

# 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 EXECUTIVE COMMITTEE MEETING

#### Minutes – March 11, 2024 – 10:00 AM

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

*In-Person with Teams Meeting Option*

#### I. Called to Order at 10:05am

#### II. Roll Call

Voting Members:

X	Abby Watkins – Chairperson	X	Leah DeLano – R6 Sub-Committee Chair
X	Lou Hunt – Vice Chairperson	V	Scott Corbin – R6 Planning Committee Chair
V	Allison Farole – Secretary		
	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	Alex Yared (Kent County)

#### III. Approval of Agenda

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

#### IV. Approval of Minutes

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

#### V. Committee Reports

- AAF Reports
  - Ottawa Co:
    - FY22 CBRNE Incident Triage Supplies
      - a. Motion: Hunt
      - b. Second: Watkins
      - c. Discussion: This AAF is asking for the belts only, not the colored ribbons. Some discussion was had on best colors for ribbons and how they are a better choice over colored tags, as you can see the ribbons better visually.
      - d. *All in Favor*
      - e. THIRA Gap Alignment: Public Safety/EM Functions

- Kent Co:
  - FY22 GRPD PSAP MEVO Kit – LETPA
    - a. Motion: Watkins
    - b. Second: DeLano
    - c. Discussion: It was discussed how appreciative the Region is when AAFs can be split to garner more LETPA; including data within the AAF about LE use (%) is very helpful.
    - d. *All in Favor*
    - e. THIRA Gap Alignment: Public Safety/EM Functions
  - FY22 GRPD First Responder PSAP MEVO Kit
    - a. Motion: Hunt
    - b. Second: Watkins
    - c. Discussion: See above.
    - d. *All in Favor*
    - e. THIRA Gap Alignment: Public Safety/EM Functions
- Isabella Co:
  - FY23 Planner Salary & Fringe
    - a. Motion: Watkins
    - b. Second: Hunt
    - c. Discussion: WMRMC will accept the FY23 Planner AAFs and send them to the State for approval but will not process any reimbursement packets until the FY23 IGA (to be sent out this month) is signed. There is a \$500k cap limit within the HSGP for personnel expenses.
    - d. *All in Favor*
    - e. THIRA Gap Alignment: Public Safety/EM Functions
- Regional:
  - FY22 Vehicle Data Extraction Devices (NPA) – LETPA
    - a. Motion: Watkins
    - b. Second: Hunt
    - c. Discussion: A total of 9 devices were requested, due to pricing increases, 3 will now be purchased. The remaining 6 will be purchased within the FY23 or FY24 NPA projects.
    - d. *All in Favor*
    - e. THIRA Gap Alignment: Protection & Prevention
  - FY22 Cellular Response Consoles (NPA) – LETPA
    - a. Motion: Watkins
    - b. Second: Hunt
    - c. Discussion: AAF is written to secure 8 consoles, the remaining 5 will be purchased with the FY23 NPA project.
    - d. *All in Favor*
    - e. THIRA Gap Alignment: Protection & Prevention
  - FY22 Hemorrhage Control Training Kits (NPA)
    - a. Motion: Hunt
    - b. Second: Watkins
    - c. Discussion: Will fill the need requested.

