

Michigan Citizen-Community

**MCCERCC**

Emergency Response Coordinating Council

## Minutes – August 15, 2016

The regular meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) was held on Monday, August 15, 2016, at 7150 Harris Drive, Dimondale, Michigan.

The meeting was called to order at 2:05 p.m. by the chair, Capt. Chris Kelenske. Roll call was taken by the secretary, Ms. Gail Novak-Phelps, and the following Council members were present: Mr. Marc Breckenridge, Ms. Alisha Clack, Dr. William Fales, Dr. Kay Fritz (on behalf of Mr. Brad Deacon), Mr. Ken Gembel, Chief Gary Hagler, Capt. Chris Kelenske, Ms. Jennifer Lixey-Terrill (on behalf of Dr. Jackie Scott), Chief Kerry Minshall, Ms. Gail Novak-Phelps, Ms. Eileen Phifer, Dr. Phil Schertzing, Ms. Julie Secontine, Capt. Brad Smith, and Chief Michael Yankowski. The Secretary noted there was a quorum for the meeting.

### Approval of Agenda / Minutes

Dr. William Fales made a motion to approve the meeting agenda. Motion was supported. The agenda was approved as presented.

Mr. Marc Breckenridge requested a change in the second paragraph on page 2 of the April 18, 2016, minutes.

Mr. Breckenridge made a motion to approve the minutes for both February 22 and April 18, 2016. Motion was supported. Minutes were approved, as amended.

### Reports of Committees

Ms. Jennifer Lixey-Terrill presented the report for the Citizen Corps Committee on behalf of Dr. Jackie Scott.

Mr. Ken Gembel reported that the Emergency Planning and Community Right-to-Know Committee voted to elect Mr. Marc Breckenridge as their new chair. Chair Kelenske recognized Mr. Breckenridge as the new chair and indicated the change in leadership is effective immediately.

Ms. Novak-Phelps noted that Dr. Jackie Scott and Ms. Eileen Phifer joined the Council meeting.

Dr. Phil Schertzing reported that the Hazard Mitigation Committee convened on June 6, 2016, to rank Pre-Disaster Mitigation (PDM) and Flood Mitigation Assistance (FMA) applications. The final prioritization was approved by Captain Kelenske, and the applications were submitted to FEMA prior to the June 15, 2016, deadline. Dr. Schertzing disseminated handouts containing additional information provided by Mr. Matt Schnepf\* and Mr. Joel Pepper.\*

### Old Business

Ms. Novak-Phelps made a motion to remove the topic of *Robert's Rules of Order* adherence from Old Business. Motion was supported. Motion adopted.

There was discussion regarding Council meeting minutes containing detailed information and recommendation that they be more concise, per *Robert's Rules of Order*, as mandated in the MCCERCC Bylaws. The Chair asked the recording secretary to review the Bylaws for guidance. The topic will be revisited at the next Council meeting.

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\* Denotes employee of the Michigan State Police, Emergency Management and Homeland Security Division

## New Business

The Chair recognized Mr. Mike Young from the Michigan Department of Environmental Quality who presented an update on SARA facility reporting.

Mr. Jay Eickholt\* presented a report on Hazardous Materials Emergency Preparedness (HMEP) Grant funding.

Mr. Eickholt indicated that staff and committee members should submit feedback for the MCCERCC Annual Report Update by October 3, 2016. The report will be presented to the full Council at the October or November meeting.

Mr. Eickholt reported that three current members must reapply to the MCCERCC this year. The Governor's Appointment Office will contact these individuals in December with application instructions.

Mr. Eickholt announced that Council members interested in joining a MCCERCC subcommittee should contact the subcommittee chair or staff person.

## Public Comments

There were no public comments.

## Adjournment

Chair Kelenske announced that the next Council meeting is scheduled for October 15, 2016, in the 1917 Room at Michigan State Police Headquarters.

Mr. Gembel moved to adjourn the meeting. The motion was adopted. The meeting adjourned at 2:42 p.m.

  
Ms. Gail Novak-Phelps, Secretary

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Michigan Citizen-Community

**MCCERCC**

Emergency Response Coordinating Council

## **Minutes – April 18, 2016**

The regular meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) was held on Monday, April 18, 2016 at 7150 Harris Drive, Dimondale, Michigan.

The meeting was called to order at 2:10 p.m. by the secretary, Ms. Gail Novak-Phelps. In the absence of the chair, Capt. Chris Kelenske, Ms. Eileen Phifer made a motion that Dr. Phil Schertzing serve as acting chair for the meeting. The motion was supported by Mr. Ken Gembel. Motion adopted.

Roll call was taken and the following Council members were present: Mr. Marc Breckenridge, Mr. John Cauley, Ms. Kay Fritz (on behalf of Mr. Brad Deacon), Mr. Ken Gembel, Ms. Ginna Holmes, Ms. Jennifer Lixey-Terrill (on behalf of Dr. Jackie Scott), Chief Kerry Minshall, Ms. Gail Novak-Phelps, Ms. Eileen Phifer, Dr. Phil Schertzing, Capt. Brad Smith, and Chief Michael Yankowski. The secretary noted there was a quorum for the meeting.

Dr. Schertzing welcomed Chief Michael Yankowski from the Lansing Police Department as a new member of the MCCERCC.

### **Approval of Agenda / Minutes**

Ms. Novak-Phelps made a motion to approve the meeting agenda. Motion was seconded by Captain Smith. The agenda was approved as presented.

Dr. Schertzing requested a motion to approve the February 22, 2016, minutes. Ms. Phifer stated that as previous secretary for the MCCERCC, and as acting secretary for the February 22 meeting, she believes the minutes provide too much information which is not compliant with *Robert's Rules of Order*. Council bylaws outline that these guidelines be followed unless changed to indicate otherwise.

There was brief discussion and Mr. Jay Eickholt\* suggested that a recommendation to simplify the format first be presented to Captain Kelenske.

Ms. Phifer made a motion to table the February 22, 2016, minutes until the next Council meeting. Motion was supported by Captain Smith. Motion adopted.

### **Reports of Committees**

#### **Citizen Corps**

Ms. Jennifer Lixey-Terrill reported that efforts are ongoing regarding the Flint Water Crisis. To date, 24 individuals have participated at Volunteer Reception Centers, two have assisted at the blood lead testing clinic, and Medical Reserve Corps (MRC) volunteers participated at the local food bank. She reported that four of the five MRCs in Michigan that applied were awarded funding by the National Association for City and County Health Officials. She indicated that Livingston County MRC is receiving a national award for community resilience. She reported that a meeting for all MRCs is scheduled prior to the Great Lakes Homeland Security Conference and Expo (GLHSTCE).

#### **Emergency Planning and Community Right-to-Know**

Mr. Gembel stated that the Emergency Planning and Community Right-to-Know Committee has not met since the last MCCERCC meeting. He provided follow-up on a December 3, 2015, incident in which

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three people were injured from a nitric acid release at Machine Tool and Gear Company in Corunna, Michigan but had not reported the incident to the Environmental Protection Agency or the Department of Environmental Quality (DEQ). He distributed a report and stated that MIOSHA conducted an inspection and no citations were issued. A review of the company's Resource Conservation and Recovery Act (RCRA) category indicated they generated the least amount possible to be considered a regulated entity, and they did an outstanding job regarding the inspection process.

Mr. Gembel reported that March 1, 2016, was the Tier II reporting deadline this year. He spoke to the Region V contact who indicated there are currently no major, ongoing initiatives.

Mr. Breckenridge reported that the City of Ann Arbor may request to recombine their LEPC with Washtenaw County. They are currently in discussions with elected and appointed officials and will contact MSP/EMHSD when a decision is made.

### Hazard Mitigation

Dr. Schertzing reported that the Hazard Mitigation Committee has not held any meetings since the last full MCCERCC meeting.

Mr. Mike Sobocinski\* distributed a report that summarizes the National Disaster Resilience Competition (NDRC) projects selected by the U.S. Department of Housing and Urban Development (HUD), which included 13 final-selected recipients. He pointed out the focus of the program was to emphasize resilience--our particular interest being in disaster resilience. He stated there has been no announcement to continue the program as it was likely designed to be a one-time follow-up to disperse the remaining funds available from a superstorm Sandy allocation.

Mr. Matt Schnepf\* reported that applications for the Pre-Disaster Mitigation (PDM) and Flood Mitigation Assistance (FMA) programs are due to FEMA on June 15, 2016. Because FEMA requires the grants to be in priority-ranked order, the Hazard Mitigation Committee will meet to prioritize them with the expectation that MCCERCC members can vote on the ranked order prior to June 15. He proposed that the June 20 Council meeting be changed to one week earlier in order to meet the application deadline. He commented that in the past when this was not possible, Council members approved the Committee's recommendations after the fact. He clarified that FEMA does not require the MCCERCC to approve the projects, only that the state submit them in priority ranked order.

Ms. Phifer suggested an open invitation for Council members to attend the Hazard Mitigation Committee meeting so those interested in the determination would be in the Committee component.

Dr. Schertzing made a motion that the Hazard Mitigation Committee open an invitation to the full MCCERCC and the full MCCERCC will accept the rank ordering, as established by the Committee, in order to comply with the deadline. Motion was seconded by Mr. Breckenridge. Motion adopted.

### Old Business

There was no report.

### New Business

Mr. Mike Young provided an update on SARA facility reporting. He indicated that currently 6,300 facilities have reported, and he attributes this to DEQs tutorial on how to use the program; the guidebook to assist facilities in reporting; and three workshops that were held during the year in Grand Rapids, Detroit, and Mt. Pleasant. He added that reminders are also disseminated by DEQ.

Mr. Eickholt reported that for the past two years, he and Mr. Young have facilitated a workshop prior to the GLHSTCE for LEPCs to share best practices. This year's workshop will be held on May 3 at 9 a.m. in the Grandview Room at the Amway Grand Hotel. LEPCs have submitted topics to include farm reporting, pipelines, and duties of an LEPC. Mr. Eickholt stated that EPA Region V has been invited to answer enforcement-related questions, and Council members are invited to attend as well.

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Mr. Eickholt distributed a handout which outlines what the Hazardous Materials Emergency Preparedness (HMEP) Grant application entails. He provided a summary of funding amounts and indicated they received \$517,954 for the current year and the same amount for FY 2017. There is a reduction of approximately \$250,000 for years two and three, but they will receive an amended grant award in September that will account for funds not spent. Mr. Eickholt explained that they moved to a three-year award period, but it continues to be a year-to-year grant with rollover funds. This year's application needs to be rewritten and requires approval by the MCCERCC. The grant deadline is May 2, 2016, and the application will be provided to Council members prior to that date.

Mr. Breckenridge made a motion to support the submission of the HMEP Grant on behalf of the MCCERCC. Motion was supported by Mr. Gembel. Motion adopted.

Mr. Eickholt distributed a MCCERCC roster and asked members to ensure their information is correct. Changes can be made on the copy and returned at the end of the meeting.

Mr. Eickholt indicated that the Governor's Office has become stringent regarding committee memberships. Members appointed twice under Governor Snyder will not be reappointed to that commission a third time. In addition, the attendance rule outlines that members appointed at-large are not allowed to miss more than two unexcused meetings. He asked Council members to contact him directly if unable to attend a meeting.

Mr. Eickholt announced that future meeting rooms for the MCCERCC will likely be near the MSP Headquarters lobby, and he will advise when the change occurs.

#### **Public Comments**

There were no public comments.

#### **Adjournment**

Ms. Novak-Phelps made a motion to adjourn. Motion was seconded by Captain Smith. Motion adopted. The meeting was adjourned at 3:06 p.m.

Respectfully Submitted:  
Ms. Gail Novak-Phelps, MCCERCC Secretary



Michigan Citizen-Community

**MCCERCC**  
Emergency Response Coordinating Council

## **Minutes – October 19, 2015**

The regular meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) was held on Monday, October 19, 2015, at 4000 Collins Road, Lansing, Michigan.

The meeting was called to order at 2 p.m. by the secretary, Ms. Gail Novak-Phelps. In the absence of the chair, Capt. Chris Kelenske, the secretary nominated Mr. Brad Deacon to serve as acting chair for the meeting. The nomination was supported by Dr. Phil Schertzing. Motion adopted.

Roll call was taken by the secretary, and the following members were present: Mr. Marc Breckenridge, Chief Roger Caris, Mr. John Cauley, Mr. Brad Deacon, Dr. William Fales, Mr. Ken Gembel, Mr. Garry Gross (on behalf of Ms. Virginia Holmes), Chief Gary Hagler, Chief Kerry Minshall, Ms. Gail Novak-Phelps, Ms. Eileen Phifer, Dr. Phil Schertzing, Dr. Jackie Scott, and Capt. Brad Smith. Also present was D/Sgt. Jen Wolf. The secretary noted there was a quorum for the meeting.

### **Approval of Agenda / Minutes**

Mr. Ken Gembel made a motion to approve the meeting agenda. Motion was supported by Ms. Eileen Phifer. The agenda was approved as presented.

Ms. Phifer made a motion to accept the June 15, 2015, meeting minutes pending a proposed change. She requested paragraphs 2 and 3 on page 4 of 5 be removed and replaced with the following wording: “Ms. Phifer gave a PowerPoint presentation on Towards Zero Deaths (TZD)--a national strategy on highway safety that provides a platform of consistency for state agencies, private industry, national organizations, and others to develop safety plans that prioritize traffic safety culture and promote the TZD vision. Detailed information on TZD is available online at [TowardZeroDeath.org](http://TowardZeroDeath.org) or [Michigan.gov/ZeroDeaths](http://Michigan.gov/ZeroDeaths).” Motion was supported by Mr. Gembel. The minutes were approved as amended.

### **Reports of Committees**

#### **Citizen Corps**

Dr. Jackie Scott stated that the Citizen Corps Committee’s original purpose, goal, and mission was to coordinate volunteer resources around the Citizen Corps Program. Discussion at their last meeting focused on doing more work around the volunteer resources, as they believe it is best to stay within the Citizen Corps realm. She recounted that funding had allowed them to host a volunteers’ conference and establish activities at the local level, but since funding is no longer available, she is chairing an essentially nonexistent committee. Dr. Scott stressed the importance of the Citizen Corps Program and welcomes future discussions for any new vision of volunteer activities. She noted that Community Emergency Response Team (CERT) programs are active, and the locally-funded Medical Reserve Corps is moving forward as well. She is uncertain whether a Committee report needs to be adopted for the MCCERCC Plan and would entertain comments or questions from Council members.

Mr. Marc Breckenridge remarked that Region 2 has allotted regional funding from the Homeland Security Grant Program and UASI allocations to CERT programs. The challenge continues to be that these programs are no longer doing more with less—they are doing less with less.

Dr. Scott commented that while attending events, she has noticed volunteers proudly wearing the CERT logo, but how to keep them engaged and make them valuable continues to be a struggle.

Ms. Novak-Phelps pointed out that these groups seem to be functioning without the support of funding, so that might be a positive thing.

