

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 Homeland Security Planning Board Meeting Minutes

August 26, 2024

9:30 AM in person at the

Big Rapids Department of Public Safety Building

435 N. Michigan Ave, Big Rapids, MI 49307

Available via Teams for Non-Voting Members

I. Partner Reports

- A. **National Weather Service, Andrew Dixon** – Severe Weather Awareness Week will be held March 16 – 22, 2025. The annual tornado drill will be held on March 19, 2025 at 1pm. The NWS has made changes and will now no longer issue “wind chill” advisories and warnings; the NWS will now issue “extreme cold weather” advisories and warnings. There is a risk for storms with high winds in our area for the next three days. Summer heat and humidity will begin to decrease and by the end of the week weather will be pleasant and dry for Labor Day Weekend.
- B. **Region 6 Healthcare Coalition, Luke Aurner** – The R6 HCC has been busy assisting partners across the region. They will be hosting a tabletop exercise on 8/29 in Muskegon from 1-3pm and another tabletop exercise on 10/15. To participate, contact Luke or use the link for the Sign-Up Genius that can be found in the most recent HCC email update. There are plans to assist Trinity with their annually required full scale medical search and response exercise in early 2025.
- C. **Muskegon Co Health Department, Dori Peters** – The department is working on their new workplan which will span from 2024-2029; will first focus on jurisdictional risk assessments, procedures, trainings, continuity planning and then fatality management around 2028/29. There have been outbreaks of whopping cough, mumps, and dengue fever within region 6; no new cases of West Nile. Beach water monitoring will be winding down as the summer ends.

II. Meeting Called to Order at 9:45am

III. Pledge of Allegiance

IV. Roll Call:

Jurisdiction – Representative		Jurisdiction – Representative	
X	Clare County – Jerry Becker	X	Muskegon County – Renee Gavin
X	Ionia County – Frederick Straubel	X	Newaygo County – Abby Watkins (Chair)
X	Isabella County – Marc Griffis	X	Oceana County – Troy Maloney
X	Kent County – Scott Corbin	X	Osceola County – Stacey Hayner (AL)
X	Lake County – Erik King	X	Ottawa County – Lou Hunt (Vice Chair)

X	Mason County – Heath Scarbrough	X	City of GR – Allison Farole (Secretary)
A	Mecosta County – Patrick Maddox	A	Saginaw Chippewa Indian Tribe – Fred Cantu
X	Montcalm County – Eric Smith		
X = Present A = Absent V = Virtual AL = Alternate			

Name – Agency	
X	Katherine DeVoursney – WMRMC, Region 6 HSGP Coordinator
X	Amanda Frifeldt – WMRMC, Fiduciary
V	Mark Schmiedeknecht – WMRMC, Fiduciary
X	Lt. Orville Theaker – MI State Police / EMD
X	Jeremy Hagerman – MI State Police / EMD
X	Leah DeLano – Ottawa County
X	Josh Westgate – Newaygo County
V	Jerry McCoy – Montcalm County
X	Matt Groesser - Kent County (retired)
X	Alexander Yared – Kent County
X	Brian Stalsonburg – Kent County
V	Dori Peters – Muskegon County Health Department
V	Luke Aurner – Region 6 Healthcare Coalition
V	Tim Dickman – Region 6 Healthcare Coalition
V	Andrew Dixon – National Weather Service
V	Nate Henschel – Consumers Energy

V. Approval of the Agenda

- A. Motion: Ottawa Co
- B. Second: Clare Co
- C. *All in Favor*

VI. Approval of Prior Meeting Minutes

- A. Motion: Oceana Co
- B. Second: Mason Co
- C. *All in Favor*

VII. Public Comment

- A. Matt Groesser – Matt came to the Planning Board meeting to say goodbye to everyone as he now enters his retirement from Kent County. He gave many thanks and much appreciation to the Region 6 EMs and for all their help and guidance they have provided to him over the years. The Region 6 EMs expressed their appreciation of Matt and we let him know he will be very missed! Matt is leaving the county in good hands as Scott Corbin now steps into the EM role.
- B. Nate Henschel, Consumers Energy – Nate wanted to spread the word about the new “wire down” dashboard available to the Region’s EMs. Consumers has been hosting educational webinar trainings; Lou said it was a good and easy

experience. Nate will be on vacation coming up but EMs should be sure to reach out to their Community Affairs Representative with any issues or questions.

VIII. Presentation – Jeremy Hagerman, THIRA SPR (*Under XI. Committee Reports, Bullet C*)

IX. Fiduciary Report

- A. Allocation Spreadsheets for FY21, FY22 & FY23 have now been sent out
- FY21: only a few dollars left unspent, great job
 - FY22: working on processing the recent influx of PO Request paperwork due to the 8/15 deadline; patience is appreciated
 - FY23: this grant just opened so there is not much info on the spreadsheet yet but please look at the first tab for info about allocation amounts and grant requirements
- B. Abby gave a big thank you to everyone for meeting the 8/15 PO Deadline for FY22 projects; being on time helps ensure we are on track to complete our FY22 regional clean-up project. Lt. Theaker also thanked everyone for striving to meet our internal deadlines as it also helps Division and helps us abide by the IGAs. Amanda encouraged everyone to be sure to openly communicate with any issues or concerns so that we have plenty of time to assist/help where needed.

