

Region 6 Homeland Security Planning Board

“Community Preparedness through Regional Collaboration”

Lou Hunt, Board Chairperson

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Allison Farole, Board Secretary

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Citizen Corps – Abby Watkins

Leah Delano, Chair R6 Sub-Committees

Scott Corbin, Chair R6 Planning Committee

REGION 6 EXECUTIVE COMMITTEE MEETING

Minutes – July 10, 2023 – 10:00 AM

Newaygo County Sheriff's Office, 306 North Street, White Cloud, MI 49349

In-Person with Teams Meeting Option

I. Call to Order at 10:06am

II. Roll Call

Voting Members

X	Lou Hunt – Chairperson	X	Leah DeLano – R6 Sub-Committee Chair
X	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)	X	Lt. Jeff Yonker (MSP/EMHSD)
A	Lt. Orville Theaker (MSP/EMHSD)	V	Matt Groesser (Kent County)
V	Helen Lee (Isabella County)		

III. Approval of Agenda

- Motion: Lou Hunt
- Second: Abby Watkins
- All in Favor, With Additions
 - Under VII. New Business, Added: MEMA Representation Discussion

IV. Approval of Minutes

- Motion: Lou Hunt
- Second: Allison Farole
- All in Favor

V. Committee Reports

- AAF Reports
 - Isabella County:
 - FY22 Planner Project
 - Motion: Hunt
 - Second: Watkins
 - Discussion: When choosing which THIRA Gap our Region 6 Planner projects address, “Public Safety/EM Functions” is allowable because our motion forms are internal.
 - Vote: All in Favor

- Recommendation: The Region 6 Planning Board to approve the FY22 Isabella Co Planner Project as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions
 - FY22 Cellebrite Project (LETPA)
 - Motion: Watkins
 - Second: Farole
 - Discussion: None
 - Vote: All in Favor
 - Recommendation: The Region 6 Planning Board to approve the FY22 Isabella Co Cellebrite Project (LETPA) as outlined on the attached AAF.
 - THIRA Gap Addressed: Protection & Prevention
 - FY22 Breaching Tool Project (LETPA)
 - Motion: Hunt
 - Second: Watkins
 - Discussion: None
 - Vote: All in Favor
 - Recommendation: The Region 6 Planning Board to approve the FY22 Isabella Co Breaching Tool Project (LETPA) as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions
 - Regional Motions
 - FY22 Internal Deadlines
 - Motion: Farole
 - Second: Watkins
 - Discussion: Due to moving the FY21 Deadline for turning in PO Requests to 8/15/23 at the last Planning Board meeting, it was discussed that moving the FY22 PO Requests to 8/15/24 would match this action. WMRMC has seen improvement with turning in documents since these internal deadlines were set. Larger jurisdictions could benefit from moving this deadline to 8/15 from 7/2 due to end of year fiscal responsibilities. The Planning Board will vote on these proposed FY22 internal deadlines at the 7/24 meeting.
 - Vote: All in Favor
 - WMRMC Fiduciary Report
 - WMRMC Internal News:
 - Administrative Assistant (Bobbi Kelsch) has moved on to another position outside the organizations, therefore there may be delays on some items she helped HSGP with
 - WMRMC is currently undergoing a yearly federal audit; HSGP makes up 40% of the federal money WMRMC manages
 - a. There might be some delays regarding updating Excels, monetary tracking, internal controls, etc, due to the federal auditors having this information in their hands