Council members agreed that there is high turnover in volunteerism making it difficult to keep individuals trained. Internal, nonprofit funding assists these groups, and they can also fundraise.

Mr. Deacon summarized that it is the Council's mission to decide how large a role they want to play, and they should continue to discuss the issue and relay information to Chair Kelenske for consideration.

#### Emergency Planning and Community Right-to-Know

Mr. Gembel reported that the Emergency Planning and Community Right-to-Know (EPCR) Committee did not hold a formal meeting, but they did review and support 132 plans being submitted today for acceptance by Council members.

Mr. Jay Eickholt\* distributed copies of the 2014-15 SARA Title III Off-Site Community Response Plans list. He reported there were 132 new plans this year and 1,257 plans were updated. The five-year running average to date is 108 new plans this year and 148 last year.

Mr. Gembel made a motion that the MCCERCC accept the 132 plans submitted from November 30, 2014, to October 1, 2015. Motion was supported by Chief Kerry Minshall. Motion approved.

Mr. Eickholt referred Council members to a handout titled "Bakken Crude Oil Workgroup Findings and Best Practices 2015" which contains the final results from meetings held in May and June 2015. He noted that one topic in particular was highly recommended at all three meetings. As a result, EMHS Training Center staff developed a course for elected officials which provides hands-on experience in dealing with large crude oil or materials transportation incidents.

Mr. Eickholt reported that over the past two years, many Local Emergency Planning Committees (LEPCs) have become inactive, and consensus is that more one-on-one outreach is needed. EPCR Committee members and LEPCs have been in discussions regarding the method that should be used to accomplish this. The vision of the Committee is to determine how to keep smaller communities safe and to disseminate information correctly and securely to first responders and the community at large.

Mr. Gembel remarked that it is a federally-mandated program under the Superfund Amendments Reauthorization Act (SARA) of 1986--an amendment to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)--which was established because first responders needed to know about possible hazardous materials releases. Mr. Gembel mentioned that Ms. Ruth McNamara, SARA Title III Regional Administrator at the Environmental Protection Agency (EPA) Region 5, complimented the state of Michigan on its great programs, specifically the work Mr. Eickholt and Mr. Young are doing, as well as efforts regarding volunteerism and training being provided by EMHSD staff.

There was brief discussion on the Department of Transportation (DOT) rules amendment regarding transportation activities relating to Bakken Crude Oil shipments. Mr. Eickholt clarified that the federal DOT issued the executive order in 2013 and a final rule has been published; however, the executive order still stands until it is rescinded by the DOT. Mr. Breckenridge requested to be notified if there is a rules change.

Mr. Gembel advised that he read in the *Federal Register* that the EPA is seeking, for comment, Tier I and II reports and the amount of time required to submit them. There is ample time to respond, as the comment period ends after 2016, but he assumes it would involve review by a legal counsel.

Mr. Deacon expressed that this should be shared with LEPCs, as they are the ones doing the work. If they are inclined to prepare a letter, the MCCERCC should encourage them to do so.

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There was brief discussion on the topic, and Mr. Breckenridge asked if the *Federal Register* is accepting comments on a proposed rulemaking.

Mr. Deacon requested that a copy of the *Federal Register* be submitted for inclusion in today's meeting minutes. Mr. Gembel stated he will provide the document for attachment to the minutes.

Mr. Eickholt reported he has had discussions with LEPCs regarding information sharing between state and local programs. They have been instructed to contact him for any assistance. Mr. Eickholt informed Council members he recently presented a workshop at the Michigan Emergency Management Association (MEMA) Conference, similar to those he presented at the Homeland Security conferences. The universal comment made during these workshops is that LEPCs hold their meetings, but they are unaware of what occurs at MCCERCC meetings. As a result, he will now disseminate information regarding any policies or initiatives that transpire during Council meetings.

Mr. Gembel suggested the MCCERCC consider holding some of its meetings in various locations around the state in order to obtain participation from the community.

Mr. Breckenridge thanked Mr. Eickholt for his hard work, stating that it truly shows.

### Hazard Mitigation

Dr. Schertzing reported that the Hazard Mitigation Committee has not held any formal meetings related to the MCCERCC Annual Plan, but members have communicated via email regarding the Committee's purpose, goal, and mission. They have also implemented executive action for approval of items. He recognized Mr. Matt Schnepf\* to report on these topics.

Mr. Schnepf cited directly from the MCCERCC Executive Order regarding the Hazard Mitigation Committee's purpose, goal, and mission. He stated their first charge is "to assist in the development, maintenance, and implementation of a state hazard mitigation plan." This a critical component because EMHSD staff write the plan, but the Committee is involved with collecting information and making recommendations to the Council. The plan allows the state to be eligible for hazard mitigation grants, as well as for some categories of the Public Assistance Program when there is a declared disaster. He reported the plan is now on a five-year cycle as opposed to every three years.

Mr. Schnepf stated the second charge of the Committee is "to assist in the development, maintenance, and implementation of guidance and informational materials to support hazard mitigation efforts of local and state government and private entities." He explained that prior to creation of the MCCERCC, states provided guidance to locals, but now FEMA primarily does that. EMHSD staff host workshops and train locals on the guidance, and the MCCERCC periodically gets involved with discussions of those items.

Mr. Schnepf stated the third charge of the Committee is "to solicit, review, and identify hazard mitigation projects for funding, including, but not limited to, federal funding under Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act." Staff devotes time toward this activity for the Hazard Mitigation Grant Program (HMGP), the Flood Mitigation Assistance (FMA) Program, and the Pre-Disaster Mitigation (PDM) Program. EMHSD staff solicits project proposals and the Committee ranks them. The rankings are used to provide recommendations to the MCCERCC.

Mr. Schnepf reported that the Hazard Mitigation Committee met on August 4 to discuss the 2015 PDM, 2015 FMA, and 4195 HMGP Grant applications and develop recommendations for the Council. Because the August 17 MCCERCC meeting was canceled, Captain Kelenske, as chair of the Council, approved the Committee's recommendations for submission of the 2015 FMA and PDM applications and some initial 4195 HMGP applications. Only one FMA Program application was submitted, and they expect a response by the end of the year. In addition, they took four planning grant applications for local hazard mitigation plan updates from a pool of HMGP applications. Because Michigan has an open HMGP disaster, the state would only be eligible for the state set-aside of \$250,000, so instead four planning applications were submitted to maximize this amount. They are still awaiting a response.

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Mr. Schnepf provided an update on Disaster 4195 which refers to the severe storms and flooding that occurred in southeastern Michigan in August 2014. He reported FEMA has not yet provided a final funding lock-in, but they estimate it will be 24 million. Applications are due to FEMA on December 24, 2015. They may seek an extension of this deadline, as EMHSD staff is not equipped to handle that many project applications. They received 50 applications for Disaster 4195, and he and Mr. Joel Pepper\* are processing those to the extent they can. Mr. Schnepf indicated that when the Hazard Mitigation Committee last convened, they decided to prioritize in terms of submitting the projects that are clearly eligible first. They are currently working on some acquisition and elevation projects for floodprone homes, some early warning projects, and some hazard mitigation planning projects. After that, they have approximately 30 other proposals that are far more complex. FEMA Region V is assisting with those application reviews, and they will be submitted as they are processed.

Mr. Schnepf stated the final charge of the Hazard Mitigation Committee is “to foster and promote, where appropriate, hazard mitigation principles and practices within local and state government, and with the general public.” This is also an EMHSD staff function, but the MCCERCC is invited to be involved in activities at the local level.

Mr. Breckenridge stated he supports Chair Kelenske’s approval of grant requests for hazard mitigation, but asked that a summary of those applications be provided to assist in clarifying how many resources are being made available in the program.

Mr. Deacon requested a list for inclusion in today’s meeting minutes. Mr. Schnepf will provide a summary of approved grant applications as an attachment to the minutes.

Dr. Schertzing asked if funding is available to cover administrative expenses for additional staff to assist with application processing. Mr. Schnepf reported that funding is available and they currently have a posting to fill up to three positions. Mr. Mike Sobocinski\* confirmed that the next state hazard mitigation plan update will be in 2019.

### **Old Business**

Ms. Jane Yount\* reported that she received an email from her FEMA contact indicating they were in the final review phase of policy changes to the Campus CERT Program and would have an answer in September. She has not yet received a response, but did send another email.

Mr. Eickholt referred Council members to a copy of the MCCERCC Annual Update – Year VI, stating the format is the same as in previous years and input from all three committees has been incorporated. He requested corrections be sent to him by October 28 (just prior to the November 2 Council meeting), as the document must be formally approved and submitted by the end of November.

Ms. Novak-Phelps pointed out that in past years the Council experienced difficulty with holding the November meeting for the sole purpose of approving the Plan. She questioned whether the MCCERCC Executive Order requires the Plan to be officially approved or just submitted. She located the citation in the Executive Order and quoted the following portion for clarity: “... annually update and submit the Plan required under Section III.C.3. to the Director of the Department of State Police and the Executive Director of the Michigan Community Service Commission no later than 60 days after the close of each fiscal year.” Wording suggests the Plan is not required to be approved--only submitted.

There was brief discussion among Council members and consensus was that the Plan should be approved prior to submission. A suggestion was made to approve the Plan electronically or via conference call, as it would be the only reason to convene on November 2.

Ms. Phifer commented that discussions at previous meetings resulted in resolution of alternative methods for approving the Plan, and she recommends these methods be reflected in the Bylaws.

Mr. Eickholt clarified that the Plan is fully complete pending addition of a cover letter from Captain Kelenske, which is currently in his possession for signature.

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Capt. Brad Smith made a motion to approve the Plan, as discussed, pending any administrative changes made by MSP/EMHSD staff. Motion was supported by Mr. Breckenridge. Motion passed.

Mr. Eickholt stated the November 2 meeting will stand, pending official notification of cancellation.

### **New Business**

Mr. Eickholt distributed copies of the 2016 Schedule of Meetings for the MCCERCC indicating meeting locations are “to be determined,” as the EMHSD is relocating to the State Secondary Complex prior to February 2016. The new address and directions will be provided.

Mr. Deacon suggested, as Mr. Gembel proposed earlier, that Council members consider holding some meetings in various locations around the state, as it might provide the opportunity to meet LEPCs, CERT groups, or other volunteers. If this were to occur, a motion could be made at a future meeting.

Mr. Deacon encouraged Council members to submit suggestions for topics or speakers, as these presentations assist in gaining a better understanding of the various activities under the MCCERCC. Suggestions should be emailed directly to Mr. Eickholt, who will obtain approval from Chair Kelenske.

Ms. Phifer made a motion to adopt the MCCERCC 2016 Schedule of Meetings. Motion was supported by Mr. Gembel. Motion passed.

Mr. Sobocinski recognized Ms. Deborah Stuart from the Michigan Economic Development Corporation (MEDC) to report on the status of Michigan’s application for Community Development Block Grant Disaster Recovery (CDBG-DR) funds.

Ms. Stuart reminded Council members that when she presented at the February 2015 Council meeting, they were working on Phase I of the U.S. Department of Housing and Urban Development (HUD) application process. They are currently in Phase II of the project which details how Michigan intends to use the funds. Michigan’s eligibility for these funds is rooted in the 2013 flood event in and around Grand Rapids, as well as the competitiveness of its Phase I application under the CDBG-DR’s National Disaster Resilience Competition. The MEDC proposal includes a set of objectives and outcomes that is known as “The Grand Strategy.”

Ms. Stuart distributed a handout and provided an overview of The Grand Strategy’s key objectives and outcomes. Although the requested amount is large, it would be building upon approximately \$230 million in local resources offered as leverage for the HUD funds. MEDC is not requesting any specific additional action of the Council, but merely providing an update prior to the Phase II deadline. Mr. Sobocinski noted that this provides an opportunity for the Council to review and comment upon the application.

Ms. Stuart provided responses to questions asked by Council members and referred them to the MEDC website, temporarily used for this application, at <http://www.michiganbusiness.org/public-notice-requests-for-proposals/october-2015-ndrc-public-meeting-notice>.

### **Public Comments**

Mr. Gembel stressed the importance of emergency preparedness, as he was recently the victim of a personal home invasion. He recounted details of the incident and attributed the positive outcome to a plan he and his wife had developed in the event such a situation would occur.

### **Adjournment**

D/Sgt. Jen Wolf made a motion to adjourn the meeting. Motion was seconded by Captain Smith. Motion adopted. The meeting adjourned at 3:14 p.m.

Respectfully Submitted:  
Ms. Gail Novak-Phelps, MCCERCC Secretary

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Michigan Citizen-Community

**MCCERCC**

Emergency Response Coordinating Council

## **Minutes – June 15, 2015**

The regular meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) was held on Monday, June 15, 2015, at 4000 Collins Road in Lansing, Michigan.

The meeting was called to order at 2 p.m. by the Chair, Capt. Chris A. Kelenske. Roll call was taken and the following Council members were present: Mr. John Cauley, Ms. Alisha Clack, Mr. Brad Deacon, Dr. William Fales, Mr. Ken Gembel, Mr. Garry Gross (on behalf of Ms. Ginna Holmes), Capt. Chris Kelenske, Mr. Richard Miller, Chief Kerry Minshall, Ms. Gail Novak-Phelps, Ms. Eileen Phifer, Dr. Phil Schertzing, Capt. Brad Smith, and Ms. Kathy Wahl (on behalf of Dr. Jackie Scott). The Council secretary noted there was a quorum for the meeting.

### **Approval of Agenda / Minutes**

Dr. William Fales made a motion to approve the meeting agenda. Motion was supported by Capt. Brad Smith. The agenda was approved as presented.

Mr. Brad Deacon made a motion to adopt the minutes from February 23, 2015. Motion was supported by Mr. Ken Gembel. The minutes were approved as presented.

### **Reports of Committees**

#### **Citizen Corps**

Ms. Kathy Wahl reported there have been no recent meetings of the Citizen Corps Committee, and she recognized Ms. Jane Yount\* to report on the CERT Program.

Ms. Yount announced they will be bringing two Train-the-Trainer courses to Michigan by the end of September. One will be held in Region 2; the other in Region 7. She reported the Advanced CERT Committee is developing annual training for designees with a focus on leadership.

Dr. Phil Schertzing recounted that when he was involved with Campus CERT Train-the-Trainer, the national director at that time was developing a new version of the Annex for Campus Cert. It was scheduled for posting three years ago but is still not listed. He inquired if the CERT had knowledge of its status. Ms. Yount stated she was unaware of the issue but would make inquiries. Chair Kelenske suggested he also contact Ms. Wendy Galbreath\* so she can follow-up in conjunction with Ms. Yount.

#### **Emergency Planning and Community Right-to-Know**

Mr. Gembel reported the Emergency Planning and Community Right-to-Know (EPCR) Committee convened via conference call on June 10, 2015, and he recognized Mr. Jay Eickholt\* to present an overview of their activities.

