

# 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 – June 10, 2024 – 10:00 AM

Ottawa County Sheriff's Office, 12220 Fillmore St, West Olive, MI 49460

*In-Person with Teams Meeting Option*

#### I. Called to Order at 10:07am

#### II. Roll Call

Voting Members:

X	Abby Watkins – Chairperson	X	Leah DeLano – R6 Sub-Committee Chair
X	Lou Hunt – Vice Chairperson	X	Scott Corbin – R6 Planning Committee Chair
A	Allison Farole – Secretary		
	A = Absent X = Present		AL = Alternate V = Virtual

Non-Voting Members:

X	Amanda Frifeldt (WMRMC)	X	Mark Schmiedeknecht (WMRMC)
X	Katherine DeVoursney (WMRMC)	V	Alex Yared (Kent County)
V	Lt. Orville Theaker (MSP/EMHSD)	V	Heath Scarbough (Mason County)
X	Troy Maloney (Oceana County)		

#### III. Approval of Agenda

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

#### IV. Approval of Minutes

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

#### V. Committee Reports

- AAF Motions of Recommendation
  - Ottawa Co:
    - FY23 Planner Salary & Fringe
      - a. Motion: Hunt
      - b. Second: Corbin
      - c. *All in Favor*
      - d. THIRA Gap Alignment: Public Safety/EM Functions
    - FY23 Planner Incidentals
      - a. Motion: Hunt
      - b. Second: Corbin

- c. *All in Favor*
      - d. THIRA Gap Alignment: Public Safety/EM Functions
  - Newaygo Co:
    - FY23 Nixle Project
      - a. Motion: Corbin
      - b. Second: Hunt
      - c. *All in Favor*
      - d. THIRA Gap Alignment: Public Safety/EM Functions
    - FY23 Nixle Project – LETPA
      - a. Motion: Hunt
      - b. Second: Corbin
      - c. *All in Favor*
      - d. THIRA Gap Alignment: Public Safety/EM Functions
  - Regional
    - FY23 Region 6 M & A
      - a. Motion: Hunt
      - b. Second: Corbin
      - c. *All in Favor*
      - d. THIRA Gap Alignment: Public Safety/EM Functions
    - FY23 Region 6 Planner/Coordinator
      - a. Motion: Corbin
      - b. Second: Watkins
      - c. *All in Favor*
      - d. THIRA Gap Alignment: Public Safety/EM Functions
    - FY22 Region 6 Governance
      - a. Motion: Hunt
      - b. Second: Corbin
      - c. *All in Favor*
      - d. THIRA Gap Alignment: Public Safety/EM Functions
  - WMRMC Fiduciary Report
    - Amanda will be sending out the updated Allocation spreadsheets the week before the Planning Board, including FY23 but that one will be emptier due to the grant just starting this month
    - WMRMC has expressed interest in remaining the Region's HSGP Fiduciary, a motion will be brought forth for approval by the Planning Board to vote on
    - FY21's Robot NPA project: delivery expected in September
  - Regional Coordinator Report
    - AAFs for FY22 are now all voted on and submitted to the State
    - It was discussed that we can add a "flagging" system that will alert us if an AAF has not been approved within 30 to 45 days so Katherine can reach out and ask for a status update from EMD
    - Katherine will be taking a look at the project archive to determine if any popular local projects could be potentially moved to Regional projects

