

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 – August 21, 2023 – 10:00 AM

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

In-Person with Teams Meeting Option

I. Call to Order at 10:03am

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)	V	Heath Scarbrough (Mason County)
X	Lt. Orville Theaker (MSP/EMHSD)	V	Matt Groesser (Kent County)
V	Alex Yared (Kent County)		

III. Approval of Agenda

- Motion: Lou Hunt
- Second: Abby Watkins
- All in Favor, With Additions
 - Under V. Committee Reports:
 - Added FY22 NPA Budget Motion - Region 6 Sub-Committee bullet
 - Under VI. Action Items/Updates:
 - Added FY20 Clean-Up Project

IV. Approval of Minutes

- Motion: Abby Watkins
- Second: Allison Farole
- All in Favor

V. Committee Reports

- AAF Reports
 - Newaygo County:
 - FY22 Nixle Project
 - Motion: Hunt
 - Second: Watkins
 - Discussion: This is the non-LETPA portion of the project.
 - Vote: All in Favor

- Recommendation: The Region 6 Planning Board to approve the FY22 Newaygo Co Nixle Project as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions
 - FY22 Nixle Project (LETPA)
 - Motion: Hunt
 - Second: Watkins
 - Discussion: This is the LETPA portion of this project. Newaygo uses previous usage/access data to determine their cost breakdown between each of these portions.
 - Vote: All in Favor
 - Recommendation: The Region 6 Planning Board to approve the FY22 Newaygo Co Nixle Project (LETPA) as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions
 - FY22 Inter-Op Communications Project
 - Motion: Watkins
 - Second: Hunt
 - Discussion: Most of these radios will be used for LE but because they are housed inside a non-LE building, it cannot count towards LETPA unfortunately.
 - Vote: All in Favor
 - Recommendation: The Region 6 Planning Board to approve the FY22 Newaygo Co Inter-Op Communications Project as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions
 - Montcalm County:
 - FY21 ICS-300 Course Project
 - Motion: Farole
 - Second: Hunt
 - Discussion: Montcalm Co will need to be sure they will still be able to meet the Reimbursement Deadline of 1/1/24 due to their late submission. Eric Smith (EM) was contacted and this point was emphasized.
 - Vote: All in Favor
 - Recommendation: The Region 6 Planning Board to approve the FY21 Montcalm Co ICS-300 Course Project as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions
- Regional Motions
 - FY21 Governance Project
 - Motion: Farole
 - Second: DeLano
 - Discussion: The possibility of including lunches for the R6 HSPB was explored; the issue is that a county would need to pay for the food upfront.

- Vote: All in Favor
- Recommendation: The Region 6 Planning Board to approve the FY21 Region 6 Governance Project as outlined on the attached AAF.
- THIRA Gap Addressed: Public Safety/EM Functions
- FY22 Governance Project
 - Motion: Watkins
 - Second: Hunt
 - Discussion: None
 - Vote: All in Favor
 - Recommendation: The Region 6 Planning Board to approve the FY22 Region 6 Governance Project as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions
- FY21 Regional Coordinator Project
 - Motion: Hunt
 - Second: Farole
 - Discussion: This includes salary, benefits and gas reimbursement.
 - Vote: All in Favor
 - Recommendation: The Region 6 Planning Board to approve the FY21 Regional Coordinator Project as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions
- FY22 Regional Coordinator Project
 - Motion: Hunt
 - Second: Farole
 - Discussion: None
 - Vote: All in Favor
 - Recommendation: The Region 6 Planning Board to approve the FY22 Regional Coordinator Project as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions
- WMRMC Fiduciary Report
 - All received PO Requests and Reimbursements have been processed, expect checks to arrive soon; the State released July funds recently
 - FY20, FY21 & FY22 Allocation Spreadsheets will be sent via email before the Planning Board meets this coming Monday 8/28
 - WMRMC Internal News
 - An in-house Financial Admin will be hired soon, the job posting will be out this week. WMRMC will be moving away from their current financial advisor group by Oct. 1 of this year

- Amanda Frifeldt will be transitioning into an Operations position; for now she is still the best point of contact for all things HSGP-money related
 - FY23 HSGP & Fiduciary Grant Agreement
 - Updates:
 - a. Discussion was had between Lt. Theaker, Kim Richmond and WMRMC regarding the potential for the State being able to hold back money designated for the Regional NPA projects when the grant is issued; they determined it is possible as long as it is a decision made ASAP due to FY23 Grant Agreements currently being written
 - b. Each county's allocation would still continue to be calculated using the State formula based on population; therefore the county allocations will not change
 - c. What would change most would be that counties would no longer have to send their Regional NPA-designated funds back; this would automatically happen
 - d. Doing this would save time, effort, and paperwork for all involved, as well as prevent politically motivated hurdles
 - e. The Region 6 HSGP Grant Funds breakdown:
 - i. *Governance – around 0.2% (\$2k)
 - ii. *Citizen Corps – around 0.5% (\$4,250)
 - iii. *Planning & Coordination – around 8% (\$73,773)
 - iv. *National Priority Projects (NPAs) – around 31% (\$307,306)
 - v. County Allocations – the remaining ~60%
 - f. *These would be the funds the State would retain
 - g. There is a typo within the previous year(s) grant agreements: there are 2 "Gs" – note this when emailing Kim because G #2 is where this change will be written
 - Motion to be Voted on at the Region 6 Planning Board on 8/28:
 - a. "To have the grant agreement between the State and the Region 6 fiduciary adjust percentages to cover the required NPAs, Regional Planning Coordinator, Regional Governance, and Regional Citizen Corp Project, not to exceed 40%."
 - i. Motion: Watkins
 - ii. Second: DeLano
 - iii. Vote: All in Favor
- Regional Coordinator Report
 - OMA & Subcommittees
 - WMRMC will not record HSGP meetings, due to this not being a requirement under the current OMA law on the books
 - a. If the legislature votes to make recording officially part of the OMA, then WMRMC will begin recordings to be in compliance with the new law written by the State

