

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 & Liz Reimink, Chairs R6 Sub-Committees

REGION 6 EXECUTIVE COMMITTEE In-Person with Teams Meeting Option

March 13, 2023 10:00 AM – Minutes

I. Call to Order at 10:13 AM

II. Roll Call

Voting Members

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

Non-Voting Members

V	Amanda Frifeldt (WMRMC)	V	Julie Adams (Isabella County)
V	Katherine DeVoursney (WMRMC)	V	Scott Corbin (Kent County)
X	Lt. Orville Theaker (MSP/EMHSD)	X	Matt Groesser (Kent County)
V	Helen Lee (Isabella County)		

III. Approval of Agenda

- Motion: Hunt
- Second: Watkins
- All in favor

IV. Approval of Minutes

- Motion: Watkins
- Second: Hunt
- Corrections identified:
 - i. Pdf of minutes re-labeled correctly to: “Executive Committee Minutes”
 - ii. Correction of Leah DeLano’s county to Ottawa
 - iii. Clarified Roll Call section by including titles for Sub-Committee Chair(s)
 - iv. Corrected the spelling & organization for Jenn Sorek (Ottawa Co Health Dept)
 - v. Under Section V, Committee Reports “AAF Review” is now the proper title
 - vi. Under Section V, Committee Reports, Muskegon ICS 300 Class: clarified to reflect the AAF was not recommended to the Planning Board due to incompleteness but will be again reviewed at the March Executive Committee
- The above corrections have now been made in February’s Executive Committee minutes from 2/13/2023 and will reflect the permanent record as such
- All in favor

V. Committee Reports

- AAF Review
 - i. Muskegon:
 - FY21 RTF Kit Project

- Motion: Hunt
 - Second: Watkins
 - Discussion: Complete kit for Rescue Task Force
 - Vote: All in favor
 - Recommendation: The Region 6 HSGP Planning Board to approve the FY21 Muskegon County RTF Project as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions
 - FY21 RTF Kit Enhancement Project
 - Motion: Hunt
 - Second: Watkins
 - Discussion: Supplements RTF Kits with people-movers
 - Vote: All in favor
 - Recommendation: The Region 6 HSGP Planning Board to approve the FY21 Muskegon County RTF Enhancement Project as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions
 - FY21 ICS Class
 - Motion: Hunt
 - Second: Watkins
 - Discussion: Training information included
 - Vote: All in favor
 - Recommendation: The Region 6 HSGP Planning Board to approve the FY21 Muskegon County ICS 300 Class Project as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions
- ii. Oceana:
- FY21 CodeRed Renewal LETPA
 - Motion: Hunt
 - Second: Watkins
 - Discussion: Annual renewal for LE Officers
 - Vote: All in favor
 - Recommendation: The Region 6 HSGP Planning Board to approve the FY21 CodeRed Renewal LETPA Project as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions & Community
 - FY21 CodeRed Renewal
 - Motion: Hunt
 - Second: Watkins
 - Discussion: Annual renewal
 - Vote: All in favor
 - Recommendation: The Region 6 HSGP Planning Board to approve the FY21 CodeRed Renewal Project as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions & Community
- iii. Kent:
- FY21 Kent County Planner Salary & Fringes

- Motion: Hunt
 - Second: Watkins
 - Discussion: Care will be taken to adhere to Deliverables & SOW
 - Vote: All in favor
 - Recommendation: The Region 6 HSGP Planning Board to approve the FY21 Kent County Planner Salary & Fringes Project as outlined on the attached AAF.
 - THIRA Gap Addressed: Public Safety/EM Functions
- iv. Regional:
- FY21 Citizen Corps
 - Motion: Hunt
 - Second: Watkins
 - Discussion: Continuation of Volunteer Hub project
 - Vote: All in favor
 - Recommendation: The Region 6 HSGP Planning Board to approve the FY21 Region 6 HSGP Citizen Corps Project as outlined on the attached AAF.
 - THIRA Gap Addressed: Community
 - WMRMC Fiduciary Report (Amanda)
 - Intergovernmental Agreements
 - Will begin to be drafted when all Local Reallocation Letters are returned to Amanda, she has received the majority so far
 - Planner Descriptions were sent to the State on 3/6 – no feedback yet
 - Workbook modification sheets now required by the State, Amanda fills these out every time changes are made to the Regional Workbook
 - Reimbursements have come back from the State, Amanda will be sending the checks out to the appropriate recipients this week
 - Regional Coordinator Report (Katherine)
 - i. AAF Training Refresher for Region 6
 - Fiduciary Training is on May 8, before the Great Lakes Homeland Security Conference, anyone can attend and info sent soon
 - AAF Refresher will be held in June, after the FY22 Grant opens on 6/1
 - Action: Katherine & Leah will meet to plan presentation to Region 6
 - ii. Motion Forms, Committees, Voting Power
 - Clarifications on the Motion Form regarding dates and language:
 - Katherine will fill Motion Forms out, bring them to the Executive Committee, who will then discuss which THIRA Gap the AAF addresses, long term plan is to train EMs on the THIRA Gaps
 - Committees – clarifications discussed:
 - There are 3 Main Committees: Executive, Region 6 (covers NPA, LETPA, Hazmat etc. workgroups) (Leah), and Planning (responsible for THIRA) (Was chaired by Liz but is now vacant)
 - Action: At 3/27 Planning Board, invite someone to chair Planning Committee to continue THIRA momentum
 - Changes to the Planning Board Agendas: Will now delineate between Committee Reports and Workgroup Reports
 - Voting Power – clarifications made regarding who may vote at the Executive Committee: Only Executive Committee and Sub-Committee Chairs may vote but all Region 6 members welcome to attend meeting

