

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 – July 8, 2024 – 10:00 AM

Muskegon Co Administration Building, 1903 Marquette Ave, Muskegon, MI 49442

In-Person with Teams Meeting Option

I. Called to Order at 10:00am

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
X	Allison Farole – Secretary		
	A = Absent X = Present		AL = Alternate V = Virtual

Non-Voting Members:

A	Amanda Frifeldt (WMRMC)	X	Mark Watkins (Osceola County)
X	Katherine DeVoursney (WMRMC)	V	Alex Yared (Kent County)
A	Lt. Orville Theaker (MSP/EMHSD)	V	Matt Groesser (Kent County)
X	Troy Maloney (Oceana County)		

III. Approval of Agenda

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

IV. Approval of Minutes

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

V. Committee Reports

- AAF Motions of Recommendation
 - Osceola Co:
 - FY23 Interoperable Communication Project
 - a. Motion: Farole
 - b. Second: Hunt
 - c. Discussion: Concerns were raised regarding our Region’s situational readiness regarding radios/interop. Many counties are nearing the end of the life cycles of their radios; however, replacing them while also trying to meet new upcoming State guidelines will be expensive. Counties

have been having issues with: which dedicated channels belong to who, encryption capabilities depending on radio model, radio vendors and their availability ... and more. It was discussed that it could be beneficial to the Region if an InterOp Workgroup is established. Ideally this group would be comprised of tech-savvy EMs with interop knowledge. They would be able to make recommendations to the Planning Board on potential Regional radio projects and create an effective Regional strategy. This discussion will be added to the Planning Board's August agenda under the "New Business" category.

d. *All in Favor*

e. THIRA Gap Alignment: Public Safety/EM Functions

- Newaygo Co:
 - FY23 EOC Satellite Phone Communications Project
 - a. Motion: Hunt
 - b. Second: Farole
 - c. *All in Favor*
 - d. THIRA Gap Alignment: Public Safety/EM Functions
 - FY23 EOC Satellite Phone Communications Project – LETPA
 - a. Motion: Hunt
 - b. Second: DeLano
 - c. *All in Favor*
 - d. THIRA Gap Alignment: Public Safety/EM Functions
- Ottawa Co:
 - FY23 Mass Casualty Incident Outdoor Exercise
 - a. Motion: Hunt
 - b. Second: A. Watkins
 - c. Discussion: EMD was asked to "expedite" this AAF and EHP and they obliged; it was quickly returned within a few days. Good to note for any other time-sensitive AAFs.
 - d. *All in Favor*
 - e. THIRA Gap Alignment: Public Safety/EM Functions
- Clare Co:
 - FY23 LE Operational Communications Project – LETPA
 - a. Motion: Farole
 - b. Second: A. Watkins
 - c. *All in Favor*
 - d. THIRA Gap Alignment: Public Safety/EM Functions
- WMRMC Fiduciary Report
 - Amanda will be emailing out her report as she was unable to attend
- Regional Coordinator Report
 - All FY22 AAFs have now been voted on by the Planning Board and all FY22 AAFs have been submitted to the State for EMD approval
 - There are a handful of FY22 AAFs we are waiting for approvals on, Katherine will work with Lt. Theaker on their status

- Katherine added an AAF “flagging” system to her personal FY23 AAF Tracker that will alert us if an AAF has not been approved within 50 days of State submission; after that, we will ask EMD for status updates
- Beginning to receive and review FY23 AAFs; will encourage everyone at the Planning Board to submit their FY23 AAFs earlier than 4/1/25
- Reminder email will be sent out to everyone regarding the cancellation of the July Planning Board meeting, originally scheduled for July 22
- Region 6 Sub-Committee Report (NPA, LETPA, HazMat)
 - LETPA
 - FY22 = Looking good and on track to meet 30% requirement
 - FY23 = Local LETPA projects have helped a lot so far, we are now looking at being short by about \$25k which is a much better position to be in (previously: about \$50k short) but LETPA is still a great concern, locals need to be encouraged to complete LETPA projects in order for us to meet requirement
 - FY24 = The requirement will be 35% - same as FY23
 - NPAs
 - Not too many updates, will have more info at August PB
 - FY22 Avatar Robot now set to be delivered in early August
 - Barricades – Leah still working with Meridian on a long term purchasing plan that will benefit the Region; these purchases would be spread out over the current and upcoming FYs
 - BERLAs – Leah has been working hard on this project due to the training and certifications needed; these devices to be used by individuals able to attend the training and have a vested interest
 - HazMat – no updates, refer to previous minutes for information
- Planning Sub-Committee (THIRA)
 - Last meeting was held in-person after the PB on 6/24
 - 7 counties missing information from = have now all been collected
 - Goals: finalize the THIRA product within the next 30 days and then accomplish the SPR in the 30 days that follow
 - Katherine will be checking into the “Qualtrics” data collection tool and if the Region would like to or be allowed to buy it; this is the same tool the State will be using to collect SPR data from counties
 - The July THIRA meeting will be virtual and the August THIRA meeting will be held in-person (location TBD) – Doodle polls being sent out

VI. Action Items/Updates - None**VII. New Business**

- FY24 Fiduciary Identification Letter due August 30, 2024
 - A motion to select WMRMC as the FY24 Fiduciary will be voted on at the Executive Committee on 8/12 and at the Planning Board on 8/26
 - Katherine will send Abby the FY23 letter to draft the FY24 letter

VIII. Open Discussion

- Allison will be attending the National Homeland Security Conference in Miami in a few weeks; will bring back any new info or updates about the FY24 budget

IX. Dates Review:

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 Request Documents 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 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 10:59am

- There will be **NO July Planning Board Meeting** – was scheduled for July 22, now canceled
- The next **Executive Committee Meeting** is August 12, 2024
- The next **Region 6 HSGP Planning Board Meeting** is August 26, 2024