- i. WMRMC will issue a record retention policy when/if this happens
 - b. The reason WMRMC had been recording was as a best practice; all other programs/sub-grantees WMRMC oversees continue to retain and record their meetings
 - Sub-Committees will follow OMA guidelines as stated within the Region 6 HSGP Planning Board By-Laws
 - Workgroups are differentiated from Sub-Committees due to their temporary nature and their end goal of completing a final product/project as instructed by the Region 6 Planning Board
 - Equipment Inventory Tracking
 - Went really well, 10 of 14 jurisdictions have been returned and the other 4 have checked in so their status is known and will be wrapped up soon
 - A few more reminders will be sent
 - Next inventory will take place in 2025
- Region 6 Sub-Committee Report (NPA, LETPA, HazMat)
 - NPAs
 - FY21:
 - a. Cyber Team is all set
 - b. Gray Key is all set
 - c. Dataminr – all set; all installed/training completed
 - d. Avatar Robot – Funding issue has been resolved, one robot will be able to be purchased using:
 - i. HSGP = \$51,465
 - ii. City of Grand Rapids = \$10,585
 - e. Barricades – accessories will be purchased/distributed
 - f. Clean-Up – will be RTF Kits
 - FY22:
 - a. Cyber Team is planning for an event before October
 - b. Barricades – will be Mifram; presentation was given
 - c. Stop the Bleed Training kits
 - d. Vehicle Extraction Devices
 - e. Cellular Response Consoles
 - f. Clean-Up – will be ICS kits
 - FY23:
 - a. NPA Project descriptions are due October 30, 2023
 - i. This subcommittee will meet Sept 28
 - Motion: FY22 NPA Budget Breakdown to be voted on at Planning Board
 - “Request for the Region 6 Planning Board to approve the FY22 Regional Sub-Committee recommendation of the updated project budget for the FY22 National Priority Projects as listed above.”
 - a. Motion: DeLano
 - b. Second: Watkins
 - c. Vote: All in Favor
- Planning Sub-Committee (THIRA)

- This committee will meet beginning in October 2023

VI. Action Items/Updates

- Conversation with DHS about HSGP
 - Allison attended a virtual session with DHS leaders on 8/1
 - She reported back that DHS had received the 4-page document she had sent them that contained feedback from Region 6 – she reported that others on the call from different regions experience the same concerns
 - Funding is expected to go down, they had asked Congress for \$621 million – however the House would approve \$530 million while the Senate would approve \$489 million; either way there will be a decrease
 - Lobbying and advocacy is needed; an advantage of being an IAEM member is that they have a paid lobbyist on staff
- FY20 Clean-Up Project
 - The cash advance has been approved/received; needs to be spent and paperwork returned by Sept. 30
 - Distribution – 180 bags total, all LE (no medical)
 - County breakdowns:
 - Clare – 15
 - Osceola – 20
 - Oceana – 0
 - Mason – 0
 - Mecosta – 19
 - Lake – 4
 - Newaygo – 0
 - Muskegon – 0
 - Ionia – 9 (36% of what they requested)
 - Isabella – 31 (36% of what they requested)
 - Ottawa – 67 (36% of what they requested)
 - Montcalm – 15 (39% of what they requested)
 - Location needed to receive and store the packages
 - Options to be explored:
 - a. WMRMC (Katherine will ask)
 - b. Ottawa Co (Lou/Leah will explore)
 - c. Newaygo Co (Abby will explore)
 - d. Any other interested counties/orgs
 - Abby will order the supplies once a location is determined

VII. New Business - None

VIII. Open Discussion

- Planning Board Meeting on 8/28/23 – Katherine will not be able to attend and Allison has agreed to complete the minutes.
- THIRA
 - Funding cannot be tied to participation
 - Participation will need to be encouraged, new leaders and new EMs can bring a fresh perspective on this endeavor

- There is potential to not include counties within the THIRA if they do not participate, which would make the THIRA more accurate

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

XI. Adjourned at 1:00pm

The next Region 6 Planning Board Meeting is August 28, 2023, in person.

The next Executive Committee Meeting is September 11, 2023, in person.

The next Region 6 Sub-Committee Meetings (NPA, LETPA, HazMat) will be September 25 and November 27, 2023, after the Region 6 Planning Board meetings, in person.