

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

Lou Hunt, Board Vice Chairperson

Ottawa County Emergency Management, 12220 Fillmore Street, West Olive, Michigan 49460, 616-738-4050, 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, hsregion6@gmail.com

Leah Delano, Chair R6 Sub-Committees

Scott Corbin, Chair R6 Planning Committee

Region 6 Homeland Security Planning Board Meeting Minutes

September 23, 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. **Region 6 Healthcare Coalition, Luke Aurner** – Luke is working from home as he recovers from a Covid diagnosis. Reach out to him with any questions or information on upcoming classes and exercises.
- B. **Muskegon Co Health Department, Dori Peters** – “Respiratory season” begins October 1 - monitoring of flu, Covid, and RSV will pick up. There have been no new cases of Avian Flu in Region 6 and no new human cases in the State of Michigan. There has been one new human case of Avian Flu in Missouri; the situation is being monitored closely due to the lack of a connection to animals. There has been one case of West Nile virus in Kent Co, and 19 total within the State. Health departments will be resuming 800 MHz radio drills for the first time since Covid. September is Emergency Preparedness Month – Dori shared some information on social media about how to sign up for local emergency alerts and saw a very positive response from the community; she recommends following NOAA and sharing their social media posts. October is Cyber-security Awareness Month and recommends following CISA and resharing their social media posts.

II. Meeting Called to Order at 9:43am

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)
	Isabella County –	X	Oceana County – Troy Maloney
X	Kent County – Scott Corbin	A	Osceola County – Mark Watkins
X	Lake County – Erik King	X	Ottawa County – Lou Hunt (Vice Chair)
X	Mason County – Heath Scarbrough	V	City of GR – Allison Farole (Secretary)
X	Mecosta County – Patrick Maddox	X	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
A	Amanda Frifeldt – WMRMC, Fiduciary
X	Lt. Orville Theaker – MI State Police / EMD
X	Leah DeLano – Ottawa County
V	Julie Adams – Isabella County
V	Jerry McCoy – Montcalm County
X	Alexander Yared – Kent County
V	Dori Peters – Muskegon County Health Department
V	Luke Aurner – Region 6 Healthcare Coalition
V	Jim Maczko – National Weather Service

V. Approval of the Agenda

- A. Motion: Newaygo Co
- B. Second: Oceana Co
- C. *All in Favor, With Changes:*
 - Add under XIII. Formal Correspondence: FY24 Regional Allocation Informational Email from Kim Richmond, received 9/23

VI. Approval of Prior Meeting Minutes

- A. Motion: Mecosta Co
- B. Second: Lake Co
- C. *All in Favor*

VII. Public Comment

- A. October 2024 HSGP Meeting Date Changes:
 - **Executive Committee**, originally scheduled to be held on 10/14 – will now be **held on 10/7**
 - **Planning Board**, originally scheduled to be held on 10/28 – will now be **held on 10/21**

VIII. Presentation – None

IX. Fiduciary Report – None

X. Workgroup Reports

- A. Citizen Corps – No updates at this time
- B. MEMA/IAEM
 - MEMA
 - MEMA Conference is being held October 28 – 30 this year
 - IAEM
 - National conference will be held in November in Colorado Springs
 - 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>

C. Region 6 IPAWS – No updates at this time

D. Regional MOU

- A final draft of the MOU was recently sent out to all jurisdictions
- Have received 5 responses and 2 recommendations

XI. Committee Reports

A. Executive Committee

- Fiduciary reported that all FY22 POs have now been received are in process; all FY22 Advance Requests have now also been processed
- A big thank you to everyone for doing an amazing job at adhering to the internal FY22 deadlines; this helps immensely – especially when it comes to completing end of fiscal years' clean-up project timelines
- Isabella Co update: Marc Griffis is no longer with the county's Emergency Management and has accepted a position elsewhere; Chad Gittus will be acting as the interim EM, with assistance from Julie Adams and Ryan Martin – please copy all 3 on any correspondence
- The AAF for the FY22 Region 6 Clean-Up Project: RTF Kits has now been submitted for approval at the State

