

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

REGION 6 EXECUTIVE COMMITTEE MEETING

May 15, 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 10:02am

II. Roll Call:

Voting Members

X	Lou Hunt – Chairperson	X	Leah Delano – R6 Sub-Committee Chair
X	Allison Farole – Secretary	X	Scott Corbin – Planning-THIRA 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)
X	Katherine DeVoursney (WMRMC)		
X	Lt. Orville Theaker (MSP/EMHSD)		
V	Helen Lee (Isabella County)		

III. Approval of Agenda

- Motion: Lou Hunt
- Second: Allison Hunt
- Corrections: Abby Watkins
 - i. Under V., WMRMC Fiduciary Report, ii. ~~FY21~~ FY20 Clean-Up Funds
 - ii. Under VI., Action Items/Updates, Second bullet point: ~~FY21~~ FY20 Region 6 Clean-up Project: RTF Kits
- All in Favor, with Corrections

IV. Approval of Minutes

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

V. Committee Reports

- AAF Reports
 - Regional Projects:
 - FY21 Target Hardening Barriers (LETPA) (NPA)
 - Motion: Hunt
 - Second: Watkins
 - Discussion: Looking to purchase accessories for the barriers purchased in FY20; links the water barriers together
 - Vote: All in favor

- Recommendation: The Region 6 HSGP Planning Board to approve the FY21 Region 6 Target Hardening Barriers as outlined on the attached AAF.
 - THIRA Gap Addressed: Protection & Prevention
- FY21 DataMinr First Alert Project (LETPA) (NPA)
 - Motion: Watkins
 - Second: Farole
 - Discussion: 10 recipients; this is seed money – the expectation is for the interested counties to continue on their own, we will not be funding this project in FY22; MIOC is more broad than this
 - Vote: All in favor
 - Recommendation: The Region 6 HSGP Planning Board to approve the FY21 Region 6 DataMinr First Alert Project as outlined on the attached AAF.
 - THIRA Gap Addressed: Protection & Prevention
- FY21 Rescue Task Force Kits (Clean-Up)
 - Motion: Watkins
 - Second: Hunt
 - Discussion: Continues this project from previous years
 - Vote: All in favor
 - Recommendation: The Region 6 HSGP Planning Board to approve the FY21 Region 6 Rescue Task Force Kits as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions
- FY21 Multi-Mission Avatar Robot (NPA)
 - Motion: Watkins
 - Second: Hunt
 - Discussion: Costs & quantities will need to be adjusted due to vendor error (incorrect price posted on their website) but a new AAF will not be needed if costs change; Leah is meeting with the vendor this week; we hope to work with them on a reasonable price – if not possible, we can potentially make a request to the State/FEMA for a new project but those requests are only done quarterly; City of Grand Rapids HazMat has a large interest in 1
 - Vote: All in favor as amended
 - Recommendation: The Region 6 HSGP Planning Board to approve the FY21 Region 6 Multi-Mission Avatar Robot as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions
- FY21 Cyber Consortium Training & Outreach Project (NPA)
 - Motion: Hunt
 - Second: Farole
 - Discussion: None
 - Vote: All in favor
 - Recommendation: The Region 6 HSGP Planning Board to approve the FY21 Region 6 Cyber Consortium Training & Outreach Project as outlined on the attached AAF.
 - THIRA Gap Addressed: Mitigation
- Mecosta County:
 - FY21 RTF Bleeding Control Kits