- NPA Sub-Committee Report (Leah)
 - i. Updates
 - FY20:
 - Regional FLIR project: 4 have arrived, each kit has a certificate of goods inside the kit
 - i. The 51st is holds free training on how to use this equipment; Orville will ask them if they could hold a training for Region 6, after he meets with them in May
 - ii. Potential to use these FLIRs at the Annual Exercise
 - Regional Barricades: Shipments will go out next week, should arrive sometime between M-F 8am-5pm to recipient counties; Leah will bring the Certificate of Goods Received at the 3/27 Planning Board so the Counties can sign off on them there
 - Cyber Consortium – Conference was held last week, went very well with good attendance, Region 6 should encourage their smaller governments and municipalities IT Departments to attend/become involved
 - i. The Cybersecurity Grant will be coming down from the State soon, this resource could help HSGP by providing an alternative method of cybersecurity funding, which will leave more room in the HSGP Budget
 - ii. Action: Abe (from the Cyber Consortium) will be invited to present for 10-15min at the Planning Board on 3/27
 - FY21:
 - GrayKey advance received, will move into Dataminer
 - FY22:
 - NPA Project summaries were approved; however, Leah is concerned about RTF Kit NPA Project though it was approved
 - i. These kits approved are focused on training purposes; Region 6 will have to be careful on how these kits will be used and trained with; training cannot be funded with HSGP funds; the focus will be on trainings within the community such as at schools for Active Shooter responses so community members can safely aid
 - ii. Action: Orville will reach out to Kim to clarify that this project does indeed merit NPA approval

VI. Action Items/Updates

- Motions Form Update – THIRA Gaps Analysis Categories:
 - i. See above, under Regional Coordinator Report

VII. New Business

- Regional Mutual Aid Agreement
 - i. This will be a Workgroup; workgroups are only used for a temporary length of time for a specific project
 - ii. A Workgroup Lead will need to be identified; people identified as being potential leads and/or group members: Helen Lee, Allison Farole, Scott Corbin
 - iii. Action: Add this item to the 3/27 Agenda and explore who is interested in joining and/or leading this workgroup
 - iv. They would meet outside of the Executive Committee but will make recommendations to the Executive Committee & Planning Board to provide parameters on what a Regional MOU could look like for Region 6

- Some examples of a Regional MOU we can draw from: those used for Citizen Corps, Region 5 or Region 7 have done these in the past
- Region 6 Cleanup Projects
 - i. FY20 RTF Kits Cleanup
 - The Planning Board voted to approve this project in September 2022
 - Newaygo has offered to lead this clean-up and update the RTF Kit Survey to send out to Region 6
 - These kits are considered whole in and of themselves; each part and piece do not stand on its own regarding end of life use or expiration dates; kits retail around \$500/each
 - ii. FY21 Cleanup Project
 - Region 6 is looking to do the same as FY20 with RTF Kits
 - In the future, we can look to other projects for Cleanup; the Regional Projects does not need to be the same as the Cleanup
 - i. Regional Project = Budgeted
 - ii. Cleanup Project = Not budgeted, uses unspent funds
 - An FY21 AAF will need to be written for this project (Leah)
 - Action: Add this and a motion to the 3/27 PB Agenda
 - All FY21 AAFs are due April 1, this is an internal deadline
 - iii. FY22 Cleanup
 - Region 6 will work to identify potential projects, perhaps steering away from more RTF Kits but open to alternative ideas

VIII. Open Discussion**IX. Public Comment****X. Adjourned at 12:58 PM**

The next Region 6 Planning Board Meeting is March 27, 2023, in person

The next Executive Committee Meeting is April 10, 2023, in person

The next Region 6 Sub-Committee (NPAs, etc.) Meeting is on April 24, 2023, directly after the Planning Board meeting, in-person