	Mason County – Heath Scarbrough	X	City of GR – Allison Farole
V	Mecosta County – Patrick Maddox	A	Saginaw Chippewa Indian Tribe – Fred Cantu
X	Montcalm County – Jerry McCoy (AL)		
X = Voted Yes N = Voted No			

IX. Open Discussion

A. NCSR Certificates

- Please complete and send to Paul Lounsberry and cc Lt. Theaker

- The deadline for completion is 12/31 but it will be open until 2/28
- B. State-wide Exercise
- Will be held in Isabella Co on June 25, 2024 with a focus on active violence/shooter scenario on a college campus – expected to be from 8am-4:30pm
 - Contact Isabella if interested in participating

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

IX. Adjourned at 11:42am

- The next Regional Planning Sub-Committee Meeting (THIRA) is December 20, 2023 at 3pm and will be virtual only
- The next Executive Committee Meeting is January 2, 2024
- The next Region 6 HSGP Planning Board Meeting is January 22, 2024