

Region 6 Homeland Security Planning Board

“Community Preparedness through Regional Collaboration”

Lou Hunt, Board Chairperson

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Citizen Corps – Abby Watkins

Leah Delano, Chair R6 Sub-Committees

Scott Corbin, Chair R6 Planning Committee

REGION 6 EXECUTIVE COMMITTEE MEETING

Minutes – June 12, 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 10:03am

II. Roll Call

Voting Members

X	Lou Hunt – Chairperson	X	Leah DeLano – R6 Sub-Committee Chair
A	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

V	Amanda Frifeldt (WMRMC)	V	Julie Adams (Isabella County)
X	Katherine DeVoursney (WMRMC)	V	Alex Yared (Kent County)
X	Lt. Orville Theaker (MSP/EMHSD)	V	Matt Groesser (Kent County)
V	Helen Lee (Isabella County)	V	Heath Scarbrough (Mason 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
 - Regional Projects:
 - FY22 GrayKey (LETPA) (NPA)
 - Motion: Hunt
 - Second: Watkins
 - Discussion: Continuation project; very successful in the past. Confirmed it will qualify as LETPA due the gaps shared under the Protection & Prevention missions.
 - Vote: All in Favor

- Recommendation: The Region 6 Planning Board to approve the FY22 Region 6 GrayKey (LETPA) project as outlined on the attached AAF.
- THIRA Gap Addressed: Protection & Prevention
- Ottawa County:
 - FY21 COOP Training Project
 - Motion: DeLano
 - Second: Watkins
 - Discussion: Amended to make sure any references to this being an “exercise” is removed, as it is not, it is purely a community training.
 - Vote: All in Favor, as Amended
 - Recommendation: The Region 6 Planning Board to approve the FY21 Ottawa Co COOP Training project as outlined on the attached AAF.
 - THIRA Gap Addressed: Mitigation
 - FY22 Planner Salary & Fringes
 - Motion: Hunt
 - Second: Watkins
 - Discussion: Continuation project.
 - Vote: All in Favor
 - Recommendation: The Region 6 Planning Board to approve the FY22 Ottawa Co Planner Salary & Fringes project as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions
 - FY22 Planner Incidentals
 - Motion: Hunt
 - Second: Watkins
 - Discussion: None
 - Vote: All in Favor
 - Recommendation: The Region 6 Planning Board to approve the FY22 Ottawa Co Planner Incidentals project as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions
- Muskegon County:
 - FY21 Radio Project
 - Motion: Watkins
 - Second: Hunt
 - Discussion: Radio types and brands discussed generally. Discussed delays experienced by Newaygo Co with Motorola radio shipments; remind R6 Board to be aware of the 1/1/2024 deadline of R6 Reimbursement Packets due. Radios do not need to be up, functional, and synced with the State by 1/1 but need to be on hand.
 - Vote: All in Favor

- Recommendation: The Region 6 Planning Board to approve the FY21 Muskegon Co Radio Project as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions
- WMRMC Fiduciary Report
 - i. Updated Allocation Spreadsheets will be sent out today
 - ii. Amanda will contact Abby regarding final FY20 Clean-up Funds
 - iii. All FY22 Intergovernmental Agreements have been sent out to each county, some have already been returned and completed; FY22 HSGP Grant officially opened on June 1
 - iv. State accepted our extension request for the FY20 Clean-up Project, needs to be completed by September 30 of this year
 - v. Equipment Tracking
 - Inventory Forms required by State every 2 years - due in July
 - a. WMRMC will provide guidance to the counties on how to fill out these forms as well as clean them up for clarity
 - vi. Extend PO Documents Deadline for FY21
 - Discussion was made regarding difficulties potentially faced by the counties and by the Region to adequately meet the HSPB vote-approved FY21 Deadline of when PO Documents are currently due, which is set as 7/2/2023
 - Moving the deadline out by 45 days to have the PO Docs due on 8/15/2023 was discussed, WMRMC has no issue with this as long as the date for when FY21 Reimbursement Packets are due remains in place (1/1/2024)
 - vii. **Recommendation:** The Region 6 HSGP Planning Board vote to approve a 45-day deadline extension of the FY21 PO Documents due date (from its current due date of 7/2/2023 to the proposed date of 8/15/2023) while keeping in place the deadline for FY21 Reimbursement Packets due on 1/1/2024.
 - Motion: Watkins
 - Second: Hunt
 - Vote: All in Favor
 - *Motion will be included in the Agenda Packet for 6/26 meeting*
- Regional Coordinator Report
 - i. FY20 is basically completed, with the Regional Clean-Up Project (RTF kits) being the exception; the extension deadline granted will help us on this
 - ii. FY21 is winding down considerably, most things going smoothly
 - iii. FY22 opened June 1 and we are already receiving FY22 AAFs which is a great start in terms of meeting deadlines appropriately
 - iv. HSGP Planning Board Refresher Session
 - Will be held in August so Leah & Amanda are able to attend
 - Will cover the basics of writing AAFs, PO process, Advance process, & other points learned at the GLHS Fiduciary Training
 - v. July 10 Executive Meeting will **now be held in Newaygo**
 - vi. Website