Mr. Eickholt distributed copies of a SARA Title III, Section 302 Plan template which was created as a result of input from local first responders. The template provides an established format for creating off-site emergency response plans for hazardous substance facilities. It includes Firefighters Right-To-Know requirements and was submitted to the Fire Marshal's Office for review and approval. The form is a word document but can be converted to an online format. Mr. Eickholt indicated once all formal, in-house approvals are received, rollout sessions will be conducted in each region to seek further input.

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Mr. Eickholt reported that an LEPC Planning Workshop was held prior to the Great Lakes Homeland Security Training Conference. Attendance doubled this year and included representatives from each of the regions. Basic principles of the Emergency Planning and Community Right-to-Know Act were reviewed. LEPCs are required to report and have plans for each of their jurisdictions, and the workshop was developed to nudge them into becoming more proactive.

Mr. Gembel commented that Mr. Eickholt and Mr. Mike Young from the Department of Environmental Quality did an outstanding job presenting the material. Questions were challenging and they maintained a sense of competency throughout the workshop.

Ms. Gail Novak-Phelps remarked that the SARA Plan template is very nice, long overdue, and she expressed her appreciation for the work put into its development.

Chair Kelenske asked if the template might assist in returning to electronic reporting. Mr. Eickholt affirmed it would, and advised the form will be posted on the website as part of the rollout. Mr. Eickholt mentioned that the Michigan Emergency Management Association president requested the information be presented at their Fall conference. He believes this would be a good forum to reach people.

Mr. Eickholt reported on the Plan Completion Map, stating a decision was made to incorporate more information on the next version, and they want to be more aggressive in their outreach as well.

### Hazard Mitigation

Dr. Schertzing reported that the Hazard Mitigation Committee has not assembled recently, and he recognized Mr. Matt Schnepf\* to offer an update on Hazard Mitigation grants.

Mr. Schnepf announced that the Hazard Mitigation Grant Program (HMGP) will be funded as a result of last year's Disaster Declaration 4195. The current FEMA estimate is \$24 million, and they will receive the final amount in September. Applications are due to FEMA on September 25. He reported that since the last Council meeting, they have sought project proposals from local governments and state agencies in the form of a "Notice of Intent." They have received 75 proposals and requested approximately \$42 million.

Mr. Schnepf reported that EMHSD staff worked with FEMA Region V staff and presented three workshops in April and May to assist communities in developing better grant applications. He advised that draft HMGP applications are due from locals on June 15, 2015. Over the next month, EMHSD staff will review the applications; then Hazard Mitigation Committee members will review and rank them. At the August MCCERCC meeting, Council members will be involved in the selection process; then the applications will be submitted to FEMA.

Mr. Schnepf reported that FEMA recently announced the opening of the 2015 grant application periods for the Pre-Disaster and Flood Mitigation Assistance Grant programs. Hazard Mitigation Committee members will be tasked with ranking, reviewing, and scoring them. He indicated there is \$25 million available on a national competitive basis under the Pre-Disaster Mitigation (PDM) Grant and \$150 million available under the Flood Mitigation Assistance (FMA) Program. Applications are due to FEMA on August 28, 2015.

### Old Business

There was no report.

### New Business

Mr. Eickholt reported on Bakken Crude Oil workgroups. He summarized that an April 2014 Executive Order outlines that rail companies must notify the state of their frequencies and routes for shipping Bakken Crude Oil throughout Michigan. As a result, three workgroups were conducted

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throughout Michigan (Taylor, Kalamazoo, and Flint) in order to discuss existing capabilities. They consisted of tabletop scenarios that were Bakken Crude Oil specific to hazardous materials rail incidents. Invited attendees included local first responders, state agencies, and industry. Representatives from each of the rail companies attended as well, and were a great asset to the question and answer portion of the meetings. Mr. Eickholt noted that once best practices are in place, they will be shared statewide. Training recommendations have been submitted to the Emergency Management and Homeland Security Training Center (EMHSTC), and upcoming federal level training will be released soon.

Chair Kelenske commented that the positive outcome of any event or exercise is the interaction among subject matter experts. He emphasized that crude oil incidents will occur, so they must be examined. Fire departments, particularly in rural areas, are not equipped to handle spills of such a magnitude and will require assistance from other agencies. He thanked Mr. Eickholt for his work in this regard and realizes there is still much that needs to be done.

Mr. Richard Miller remarked that a gentleman at the Taylor workshop had a wealth of knowledge. Mr. Eickholt confirmed that the individual is currently working with EMHSTC staff to ensure training provided to railway officers is included on the EMHSTC calendar.

Dr. Fales expressed concerns regarding lifesaving issues in minimally populated areas, and indicated an elaborate statewide burn plan has been developed. Mr. Eickholt noted Ms. Lauren Korte from the Department of Community Health, Office of Public Health Preparedness, attended all three workgroups and was instrumental in answering questions in this area.

Mr. Eickholt distributed copies of the May 1, 2015, Department of Transportation (DOT) "Final Rule to Strengthen Safe Transportation of Flammable Liquids by Rail." This rule has eliminated the requirement that the rail industry must notify the SERC of their activity. They must, however, provide contact information to regional state fusion centers. The current Executive Order will remain in effect until the final rule is codified and the order is rescinded. If it is rescinded, the process for tracking shipments will have to be readdressed. Mr. Eickholt verified the final ruling also addresses tank car designs. He mentioned that the DOT 111 tank car is being phased out and replaced with the DOT 117.

Chair Kelenske recognized Sgt. Michele Darling\* to report on the Crude Oil Response Emergency Awareness Course for Decision Makers.

Sergeant Darling explained that the course will be presented in two parts, as some responders require an understanding of crude oil and flammable liquids, and some need to know how railcars are designed, how they will react with chemical properties, and how to mitigate such disasters. The first iteration of the course will be on June 29, 2015, at the EMHSTC. This will be a pilot program with approximately 30 invited attendees who will provide feedback on information received. The course is designed for decision makers, such as emergency managers, district coordinators, chiefs of police, fire chiefs, state agency representatives, and those who would benefit from understanding the history of crude oil production in the U.S. It will include case studies of incidents that have occurred in the U.S. and Canada, review mitigation aspects, and present operational solutions for responding technicians and hazmat teams. Main lessons learned will be the various types of resources anticipated and the types of consequences and evacuations involved.

Sergeant Darling reported that subsequent to this pilot course, they will present training in every region of the state. In addition, Canadian Pacific Railway (CPR) will be hosting courses beginning in September 2015; but the dates are not yet confirmed. This training will be for firefighters and MSP hazmat trainers and will include specialty of flammable liquids. Following that, there will be an eight-hour specialty course on booming and a course on how to apply foam. There will also be several two-and-a-half hour courses offered. Sergeant Darling clarified that these courses can be applied to all types of transportation. She remarked that the lead instructor is Mr. Phil Salinas, a program manager at the EMHSTC who brings a geologist's perspective and a great deal of hands-on experience.

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Chair Kelenske recognized Ms. Eileen Phifer to present on the Michigan Department of Transportation's, Toward Zero Deaths (TZD) Initiative.

Ms. Phifer presented a PowerPoint and indicated there are online resources available to view what is occurring in Michigan and nationally regarding the topic. She explained that every U.S. resident is touched by consequences of traffic crashes, and the TZD Initiative is the only acceptable target for our nation's families and individuals. She reviewed statistics on national highway fatalities and fatality rates, as well as Michigan traffic fatalities. She pointed out the increase in fatal and serious injury incidents for drivers between ages 21 and 24. These are drug-, motorcycle-, and pedestrian-related, and there was a decrease in seat belt usage of 80 percent.

Ms. Phifer provided an overview on national strategic areas. She reported that a new UD-10 (Traffic Crash Report) form will be disseminated on January 1, 2016, to capture more information in Michigan. She expanded on improving the safety culture by changing behaviors and addressed the need for continuing to attack the sense of complacency and awareness. She expressed that the MCCERCC could be part of the outreach, and noted that adopting a zero death initiative in each organization is a common, aggressive approach and a great way to start. She provided the website for this Michigan initiative: [www.Michigan.gov/ZeroDeaths](http://www.Michigan.gov/ZeroDeaths).

Chair Kelenske commented on mass evacuations and the difficulty with routing highway traffic. Ms. Phifer indicated there is a Michigan Traffic Incident Management Action Team addressing these situations which are referred to as "No Notice Events."

Chair Kelenske recognized Mr. Eickholt to report on the 2015 MCCERCC Annual Plan Update.

Mr. Eickholt stated that in July he will be disseminating last year's Annual Plan to subcommittee chairs and members, and then the Council as a whole, He is requesting updated sections be returned by mid-September. For this year's Plan, he is seeking information on accomplishments, improvements, and future expectations. The final draft will be presented to Council members at the October meeting, and the final Plan must be submitted to the director of the Michigan State Police and executive director of the Michigan Community Service Commission by November 30, 2015.

Mr. Eickholt took this opportunity to request that Council members contact him via email if they have presentations for upcoming MCCERCC meetings.

### **Public Comments**

Mr. Deacon remarked that it has been a busy week-and-a-half, as the Michigan Departments of Natural Resources (DNR) and Agriculture and Rural Development (MDARD) announced the state's first confirmed cases of highly pathogenic avian influenza found in free-ranging Canada geese in Macomb County. MDARD and DNR have Incident Management Teams conducting additional samplings of other geese in the area. At this point, it is not the version of the disease they feared in terms of highly pathogenic avian influenza because it has not yet infected a person--even in states where millions of turkeys and chickens have died or been euthanized. Disposal is a major issue being addressed, but currently the geese are being incinerated at Michigan State University's Diagnostic Center for Population and Animal Health.

Chair Kelenske inquired about the first reported case of West Nile Virus in Ingham County. Ms. Kathy Wahl reported that the Department of Health and Human Services' Epidemiology Section is monitoring the issue and sending out alerts, as appropriate, to keep the public informed.

Chair Kelenske reported the target date for completion of the new SEOC and relocation of EMHSD offices is December 31, 2015. He is uncertain of the target date for transitioning the Michigan State Police Headquarters to the same facility. He commented that the Fusion Center and Operations Desk will be collocated with the new SEOC which will be great in terms of information sharing.

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Chair Kelenske reported that EMHSD completed the Emergency Management Accreditation Process (EMAP) last week. The process included 64 standards and approximately 104 components. EMHSD passed all 64 standards, and the report will now be presented to the Board for review. He shared that two best practices resulted from the process. One was the method implemented for going through the EMAP process, and he acknowledged Ms. Brianna Briggs\* for developing a form which kept everyone on track. The other was the Division's Ready Responder Initiative which assisted with ensuring all MSP personnel have preparedness kits and plans in their homes. Chair Kelenske will share the report once it is received, and he extended his appreciation to all who assisted in the process.

### **Adjournment**

Mr. Deacon made a motion to adjourn the meeting. Motion was seconded by Ms. Phifer. Motion adopted. The meeting adjourned at 3:37 p.m.

Respectfully Submitted:  
Ms. Gail Novak-Phelps, MCCERCC Secretary

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## Summary of Approved Grant Applications

### 2015 FMA Grant Applications Submitted in August 2015

Community	Activity	Federal Share	Local Match
Genesee Township	Residential Floodplain Acquisition (1 Severe Rep Loss Property)	\$66,330.00	\$0
MSP/EMHSD	State Management Costs	\$7,835.00	\$0
	<b>TOTAL</b>	<b>\$74,165.00</b>	<b>\$0</b>

### 2015 PDM Grant Applications Submitted in August 2015

Community	Activity	Federal Share	Local Match
Arenac County	Hazard Mitigation Planning	\$41,000.00	\$14,218.00
Bloomfield Township	Hazard Mitigation Planning	\$10,000.00	\$3,366.00
Royal Oak	Hazard Mitigation Planning	\$74,783.76	\$24,934.36
University of Michigan	Hazard Mitigation Planning	\$112,500.00	\$37,500.00
MSP/EMHSD	State Management Costs	\$23,872.50	\$7,957.50
	<b>TOTAL</b>	<b>\$262,156.26</b>	<b>\$87,975.86</b>

### 4195 HMGP Applications Approved for Submission

Community	Activity	Federal Share	Local Match
Oakland County	Hazard Mitigation Planning	\$152,044.71	\$51,920.29
Sanilac County	Hazard Mitigation Planning	\$35,817.50	\$12,000.00
Caledonia, Village of	5% Initiative – Warning Sirens	\$16,650.00	\$5,550.00
Genesee County	5% Initiative – Warning Sirens	\$378,725.00	\$133,375.00
Livonia, City of	5% Initiative – Warning Sirens	\$30,900.00	\$24,900.00
Salem Township	5% Initiative – Warning Sirens	\$30,900.00	\$10,300.00
Newaygo County	5% Initiative – Flood Warning	\$150,000.00	\$69,705.71
Ann Arbor, City of	Residential Floodplain Acquisition	\$299,293.50	\$99,764.50
Benzie County	Residential Floodplain Acquisition	\$96,026.25	\$32,008.75
Dearborn Heights, City of	Residential Floodplain Acquisition	\$2,130,216.91	\$710,076.09
Estral Beach, Village of	Residential Floodplain Elevation	\$760,708.50	\$253,569.50
Gibraltar, City of	Residential Floodplain Elevation	\$60,354.75	\$20,118.25
Lansing, City of	Residential Floodplain Acquisition	\$232,860.00	\$78,040.20
Meridian Township	Residential Floodplain Acquisition	\$121,577.25	\$40,525.75
Sanford, Village of	Facility Floodplain Acquisition	\$196,837.00	\$65,613.00
	<b>TOTAL</b>	<b>\$4,692,911.37</b>	<b>\$1,607,467.04</b>

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protection. The data and information collected can provide valuable guidance for the Department in determining future policy in these areas.

Dated: October 13, 2015.

**Kate Mullan,**

*Acting Director, Information Collection Clearance Division, Office of the Chief Privacy Officer, Office of Management.*

[FR Doc. 2015-26344 Filed 10-15-15; 8:45 am]

BILLING CODE 4000-01-P

## DEPARTMENT OF ENERGY

### Federal Energy Regulatory Commission

[Project No. 12514-074]

#### Northern Indiana Public Service Company, Notice of Availability of Draft Environmental Assessment

In accordance with the National Environmental Policy Act of 1969 and the Federal Energy Regulatory Commission's (Commission or FERC's) regulations, 18 Code of Federal Regulations (CFR) Part 380, the Office of Energy Projects has reviewed Northern Indiana Public Service Company's application for amendment of the license for the Norway-Oakdale Hydroelectric Project (FERC Project No. 12514-074), on the Tippecanoe River near the city of Monticello in Carroll and White Counties, Indiana. The project does not occupy any federal lands.

Staff prepared a draft environmental assessment (EA) to analyze the potential environmental effects of implementing the proposed modified definition of abnormal flow conditions, as required by article 405 of the current license (issued October 2, 2007), that would be included in a revised article 403, which defines the operation of the project. Staff concludes that authorizing the amendment, with staff's recommended modification to the definition of abnormal river conditions, would not constitute a major federal action that would significantly affect the quality of the human environment.

