

# Region 6 Homeland Security Planning Board

## “Community Preparedness through Regional Collaboration”

**Abby Watkins, Board Chairperson**

Newaygo County Emergency Services, 306 S. North St., White Cloud, Michigan 49349, 231.689.7354, [abbym@co.newaygo.mi.us](mailto:abbym@co.newaygo.mi.us)

**Lou Hunt, Board Vice Chairperson**

Ottawa County Emergency Management, 12220 Fillmore Street, West Olive, Michigan 49460, 616-738-4050, [lhunt@miottawa.org](mailto:lhunt@miottawa.org)

**Allison Farole, Board Secretary**

City of Grand Rapids, Emergency Management Administrator, 38 LaGrave Avenue SE, Grand Rapids, MI 49503, [afarole@grand-rapids.mi.us](mailto:afarole@grand-rapids.mi.us), [hsregion6@gmail.com](mailto:hsregion6@gmail.com)

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

### REGION 6 EXECUTIVE COMMITTEE MEETING

#### Minutes – August 12, 2024 – 10:00 AM

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

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

Non-Voting Members:

V	Amanda Frifeldt (WMRMC)	V	Brian Stalsonburg (Kent County)
X	Katherine DeVoursney (WMRMC)	V	Alex Yared (Kent County)
X	Lt. Orville Theaker (MSP/EMHSD)	V	Matt Groesser (Kent County)
X	Troy Maloney (Oceana County)	X	Heath Scarbrough (Mason County)

#### III. Approval of Agenda

- Motion: Hunt
- Second: DeLano
- *All in Favor, with changes:*
  - *Add Mason Co under “VIII. Open Discussion”*
  - *Move Planning Committee (THIRA) Report to go before the report for the Region 6 Sub-Committee (NPAs, LETPA, HazMat)*

#### IV. Approval of Minutes

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

#### V. Committee Reports

- AAF Motions of Recommendation
  - Newaygo Co:
    - FY23 Interoperable Communication Project
      - a. Motion: Hunt
      - b. Second: Watkins
      - c. *All in Favor*
      - d. THIRA Gap Alignment: Public Safety/EM Functions

- FY23 Mass Care Project
  - a. Motion: Hunt
  - b. Second: Watkins
  - c. *All in Favor*
  - d. THIRA Gap Alignment: Community
- Ottawa Co:
  - FY23 Ottawa Co Mobile Command Unit Sustainment Project
    - a. Motion: DeLano
    - b. Second: Watkins
    - c. *All in Favor*
    - d. THIRA Gap Alignment: Public Safety/EM Functions
- WMRMC Fiduciary Report
  - FY21 – Ready to close, the Avatar Robot has been received by City GR
  - Will be sending out Allocation spreadsheets for FY21, FY22 & FY23
  - Met with new Ionia EM to discuss HSGP processes
  - FY23 IGAs are mostly all in, still expecting 3 counties soon
  - Amanda & Alex discussed some Kent Co POs that will need a little extra time past the 8/15 date, most likely will be in by the end of the month
  - Katherine & Amanda will be meeting to discuss future of FY24 Coordinator role to serve a larger regional focus
- Regional Coordinator Report
  - FY23 LETPA Guidelines have been updated by FEMA
    - Will not change scope of LE projects, but we will now need to justify the projects by specifically citing grant guidance, legislation, IBs and/or National Planning Framework on AAFs
      - a. Katherine will create a flyer for the PB and present, will also add additional info on R6 HSGP Website
      - b. Katherine is happy to add these citations to AAFs while working with any counties proposing such LE projects
    - Regional LE focus
      - a. These guideline updates could influence our future NPA project choices, perhaps choosing one large LE project to make sure we meet all requirements
  - PO Request Deadline is 8/15
    - There are a few counties who have special circumstances that will need a deadline extension
    - For this deadline, we will do case-by-case basis and then next year consider implementing a structured extension request process
  - HSGP “Office Hours” – Katherine will begin to hold a monthly virtual session open to any to join for questions, etc. – more info to come
- Planning Sub-Committee (THIRA)
  - Last meeting was held virtually on 8/8
  - Alex has been working on finalizing and refining the narrative, all counties have now contributed to the final product
  - Next step is the SPR Process

- Looking to complete this process by using an Excel spreadsheet to organize the data by such categories as: core capabilities, cost, priority level, POETE, etc
- The State THIRA is exploring a new methodology such as a more qualitative approach and weighted scales, can share some information with us but only in-person and cannot send digital copies/examples
- Region 6 Sub-Committee Report (NPA, LETPA, HazMat)
  - NPAs
    - FY21 Avatar Robot has now been delivered
    - FY22:
      - a. Cyber Consortium – paperwork complete, event schedule is now being arranged and will be held in the fall
      - b. Barricades – PO received, will deliver to Ottawa Co
      - c. Cellular Consoles – paperwork in, 7 counties will receive
      - d. BERLAs – needs survey recently sent out; Leah has been working on arranging a training to take place in Ottawa Co but we will need to fill at least 13 seats. If a county wants the device, they HAVE to send someone to the training – no training = no device. Leah will send a reminder.
      - e. STB Teaching Kits – survey was sent out indicating a regional need of around \$22k, but we have set aside \$29k to spend; we could potentially spend the extra funds on buying kits that include 2 training limbs, extra tourniquets, hemostatic gauze, etc. – idea was also raised about purchasing wound cubes
    - FY23 – Will work on scheduling a committee meeting but most projects will remain the same as for FY22; we will know more about the number of BERLAs to purchase after FY22 is done
  - LETPA
    - FY22 = Looking good and on track to meet 30% requirement
    - FY23 = NPAs + Local LETPA projects have helped a lot so far, we are now cautiously optimistic about our progress
    - FY24 = The requirement will be 35% - same as FY23
  - HazMat
    - Quarterly meeting recently held, was well attended
    - Strategic Planning Session will be held in September
    - Annual exercise will be held in Kentwood on 10/19

## VI. Action Items/Updates

- FY24 Fiduciary Identification Letter due 8/30
  - Motion: Watkins
  - Second: Hunt
  - *All in Favor*
    - Letter will move to Planning Board vote on 8/26
- Establishing a Region 6 InterOp Workgroup

- Abby will write the motion to be presented to the PB on 8/26 proposing the formation of the workgroup
- This group can be comprised of EMs, dispatch, and others who have a vested interest in and vast knowledge of the radio/interop situation within Region 6
- Can cover things like: MOU, regional talkgroups, a regional encryption strategy, needs, actions, goals, objectives

**VII. New Business - None**

**VIII. Open Discussion**

- Abby has now received the missing items needed to complete some of the FY21 RTF Kits, she will bring those to the PB meeting to give to the applicable counties
- Mason County: in need of help/extension of PO Request deadline. Have been having issues working with Motorola; only need quotes to submit PO – invoice needed when Reimbursement deadline comes. The County purchased radios before a PO – not our normal procedure, this runs the risk of being rejected. Heath will work with Amanda on getting the PO soon. Heath will need to let us know if Mason has not received the radios by November as we will then need to begin the approval process for an extension with the State
- Kent County: Matt is officially retiring as of 9/1, Scott Corbin has accepted EM position. Matt said he is very appreciative of everyone in Region 6.

**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
PO Request Documents due to Fiduciary	8.15.24
<b>Reimbursement Packets Due</b>	<b>1.1.25</b>
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 August 26, 2024
- The next **Executive Committee Meeting** is September 9, 2024