

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 EXECUTIVE COMMITTEE MEETING

Minutes – September 9, 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 10:05am

II. Roll Call

Voting Members:

X	Abby Watkins – Chairperson	X	Leah DeLano – R6 Sub-Committee Chair
X	Lou Hunt – Vice Chairperson	A	Scott Corbin – R6 Planning Committee Chair
X	Allison Farole – Secretary		
	A = Absent X = Present		AL = Alternate V = Virtual

Non-Voting Members:

V	Amanda Frifeldt (WMRMC)	V	Julie Adams (Isabella County)
X	Katherine DeVoursney (WMRMC)		
X	Lt. Orville Theaker (MSP/EMHSD)		
X	Troy Maloney (Oceana County)		

III. Approval of Agenda

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

IV. Approval of Minutes

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

V. Committee Reports

- AAF Motions of Recommendation
 - Ottawa Co:
 - FY23 EOC Exercise
 - a. Motion: Hunt
 - b. Second: Farole
 - c. *All in Favor*
 - d. THIRA Gap Alignment: Public Safety/EM Functions
 - Montcalm Co:
 - FY23 FD Hazardous Gas Detection Project
 - a. Motion: Farole

- b. Second: Watkins
 - c. *All in Favor*
 - d. THIRA Gap Alignment: Public Safety/EM Functions
- WMRMC Fiduciary Report
 - WMRMC Update: Mark Schmiedeknecht (former Finance Manager) is no longer on staff; please contact Amanda with any questions and/or for any unresolved issues previously handled by Mark
 - Finance Manager job description is being updated and Amanda will forward information about applications within the next month, feel free to spread the word about the opening within your networks
 - All FY22 PO Requests have now been received; thank you to everyone for respecting the deadlines set by the Planning Board
 - All pending FY22 Reimbursements have now been completed
 - All pending FY22 Advance Requests have now been processed
 - Updated HSGP Allocation spreadsheets will be sent out before the 9/23 Planning Board meeting
 - Amanda will be taking PTO from Wednesday 9/11 – Friday 9/13
- 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
 - Katherine is reworking about 5 AAFs to now include these LETPA citations, no extra work needed by counties
 - A “quick guide” about this change was created by Katherine and will be emailed out, along with the official FY23 State Guidance
 - a. Executives saw no issues with the quick guide document
 - The Region 6 HSGP website will be updated to include updates
 - 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) – No updates
- Region 6 Sub-Committee Report (NPA, LETPA, HazMat)
 - NPAs
 - FY22:
 - a. STB Teaching Kits – will be ordering 92 kits
 - b. BERLAs – Leah recently sent out a survey to determine how many people are interested in the device training class being held in October in Ottawa; well received and will have good turnout
 - c. Cellular Consoles – ordering in process, will receive 7
 - d. Barricades – have now been delivered to Ottawa Co
 - e. Cyber Consortium – being scheduled for November
 - f. GrayKey/Cellebrite – Leah will get in touch with Julie to discuss Isabella Co’s status and updated contacts

- FY23 – Leah is currently working on writing the FY23 AAFs for the NPA projects, many of which are the same as in FY22
 - a. Next NPA Sub-Committee meeting will be held following this month’s Planning Board meeting on 9/23
- FY24 – Project ideas will be discussed at the 9/23 meeting
 - a. FEMA NPA Descriptions will most likely be due around October/November timeframe, as in the past
- FY22 Regional Clean-Up Project
 - Project will continue to be RTF Kits
 - AAF will be written this month for same supplies as previous years but will not include heat sealers (we have them now) or gloves as most agencies supply those themselves; tourniquets also have come down in price so we may be able to order more than before
 - Amanda will have a better idea of the number of leftover clean-up funds after the FY22 Reimbursement Request due date of 1/1/25; AAF will be written for more than what is expected as is the usual practice (ie FY20 – 94k, FY21 – 54k)
 - FY22 Grant closes 5/31/25
- LETPA
 - FY23 = NPAs + Local LETPA projects have helped a lot, we are now looking at coming up about \$24k short – we will still encourage counties to complete LE projects in FY23 to cover this gap
 - a. Katherine will send out a reminder to all counties before the 9/23 PB meeting and ask they come prepared with a rough estimate of how much of their local allocations they plan to spend on LETPA
 - FY24 = The requirement will be 35% - same as FY23
- HazMat
 - Strategic Planning Session will be held on September 30
 - Annual exercise will be held in Kentwood on 10/19

VI. Action Items/Updates

- Aiming to have the first InterOp Workgroup meeting sometime in October, Abby will contact Katherine about sending out meeting invitations
 - Lou and Troy said the idea has been very well received in their counties

VII. New Business - None

VIII. Open Discussion

- Marc Griffis is now no longer employed by Isabella County; a new EM contact will be established, Lt. Theaker/Julie Adams will send out that person’s contact information – most likely Chad Gittus with Ryan Martin also involved

IX. 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

X. Adjourned at 10:55am

- The next **Region 6 HSGP Planning Board Meeting** is September 23, 2024
- The next **Region 6 Sub-Committee Meeting (NPAs, LETPA)** will be held following the Planning Board meeting on September 23, 2024
- The next **Executive Committee Meeting** is October 14, 2024