A copy of the EA is available for review at the Commission in the Public Reference Room or may be viewed on the Commission's Web site at [www.ferc.gov](http://www.ferc.gov) using the "eLibrary" link. Enter the docket number excluding the last three digits in the docket number field to access the document. For assistance, contact FERC Online Support at [FERCOnlineSupport@ferc.gov](mailto:FERCOnlineSupport@ferc.gov) or toll-free at 1-866-208-3676, or for TTY, 202-502-8659.

You may also register online at [www.ferc.gov/docs-filing/esubscription.asp](http://www.ferc.gov/docs-filing/esubscription.asp) to be notified via email of new filings and issuances related to this or other pending projects. For assistance, contact FERC Online Support.

Any comments should be filed within 30 days from the date of this notice. Comments may be filed electronically via the Internet. See 18 CFR 385.2001(a)(1)(iii) and the instructions on the Commission's Web site at <http://www.ferc.gov/docs-filing/efiling.asp>. Commenters can submit brief comments up to 6,000 characters, without prior registration, using the eComment system at <http://www.ferc.gov/docs-filing/ecomment.asp>. You must include your name and contact information at the end of your comments. For assistance, please contact FERC Online Support. Although the Commission strongly encourages electronic filing, documents may also be paper-filed. To paper-file, mail an original and five copies to: Kimberly D. Bose, Secretary, Federal Energy Regulatory Commission, 888 First Street NE., Washington, DC 20426.

For further information, contact Rebecca Martin by telephone at 202-502-6012 or Mark Pawlowski at 202-502-6052.

Dated: October 9, 2015.

**Kimberly D. Bose,**

*Secretary.*

[FR Doc. 2015-26384 Filed 10-15-15; 8:45 am]

BILLING CODE 6717-01-P

## ENVIRONMENTAL PROTECTION AGENCY

[ER-FRL-9023-5]

### Environmental Impact Statements; Notice of Availability

*Responsible Agency:* Office of Federal Activities, General Information (202) 564-7146 or <http://www2.epa.gov/nepa>. Weekly receipt of Environmental Impact Statements (EISs) Filed 10/05/2015 Through 10/09/2015 Pursuant to 40 CFR 1506.9.

#### Notice

Section 309(a) of the Clean Air Act requires that EPA make public its comments on EISs issued by other Federal agencies. EPA's comment letters on EISs are available at: <https://cdxnodengn.epa.gov/cdx-nepa-public/action/eis/search>.

*EIS No. 20150289, Revised Draft, USAF, GU, Divert Activities and Exercises, Commonwealth of the Northern Mariana Islands, Comment Period*

Ends: 11/30/2015, Contact: Mark Petersen 808-449-1078.  
*EIS No. 20150290, Final, USCG, MARAD, NY, Port Ambrose Deepwater Port Application, Review Period Ends: 11/30/2015, Contact: Roddy C. Bachman 202-372-1451.*

#### Amended Notices

*EIS No. 20150231, Draft, USACE, CT, PROGRAMMATIC-Long Island Sound Dredged Material Management Plan, Comment Period Ends: 10/16/2015, Contact: Meghan Quinn 978-318-8179. Revision to the FR Notice Published 08/21/2015; Extended Comment Period from 10/05/2015 to 10/16/2015.*

*EIS No. 20150253, Draft, USACE, PR, Caño Martín Peña Ecosystem Restoration Project, Comment Period Ends: 11/09/2015, Contact: Jim Suggs 904-232-1018. Revision to the FR Notice Published 09/11/2015; Extending Comment Period from 10/26/2015 to 11/09/2015.*

Dated: October 13, 2015.

**Karin Laff,**

*Acting Director, NEPA Compliance Division, Office of Federal Activities.*

[FR Doc. 2015-26348 Filed 10-15-15; 8:45 am]

BILLING CODE 6560-50-P

## ENVIRONMENTAL PROTECTION AGENCY

[EPA-HQ-SFUND-2010-0763; FRL-9935-34-OSWER]

### Proposed Information Collection Request; Comment Request; Hazardous Chemical Reporting; The Emergency and Hazardous Chemical Inventory Forms (Tier I and Tier II)

AGENCY: Environmental Protection Agency (EPA).

ACTION: Notice.

**SUMMARY:** The Environmental Protection Agency (EPA) is planning to submit an information collection request (ICR), "Hazardous Chemical Reporting; The Emergency and Hazardous Chemical Inventory Forms (Tier I and Tier II)" (EPA ICR No. 2436.03, OMB Control No. 2050-0206) to the Office of Management and Budget (OMB) for review and approval in accordance with the Paperwork Reduction Act. Before doing so, EPA is soliciting public comments on specific aspects of the proposed information collection as described below. This is a proposed extension of the ICR, which is currently approved through March 31, 2016. An Agency may not conduct or sponsor and a person is not required to respond to a collection of information unless it

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## Minutes – February 23, 2015

The regular meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) was held on Monday, February 23, 2015, at 4000 Collins Road in Lansing, Michigan.

Chair Chris Kelenske welcomed Capt. Brad Smith, City of Dearborn Fire Department, as a newly-appointed member to the Council, and he thanked him for his willingness to serve.

The meeting was called to order at 2 p.m. by the Chair, Capt. Chris A. Kelenske, and roll call was taken by the Secretary, Ms. Gail Novak-Phelps. The following council members were present: Chief Deputy Michael Bradley, Mr. John Cauley, Ms. Alisha Clack, Dr. William Fales, Dr. Kay Fritz (on behalf of Mr. Brad Deacon), Mr. Kenneth Gembel, Chief Gary Hagler, Ms. Ginna Holmes, Capt. Chris Kelenske, Mr. Richard Miller, Chief Kerry Minshall, Ms. Gail Novak-Phelps, Ms. Eileen Phifer, Dr. Phil Schertzing, Dr. Jackie Scott, and Capt. Brad Smith. The Council secretary noted there was a quorum for the meeting.

### Approval of Agenda / Minutes

Chair Kelenske requested a motion to approve the meeting agenda. Motion was made by Dr. Jackie Scott and supported by Dr. William Fales. The agenda was approved as presented.

Chair Kelenske recommended revisions to the November 3, 2014, meeting minutes as follows: On page 3, paragraph 5, the second to the last sentence should be modified to read, “one immediate issue was to *inform* public safety answering points *with Ebola information.*” On page 3, paragraph 7, the third sentence should be removed, as the language suggests it was the main focus of the state-level exercise. On page 3, paragraph 7, the last sentence should be modified to read, “... it would likely involve bringing all partners into the SEOC and then dismissing them *if not needed.*”

Dr. William Fales made a motion to accept the November 3, 2014, minutes with proposed revisions. Motion was supported by Ms. Eileen Phifer. The minutes were approved with amendments.

### Reports of Committees

#### Citizen Corps

Dr. Jackie Scott stated there have been no recent meetings for the Citizen Corps Committee, and she provided a report on Michigan Medical Reserve Corps (MRC) activities. She indicated there are currently 20 MRC units in Michigan, and 77 activities were reported between November 14, 2014, and February 15, 2015--the highest level for the nation. There are currently MRC units in Regions 1, 2-North, 2-South, 5, 6, and 8, and they continue to work on growth in Regions 3 and 7. Dr. Scott reported that all Michigan MRC units received the National Association of County and City Health Officials (NACCHO) Capacity Building Award at \$3.5k each. She announced that Macomb County MRC, Ms. Kara Marsh, received the 2014 Citizen Corps Program Volunteer Coordinator of the Year award for her creativity, initiative, leadership, and commitment to 200 active volunteer members. Dr. Scott recognized Ms. Jane Yount\* to report on Citizen Corps activities.

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Ms. Yount reported there will not be a Citizen Corps Conference in 2015 due to funding issues. Local Citizen Corps groups have discussed sponsoring their own conference, and assistance was offered to them if this occurs. Ms. Yount indicated she has been working with the Advanced CERT Committee on the 21 designees. They have several good ideas on how to get these individuals more involved in their leadership roles, and they will be conducting a survey in this regard.

Dr. Fales asked if consideration might be given to inviting Citizen Corps individuals to the Great Lakes Homeland Security Training Conference and Expo (GLHSTCE) at no cost or a reduced fee.

Chair Kelenske stated there have been ongoing discussions in this regard. He explained that three years ago when the federal government no longer funded Citizen Corps programs, the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) took on the responsibility. In moving forward, there have been considerable budget cuts, and he is attempting to keep the per person costs down for the GLHSTCE. Because the Office of Public Health Preparedness (OPHP) is a partner in the conference, he does feel strongly that Citizen Corps groups be given consideration, and he would review their requests with the GLHSTCE coordinator, Ms. Brianna Briggs.\*

#### Emergency Planning and Community Right-to-Know

Mr. Ken Gembel reported that the Emergency Planning and Community Right-to-Know (EPCR) Committee convened via conference call on February 17, 2015. He recognized Mr. Jay Eickholt\* to report on the committee's activities.

Mr. Eickholt distributed a handout outlining the FY 2014-15 Hazardous Materials Emergency Preparedness (HMEP) Grant allocations received by the MSP/EMHSD on behalf of the MCCERCC. He reported that there are 87 Local Emergency Planning Committees (LEPCs) around the state, and he provided background on the overall plan to improve community preparedness through two different avenues of funding--planning and training.

Mr. Eickholt presented a breakdown of the current year's figures, stating that funds have already been secured and local programs have begun to use their money. He reported that last year 104 plans were received for which funding reimbursement was requested, and an additional 46 plans were completed with no funding requested. They anticipate more plans will be submitted this year, as recent events (e.g., the Bakken Crude Oil derailment and West Texas incident) have engaged smaller, rural communities to realize it could also happen to them. Mr. Eickholt noted that his report is just a brief overview of funds allocated for training, and that Ms. Carol Wolfinger,\* manager of the EMHSD Training and Exercise Unit, will present further at an upcoming MCCERCC meeting.

Mr. Gembel made a motion that the Emergency Planning and Community Right-to-Know Committee recommends that the MCCERCC support the application process for the Hazardous Materials Emergency Preparedness (HMEP) Grant to be completed and submitted by EMHSD. Motion was supported by Ms. Eileen Phifer. Motion passed.

Mr. Gembel asked if there is funding available to hire additional staff or an intern to work with noncompliant LEPCs.

Mr. Eickholt announced he is currently working on a plan template which would allow facility information to be entered and then automatically populate throughout the document. The form would assist in providing the mandatory Sara Title III information required to meet Firefighter Right-to-Know standards. He indicated the template requires additional vetting, and he will present a final draft at a future Council meeting.

Chair Kelenske indicated he would like to ascertain if Mr. Eickholt's document remedies some of the plan completion issues prior to consideration of hiring additional staff, as budget issues are also a concern. In addition, he recommended the template be reviewed by DEQ representatives and other appropriate persons prior to presentation to the MCCERCC.

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Mr. Gembel reported that EPCR Committee members will be contacting noncompliant LEPCs in an attempt to obtain 100 percent compliancy with Sara Title III plans. Mr. Eickholt added that they will contact the more challenged programs first and then move to the higher performing ones. Mr. Gembel commented that Mr. Eickholt and his counterparts did a great job presenting on plan compliancy at last year's GLHSTCE pre-session, and they hope to have even more participation this year. Ms. Novak-Phelps noted that there have always been discrepancies with facilities reporting to LEPCs versus what is reported to the DEQ, thus making it difficult to determine if an LEPC is 100 percent compliant. Chair Kelenske expressed his appreciation for the hard work provided to ensure all site plans are current.

Mr. Eickholt provided an update on the LEPC plans percentage completion map, indicating that DEQ's Tier II Manager™ system is now operational and provides consistent report outcomes. He will present on the final map at an upcoming MCCERCC meeting. Chair Kelenske stated that he would like to maintain the completion map as an internal document, but he would consider posting plan statuses on the EMHSD website if compliance success rates reach 98 percent or more.

### Hazard Mitigation

Dr. Schertzing introduced Ms. Yoo Jin Chang, a Michigan State University student who is currently taking his Homeland Security course. Ms. Chang is also doing an internship with District 1 Regional Medical Response Coalition.

Dr. Schertzing reported there have been no recent meetings for the Hazard Mitigation Committee, and he recognized Mr. Matt Schnepf\* to present on disaster grants.

Mr. Schnepf reported that as a result of the August 2014 flooding which occurred in Southeast Michigan, Hazard Mitigation Grant Program (HMGP) funding is now available statewide. The amount is based on how much FEMA spends in individual assistance and public assistance, and the current estimate is approximately 20 million dollars. Grant applications are submitted one year from the disaster declaration date. This makes the process challenging, as the final dollar amount is unknown.

Mr. Schnepf distributed copies of the MSP/EMHSD *Informational Bulletin* that was disseminated to all local emergency management programs and posted on the EMHSD website, as well as publicized via other means, to ensure all local governments are aware they have the opportunity to apply for funding. He advised that the first step in the process is to submit a project proposal in the form of a notice of intent. The notice of intent form is obtained from Mr. Matt Schnepf or Mr. Joel Pepper\* so discussion can take place regarding project needs. These notices of intent are due March 13, 2015. If proposed eligibility standards are met, they can proceed with the full application process via the e-grant system.

Mr. Schnepf reported that during the month of April, FEMA will be conducting two-day workshops in scheduled locations around the state to assist with the application process. Draft applications are due in June, and the project prioritization process for submission to FEMA in September is as follows: Hazard Mitigation Committee members review the applications, rank them, and then request that MCCERCC members accept the ranking, or consider other options.

There were questions from Council members regarding the application process, and Mr. Schnepf explained that the amount of time devoted to completing a project proposal can vary. It is best if the local hazard mitigation plan is current at the time of application, and the hazard mitigation plan should identify the specific project. Mr. Schnepf clarified that the period of performance allotted to spend the money is three years from September 25, 2015 (it starts one year after the disaster was declared). The described project must be consistent with the plan, as FEMA would like communities to assess their vulnerability, present ideas to mitigate those vulnerabilities, and then apply for them under the grant.

There were questions and comments regarding HMGP messaging to communities, and Chair Kelenske recommended further discussions take place at the conclusion of the meeting.

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## **Old Business**

Mr. Eickholt reported that the Governor's Office has reappointed Chief Deputy Michael Bradley and Mr. Kenneth Gembel to serve on the MCCERCC. Their new term expiration date is December 31, 2018. He thanked them for another four years of service.

Mr. Eickholt indicated he received clarification that MCCERCC members continue to serve on the Council until they are officially reappointed or removed. The exception would be state department designees. He encouraged members with pending term expirations to begin paperwork for the reappointment process.

Mr. Eickholt informed Council members that the Governor's Office is looking closely at meeting attendance. He requested that members notify him if they are unable to attend a meeting, as this would serve as an excused absence. Chair Kelenske commented that it is critical to have the right people on the Council, and he extended his appreciation for everyone's service. He would like to make attendance worthwhile by bringing in a variety of speakers and presentations.

