

Region 6 Homeland Security Planning Board

“Community Preparedness through Regional Collaboration”

Lou Hunt, Board Chairperson

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

REGION 6 EXECUTIVE COMMITTEE MEETING

Minutes – February 12, 2024 – 10:00 AM

Mecosta County Services Building, 14485 Northland Dr, Big Rapids, MI 49307

In-Person with Teams Meeting Option

I. Called to Order at 10:05am

II. Roll Call

Voting Members:

X	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)		

III. Approval of Agenda

- Motion: Hunt
- Second: Watkins
- *All in Favor, with Changes:*
 - Moved up the THIRA Committee Report to the First Bullet under V. Committee Reports
 - Added FY21 Clean-Up Project discussion under VI. Action Items

IV. Approval of Minutes

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

V. Committee Reports

- Planning Sub-Committee (THIRA)
 - December’s virtual meeting hosted two FEMA SMEs
 - A survey was recently sent out to a small number of counties to gather information that is currently missing
 - Short, few questions, should be quick to answer in 10-15 minutes
 - This is the first short survey sent in a series of surveys

- An encouraging reminder from the Executive Committee as well as from Lt. Theaker may help nudge counties along; planners can also lend a helping hand when needed
- Due to a number of EM turnovers, new committee leadership and an upcoming training, this is a good time to re-introduce the THIRA and its purpose to the Planning Board at large
- Next meeting will be held in person on 2/22 at 1pm in Mecosta
- Looking forward to the THIRA Training in March
- MOU Workgroup
 - Met in early February
 - Kent County's legal team has looked through a Region 6 MOU draft and given comments/thoughts
 - An upcoming draft will soon be finished for everyone to look over and decide if they would like their program to participate
- AAF Reports
 - Ottawa Co:
 - FY22 MCI Terrorism Tabletop Exercise
 - a. Motion: Hunt
 - b. Second: Watkins
 - c. Discussion: A typo was found and deleted – this is a completely indoor exercise therefore no EHP will be needed; food is an allowable cost according to each county's policy
 - d. *All in Favor*
 - e. THIRA Gap Alignment: Public Safety/EM Functions
- WMRMC Fiduciary Report
 - The FY23 HSGP Grant Agreement has now been signed by all parties
 - FY21 Clean-up Project – Extension Update
 - State approved a project extension as long as the request is submitted by February 19th – this is sooner than in the past
 - Amanda has been reaching out to counties to confirm their unspent funds, a PO for Amazon has been sent to Abby, the J&B Medical PO has been started
 - Amanda will be working with the Executive Committee to finish securing this extension and submit before the 2/19 deadline
 - FY21 Avatar Robot - Update
 - Everything is moving forward nicely, Amanda has been contacting the vendor directly as well as working with Kim on the State's liquidation process
 - a. A letter is needed, Amanda will send to Leah
 - Amanda will be on PTO from 2/19 – 3/4
 - Contact Mark or Katherine with any pressing questions
 - IGAs for FY23 will be ready for counties to sign first week of March
 - FY23 Planner AAFs can be sent to Amanda at any time
- Regional Coordinator Report

- Will be reminding the Planning Board that FY22 AAFs are due 4/1; there has not been a lot being submitted recently
- Planning on adding a few things to the Region 6 website before 2/26: info on LETPA, the Budgets, HSEEP Guidelines, AAF Templates for radios and conferences
- Region 6 Sub-Committee Report (NPA, LETPA, HazMat)
 - FY22 NPAs
 - Leah has submitted a majority of the NPA AAFs
 - Leah is working with Meridian on a demo for the rapid gate, to be conducted in Holland – she will let us know when it is scheduled and might take a video of the demo as well
 - RTF Kit Clean-Up Project will need an advance
 - a. The original FY22 Clean-Up Project was going to be ICS Kits – a motion to switch back to RTF Kits will go before the Planning Board on 2/26
 - Scheduling a NPA Sub-Committee meeting for after the March Planning Board meeting
 - FY21 Clean-Up Project
 - Amanda will confirm the exact leftover amounts
 - Will strive to meet the remaining needs for what was not met with the FY20 Clean-Up
 - A new survey asking for needs will be sent out to all counties
 - We can continue to work on LETPA needs, there is still a big need for medical
 - We will ask Muskegon if we can use the same location as the FY20 Clean-Up Project Assembly Day
 - LETPA
 - Still on schedule for FY21/22, still a needed focus for FY23
 - Discussion was had about how to continue to meet LETPA requirements in the future, especially if the requirement continues to rise over the FY23 amount of 35%
 - a. An option would be to solidify a LETPA Committee that would then determine how to spend the requirement as a region; this committee would make recommendations to the Planning Board for the regional purchases
 - Discussion was had on why radios used by LE but housed at a non-LE building does not count for LETPA
 - a. Katherine will reach out to EMD/Kim and ask the reasoning behind this and inquire if more flexibility can be afforded so that we will have more options to meet the FY23 LETPA requirement

VI. Action Items/Updates

- FY 2023 HSGP Grant Agreement
 - Finished with all signatures

- Discussion was had on including language from Part III, Point K from the HSGP Grant Agreement into the FY23 IGAs – this section requests that all county reimbursements are due to the Fiduciary on 11/30/25
 - A motion will be presented to the Board on 2/26 to amend the motion previously approved by the Board to now reflect this updated Reimbursement deadline
- Recap:
 - Voting process for FY 2023 Budget
 - A motion will be made for the Board to vote on 2/26
 - Voting process for 2024-5 Executive Committee
 - Katherine will look into Robert’s Rules for nominating/voting and send the Executive Committee a summary of what will need to be said at the Board meeting
 - Abby will submit a written document nominating the Chairs of the Sub-Committees, Leah (NPAs) and Scott (THIRA)
 - FY 2021 Clean-Up Project
 - Was discussed earlier in the agenda (above)

VII. **New Business** – None

VIII. **Open Discussion** – None

IX. **Public Comment** – None

X. **Dates Review:**

FY21 Important Dates

- Reimbursement Packets were due to Fiduciary on 1.1.2024
- 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 Coordinator	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

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 Req docs 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
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**Dates pending vote of approval by the Region 6 HSGP Planning Board on 2/26/24*

XI. Adjourned at 11:26am

- The next Regional Planning Sub-Committee Meeting (THIRA) will be February 22, 2024, 1pm at the Mecosta County Services Building, 14485 Northland Dr, Big Rapids, MI 49307
- The next Region 6 Planning Board Meeting is February 26, 2024
- The next Executive Committee Meeting is March 11, 2024
- The next NPAs Sub-Committee Meeting will be March 25, 2024 at 11:30am directly following the March Planning Board meeting