X. Workgroup Reports

- A. Citizen Corps
- Abby has medical reserve corps t-shirts for Kent, Ottawa & Muskegon
 - There are 11 total medical reserve corps within the State of Michigan, with Region 6 having the highest concentration (Newaygo, Kent, Ottawa, Muskegon) – thankful for the support from the State and the Region 6 Healthcare Coalition
 - Emergency Response Volunteer Conference - held this week at MSU
 - Renee is seeking advice/assistance around the 501c3 status of Muskegon's corps – reach out to her for more information
- B. MEMA/IAEM
- MEMA
 - MEMA Conference is being held October 28 – 30 this year
 - MEMA Leadership elections are underway, be sure to vote
 - IAEM
 - It is very important for Congress and our legislators to hear from the EM world in order to help secure appropriate funding levels for FY25 – let your stories be heard!
 - Two surveys are being sent out that all EMs are very encouraged to participate in:
 - a. **FEMA/Argonne Labs Survey** – only **one person** from your organization fills it out. It is interested in gathering information about emergency management organizations in order to educate others about the importance of the EM role. Link: <https://www.anl.gov/dis/npac/EMStudy>
 - b. **DHS Grant Cut Impact Survey** – any person can fill out. It is interested in gathering information about how the recent

budget cuts impact emergency management. Link:
<https://forms.office.com/pages/responsepage.aspx?id=IEImy5DR20aViJCWgl1F3lgnxC8HDatGrwewaYN2Uh1URExXRVAxSldFWUhDTFISTEtXVE1IRjdVSyQIQCN0PWcu>

- The National IAEM Conference will be held in Colorado Springs this year in November

C. Region 6 IPAWS

- Message Design Dashboard on IPAWs portal has good templates for message wording, based in research – can borrow these for own use
- There was some discussion around missing person notifications, some counties may choose to use IPAWs or use their own system
- Be sure to review the MSP definition of missing person and set appropriate parameters

D. Regional MOU

- A final draft of the MOU recently cleared the Kent Co Legal Dept and was sent out to the local jurisdictions
- Jurisdictions will review and any feedback is welcomed
- Scott is happy to help connect Kent Co's legal department with any other local legal departments who may have questions

XI. Committee Reports

A. Executive Committee

- Met in both July and August
- Many topics discussed are covered in today's agenda

B. Region 6 Sub-Committee (NPA, LETPA, HazMat)

- FY23 LETPA:
 - All counties are asked to bring an estimated amount of any LETPA funds they plan on spending to next month's PB meeting
 - We are about \$23k short on LETPA spending for FY23; therefore all counties are encouraged to conduct LETPA projects if possible
- NPAs
 - FY22:
 - a. Cyber Consortium will be held in November 2024
 - b. GrayKey/Cellebrite – renewal process underway
 - c. Barricade project – will be delivered this week to Ottawa County; future barricades will go to other counties
 - d. Crisis Negotiation phones – PO in process, there will be seven delivered
 - e. BERLAs – Leah has worked hard on this project to secure an in-state training session. R6 will be getting 2 BERLAs and have 13 seats in the class, which will be held in Ottawa. Any counties wishing to receive a BERLA in the future *must* send their representative to the training. Counties will be responsible for the costs of lodging, mileage and food. The training is 40hrs total. There are

ongoing sustainment costs such as software upgrades and certification renewals. Training will be held 10/14 – 10/18. Leah will be sending out an email with more information, please be sure to respond.

f. STB Training Kits – PO in process, will be able to buy around 72 kits that will include extra tourniquets

- FY23:

- a. Many projects will remain the same:

- i. Cyber Consortium

- ii. GrayKey/Cellebrite

- iii. Barricades

- iv. Election barricades

- v. BERLAs

- vi. Terrorist Incident educational supplies

- b. NPA meeting will be held after the PB on 9/23

- HazMat

- Quarterly meeting was held on August 5 in Muskegon

- Strategic Planning Meeting will be on September 30

- Annual exercise will be held in Kent Co on October 19

- Next Quarterly meeting will be held on November 4

- Renee is seeking advice on how to secure more funding for the MKG HazMat team which is its own 501c3. Some counties said they split the funds between fire departments, gov organizations, etc. – reach out to Renee with any help or guidance

- A. Region 6 Planning/THIRA Committee

- THIRA Narrative is shaping up and data being consolidated

- SPR is next step, Scott shared an Excel spreadsheet that can be used to collect data for this process

- Jeremy Hagerman of MSP joined us to discuss the State SPR:

- Qualtrics is the survey platform, survey sent to counties for them to complete

- SPR is done annually, and State THIRA is done every 3 years

- The goal of the State SPR is do identify and close gaps; identify capabilities sustained, lost, or built