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

- This Committee will meet today, following the Planning Board meeting
- NPAs
 - FY22:
 - a. Cyber Consortium will be held in November 2024
 - b. GrayKey/Cellebrite – renewal process underway
 - c. Barricade project – was successfully delivered to Ottawa Co and have been recently deployed at a GVSU football game; lots of positive feedback
 - d. Crisis Negotiation phones – Will be delivered to Newaygo Co who will then distribute them to the 7 receiving counties
 - e. BERLAs – R6 will be getting 2 BERLAs and have 13 seats in the training class. Any counties wishing to receive a BERLA in future FYs *must* send their representative to the training. Make sure these folks are now registered.

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 in Ottawa Co.

f. STB Training Kits – PO in process, waiting for PO #

- FY23: AAFs are currently in process of being written/submitted
- FY24: Will be discussed at today's committee meeting with the anticipation that some projects may be duplicated from FY23
- LETPA
 - Leah collected the estimated LETPA expenditures from each county for their FY23 projects
 - We are now appearing to be in a much better position to meet the FY23 LETPA requirement of 35%
- HazMat
 - Strategic Planning Meeting will be on September 30
 - Annual exercise will be held in Kent Co on October 19

A. Region 6 Planning/THIRA Committee

- THIRA is currently underway being packaged into its final form
- SPR is next step, an Excel will be created to capture data
- Ongoing discussions will be had regarding the SPR data needed and how this data will be collected for the Region 6 SPR vs. the State's SPR collection (online link from Jeremy Hagerman)

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
- These documents will be sent out this week

C. FY23 AAFs are due April 1, 2025

- It is recommended to begin thinking about/discussing with your county what your projects will be, AAFs are accepted any time before 4/1/25
- The R6 HSGP Website will be updated soon to include a new AAF Project archive; this archive will now include FY22 AAFs
- Please reach out to Katherine with any questions or AAF help needed

XIII. Formal Correspondence

- FY24 Regional Allocation Informational Email from Kim Richmond, received 9/23/24 – email is attached to these minutes
- Region 6 total FY24 HSGP amount is: \$896,108

- This reflects the anticipated cut of around 9-10% to the grant funding - Region 6 will now have around \$100k less to work with than in FY23
- FY24 LETPA Requirement will continue to be 35%: \$313,638
- FY24 NPA Projects Requirement will continue to be 30%: \$268,833
 - The only required NPA area of funding is Election Security at 3% which is: \$26,884
- Executive Committee will begin to examine these numbers and develop strategies as the FY24 Regional Budget is proposed and will be voted on in early 2025
 - Region 6 switched to “Local Allocations” in 2014 but other Regions do not have these; Region 6 may be exploring what spending from a more regional perspective may look like
 - Potential for initiating a R6 HSGP Strategic Planning Session
- Jerry Becker recommended bringing up this discussion while attending the upcoming MEMA Conference while networking – asking other Regions how they plan on dealing with the budget cuts, how they usually prioritize projects, their strategies for the future, etc

XIV. Motions of Recommendation

D. Ottawa Co:

- **FY23 EOC Exercise**
 - Motion: Ottawa Co
 - Second: Clare Co
 - *Motion Passes by Consensus*

E. Montcalm Co:

- **FY23 FD Hazardous Gas Detection Project**
 - Motion: Mecosta Co
 - Second: Kent Co
 - *Motion Passes by Consensus*

XV. Action Item Updates

F. Deadlines

- 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

- A. Clare County will be holding their Annual Tabletop Exercise on 9/26; contact Jerry B. if interested or would like more information
- B. Mason County’s Sheriff is interested in gathering a list of which counties have drones available for use/borrowing within Region 6, points of contacts, drone capabilities and drone pilots; contact Heath for more information
- C. Muskegon County has now been approved to hire an Administrative Assistant for the Emergency Management Department – Renee will be sure to distribute the job description and job posted when it becomes available; please send these out within your networks

D. Congratulation to Alex Yared (Kent Co) for completing FEMA Training!

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 10:38am

- The next Executive Committee Meeting is October 7, 2024
- The next Planning Board Meeting is October 21, 2024