- Motion: Hunt
- Second: Watkins
- Discussion: These are similar kits to the regional RTF project but with added equipment such as gauze, scissors & people movers
- Vote: All in favor
- Recommendation: The Region 6 HSGP Planning Board to approve the FY21 Mecosta County RTF Bleeding Control Kits as outlined on the attached AAF.
- THIRA Gap Addressed: Public Safety/EM Functions
- Ottawa County:
 - FY21 Cyber Forensics Teel Tech Training (Local – LETPA)
 - Motion: Hunt
 - Second: Watkins
 - Discussion: None
 - Vote: All in favor
 - Recommendation: The Region 6 HSGP Planning Board to approve the FY21 Ottawa County Cyber Forensic TeelTech Training (Local – LETPA) as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions
 - FY21 Cyber Forensics Equipment (Local – LETPA)
 - Motion: Hunt
 - Second: Watkins
 - Discussion: None
 - Vote: All in favor
 - Recommendation: The Region 6 HSGP Planning Board to approve the FY21 Cyber Forensics Equipment (Local – LETPA) as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions
 - FY21 Critical Incident Training Project
 - Motion: Hunt
 - Second: Farole
 - Discussion: None
 - Vote: All in favor
 - Recommendation: The Region 6 HSGP Planning Board to approve the FY21 Ottawa County Critical Incident Training as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions
 - FY21 MCI Terrorism Exercise
 - Motion: Hunt
 - Second: Farole
 - Discussion: EHP is under review with the state; plan is to repeat this exercise every year but with different geographies each time
 - Vote: All in favor
 - Recommendation: The Region 6 HSGP Planning Board to approve the FY21 Ottawa County MCI Terrorism Exercise as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions
- Kent County:
 - FY21 Incident Management Team Training

- Motion: Farole
- Second: Hunt
- Discussion: AHIMT O-305 Course is considered to be an extremely valuable class – was so well received in Virginia that all state police are now required to go through it
- Vote: All in favor
- Recommendation: The Region 6 HSGP Planning Board to approve the FY21 Kent County & City of Grand Rapids Incident Management Team Training as outlined on the attached AAF.
- THIRA Gap Addressed: Public Safety/EM Functions
- Lake County:
 - FY21 Fire Department Radio Project
 - Motion: Hunt
 - Second: DeLano
 - Discussion: These will reside inside firetrucks; are very affordable
 - Vote: All in favor
 - Recommendation: The Region 6 HSGP Planning Board to approve the FY21 Lake County Fire Department Radio Project as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions
 - FY21 Law Enforcement Radio Project (Local – LETPA)
 - Motion: Farole
 - Second: DeLano
 - Discussion: None
 - Vote: All in favor
 - Recommendation: The Region 6 HSGP Planning Board to approve the FY21 Lake County Law Enforcement Radio Project (Local – LETPA) as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions
- Ionia County:
 - FY21 EMS & Fire Department RTF Kits Project
 - Motion: Farole
 - Second: Hunt
 - Discussion:
 - Vote: All in favor
 - Recommendation: The Region 6 HSGP Planning Board to approve the FY21 Ionia County EMS & Fire Department RTF Kits Project as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions
 - FY21 Law Enforcement PPE Project (Local – LETPA)
 - Motion: Hunt
 - Second: Farole
 - Discussion: None
 - Vote: All in favor
 - Recommendation: The Region 6 HSGP Planning Board to approve the FY21 Ionia County Law Enforcement PPE Project (Local – LETPA) as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions
- WMRMC Fiduciary Report

- i. FY20 Clean-Up Funds
 - Still waiting on locals to give Amanda their actual final numbers before we know exactly how much we have to spend on clean-up
 - Fiduciary needs these figures **ASAP**
 - Last number we tentatively had is around \$50k – if Newaygo agrees to sponsor this project, their Administrator can only provide \$30k before needing to bring it to their Board & complete a specific process
 - We will be asking for an extension from the State to complete this project (12/1/2023) and will also need to explore if a cash advance is possible within a project extension request
 - This extension request is due to the State by 5/31/2023
 - Going forward, we need to encourage everyone to spend their entire allocation as much as possible; if the option of an extension had not been offered we would be giving back a large sum to the State due to not being able to expend it
- ii. GLHS Fiduciary Training
 - Dual Compensation Clarification
 - State policy: if an EM or Planner has completed a 40-hour work week and chooses to spend their **unpaid** time off to work another job, that is allowed
 - i. If an EM/Planner has completed their 40hrs paid time during the week but chooses to spend their unpaid time off working a job that compensates them through a different grant source – that is allowed
 - Conflict of Interest
 - This arises if a voting member votes to approve a project that would be completed within their home region that would directly benefit that member financially
 - i. If this situation happens, the voting member needs to recuse themselves from the vote itself
 - The Executive Committee & Planning Board currently have a good culture of transparency regarding the above topics and Region 6 will continue to work with the Fiduciary Agent (WMRMC) to reaffirm and strengthen our policies and procedures
- Regional Coordinator Report
 - i. Equipment Decommissioning Process:
 - Contact MSP-EMD first and foremost to involve them; ask about the processes needed for specific items
 - If funds obtained (using the fair market value) via the decommissioning process are under \$5k – those funds need to be spent within the current grant period; the money gained is allowed to stay local but is required to be spent on HSGP-focused projects only
 - If funds gained would be over \$5k, FEMA approval is needed and this is done through processes initiated by MSP-EMD. FEMA has the power to say you have to return the money back to the fiduciary, however, what most often happens is that when FEMA approves those funds they say you can keep it local and spend it on new or other HSGP-focused projects