- FY22 Intergovernmental Agreements
 - Around 50% of those IGAs have been completed/signed
 - LETPA Language:
 - a. Language was added inside the Agreements to recognize the importance of meeting LETPA regional goals, but the IGAs do not mandate counties complete LE projects first before others nor does it mandate any percentage of a county's allocation be set aside for LE specifically
 - b. If the State continues to mandate a high percentage of the HSGP grant go towards LETPA, this is the direction we may have to move in to in order to adequately meet requirements
 - c. LPTs are made of various disciplines (not just LE) so including them in the HSGP process may become complicated if the 30% LETPA mandate continues to increase
 - NPAs & FY23 Grant Agreements:
 - a. Discussion was had around potentially asking the State/EMD to "hold back" the amount of money from the HSGP grant required to go towards NPAs – instead of including it within a county's allocation and then asking that county to "give back" that amount
 - b. Essentially this would not be a new concept to Region 6, as each county would still be receiving their normal allocation amount – what would change is that letters/admin work would lessen due to the money being delegated to NPA projects from the outset
 - c. Amanda will continue to talk to Lt. Theaker & Kim Richmond about the possibility of doing this, and then we can discuss at the August Planning Board meeting; it was discussed that the PB should have the opportunity to discuss and vote on this action (if the state agrees)
 - d. This new NPA process (if approved) would not involve any "hold backs" of LETPA funding, this would only be for NPAs
- Regional Coordinator Report
 - Website
 - Under construction but aiming to launch by August 1
 - Already includes:
 - a. Meeting Agendas (not full packet)
 - b. Meeting Minutes
 - c. Meeting Dates
 - d. HSGP Investment Info/"About Us"
 - e. Important Links – will lead to HSGP Documents, etc, as well as links to each county's EM Departments
 - Ideas on what to include:

- a. Contact form that goes to the Region 6 Gmail; instead of direct personal information
 - b. Event Calendar
 - c. Password-protected area – AAF Archive and AAF Templates
 - d. Please send Katherine more ideas on what to include
- Equipment Inventory Tracking
 - This is done every 2 years, last one was in 2021
 - The old PDF versions of the inventories will be sent out to all counties, along with an Excel spreadsheet newly made in order to easily update the equipment status
 - Questions have been asked of the State/EMD regarding this process, deadlines, what needs to be covered, etc. – still awaiting response
 - a. We have been told to aim for a July 31 due date, but all signs point to this date also being a flexible one
 - b. We are under the impression that the inventory needs to cover the past 7 years (2013 – 2020) however this could change; the 2021 inventory required information dating back to 2006 – We will inform when we know more
 - FY22 Workbook & “Quick Guide” Draft
 - This will be a guide to better help complete AAFs and categorize our HSGP projects; the HSGP Workbook is a living document and therefore needs to be updated – instead of sending out a whole workbook every time there is an update, this “guide” could be sent out instead
 - Easier to read, less information, etc. – Will be shown at the July Planning Board meeting
 - Region 6 Sub-Committee Report (NPA, LETPA, HazMat)
 - No new updates
 - Planning Sub-Committee (THIRA)
 - This committee will meet beginning in October 2023

VI. Action Items/Updates

- Review Rescinded Motion – FY22: Determine Internal Deadlines
 - *See above: V. Committee Reports, Regional Motions*

VII. New Business

- MEMA – New District Liaison Discussion
 - Region 6 internally voted for Allison Farole as Jerry Becker’s replacement as the MEMA District Representative and Lou Hunt (Chair) sent MEMA a formal letter stating this fact
 - However, MEMA responded that they have their own internal process/system to nominate a new district liaison; MEMA will be reaching out to Region 6 MEMA members to conduct this process in order to officially elect Allison (no emails as of yet)
 - MEMA has also expressed the desire to have all Regions in Michigan remove MEMA as a bullet point on their Planning Board agendas,

however, Region 6 will be keeping MEMA as a discussion point at meetings due to the valuable information disseminated; only if formal correspondence is made would Region 6 begin to discuss the possibility of taking it off agenda and there is nothing within the MEMA By-Laws that suggest this would be something enforceable

VIII. Open Discussion

- **FY20 Clean-Up Project**
 - There was around \$57k leftover to conduct a Clean-Up Project with
 - The advance process with the State is underway
 - In total, we can purchase 180 bags (which is 360 kits total since there are 2 kits per bag)
 - The amount each county would like to receive has been collected and will be honored to the best of our ability
 - We will need a location for organizing and packing; WMRMC could potentially use their large classroom/conference room (would need to confirm and also explore if we have a loading dock available to us)

IX. Public Comment - None

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

**Pending a vote to set these internal deadlines at the 7/24/23 HSGP Planning Board meeting*

XI. Adjourned at 11:46am

***The next Region 6 Planning Board Meeting is July 24, 2023, in person.
The next Executive Committee Meeting is August 21, 2023, in person.
Please let Katherine know of any other important meeting dates or information.***