*d. All in Favor*

## e. THIRA Gap Alignment: Community

- WMRMC Fiduciary Report
  - IGAs have started going out, will continue this month
  - Three advance requests sent in in February have been approved; project leads will be notified (Osceola, Oceana, Regional)
  - Allocation spreadsheets to be sent out the week prior to the planning board meeting on March 25
  - WMRMC HSGP staff – Amanda, Katherine, Mark to all attend Fiduciary Training and GLHSC in May
  - FY20 & FY21 Reimbursement Records (Kim Richmond)
    - Explanation of spreadsheets and data regarding grant requirements shared between the state and fiduciary; Amanda will follow up with KR on requested items via email, and will then update group at Planning Board meeting
- Regional Coordinator Report
  - Updated Website; now includes buttons for: Budgets, LETPA, AAF Templates and will soon have a link to the Region 6 merch shop
  - Room change – it was discussed we would like to continue to meet at the Department of Public Safety, but we can discuss the possibility of moving to the Mecosta Co Services Building in the future if we like
  - Katherine will be sending out a “reminder” email this week to all counties to encourage them to turn in their AAFs by deadline April 1
  - Will also be sending out an email regarding FY24 potential projects in order to complete the FY24 Workbook by April 1 (first draft)
- Region 6 Sub-Committee Report (NPA, LETPA, HazMat)
  - NPA Sub-Committee will meet immediately after the March 25<sup>th</sup> Planning Board meeting to discuss equipment locations, FY23 Projects and finalize the barricade/target hardening situation, etc
  - LETPA
    - Still on schedule for FY21/22, still a needed focus for FY23
    - Discussion was had around encouraging counties to identify where their projects could be split to garner more LETPA and how it is especially helpful when data is used to justify the split in AAFs
  - Clean-Up Projects
    - The needs survey for the FY22, FY23 & FY24 Clean-Up Projects will be sent out shortly – all projects will be RTF Kits
    - Some discussion was had around potentially tailoring RTF Kits to be provided to public spaces/entities; could be a future project
    - Vacuum sealers will be needed and can be borrowed, costs could also be included within an AAF
  - Meridian Barricade
    - Leah has arranged for Meridian to visit Holland on 3/12 and demonstrate the new rapid gate; we as a region are considering purchasing – they have also said rentals were an option

- Planning Sub-Committee (THIRA)
  - Most committee members will be attending the THIRA Training, hosted by TEEX, in Mt. Pleasant on March 13<sup>th</sup> & 14<sup>th</sup>
  - Goal is to get another short, small survey out within the next weeks
  - Next in-person meeting is scheduled for April 22 at 1pm

**VI. Action Items/Updates – None**

**VII. New Business**

- Executive Committee – Mentorship discussion
  - At the last Planning Board meeting, Marc Griffis brought up a great idea of creating a way to encourage and mentor other Board members interested in running for Executive Committee positions in the future
  - A first step will be to reiterate that all Executive Committee meetings are open to everyone to attend and are also virtually available
    - This would be a small, first-step commitment and a reminder will be given at the next Planning Board meeting to encourage attendance
  - Another idea was to create a temporary Work Group to address the creation of such a process; this group could come up with the best way to secure new members into the transition process
  - Ideas on role names were also discussed, such as “intern” or “deputy” for interested mentees as well as the idea that the outgoing Board Chair could potentially act as a “Pro-Temp” and agree to mentor for the first year they are no longer serving in their Chair role
  - This discussion topic will be added to the March Planning Board agenda as “Transition Planning”

**VIII. Open Discussion**

- WMRMC Board of Directors would love to have HSGP representation, this Board meets 4x a year for around 30mins and discusses such things as the WMRMC budget, by-laws, and direction
  - Leah DeLano volunteered to sit on the WMRMC Board, Abby backup
  - The next meeting will be in May and Leah could serve starting in August, Amanda will reach out with the details

**IX. Public Comment – None**

**X. Dates Review:**

<b>FY22 Important Dates</b>	
Grant Performance Period Start Date	9.1.22
Budget Approval Date	1.23.23
Fiduciary Opens Grant	6.1.23
<b>AAFs due to R6 Coordinator</b>	<b>4.1.24</b>
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

<b>FY23 Important Dates</b>	
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

**XI. Adjourned** at 11:42am

- The next Region 6 HSGP Planning Board Meeting is March 25, 2024
- The next Region 6 Subcommittee (NPAs, LETPA, Hazmat) Meeting is March 25, 2024 immediately following the Planning Board meeting
- The next Executive Committee Meeting is April 8, 2024
- The next Region 6 Planning Subcommittee (THIRA) Meeting is April 22, 2024 at 1pm following the Planning Board meeting