Mr. Eickholt reported that MCCERCC Executive Order No. 2007-18, Section II.B.7, has been revised. He explained that when the order was created, provisions allowed each state department to have a designee, with the exception of the State Fire Marshal. On February 26, 2014, the order was amended to reflect the addition of a State Fire Marshal designated representative. The document now reads, "It has been amended that the State Fire Marshal or his/her designated representative from within the Department of Licensing and Regulatory Affairs can now be a member of the MCCERCC." Mr. Richard Miller expressed his appreciation for this change.

Chair Kelenske provided a brief overview regarding plans to conduct a statewide tornado drill in Michigan. In the absence of Ms. Wendy Galbreath,\* he asked Ms. Jane Yount\* to provide an update.

Ms. Yount reported they are currently working on disseminating the media kit, but this year's tornado drill will be on a smaller scale with the hopes of conducting a larger drill next year. Chair Kelenske added that they discovered many local emergency management programs were already conducting similar drills, and he believes the time extension will assist state resources in disseminating information. He indicated there is currently a committee comprised of local and state officials, as well as the National Weather Service. He commented that EMHSD public information officer, Mr. Ron Leix,\* has been doing a great job providing local programs with talking points, sample tweets, etc.

Ms. Alisha Clack informed members that the conference call for planning the tornado drill is scheduled for March 16, 2015.

## **New Business**

Chair Kelenske reported that media continues to inquire as to what Michigan is doing in light of the West Virginia Bakken Crude Oil train derailment. He requested discussions from Council members on the topic, but asked that they be held to a higher level, as MCCERCC meetings are also open meetings.

Chair Kelenske provided a brief history and explained that webinars were conducted last year with affected local emergency managers to identify the initial rollout of train locations, hazards involved, and the frequency and quantities that were going through their areas. He reported that when the news was first received, a process was established whereby railway companies would notify MSP Operations Desk (24/7) personnel who would then disseminate the information via Listservs comprised of local emergency managers, LEPC chairs, state agencies, EMHSD district coordinators, etc. Feedback received suggested that local fire chiefs also be notified, but he recommends this decision be made by the local emergency managers. Chair Kelenske indicated the difficulty with the process is that the Listservs require constant updating.

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\* Denotes employee of the Michigan State Police, Emergency Management and Homeland Security Division.

Chair Kelenske presented a brief overview of what occurred in West Virginia, adding that he would like his counterparts there to provide a webinar identifying the issues they encountered. He stated that when the initial notification occurred in Michigan, there was discussion regarding formulating a task force. He suggested the possibility of facilitating a tabletop exercise that would identify gaps and assist in preparing the state for such incidents.

There was discussion and information among Council members regarding the burn-off theory and the feasibility of acquiring foam to be stored in preparation of such incidents.

Mr. Miller indicated that Selfridge Air National Guard personnel recently revealed they have unlimited quantities of foam and would be willing to assist. He offered to act as liaison in this regard.

Ms. Novak Phelps suggested that railway companies schedule meetings with the counties, as was done in past similar situations, whereby a forum is established for police and fire personnel to discuss issues, ask questions, etc.

Dr. Fales suggested in terms of Michigan preparedness, consideration be given to implementing a burn plan. He believes Council members provide a good representation of state-level stakeholders, but recommends tabletop discussions regarding health, medical, fire, law enforcement, etc. responses.

Chair Kelenske thanked Council members for their great suggestions, and indicated he wanted to ensure discussions are taking place regarding this significant topic.

Mr. Eickholt provided a brief overview of MCCERCC support staff roles and responsibilities, and advised that he will be assuming all administrative duties of the Council. He indicated that Ms. Diane Laban\* will continue to take meeting minutes, but all questions, meeting confirmations, agenda items, etc. should now be directed to him.

Mr. Mike Sobocinski\* reported on Michigan's application for Community Development Block Grant Disaster Recovery (CBDG-DR) funds. He distributed a one-page handout highlighting information regarding the grant, and a multi-page handout regarding the U.S. Department of Housing and Urban Development, National Disaster Resilience Competition for Michigan.

Mr. Sobocinski explained that as a result of Hurricane Sandy and flooding that occurred on the East Coast, the U.S. Department of Housing and Urban Development (HUD) has made disaster recovery funds available nationwide through a competitive process entitled the National Disaster Resilience Competition (NDRC). The funds are potentially available for areas that had federally-declared disasters which occurred between 2001 and 2013. Michigan's 2013 flood event is a qualifying disaster, making 16 counties potentially eligible for funding. Mr. Sobocinski explained there are two phases to the HUD application process, and the guidelines they provided are complicated. Phase I, which is due next month, will demonstrate that Michigan is a qualifying state. Phase II will lay out the details of how Michigan intends to use the funds. The Michigan Economic Development Corporation (MEDC) is the lead agency in this endeavor, and Ms. Deborah Stuart is the lead point of contact. Mr. Sobocinski explained that multi-agency, coordinated efforts are important to HUD; therefore, he requested to present information at today's meeting in order to seek input and review of Michigan's application.

Mr. Lindsay Hager from Capital Access, Inc. introduced himself and indicated his company has been retained by the MEDC to assist in formulating the application. He stated that the application addresses resiliency and providing a broad, out-of-the-box approach to preparedness. He outlined four ways in which Michigan can become resilient, and he expanded on the HUD Grant Overview and qualifying criteria. Mr. Hager indicated they need to incorporate characteristics of the qualifying disaster and identify one threshold area in the state of Michigan that will allow them to submit an application and present their broad ideas. If approved, Michigan would be invited to proceed with Phase II of the process, whereby project ideas are formulated in dollar amounts. He reported that 16 counties are affected, but one qualifying census tract in the west Michigan area is Plainfield Township/Kent County.

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Ms. Deborah Stuart from the MEDC introduced herself and explained that she oversees the CDBG. She informed members that CDBG funds are the monies left over from the Hurricane Sandy disaster. They are excited that HUD is seeking ways to use the funds to become more forward-thinking and resilient, as there is no longer enough federal funding to support hazard mitigation on a consistent basis. Ms. Stuart indicated they want to keep all partners engaged because their goal is to make resilience a stateside priority. Although they are targeting certain areas, other areas of the state (Detroit, for example) have reached out to partner in the application process by identifying the resilient work they are engaged in, with the hopes they would be eligible for future funding as well.

There was discussion among Council members, and questions were clarified by the presenters. Chair Kelenske offered to call a special meeting of the MCCERCC prior to the application deadline, if needed.

Mr. Sobocinski clarified that they are seeking a motion of general support for Michigan to apply for these funds. The qualifying target area would be in or near Grand Rapids, Michigan. Timelines are being discussed at this point, and specific details will be presented at a later MCCERCC meeting.

Ms. Ginna Holmes made a motion that the MCCERCC is in support of Michigan's application for the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant Disaster Recovery (CDGB-DR) National Disaster Resilience Competition (NDRC) funds for Phase I qualification. Motion was supported by Mr. John Cauley. Motion passed.

### **Public Comment**

There were no public comments.

Chair Kelenske reminded Council members that the next meeting is Monday, April 20 at 2 p.m. at the Collins Road facility.

### **Adjournment**

Mr. Ken Gembel made a motion to adjourn the meeting. Motion was supported by Capt. Brad Smith. Motion adopted. The meeting adjourned at 3:55 p.m.

Respectfully Submitted:  
Ms. Gail Novak-Phelps, MCCERCC Secretary



## Minutes – November 3, 2014

The regular meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) was held on Monday, November 3, 2014, at 4000 Collins Road in Lansing, Michigan.

The meeting was called to order at 2 p.m. by the Chair, Capt. Chris A. Kelenske. He appointed Mr. Brad Deacon to serve as Acting Secretary for the meeting.

Roll call was taken and the following Council members were present: Deputy Chief Michael Bradley, F/Lt. Steve Burton (on behalf of Chief Gary Hagler), Chief Roger Caris, Lt. Col. Gordon Czajka, Mr. John Cauley, Mr. Brad Deacon, Dr. William Fales, Mr. Kenneth Gembel, Capt. Chris A. Kelenske, Ms. Mary Macqueen (on behalf of Dr. Jackie Scott), Chief Kerry Minshall, and Dr. Phil Schertzing. Mr. Deacon noted there was a quorum for the meeting.

Also present at the meeting was Sgt. Jen Wolf from the MDNR/MDEQ.

### Approval of Agenda / Minutes

Chair Kelenske requested a motion to approve the meeting agenda. Motion was made by Chief Caris and supported by Mr. Gembel. The agenda was approved as presented.

Chair Kelenske requested a motion to accept the minutes for October 20, 2014. Motion was made by Chief Caris and supported by Ms. Macqueen. The minutes were approved as presented.

### Old Business

Mr. Gembel stated that at the October 20 meeting he requested that the State Fire Marshal be appointed to the Emergency Planning and Community Right-to-Know (EPCR) Subcommittee. Chair Kelenske acknowledged the request and noted there are two, unrelated issues. First, the State Fire Marshal is the only state agency not permitted to have a designated representative at Council meetings. Second, the EPCR Subcommittee is requesting that the MCCERCC chair appoint Mr. Richard Miller, State Fire Marshal, to serve on their committee. Chair Kelenske indicated that per Council Executive Order, he can permit a State Fire Marshal designee to serve on any subcommittee, but he cannot allow a State Fire Marshal designee on the actual Council. He added that Mr. Miller has the authority to appoint a non Council member to the EPCR Subcommittee, if he is unable to serve.

Mr. Gembel clarified that they are seeking a representative who is versed in firefighter right-to-know issues, as the EPCR Subcommittee is currently trying to morph information and be transparent with SARA Title III.

Chair Kelenske suggested that Chief Kerry Minshall would be a good candidate to serve in this capacity. After brief discussion, he appointed Chief Minshall to the EPCR Subcommittee, and indicated he will readdress appointment of the State Fire Marshal to the subcommittee, if determined that state level representation would also be beneficial.

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Chair Kelenske reported that the MSP/EMHSD is currently working on a statewide tornado drill for spring of 2015, which will require a great deal of coordination with local emergency management partners. The kick-off date for the campaign will coincide with Severe Weather Awareness Week (April 12-18, 2015), and he anticipates it will involve businesses, schools, etc.

Mr. Cauley requested that dates for this drill be noted in the meeting minutes. Chair Kelenske clarified that they are currently in the investigative stages, and his intent is to create a committee comprised of local and state emergency managers, nonprofit organizations, and universities to assist in the coordination of this effort. His report today was merely an “FYI” to Council members, and he will have Ms. Wendy Galbreath\* present more information at a future meeting.

### **New Business**

Chair Kelenske’s recognized Mr. Jay Eickholt\* to report on the 2013-14 SARA Title III plans. Mr. Eickholt directed members to a handout listing 2013-14 new, completed SARA Title III plans, explaining that he receives these plans each year from LEPCs around the state on behalf of the MCCERCC. Council members then vote to accept the plans. Mr. Eickholt reported that 147 plans were received this year as compared to 80 last year, and indicated the rise in number could be attributed to language that was added to the EMPG grant requesting that all emergency managers shall complete all SARA Title III plans. This appeared to get struggling LEPCs moving, and plans were received from LEPCs that had been inactive for years. Although the number of plans received is significantly higher, their goal is to obtain a 100 percent completion rate. Mr. Eickholt indicated he also received 1,100 updated and existing plans, and noted that the Monroe County LEPC submitted 45 plans simply as a courtesy and did not seek reimbursement.

Dr. Fales inquired as to the status of the LEPC plans percentage completion map for the state of Michigan. Mr. Eickholt indicated the map is currently being updated to include new plans, and he anticipates providing a report at the February 2015 Council meeting. Chair Kelenske added that the key issue will be how to publish the map, and suggested a crawl-walk-run approach might create fewer problems. He emphasized the importance of updating all LEPC plans, and indicated he will request discussion from Council members once a plan is presented.

Mr. Gembel made a motion that the Emergency Planning and Community Right-to-Know Committee support the acceptance of the 2013-14 Superfund Amendments and Reauthorization Act (SARA) Title III Offsite Community Emergency Response Plans. Motion was seconded by Chief Minshall. Motion passed.

Chair Kelenske recognized Mr. Jay Eickholt to present the MCCERCC 2014 Coordination Plan Annual Update. Mr. Eickholt directed members to a handout of the Year V Annual Update noting this draft was also disseminated for review via email. Mr. Eickholt indicated the document is a culmination of goals established over the past year; the goals that were accomplished, and what next year’s goals will be for the three MCCERCC Subcommittees—Citizen Corps, Hazard Mitigation; and Emergency Planning and Community Right-to-Know. Mr. Eickholt requested edits of the draft document from Council members, and the following suggestions were noted:

- On page 7, there should be bullet points for Citizen Corps Committee goals.
- On page 8, there is an extra space between the words “events” and “in” in the first paragraph.
- On page 12 in the second paragraph, “educate emergency managers” should be removed from the content.
- On page 16, the acronym “JFO” should be spelled out (Joint Field Office).
- On page 18, there should be bullet points for EPCR Committee goals.
- On page 21, “Year VI” should be changed to “Year V” under “Vision, Mission, and Goals.”
- On pages 6 and 26, Major Gordon Czajka’s title should be changed to “Lt. Col.”

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Chair Kelenske suggested that the Council photograph be removed from the Annual Plan, as it is difficult to gather all members, and as a result, many are usually missing from the picture. Council members agreed with this recommendation and the photograph will be removed.

Mr. Eickholt informed Council members that the 2014 Annual Plan must be approved and sent to the director of the Michigan State Police and the director of the Michigan Community Service Commission by 60 days of the close of the fiscal year which is the end of November.

Chief Caris made a motion to accept the MCCERCC Coordination Plan Annual Update, Year V (October 1, 2013 – September 30, 2014) with recommended changes. Motion was supported by Mr. Gembel. Motion was adopted with amendments. An updated copy of the plan will be disseminated to Council members after modifications have been made.

Mr. Deacon requested that Chair Kelenske expand on the two, major, statewide preparedness exercises that occurred over the past two months.

Chair Kelenske reported there were two recent exercises—an Ebola Tabletop Exercise and the 2014 Cyber Tabletop Exercise. Both were attended by several MCCERCC members. He commented that prior to the Ebola case in Texas, the MSP/EMHSD and the Office of Public Health Preparedness (OPHP) were already in contact with regional health coalitions and were prepared. The Ebola Tabletop Exercise was conducted on October 17, 2014, for state agency personnel for the purposes of coordinating, at minimum, statewide logistics with the understanding that locals, hospitals, and emergency responders were doing the same. He reported the exercise went well and many questions surfaced as a result. One immediate issue was to inform public safety answering points with Ebola information. He also noted that advice received from counterparts in Ohio was to “over-communicate” everything.

Various MCCERCC members, who were in attendance at the exercise, also offered comments.