- WMRMC oversees HSGP as well as the Region 7 Healthcare Coalition (and others); Katherine is meeting with Amanda Reed from Region 7 to gain insight into how they operate their website
 - The Region 6 HSGP Website should be up and running before 7/1
 - The current website is very outdated; this new website will contain all important information, links, meeting info, and more
 - As soon as the new website is live, Katherine will notify all
 - vii. Adding Region 6 Planning Committee Chair to letterhead
 - This place in the letterhead was previously occupied by Liz, the previous chair, the new chair is Scott Corbin
 - With this position comes voting power at the Executive Committee meetings, but planners can recuse themselves of any votes seen as directly benefitting their position; furthermore, the Executive Committee does not make any final decisions and only makes recommendations to the larger Planning Board; any person attending the Exec meeting virtually cannot vote
 - Region 6 Sub-Committee Report (NPA, LETPA, HazMat)
 - i. Leah will be on leave June 20 and hopefully returning on/around July 10
 - ii. FY21 Regional NPA Projects are close to complete:
 - Barriers – we will be purchasing accessories for the water filled barriers obtained through the FY20 regional project
 - Dataminr – the 10 Licenses are accounted for; the contract between WMRMC & Dataminr is being developed and Leah will send Amanda the draft copy to look over; from there, each jurisdiction participating will need to complete MOUs with WMRMC
 - Robot Avatar – Leah has a phone call with the vendor tomorrow to discuss any updates and pricing
 - iii. FY22 Regional NPA Projects:
 - Documents for the Cyber Consortium and GrayKey projects are underway and on the move
 - In order to be able to complete the other projects, Leah needs all jurisdictions to respond to her survey
 - a. Leah will send a reminder to complete the survey of what/how much each county needs – please return ASAP
 - iv. LETPA
 - This report will be shared at the 6/26 Planning Board meeting
 - Planning Sub-Committee (THIRA)
 - i. No new updates
- VI. Action Items/Updates**
- We are still in need of the final FY20 funds allocated for the Clean-up Project in order to begin the PO and Advance processes
 - i. Without the extension from the State, we would be returning a very large amount of money – in order to prevent this from happening to Region 6

in the future, each jurisdiction needs to be extremely mindful of the important deadlines (listed below)

- WMRMC has received the final FY22 HSGP Grant documents including the updated cover letter from Kim Richmond; now IGAs need to be signed

VII. New Business

- FY22: Determine Internal Deadlines
 - i. A new section inside each Agenda and all Minutes will be dedicated to a “Dates Review” which will list all appropriate HSGP deadlines, instead of at the bottom of the agendas after the adjournment bullet
 - ii. FY22 Internal Deadlines recommended for Board approval and will be voted on at the 6/26 meeting are:
 - AAFs due to the Regional Coordinator (Katherine): 4/1/2024
 - PO Required Documents due to WMRMC: 7/2/2024
 - Reimbursement Packets due: 1/1/2025
 - *Motion will be included in the Agenda Packet for 6/26 meeting*
 - iii. These internal deadlines seem to be helping the Region 6 quite a bit, we are already receiving FY22 AAFs which is a great change; we need to keep these deadlines at the forefront of the Planning Board so another FY20 Clean-Up Project situation does not happen again
- FY23: HSGP Grant – Selection of Fiduciary (due to the State by 8/31/23)
 - i. **Recommendation:** The Executive Committee recommends WMRMC as the fiduciary selected for the Region 6 HSGP Grant and authorizes the Planning Board Chair to complete all necessary documentation needed.
 - Motion: Hunt
 - Second: Watkins
 - Vote: All in Favor
 - *Motion will be included in the Agenda Packet for 6/26 meeting*

VIII. Open Discussion - None

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

* Pending a vote for the 45-day deadline extension at the 6/26/23 HSGP Planning Board meeting, deadline was previously set for 7/2/23

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

*** Pending a vote to set these internal deadlines at the 6/26/23 HSGP Planning Board meeting*

XI. Adjournment

- Motion: Hunt
- Second: DeLano
- Vote: All in Favor
- Officially adjourned at 11:08am

The next Region 6 Planning Board Meeting is June 26, 2023, in person.

The next Executive Committee Meeting is July 10, 2023, in person & in Newaygo (not the typical Big Rapids location); notice will be given accordingly.

Please let Katherine know of any other important meeting dates or information.