- Survey allows users to log out and back in; it will also be able to be downloaded with your answers you entered in a pdf format

- Interested in both quantitative and qualitative data

- A blank template of the State SPR could potentially be provided to this committee to shape our Region's SPR

- Jeremy will continue to help Region 6's THIRA Committee, reach out to him with any questions: hagermanj3@michigan.gov

XII. Region 6 Coordinator Report

B. FY23 LETPA – Updated Guidance

- The State has recently provided further guidance relating to FY23 LETPA projects – essentially, all LE projects must now cite HSGP-related documents and/or legislation to justify expenditures
- There are 6 documents available to cite from
- Katherine has made “Region 6 Quick Guide” that can be quickly copy/pasted into your AAF; however Katherine will be happy to help and take the lead on finding the correct citation needed
- Multi-discipline LETPA projects may now be easier to justify by using the documents; non-LE benefits cannot exceed 50% of the total cost
- This will be a new adjustment, so patience is appreciated

XIII. Formal Correspondence

C. FY24 Region 6 HSGP Fiduciary Selection Letter

- Recommendation for the Region 6 HSGP Planning Board to approve West Michigan Regional Medical Consortium as the official Fiduciary of the FY24 HSGP Grant Period.
- Motion: Clare Co
- Second: Oceana Co
- *Motion Passes by Roll Call Vote*

Jurisdiction – Representative		Jurisdiction – Representative	
X	Clare County – Jerry Becker	X	Muskegon County – Renee Gavin
X	Ionia County – Frederick Straubel	X	Newaygo County – Abby Watkins (Chair)
X	Isabella County – Marc Griffis	X	Oceana County – Troy Maloney
X	Kent County – Scott Corbin	X	Osceola County – Stacey Hayner (AL)
X	Lake County – Erik King	X	Ottawa County – Lou Hunt (Vice Chair)
X	Mason County – Heath Scarbrough	A	City of GR – Allison Farole (Secretary)
A	Mecosta County – Patrick Maddox	A	Saginaw Chippewa Indian Tribe – Fred Cantu
X	Montcalm County – Eric Smith		

X = Yes
 A = Absent
 N = No

XIV. Motions of Recommendation

D. Newaygo Co:

- **FY23 Interoperable Communications Project**
 - Motion: Oceana Co
 - Second: Muskegon Co
 - *Motion Passes by Consensus*
- **FY23 Mass Care Project**
 - Motion: Mason Co
 - Second: Clare Co
 - *Motion Passes by Consensus*
- **FY23 EOC Satellite Phone Communications Project**
 - Motion: Clare Co

- Second: Newaygo Co
- *Motion Passes by Consensus*
- **FY23 EOC Satellite Phone Communications Project – LETPA**
 - Motion: Muskegon Co
 - Second: Clare Co
 - *Motion Passes by Consensus*

E. Ottawa Co:

- **FY23 Mobile Command Unit Sustainment Project**
 - Motion: Ottawa Co
 - Second: Oceana Co
 - *Motion Passes by Consensus*
- **FY23 Mass Casualty Incident Exercise**
 - Motion: Clare Co
 - Second: Newaygo Co
 - *Motion Passes by Consensus*

F. Clare Co:

- **FY23 LE Operational Communications Project – LETPA**
 - Motion: Isabella Co
 - Second: Oceana Co
 - *Motion Passes by Consensus*

G. Osceola Co:

- **FY23 Interoperable Communications Project**
 - Motion: Mason Co
 - Second: Newaygo Co
 - *Motion Passes by Consensus*

H. Regional:

- **Establishing a Region 6 Interoperable Communications Workgroup**
 - Motion: Newaygo Co
 - Second: Isabella Co
 - *Motion Passes by Consensus*

XV. Action Item Updates

I. Deadlines

- FY22 Purchase Order Requests were due on 8/15
 - A big thank you to everyone for getting these in on time
 - Counties with special circumstances are on track for submission and have been in communication with Amanda
- FY22 Reimbursement Packets are due to Amanda on 1/1/2025
- FY23 AAFs (Project Description Form) are due to Katherine on 4/1/2025

XVI. Old Business – None

XVII. New Business – None

XVIII. Open Discussion

J. Isabella County Update

- Marc let us know Julie is no longer with the county and Amy Jordan has come onboard part-time; there may be more changes coming down the line and he will keep us posted

K. MEMA Elections

- A few members from Region 6 have been nominated, be sure to vote

L. PEM Board Retreat

- Jerry Becker and Lt. Theaker recently attended the PEM Board retreat on Mackinac Island
- An education subcommittee was formed in order to review curriculums, budgets, schedules, etc
- PEM Trainings in 2025 are available to view in MiTrain

XIX. 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

XX. Adjourned at 12:12pm

- The next Executive Committee Meeting is September 9, 2024
- The next Planning Board Meeting is September 23, 2024
- The next Region 6 Sub-Committee (NPA, LETPA, HazMat) will be held after the Planning Board meeting on September 23, 2024