- Beginning to receive and review FY23 AAFs; will encourage everyone at the Planning Board to submit their FY23 AAFs earlier than 4/1/25
- Region 6 Sub-Committee Report (NPA, LETPA, HazMat)
  - LETPA
    - No new updates; still on track for FY22 but will need to encourage local LETPA projects for FY23 & FY24 to meet requirements
  - NPAs
    - FY22
      - a. Most NPA projects going well, some complications have arisen with others
      - b. Cyber Consortium is on track; will be encouraging the Region to send their IT professionals as well as those within the Healthcare sector – the Ascension cyber attack was of great concern and may spur interest
      - c. GrayKey/Cellebrite are all taken care of
      - d. Barricades – still working with Meridian Rep Mark Soro to secure a quote while keeping future FYs in mind
      - e. Cellular Response Consoles – will be getting 7
      - f. BERLAs – the training for this item presents issues; Leah has been working hard to help this process/scheduling
      - g. Stop the Bleed Training Kits – the PO is being obtained
    - FY23
      - a. FY23 Regional Project Budget
        - i. It is challenging to determine a defined budget at this time, due to some complications with locals and their current staffing situations
        - ii. Barricades – costs will need to wait to see what is worked out with Meridian for FY22
        - iii. Would like to see more regional input to determine future projects: more research being done at the local level and then bringing those ideas to the NPA meetings with recommendations; this would help determine needs and identify projects
  - HazMat
    - Next Quarterly meeting will be held in August
    - Strategic Planning meeting scheduled for this month was cancelled and rescheduled for September
    - HazMat exercise being conducted October 19; contact Lt. Theaker for more information
- Planning Sub-Committee (THIRA)
  - Kent Co planners (Alex & Brian) will be helping to support this project
  - Scott, Katherine and Alex reached out to the 7 counties we are still missing information from; there has been success
  - After the last of the missing data is entered, the SPR Process can begin
  - Next THIRA meeting is June 24 at 1pm, after the Planning Board

**VI. Action Items/Updates**

- Regional Mutual Aid Workgroup Update
  - Kent Co's legal team has cleared the potential final product, which can then be reviewed by locals – any legal questions could be brought to the attention of Kent's legal team
  - This MOU would not supersede any current existing MOUs; the purpose of this would be to make it available for when other agreements and/or resources are exhausted
  - Locals would have a 7 Day obligation: 7 days to share the requested resource and then 7 days for the receiving partner to use it; if not used within 7 days the resource will need to be returned. Of course, a resource can be retained if it is still in use past those 7 days
  - In the case of repairs, replacements or damages, the receiving local allocation would be responsible for those costs
  - Locals have the full right not to participate if they do not want to
  - Scott will potentially be presenting this product at/after the next Regional EMPG meeting; will work with Lt. Theaker for scheduling

**VII. New Business**

- FY24 Fiduciary Choice – Motion will be voted on at the July Planning Board
- FY24 HSGP Region 6 Budget Discussion
  - This topic will be labeled “Fiduciary Services Discussion” when added to the June 24 Planning Board meeting agenda
  - Amanda discussed how the 9% cut for HSGP FY24 affects WMRMC's M&A budget
    - \$50k is the minimum WMRMC can use to keep providing services, this number is not much more than FY23's M&A Budget of \$49k
    - To determine this number, Amanda researched how many hours/days are spent at WMRMC on HSGP items/processes
  - It was discussed that an increase into the Regional Coordinator budget could potentially help the deficit, the Coordinator would then take on much more of a “regional role” ie: NPAs, LETPA, etc
    - There was also discussion of adding a line item on the Coordinator AAF to cover “cost of living” increases/expenses
  - Education will need to be done with the Planning Board around the options for going forward to support FY24's success

**VIII. Open Discussion**

- Troy complimented WMRMC and the Executive Committee on having the difficult conversation around FY24's budget issues while maintaining positive attitudes and culture
- It was determined that the next Executive Committee meeting (July 8) will be held in Muskegon, will make sure to send those updates and reminders
- Abby, Katherine, and Lt. Theaker will not be able to attend the July 22 Planning Board meeting – it was discussed to survey other members attendance, the meeting could potentially be cancelled or rescheduled if lack of quorum

**IX. 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
AAFs due to R6 Coordinator	4.1.24
<b>PO Request Documents due to Fiduciary</b>	<b>8.15.24</b>
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 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

**X. Adjourned** at 12:02pm

- The next **Region 6 HSGP Planning Board Meeting** is June 24, 2024
- The next **Region 6 Planning Subcommittee (THIRA) Meeting** will follow the Planning Board meeting on June 24 at 1pm
- The next **Executive Committee Meeting** is July 8, 2024 in Muskegon - more info to follow