Chair Kelenske reported that a Cyber Tabletop Exercise was held on October 24, 2014, and noted this exercise is conducted annually in October. The exercise scenario involved a cyber attack on an energy sector partner with a simultaneous polar vortex heading toward Michigan. Chair Kelenske indicated there was involvement from the private sector which included some hospital staff. He added that if a real cyber event occurred, it would likely involve bringing all partners into the SEOC and then dismissing them if not needed.

### **Public Comment**

There were no public comments.

Chair Kelenske reminded Council members that the next meeting is December 15. and they will be notified regarding the status of this meeting in the near future.

### **Adjournment**

Mr. Gembel made a motion to adjourn the meeting. Motion was supported by Lt. Col. Czajka. Motion was adopted. The meeting adjourned at 2:55 p.m.

Respectfully Submitted:  
Mr. Brad Deacon, Acting MCCERCC Secretary

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\* Denotes employee of the Michigan State Police, Emergency Management and Homeland Security Division.



## Minutes – October 20, 2014

The regular meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) was held on Monday, October 20, 2014, at 4000 Collins Road, Lansing, Michigan.

The meeting was called to order at 2 p.m. by the Secretary, Ms. Gail Novak-Phelps. In the absence of the Chair, Capt. Chris Kelenske, Ms. Eileen Phifer made a motion to nominate Dr. Phil Schertzing as acting chair for the meeting. Her nomination was supported by Mr. Ken Gembel. Mr. Marc Breckenridge moved to close nominations and elect Dr. Schertzing as acting chair. Motion to close nominations was supported by Chief Gary Hagler. Motion adopted.

Roll call was taken by Ms. Novak-Phelps, and the following members were present: Mr. Marc Breckenridge, Chief Roger Caris, Major Gordon Czajka, Mr. Ken Gembel, Mr. Gary Gross (on behalf of Ms. Virginia Holmes), Chief Gary Hagler, Mr. Richard Miller, Chief Kerry Minshall, Ms. Gail Novak-Phelps, Ms. Eileen Phifer, and Dr. Phil Schertzing.

Also present was Mr. Dan Kelley (on behalf of Ms. Alisha Clack).

### Approval of Agenda / Minutes

Dr. Schertzing asked for approval of the meeting agenda. Chief Caris made a motion to approve the agenda. Motion was supported by Mr. Breckenridge. The agenda was approved as presented.

Dr. Schertzing asked for a motion to approve the meeting minutes for June 16, 2014. Chief Caris made a motion to approve the minutes. Motion was supported by Mr. Gembel. The minutes were approved as presented.

### Reports of Committees

#### Citizen Corps

Dr. Schertzing recognized Ms. Wendy Galbreath\* to report on behalf of the Citizen Corps Program. She introduced Ms. Jane Yount who will serve as the new CERT Coordinator and will attend future Council meetings. Ms. Galbreath reported that the Citizen Corps Conference will be held at the Great Wolf Lodge in Traverse City, Michigan, on December 3 and 4, 2014.

#### Emergency Planning and Community Right-to-Know

Mr. Gembel, Chair of the Emergency Planning and Community Right-to-Know Committee, reported that their members worked aggressively on the Annual Coordination Plan Update, focusing on outreach, listening sessions, and working with coordinators and the counties. He stated that in an effort to obtain 100 percent compliancy with facilities reporting and integrate Michigan's Firefighter's Right-to-Know information with LEPCs, he contacted Ms. Carol Wolfinger, manager of the MSP/EMHSD Training Center, and Ms. Nella Davis-Ray, director of MIOSHA, requesting they include evaluation of compliancy with Community Right-to-Know into their firefighter protocol. He indicated both were supportive of the request and are willing to work with the subcommittee on this endeavor.

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## Hazard Mitigation

Dr. Schertzing, Chair of the Hazard Mitigation Committee, reminded Council members that at the June 16, 2014, meeting, a motion was passed to submit the 2014 Hazard Mitigation Grant Program applications to Captain Kelenske for approval, as opposed to a full vote from Council members. He recognized Mr. Matt Schnepf\* to report on this topic.

Mr. Schnepf indicated that last year, Disaster 4121 resulted in \$765,000 in funds that the Council approved. Two floodplain applications were submitted for vote—one for Plainfield Township in Kent County; the other for the City of Lansing. Both applications are in draft form and currently being reviewed. Mr. Schnepf also presented an update on the 2014 Hazard Mitigation Assistance (HMA) Grants. He indicated they did not submit a Flood Mitigation Assistance (FMA) grant, but did submit three planning grants—one for Saginaw County, one for Ogemaw County, and one for Calhoun County. All three were accepted by FEMA which means they will be funded as long as pre-award items are addressed. He reported that they were notified this morning that FEMA has funds available to obligate.

Mr. Gembel requested that the State Fire Marshal representative serve on the Emergency Planning and Community Right-to-Know Committee, explaining that because their subcommittee is attempting to obtain information from Firefighter's Right-to-Know, he believes Fire Marshal expertise would be beneficial. Ms. Phifer offered input regarding protocol of subcommittee appointments. Mr. Richard Miller expressed concern stating that Captain Kelenske is currently seeking clarification of the MCCERCC Executive Order which indicates that the Fire Marshal is the only state agency not permitted to have a designated representative. There was brief discussion, and Dr. Schertzing proposed that the request be tabled pending further input from the MCCERCC chair.

## Old Business

There was no report.

## New Business

Mr. Matt Schnepf\* presented an overview of Disaster 4195 which pertains to the severe storms and flooding that occurred in southeastern Michigan in August 2014. He indicated they want to prepare the MCCERCC that funds will be forthcoming under the Hazard Mitigation Grant Program (HMGP) for this disaster, which prompted a Federal Disaster Declaration on September 25, 2014, for the counties of Macomb, Oakland, and Wayne. This disaster opened both the Individual Assistance (IA) and the Public Assistance (PA) programs. He explained that in terms of hazard mitigation, the state will get 15 percent of what FEMA spends on those recovery programs to do mitigation projects under the HMGP. That money will technically be available statewide according to federal regulations. He reported that FEMA has established a Joint Field Office (JFO), and recently approved approximately 80 million dollars under the IA program. The PA program has not yet received any approvals. Based on current IA program approvals, the HMGP is estimated at approximately 12 million dollars. Mr. Schnepf indicated that they will not know the exact dollar amount available until one year from the disaster declaration date (September 25, 2015), which also happens to be the date by which they are required to submit HMGP applications. He further stated that in advance of knowing what the final dollar amount is, FEMA allows them to obligate up to 75 percent of the current estimate. They receive estimates of Hazard Mitigation funds every 30 days, 90 days, and six months, and the final number is received after one year.

Mr. Schnepf indicated that MSP/EMHSD staff has discussed and is proposing a notification of funds availability sometime after the first of the year. The reason for the timing is twofold: First, around that time they will receive the first estimate of what the actual HMGP funding will be. Second, around that time, they are expecting the 2015 HMA grants to be announced. He anticipates that the Hazard Mitigation Committee will meet between now and then to discuss the priorities.

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There were several questions and comments from Council members and guests regarding this topic, as well as storm water management issues related to climate change and flooding.

Mr. Jay Eickholt\* reported that Captain Kelenske attended a meeting for the Michigan Petroleum Pipeline Safety Task Force which is a new Governor's initiative. He deferred to Ms. Eileen Phifer and Chief Gary Hagler for an overview, as both also attended the meeting representing their respective state departments. Ms. Phifer stated that the task force was established for the liquid pipeline program to address concerns, including gathering information from authorities on the location of the pipelines. She believes attendees were comfortable with procedures put in place, and it was just a matter of reviewing them from an emergency management component. Chief Hagler added that the initiative comes from the Michigan Attorney General and Michigan Department of Environmental Quality director, Mr. Dan Wyant, and encompasses assessment of state capabilities. He indicated they are in the early stages of the process, and believes the report will be completed in approximately one year.

Dr. Schertzing reported that Chief Deputy Michael Bradley and Mr. Ken Gembel have pending term expirations on December 31, 2014. Ms. Novak-Phelps commented that both should be receiving correspondence from the Governor's Office with direction for reapplication to the serve on the Council. Mr. Eickholt will contact the Governor's Appointment Office to seek information regarding the protocol.

Dr. Schertzing directed Council members to a 2015 Schedule of Meetings handout. There was brief discussion, and Ms. Phifer made a motion to approve the dates as presented. Motion was supported by Mr. Gembel. Motion passed.

Dr. Schertzing recognized Mr. Jay Eickholt\* to report on the MCCERCC 2014 Coordination Plan Annual Update. Mr. Eickholt stated that he drafted this year's plan and received information from all three subcommittees. The plan has been submitted through chain of command to Captain Kelenske for review, and he anticipates it will be disseminated to Council members sometime next week. The final plan will be submitted to both the director of the Michigan State Police and the director of the Michigan Community Service Commission within 30 days after the end of this year. Council vote to accept this plan is scheduled for the November 3 meeting; however, time permits that this meeting could be canceled and the vote could take place at the December 15 meeting instead, but only if a quorum was guaranteed for that day. After brief discussion, it was decided that Mr. Eickholt would poll Council members to determine which of the two dates would ensure a quorum. Council members will be notified regarding the outcome of this survey.

At the conclusion of the meeting, a photograph of Council members was taken for incorporation into the 2014 Coordination Plan Annual Update. Mr. Eickholt noted that for future annual coordination plans, Captain Kelenske would like to include individual photographs of Council members.

### **Public Comment**

There were no public comments.

### **Adjournment**

Mr. Gembel made a motion to adjourn the meeting. Motion was supported by Chief Hagler. Motion was adopted. The meeting adjourned at 3 p.m.

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Gail Novak-Phelps, Secretary

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\* Denotes employee of the Michigan State Police, Emergency Management and Homeland Security Division.



## Minutes – June 16, 2014

The regular meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) was held on Monday, June 16, 2014, at 4000 Collins Road, Lansing, Michigan.

The meeting was called to order at 2 p.m. by the Secretary, Ms. Gail Novak-Phelps. In the absence of the Chair, Capt. Chris Kelenske, Dr. Phillip Schertzing made a motion that council member Ms. Eileen Phifer act as chair for the June 16, 2014, meeting. Motion was supported by Mr. Brad Deacon. Motion adopted.

Ms. Phifer introduced two new members of the Council: Chief Roger Caris of the Hastings Fire Department was appointed by Governor Snyder to serve a four-year term expiring December 2017. Chief Deputy Michael Bradley, Berrien County Sheriff's Office, was appointed by Governor Snyder to serve the remainder of a four-year term expiring December 2014. Ms. Phifer also announced that Ms. Gail Novak-Phelps has been reappointed to serve a new four-year term expiring December 2017.

Roll call was taken by Ms. Novak-Phelps, and the following members were present: Chief Deputy Michael Bradley, Mr. Marc Breckenridge, Chief Roger Caris, Mr. John Cauley, Ms. Alisha Clack, Major Gordon Czajka, Mr. Brad Deacon, Dr. William Fales, Mr. Kenneth Gembel, Ms. Virginia (Ginna) Holmes, Mr. Richard Miller, Chief Kerry Minshall, Ms. Gail Novak-Phelps, Ms. Eileen Phifer, Dr. Phillip Schertzing, and Sgt. Jen Wolf (on behalf of Chief Gary Hagler).

### **Approval of Agenda / Minutes**

Ms. Phifer asked Council members to review the meeting agenda. Mr. Marc Breckenridge requested consideration to move Item X. *Public Comment* to precede Item VII. *Reports of Committees*, noting there are individuals present who would like to offer public comment prior to any action on Item VII., B., 1. of the agenda. Mr. Brad Deacon made a motion to approve the agenda as amended. Motion was supported by Mr. Kenneth Gembel. Motion passed.

Ms. Phifer asked members to review the meetings minutes for April 21, 2014. Mr. John Cauley noted that the word "percent" should be inserted after "100" in the second sentence of the second paragraph on page 2 under *Reports of Committees*. Mr. Deacon made a motion to approve the minutes as amended. Motion was supported by Mr. Breckenridge. Motion passed.

### **Presentation on Climate Change Impacts on Michigan**

Dr. Jeff Andresen, Associate Professor of Geography at Michigan State University, presented a PowerPoint program on climate change impacts on Michigan. He is an AgBioResearch scientist and serves as the state climatologist. There were questions and comments throughout his presentation.

### **Public Comment**

Mr. Andrew Such, Director of Environmental and Regulatory Policy, Michigan Manufacturers Association, expressed concerns on behalf of his organization regarding increasing information on the types and locations of chemicals stored at their facilities. He offered background information and indicated they are committed to right-to-know issues and working with public responders, but are

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opposed to using Department of Environmental Quality (DEQ) grant money to create a database which contains public information accessible via the Internet.

Mr. Greg Williams, Director of Emergency Management for Charlevoix, Cheboygan, and Emmet counties and legislative liaison for the Michigan Emergency Management Association (MEMA) expressed concerns on behalf of his organizations regarding information on chemical facilities being accessed via the Web. He indicated that MEMA disseminated a statewide survey to emergency management groups regarding the issue, and 100 percent of the respondents indicated they do not want changes in the current protocol. He noted that MEMA was contacted by the Michigan Chemistry Council, the Michigan Sheriff's Association, and the Michigan Association of Chiefs of Police regarding their concerns as well.

Ms. Sara Stoddard, Chief of the Oakland County Emergency Management and Homeland Security Division, expressed concern regarding release of additional information pertaining to chemical facilities. She indicated there are 195 facilities in Oakland County, and a process is in place for anyone requiring information on their facilities. She expressed the importance of protecting such information and believes the public should contact them directly for tracking and documenting purposes.

## **Reports of Committees**

### **Citizen Corps**

There was no report for the Citizen Corps Committee. Ms. Jackie Hampton\* presented a brief report on the Citizen Corps Program on behalf of Ms. Wendy Galbreath.\*

### **Emergency Planning & Community Right-to-Know**

Mr. Gembel, Chair of the Emergency Planning and Community Right-to-Know Committee (EP&CRTK), reported that they have been asked to voice opinion regarding a DEQ initiative that would enhance the Tier II Manager™ database for the public. He referenced their subcommittee's statute, emphasizing that they were established to improve community access to information about chemical hazards and to facilitate the development of chemical emergency response by the state, tribes, and local governments. He introduced Ms. Susan Parker, Manager of DEQ's SARA Title III Program, to further explain the initiative.

Ms. Parker stated that the current website allows the public to view various facilities, and there is a direct link to the Toxic Chemical Review Inventory (TRI) database which identifies which chemicals are moving through the facilities. She explained that this initiative would coincide with current compliance information under various regulations that will eventually be expanded. The DEQ would consider developing a database similar to the one currently being used in the state of Illinois. Illinois developed the database as a result of a lawsuit requiring them to make their information available to the public. Ms. Parker added that the Freedom of Information Act (FOIA) does not allow for exclusion of such data.

Mr. Breckenridge stated that he is reporting on behalf of LEPCs, HazMat team members, and local emergency managers in southeast Michigan who have all responded negatively to the initiative. He agrees with legally providing information in an appropriate manner to those who require it, but is opposed to providing Tier II Manager™ data on the World Wide Web. He expressed that keeping information about facilities out of the hands of potential international and domestic terrorists might be the single most important act of mitigation the Council takes action on this year.

