

Region 6 Homeland Security Planning Board

“Community Preparedness through Regional Collaboration”

Lou Hunt, Board Chairperson

Ottawa County Emergency Management, 12220 Fillmore Street, West Olive, Michigan 49460, 616-738-4050, lhunt@miottawa.org

Abby Watkins, Board Vice Chairperson

Newaygo County Emergency Services, 306 S. North St., White Cloud, Michigan 49349, 231.689.7354, abbym@co.newaygo.mi.us

Allison Farole, Board Secretary

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

Citizen Corps – Abby Watkins

Leah Delano, Chair R6 Sub-Committees

Scott Corbin, Chair R6 Planning Committee

REGION 6 EXECUTIVE COMMITTEE MEETING

Minutes – September 11, 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 10:06am

II. Roll Call

Voting Members

X	Lou Hunt – Chairperson	X	Leah Delano – R6 Sub-Committee Chair
V	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

A	Amanda Frifeldt (WMRMC)	V	Julie Adams (Isabella County)
V	Katherine DeVoursney (WMRMC)		
X	Lt. Orville Theaker (MSP/EMHSD)		
V	Alex Yared (Kent County)		

III. Approval of Agenda

- Motion: Lou Hunt
- Second: Abby Watkins
- All in Favor

IV. Approval of Minutes

- Motion: Lou Hunt
- Second: Abby Watkins
- All in Favor

V. Committee Reports

- AAF Reports
 - Ottawa County:
 - FY22 CBRNE/Terrorist Emergency Response Exercise
 - Motion: Hunt
 - Second: Watkins
 - Vote: All in Favor
 - Recommendation: The Region 6 Planning Board to approve the FY22 Ottawa Co CBRNE/Terrorist Emergency Response Exercise as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety / EM Functions

- Isabella County:
 - FY22 Cyber Computer Hardware Upgrade (LETPA)
 - Motion: Hunt
 - Second: DeLano
 - Vote: All in Favor
 - Recommendation: The Region 6 Planning Board to approve the FY22 Isabella Co Cyber Computer Hardware Upgrade (LETPA) as outlined on the attached AAF.
 - THIRA Gap Addressed: Protection & Prevention
- WMRMC Fiduciary Report
 - Allocation Spreadsheets will be sent out again towards the end of the month closer to the Planning Board meeting date
 - All AAFs received to date have been sent to the state for approval
 - Amanda will be on vacation Sept. 14 – 22
 - WMRMC is still accepting applications for the new Financial Manager position, contact Amanda for more information if needed
- Regional Coordinator Report
 - Equipment Inventory Tracking
 - 14 of 15 counties completed & submitted
 - Next inventory will take place in 2025 (happens every 2 years)
 - Website
 - Now working on the password-protected back end section
 - a. AAF Archive, categorized by type (exercise, planning, training, equipment, etc.)
 - b. Would like to have a “new orientation” video section that could deliver some instructions/guidance
 - i. Recommended to contact Mark Watkins (Osceola) for advice; he is completing a similar project
 - Created a HSGP Certificate of Goods Received database
 - a. Will document which supplies (under \$5k) each county received using HSGP funds, spans from FY17 - Present
- Region 6 Sub-Committee Report (NPA, LETPA, HazMat)
 - All NPA projects are either in the PO or AAF-writing stage
 - Next NPA Meeting: Sept. 25th after the R6 Planning Board
 - a. Leah will send out the Agenda & participant expectations/requirements
 - b. Katherine will attend & take minutes
 - FY23 NPA Project Summaries are due by Oct 30th for FEMA-approval, will be discussed at meeting
 - Kim Richmond/EMD officially approved holding back NPA-designated money for the FY23 Grant Agreement
 - LETPA – looking good so far, on track to meet goals
 - Hazmat – Lt. Theaker will alert all Region 6 EMs to a Hazmat Training to be held on Oct. 14th at Webb Chemical in Muskegon, contact him for more information if interested

- Planning Sub-Committee (THIRA)
 - Will be meeting on October 23rd after the R6 Planning Board meeting
 - Still looking for interested volunteers for involvement
 - Katherine will attend & take minutes

VI. Action Items/Updates

- FY20 RTF Kit Packing Day updates
 - Poll for best date for EM attendance has been sent out, due back this coming Friday the 15th
 - Will be held in Muskegon, more information forthcoming

VII. New Business - None

VIII. Open Discussion

- Looking ahead:
 - The FY23 HSGP Grant Agreement between EMD, WMRMC, Region 6 will be coming up for signing soon
 - FY23 Inter-governmental Agreements between WMRMC – Region 6 Counties will also be coming up for signing soon
 - The budget process for FY23 should be much easier this time around, due to EMD agreeing to hold back NPA funds from the start
 - We will need to determine 2024 dates for our meetings, will add this task to the October Executive Committee meeting agenda

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 10:33am

- *The next Region 6 Planning Board Meeting is September 25, 2023, in person.*
- *The next Executive Committee Meeting is October 16, 2023, in person.*

- *The next Region 6 Sub-Committee Meetings (NPAs, LETPA, HazMat) will be September 25 and November 27, 2023, after the Region 6 Planning Board meetings, in person.*
- *The next Region 6 Planning Committee (THIRA) will be held on October 23rd at 1pm, after the Region 6 Planning Board meeting, in person.*