- Procedures may vary based on how you plan on obtaining these funds; for example, if you planned on auctioning off an item you will need specific approval to do so
 - To spend these approved funds, fill out a new AAF for the project you wish to spend the money on - you must explain in Section 3.C (Detailed Description of Costs) **or** you can create an Equipment Disposition AAF
 - We can cover this topic in June's mini-Fiduciary Training for R6
 - ii. Open Meetings Act
 - The HSGP Planning Board is subject to the Open Meetings Act as it states in our by-laws and due to the responsibilities of dispensing federal funds through county administrators
 - Therefore, every Planning Board meeting is required to be recorded; WMRMC agrees to keep them for year and they can be made available upon request
 - If a HSGP PB Committee acquires a Quorum (8 voting members), that meeting automatically becomes subject to the OMA
 - WMRMC will work on website to update it and include:
 - Meeting dates, past and upcoming agendas, previous minutes (made available within 8 business days), etc.
- Region 6 Sub-Committee Report (NPA, LETPA, HazMat)
 - i. Met last month on 4/24/23
 - FY21 NPA Projects
 - Barriers
 - i. Have decided to focus on accessories to the barriers purchased in FY20
 - DataMinr
 - i. 10 licenses were available
 - Muti-Mission Robot Avatar
 - i. Costs and quantities will be adjusted accordingly
 - FY22 NPA Projects
 - DVE:
 - i. Cellular Response Consoles: May not be as large of a need as we thought; will be most useful to counties with hostage negotiation teams
 - ii. Vehicle Data Extraction Devices: Larger interest in these – they are used on confiscated automobiles to extract data from their infotainment consoles
 - Community Preparedness & Resilience:
 - i. Portable Animal Shelter: Recommend that we no longer pursue this project due to liability issues; we will need to redistribute about \$76k to other NPA areas or get FEMA approval for a new project
 - ii. Stop the Bleed Training Kits: Could buy more kits with the redistributed funds
 - Leah will develop a Survey to determine county interest in the projects and equipment & we will go forward from there
 - FY22 Clean-Up Project Ideas: ICS Kits, Barrier Accessories, Road Vests, NOAA Weather Radios
- Planning Sub-Committee (THIRA)

- i. Scott Corbin is now this committee’s Chair

VI. Action Items/Updates

- Regional Mutual Aid Agreement
 - i. Presentation at Planning Board on 5/22 – Will discuss on a broader picture of where we stand, what gaps we need to address and what objectives we have in order to establish this agreement strategically
- FY20 Region 6 Clean-Up Project: RTF Kits
 - i. Discussed above

VII. New Business

- Planning for MEMA’s next conference
 - i. Will be held October 9 – 11, 2023
 - ii. Regional AAF can be written to attend

VIII. Open Discussion

IX. Public Comment

X. Adjourn

- Motion: Watkins
- Second: DeLano
- All in Favor, Adjourned at 12:34pm

The next Region 6 Planning Board Meeting is May 22, 2023, in person

The next Executive Committee Meeting is June 12, 2023, in person

FY20 Important Dates	
Grant Performance Period Start Date	9.1.20
Budget Approval Date	4.26.21
Fiduciary Opens Grant	6.1.21
AAFs due to R6 Coord	12.1.22
PO Req docs due to Fiduciary	3.15.23
Grant Performance Period End Date	5.31.23
Fiduciary Closes Grant	5.31.23
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	7.2.23
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	7.2.24*
Reimbursement Packets Due	1.1.25*
Grant Performance Period End Date	5.31.25
Fiduciary Closes Grant	5.31.25

**Tentative dates pending discussion, motions, and voting by the Planning Board*