Ms. Novak-Phelps commented that the MCCERCC should be responsible for reporting SARA Title III Environmental Protection Agency (EPA) violations to the DEQ for facilities that are not reporting correctly; however, she strongly disagrees with this new initiative. She suggested that the proposal may not require Council vote, but remain status quo.

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\* Denotes employee of the Michigan State Police, Emergency Management and Homeland Security Division.

Sgt. Jen Wolf stated that the executive management of DEQ neither supports nor opposes the initiative and completely supports any Council decision. She noted that Presidential Executive Order 13650, *Improving Chemical Facility Safety and Security*, includes initiatives which address the issue, and she questions whether grant money should be spent, if mandated by federal law.

Ms. Phifer recommended that the EP&CRTK Committee revisit the initiative and draft a proposal, in the form of a motion, for Council vote.

Mr. Cauley made a motion to table the topic and send it back to the subcommittee to bring a formal proposal before the Council. The motion was seconded by Major Gordan Czajka. Ms. Phifer asked for further discussion.

Ms. Parker informed Council members that grant money available for this initiative must be spent by October 1, 2014, but noted that the money is not designated specifically for SARA Title III.

Mr. Breckenridge indicated that he would be voting “no” on the motion based on his opinion, and those whom he is representing, that no further action should be taken to publish the information.

Ms. Phifer called for individual vote of Council members regarding the motion. Ms. Novak-Phelps reported that there were seven “yes” votes and eight “no” votes. Ms. Phifer suggested that some action be taken regarding the initiative and asked for other motions or discussion.

Ms. Alisha Clack suggested that in light of the October 1 deadline, the EP&CRTK Committee consider formulating an alternative way for the funds to be spent.

Dr. William Fales made a motion that the EP&CRTK Committee work with DEQ to bring back to the MCCERCC ways to utilize the grant to improve access to data and provide the technology improvements to local emergency management, LEPCs, and fire departments. The motion was seconded by Mr. Breckenridge, but he asked for consideration in removing the grant language, noting it is a good recommendation whether or not grant dollars are attached. Motion passed as amended.

Mr. Jay Eickholt\* distributed copies of a document from the United States Department of Transportation requiring that railroad carriers provide the State Emergency Response Commission (SERC) notification regarding expected movement of trains transporting one million gallons or more of petroleum crude oil in the state’s counties. He distributed copies of two letters—one from Canadian National (CN) Railway and one from Canadian Pacific (CP) Railway, noting that this regulation was announced on June 6, 2014, and the railroads had only 30 days to provide official notice to their state’s SERC. He clarified that the SERC is responsible for contacting each LEPC in the affected area and that return notifications will come through the MSP Michigan Intelligence Operations Center (MIOC).

Mr. Eickholt distributed copies of an LEPC Community Response Plans percentage completion map for the state of Michigan. He offered background regarding basis for the map, and there were questions and comments from Council members regarding its use. Members noted that some LEPCs had 100 percent plan completion, but the map did not reflect such. Ms. Phifer recommended that Mr. Eickholt seek information from Captain Kelenske regarding his ideas for using the map, as she believes it is an important tool and deserves more focus.

Mr. Gembel reported that on May 12, 2014, one day prior to the Great Lakes Homeland Security Conference, Mr. Eickholt and Ms. Parker conducted a SERC “listening session” to assist LEPCs in writing plans. They received positive feedback from attendees and are considering holding two sessions per year. Mr. Eickholt interjected that he and Ms. Parker facilitated the five-hour session, but LEPCs and emergency managers led the discussions using best practices and their own experiences.

Ms. Parker reported that the Department of Agriculture is working with the MSU Extension Office in developing new emergency planning for farms.

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\* Denotes employee of the Michigan State Police, Emergency Management and Homeland Security Division.

## Hazard Mitigation

Dr. Schertzing, Chair of the Hazard Mitigation Committee, reported that the State Hazard Mitigation Plan was submitted and approved. He recognized Mr. Matt Schnepf\* who reported that the 2014 Hazard Mitigation Grant Program applications are due to FEMA on July 25, which is much earlier than in past years. The current due date creates an issue as the next MCCERCC meeting is scheduled for August 18 and their committee is required to review and submit the applications in ranked order with Council approval. He added that if projects fall under the current \$250,000 threshold, they would not require Council ranking. Ms. Phifer indicated that MCCERCC bylaws allow scheduling of a special meeting, and cancellation of the original one, if they are in close proximity of each other. Mr. Schnepf noted that in past Captain Kelenske has approved the applications in the absence of a special Council meeting.

Dr. Schertzing made a motion that the Hazard Mitigation Committee be allowed to do their application ranking, seek approval of the final ranking order from Captain Kelenske, and then report on the results at the next Council meeting. Motion was supported by Mr. Breckenridge. Motion adopted.

## Old Business

There was no report.

## New Business

Ms. Phifer distributed a copy of the current Council membership list and asked members to review for accuracy. The roster will be published on the MSP/EMHSD MCCERCC website.

Ms. Phifer requested that all railroad information distributed by Mr. Eickholt be returned after the meeting, as it is confidential material. This does not include Council members.

Mr. Eickholt reminded members that the MCCERCC Coordination Plan Annual Update is due in the fall and will be on the next meeting agenda. He suggested subcommittees begin to review their accomplishments for incorporation into the Plan.

Ms. Phifer indicated that a Council photograph is tentatively scheduled to be taken at the August meeting. It is her hope that members can attend, as the photograph will appear in the Annual Update.

Ms. Phifer reminded Council members that the next meeting is scheduled for Monday, August 18, 2014, and requested that agenda items be forwarded to Mr. Eickholt.

Mr. Mike Sobocinski\* reported that the State Hazard Mitigation Plan has been placed on a five-year cycle instead of the previous three-year cycle.

Mr. Gembel commended Ms. Hampton and the MSP/EMHSD staff on an outstanding Great Lakes Homeland Security Conference, stating the quality and diversity of training was the best he had even seen. Ms. Phifer added that MDOT employees who attended were impressed as well.

## Adjournment

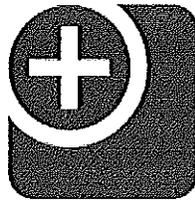
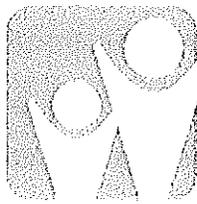
Mr. Cauley made a motion to adjourn the meeting. Motion was supported by Mr. Breckenridge. Motion adopted. The meeting adjourned at 4 p.m.

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Gail Novak-Phelps, Secretary

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\* Denotes employee of the Michigan State Police, Emergency Management and Homeland Security Division.



Michigan Citizen-Community

**MCCERCC**

Emergency Response Coordinating Council

## Minutes – April 21, 2014

The regular meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) was held on Monday, April 21, 2014, at 4000 Collins Road in Lansing, Michigan.

The meeting was called to order at 2:00 p.m. by the Chair, Capt. Chris A. Kelenske.

Chair Kelenske reported that Governor Snyder recently announced three new appointments to the MCCERCC, and he welcomed two of those individuals who were in attendance: Ms. Alisha Clack from the Michigan Association of Broadcasters and Chief Kerry Minshall from the Mason Fire Department. He noted that Chief Roger Caris from the Hastings Fire Department is the other appointee. Chair Kelenske indicated that he is currently seeking one more appointment to the Council, ideally someone with a law enforcement background.

Chair Kelenske announced that Mr. Jim Breuker will be retiring from the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) on May 1, 2014, and he thanked Mr. Breuker for his hard work and service.

Roll call was taken by Ms. Gail Novak-Phelps, MCCERCC Secretary. Council members present were Mr. John Cauley, Ms. Alisha Clack, Major Gordon Czajka, Mr. Brad Deacon, Dr. William Fales, Mr. Kenneth Gembel, Ms. Virginia Holmes, Capt. Chris Kelenske, Chief Kerry Minshall, Ms. Gail Novak-Phelps, Ms. Eileen Phifer, Dr. Phillip Schertzing, Ms. Kathy Wahl (on behalf of Dr. Jackie Scott), and Ms. Jen Wolf (on behalf of Chief Gary Hagler).

Chair Kelenske noted that there are currently two Governor's Declarations: A declaration for disaster in Newaygo and Osceola Counties for flooding, and a declaration of emergency in the Upper Peninsula for frozen pipes, which they anticipate will become flooding. He expressed his appreciation to all who have been working in the State Emergency Operations Center (SEOC).

### Approval of Agenda / Minutes

Chair Kelenske asked Council members to review the meeting agenda. Mr. Brad Deacon moved to approve the agenda, supported by Mr. John Cauley. The agenda was approved as presented.

Chair Kelenske asked members to review the meetings minutes for both February 24 and March 10, 2014. Ms. Gail Novak-Phelps made a motion to approve the February 24 minutes. Motion was supported by Dr. William Fales. Minutes were approved as presented.

Mr. Brad Deacon made a motion to approve the March 10 minutes. Motion was supported by Ms. Eileen Phifer. Minutes were approved as presented.

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\* Denotes employee of the Michigan State Police, Emergency Management and Homeland Security Division.

## Presentation by Canadian National Railway Company

Chair Kelenske introduced Mr. Patrick Waldron and Mr. Anthony Ippolito from the Canadian National (CN) Railway Company who presented a PowerPoint program entitled "Dangerous Goods and Your Community." Mr. Waldron, CN Railway's Public Affairs Manager, presented the first portion of the program on the safety element of their operation. Mr. Ippolito, Senior Dangerous Goods Officer, presented the second portion of the program which pertained to CN Railway's approach to emergency response and how they interact with agencies at the local, state, and county levels. There were several questions and comments from Council members.

## Reports of Committees

Ms. Kathy Wahl reported on behalf of Dr. Jackie Scott, Chair of the Citizen's Corps Committee; and noted there have been no meetings for their committee. Chair Kelenske added that Ms. Wendy Galbreath\* was unable to attend today's meeting to report on the Citizen Corps Program.

Mr. Kenneth Gembel, Chair of the Emergency Planning and Community Right-to-Know Committee, reported that their committee has no new initiatives, but they are still committed to 100 percent completion for SARA plans of Local Emergency Planning Committees (LEPCs). He distributed a draft chart depicting current plan completion, and indicated that Mr. Jay Eickholt\* is working feverishly to ensure 100 percent compliance in the state. Chair Kelenske interjected that he had requested that Mr. Eickholt present a report on the plan completion map at today's meeting; however, because he was unable to attend, it is anticipated this will occur at the June meeting.

Mr. Gembel reported that they will hold free LEPC training sessions on May 12, 2014, at the Great Lakes Homeland Security Training Conference in Grand Rapids. These workshops will be in the form of "listening sessions" focusing on what can be done to assist LEPCs in obtaining plan completion. Mr. Gembel also reported that he attended an Emergency Preparedness Expo at the Birch Run Conference Center and was pleased that the Michigan State Police were prominently represented. Chair Kelenske noted that there needs to be more focus on preparedness and mitigation in Michigan.

Dr. Phillip Schertzing, Chair of the Hazard Mitigation Committee, reported they have not held any meetings; however, a March 10 MCCERCC meeting was convened in order to endorse the Michigan Hazard Mitigation Plan. He indicated that Mr. Michael Sobocinski\* has informed him that the Plan was approved as of April 17, 2014. Dr. Schertzing expressed his appreciation to all contributors of the process.

## Old Business

Chair Kelenske referenced the status of correspondence to State directors for approval of MCCERCC designees, and indicated he will follow-up on this item. He also noted he will follow-up on the status of Executive Order approval for a State Fire Marshal designee.

Chair Kelenske indicated that he will work with Mr. Michael Sobocinski\* regarding a presentation for a future meeting on the subject of climate change.

Chair Kelenske addressed Mr. Brad Deacon regarding the possibility of a presentation on the role of a drain commissioner and their level of authority.

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\* Denotes employee of the Michigan State Police, Emergency Management and Homeland Security Division.

Chair Kelenske indicated that Council members should have received their invitations to attend the Great Lakes Homeland Security Training Conference and Expo at no cost. He asked Ms. Diane Laban\* to follow-up with Ms. Jackie Hampton\* to ensure that the three new MCCERCC members are extended the invitation for attendance and lodging as well.

**New Business**

There was no report.

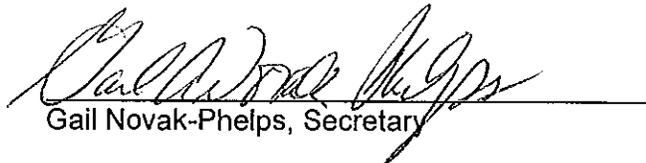
**Public Comment**

There were no public comments or announcements.

**Adjournment**

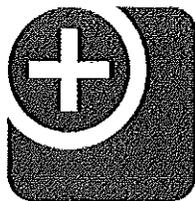
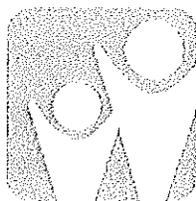
Chair Kelenske noted that the next MCCERCC meeting will be held on June 16, 2014, and asked members to send their agenda items to Mr. Jay Eickholt\* or Ms. Diane Laban.\*

Chair Kelenske asked for a motion to adjourn. Mr. Kenneth Gembel moved to adjourn the meeting. Motion was supported by Ms. Gail Novak-Phelps. Motion adopted. The meeting adjourned at 3:20 p.m.

  
Gail Novak-Phelps, Secretary

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\* Denotes employee of the Michigan State Police, Emergency Management and Homeland Security Division.



Michigan Citizen-Community

**MCCERCC**

Emergency Response Coordinating Council

## Minutes – March 10, 2014

A meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) convened on Monday, March 10, 2014, at 4000 Collins Road in Lansing, Michigan.

The meeting was called to order at 2:00 p.m. by the Chair, Capt. Chris A. Kelenske, and he appointed Mr. Brad Deacon as Acting Secretary. Roll call was taken by Mr. Deacon. Council members present were Mr. Marc Breckenridge, Mr. John Cauley, Major Gordon Czajka, Mr. Brad Deacon, Dr. William Fales, Mr. Kenneth Gembel, Chief Gary Hagler, Capt. Chris Kelenske, Dr. Phil Schertzing, and Dr. Jackie Scott.

### Approval of Agenda

Chair Kelenske asked for approval of the meeting agenda. Mr. John Cauley made a motion to approve, seconded by Mr. Kenneth Gembel. Agenda was approved as presented.

### Hazard Mitigation Committee

Dr. Phil Schertzing summarized that the purpose of the meeting is to seek endorsement from the Council to submit the Michigan Hazard Mitigation Plan (MHMP) to the Governor's Executive Office, through the Michigan State Police chain of command, for approval and signature. He noted that Council members had expressed the need to review a final draft of the Plan to ensure there were no conflicts with their respective departments' policies or programs. As a result, Mr. Michael Sobocinski\* received comments and proposed changes pertaining to the goals and objectives component of the Plan.

Dr. Schertzing presented a motion for Council members to approve the revised, updated MHMP, which includes a goals and objectives component entitled "Mitigation Opportunities, Recommendations, and Implementation," in order to submit the document to the Federal Emergency Management Agency (FEMA) prior to the current plan's March 25, 2014, expiration date.

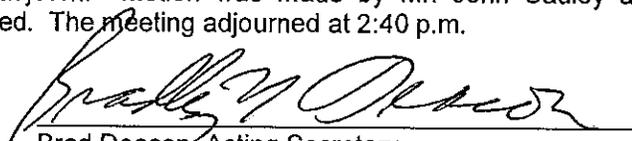
Mr. Doran Duckworth\* noted that the MHMP is a state of Michigan government document on which the MCCERCC acts as an advisory body. He indicated there are a number of stringent Federal requirements in the 900 page document, but the key sections are the goals and objectives which are actionable items.

There was brief discussion among members regarding the importance of the MHMP as it relates to local emergency management coordinators.

Chair Kelenske made a motion to support Dr. Schertzing's MHMP proposal. Motion was supported by Mr. Brad Deacon. Motion passed.

### Adjournment

Chair Kelenske asked for a motion to adjourn. Motion was made by Mr. John Cauley and supported by Mr. Kenneth Gembel. Motion passed. The meeting adjourned at 2:40 p.m.

  
Brad Deacon, Acting Secretary

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\* Denotes employee of the Michigan State Police, Emergency Management and Homeland Security Division.



## Minutes – February 24, 2014

The regular meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) was held on Monday, February 24, 2014, at 4000 Collins Road in Lansing, Michigan.

The meeting was called to order at 2:10 p.m. by the Chair, Capt. Chris A. Kelenske, and roll call was taken by Ms. Eileen Phifer.

Council members present were Mr. Byron Beerbower (on behalf of Mr. Brad Deacon), Mr. Marc Breckenridge, Mr. John Cauley, Dr. William Fales, Ms. Virginia Holmes, Capt. Chris Kelenske, Ms. Gail Novak-Phelps, Ms. Eileen Phifer, Dr. Phillip Schertzing, Ms. Kathy Wahl (on behalf of Dr. Jackie Scott), and Ms. Jen Wolf (on behalf of Chief Gary Hagler).

### Approval of Agenda / Minutes

Chair Kelenske asked members to review the November 4, 2013, meeting minutes. Mr. John Cauley noted that the last word in paragraph 3 on page 2 should be changed to “compliant.” Ms. Kathy Wahl made a motion to approve the minutes with this change. Motion supported by Dr. Phil Schertzing. The minutes were approved as amended.

Chair Kelenske asked Council members to review the meeting agenda. Mr. John Cauley made a motion to approve the agenda. Motion was supported by Ms. Eileen Phifer. The agenda was approved as presented.

### Reports of Committees

Ms. Kathy Wahl reported on behalf of Dr. Jackie Scott, Chair of the Citizen’s Corps Committee, and indicated there have been no meetings of the Committee. Chair Kelenske recognized Ms. Wendy Galbreath\* who presented a brief report for the Citizens Corps Program.

Ms. Eileen Phifer reported on behalf of Mr. Kenneth Gembel, Chair of the Emergency Planning and Community Right-to-Know Committee. She stated that a public hearing was held regarding proposed changes to non-radioactive hazardous materials routing designations in Wayne County. As a result, a January 31, 2014, letter was sent to the Federal Motor Carrier Safety Administration with recommended changes. She noted that this letter and a “frequently asked questions” document can be found on the Michigan Department of Transportation Web site at: [http://www.michigan.gov/mdot/0,4616,7-151-9621\\_11058-291617--,00.html](http://www.michigan.gov/mdot/0,4616,7-151-9621_11058-291617--,00.html).

Ms. Phifer presented a motion that the Emergency Planning and Community Right-to-Know Committee recommends that the Michigan Citizen-Community Emergency Response Coordinating Council support the application process and the submission of the Hazardous Materials Emergency Preparedness (HMEP) Grant package by EMHSD to the Pipeline and Hazardous Materials Safety Administration for 2014-15. The motion was supported by Ms. Gail Novak-Phelps. Motion passed.

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\* Denotes employee of the Michigan State Police, Emergency Management and Homeland Security Division.

Ms. Phifer reported that MSP/EMHSD is developing a color-coded map depicting SARA plan completion percentages of Local Emergency Planning Committees (LEPCs) in the state. In addition, workshops are being developed for LEPCs, and one will be held on May 12, 2014, at the Great Lakes Homeland Security Training Conference and Expo (GLHSTCE) in Grand Rapids. She reported that Mr. Jay Eickholt\* will be attending all regional Homeland Security Board and EMHSD district meetings as part of the Emergency Management Performance Grant (EMPG) roll-out guidance.

Chair Kelenske interjected that the new EMPG guidance is a critical component for chemical facilities. He stated that the SARA plan completion map is being developed to ensure that all facilities are compliant, and he indicated that MCCERCC members would receive a physical copy of the map for review prior to its potential posting on the EMHSD Web site.

Dr. Phillip Schertzing, Chair of the Hazard Mitigation Committee, reported that their Committee met just prior to today's meeting. He noted that the current Michigan Hazard Mitigation Plan (MHMP) will expire in March and there is a limited amount of time for the updated plan to be finalized, reviewed, approved, and routed through chain of command prior to submission to FEMA. He proposed that the MCCERCC reconvene in March in order to discuss/vote on the plan.

Mr. Michael Sobocinski\* distributed a handout and presented on the status of the Michigan Hazard Mitigation Plan (MHMP) update process.

Chair Kelenske presented a motion that the MCCERCC reconvene on March 10, 11, or 12, 2014, to review the component of the MHMP document, as well as other elements that will be posted on the EMHSD Web site. He noted that information regarding this process will accompany e-mail notification of the March meeting. The motion was supported by Ms. Eileen Phifer. Motion passed.

Dr. Schertzing introduced Mr. Matt Schnepf\* who reported on the status of the 2013 Hazard Mitigation Assistance (HMA) Grant application. Mr. Schnepf indicated that applications for Pre-disaster Mitigation (PDM) and Flood Mitigation Assistance (FMA) were selected for review, and grants will be awarded based on meeting FEMA's pre-award requirements. He noted that Hazard Mitigation Grant Program (HMGP) applications are due in June 2014 for Disaster 4121 (2013 flooding). Based on notification that the FEMA estimate is only \$740,000, the Hazard Mitigation Committee will discuss further and alter their strategy accordingly.

### **Old Business**

Chair Kelenske recognized Ms. Jackie Hampton\* who reported on the status of Governor appointments for new Council members and current member term expiration dates. She indicated that most replacements are in place, and there is a possibility that at least one new member will be attending the April 21 MCCERCC meeting.

### **New Business**

Chair Kelenske made a motion that Mr. Jay Eickholt\* present an overview of the LEPC completion map at the April 21, 2014, MCCERCC meeting to provide a better understanding of its purpose. Mr. Marc Breckenridge supported the motion. The motion was seconded by Mr. John Cauley. Motion passed.

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\* Denotes employee of the Michigan State Police, Emergency Management and Homeland Security Division.

Chair Kelenske reported that he, Ms. Eileen Phifer, and Ms. Jen Wolf met with the Canadian National (CN) Railway Company. The meeting resulted in the following proposals: 1) to have CN provide a presentation at the June MCCERCC meeting; 2) to have CN develop a video that would explain to community leaders and first responders the safety precautions taken by railroads and chemical industries regarding hazardous materials shipments. Such a video component could also be presented to LEPCs; and 3) to build a stronger relationship between emergency management hazardous materials officers from Michigan and district coordinators and local emergency managers.

Chair Kelenske commented on the subject of climate change and suggested it might be an appropriate topic for the MCCERCC agenda. Mr. Michael Sobocinski\* noted that members of the Michigan Climate Coalition have expressed interest in presenting to the Council.

Chair Kelenske informed Council members that the MCCERCC location on the MSP/EMHSD Internet page has changed and is now under the heading of "Grants, Publications, and Programs."

Chair Kelenske indicated that he will send correspondence to State directors requesting they identify MCCERCC designees from their respective agencies. Such correspondence will be kept on file for clarification and voting purposes.

Chair Kelenske recognized Ms. Jackie Hampton who reported that invitations to the Great Lakes Homeland Security Training Conference and Expo (GLHSTCE) will be disseminated in the near future, and information is currently being posted on the registration site.

Chair Kelenske indicated he is researching a system entitled "SmartPrepare" which offers statewide monitoring capabilities focusing on special needs and vulnerable populations during emergency incidents. It is an "opt in" system used in conjunction with Smartphones and would be accessible to both local and state emergency managers.

### **Public Comment**

There were no public comments.

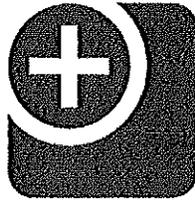
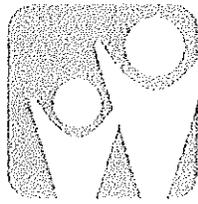
### **Adjournment**

Chair Kelenske asked for a motion to adjourn. Motion made by Mr. John Cauley and supported by Ms. Gail Novak-Phelps. Motion passed. The meeting adjourned at 3:35 p.m.

  
Gail Novak-Phelps, Secretary

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\* Denotes employee of the Michigan State Police, Emergency Management and Homeland Security Division.



Michigan Citizen-Community

**MCCERCC**

Emergency Response Coordinating Council

## Minutes – November 4, 2013

The regular meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) was held on Monday, November 4, 2013, at 4000 Collins Road in Lansing, Michigan.

The meeting was called to order at 2 p.m. by the Secretary, Ms. Gail Novak-Phelps, and roll call was taken.

Council members present were Major Shawn Abbe (on behalf of LTC Greg Durkac), Mr. Marc Breckenridge, Mr. John Cauley, Mr. Brad Deacon, Dr. William Fales, Mr. Kenneth Gembel, Mr. Gary Gross (on behalf of Ms. Virginia Holmes), Mr. Richard Miller, Ms. Gail Novak-Phelps, Ms. Eileen Phifer, Dr. Phillip Schertzing, Mr. Matt Schnepf (on behalf of Capt. Chris Kelenske), Ms. Kathy Wahl (on behalf of Dr. Jackie Scott), and Ms. Jen Wolf (on behalf of Chief Gary Hagler).

In the absence of Capt. Chris A. Kelenske, Ms. Novak-Phelps asked for nomination of an acting chair. Mr. Kenneth Gembel made a motion that council member Brad Deacon act as chair for the November 4 MCCERCC meeting. Motion was supported by Ms. Eileen Phifer. Motion passed.

### Approval of Agenda / Minutes

Mr. Brad Deacon asked Council members to review the meeting agenda which was provided via e-mail and distributed at the meeting. The agenda was approved as presented.

Mr. Deacon asked for review of the meeting minutes for August 19, 2013. Minutes were approved as presented.

### Reports of Committees

Ms. Kathy Wahl indicated that Dr. Jackie Scott, Chair of the Citizen Corps Committee, has no report for today's meeting. Mr. Deacon recognized Ms. Wendy Galbreath\* who presented a brief report for the Citizens Corps Program.

Mr. Kenneth Gembel, Chair of the Emergency Planning and Community Right-to-Know Committee, reported that they convened via conference call to discuss three topics. He introduced Mr. Jay Eickholt\* to report on the first issue.

Mr. Eickholt referred to a handout entitled "2013 New Completed Superfund Amendments and Reauthorization Act (SARA) Title III Plans" which is a list of written plans from Local Emergency Planning Committees (LEPCs) throughout the state for facilities that have extremely hazardous substances above a threshold planning quantity. Mr. Eickholt also distributed a copy of a county site plan as a prime example of how they should look.

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\* Denotes employee of the Michigan State Police, Emergency Management and Homeland Security Division.

Mr. Gembel made a motion that the MCCERCC receive and accept the list of 2013 Community HazMat, off-site, emergency response plans developed by the state's LEPCs in accordance with SARA Title III requirements and as recommended by the Emergency Planning and Community Right-to-Know Subcommittee. The motion was supported by Mr. Marc Breckenbridge. Motion passed.

Mr. Gembel introduced Ms. Susan Parker who presented on the Tier II Manager™ which is the online reporting system for Michigan SARA Title III reports. Ms. Parker indicated that the program is currently being rewritten and expanded on the details of this enhancement.

Mr. Gembel reported that their committee reviewed their section of the MCCERCC Annual Report and again discussed ways to ensure that state LEPCs are 100 percent compliant.

Dr. Phillip Schertzing, Chair of the Hazard Mitigation Committee, distributed a handout of the Committee's report. He summarized that FEMA announced grant applications for the 2013 Flood Mitigation Assistance (FMA) and Pre-Disaster Mitigation (PDM) programs with a deadline date of October 18, 2013. He explained that the Hazard Mitigation Committee makes a recommendation on prioritization of those applications and then requests a vote from the MCCERCC. The October 14 MCCERCC meeting was scheduled for this purpose, but was canceled due to lack of a quorum. As a result, the MCCERCC Chair was asked to submit the priorities based on recommendations made by the Hazard Mitigation Committee.

Dr. Schertzing introduced Mr. Matt Schnepf\* who presented on FMA and PDM applications. He referred to a handout of the "2013 FMA and PDM Submitted Priority Order."

Dr. Schertzing introduced Mr. Michael Sobocinski who distributed a handout and presented on the status of the Michigan Hazard Mitigation Plan (MHMP) update process.

### Old Business

Mr. Deacon recognized Mr. Jay Eickholt\* to present on the MCCERCC Annual Coordination Plan, Year IV. Mr. Eickholt indicated that Council members should have received an advanced copy of the Plan for review, and a copy was also distributed at today's meeting. .

Mr. Thomas Weber\* noted a correction for the last paragraph of page 16. The number of counties should be changed from "19" to "16."

Mr. Eickholt indicated that Captain Kelenske has signed the letter which will be inserted on page 2 of the Plan. He also stated that the Council photograph, scheduled to be taken at the conclusion of today's meeting, will be inserted on page 6. Ms. Novak-Phelps suggested that an individual photograph of Captain Kelenske be added to his letter, as he will not be in the group picture. Mr. Eickholt confirmed that they had planned to do such.

Ms. Eileen Phifer suggested that, if possible, new photographs be inserted on page 21 of the report where "before and after" pictures of the Estrol Beach Flood Elevation Project currently exist.

Mr. Deacon took this opportunity to explain to new Committee members that under the Executive Order which creates the MCCERCC, the Council is required to annually produce a report that contains its activities and plans for the next year.

Ms. Susan Parker noted a correction on page 31 of the Plan. Under "Membership List," the agency that Chief Gary Hagler represents should be the "Department of Environment Quality" instead of the "Department of Natural Resources," as currently written.

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\* Denotes employee of the Michigan State Police, Emergency Management and Homeland Security Division.

Ms. Gail Novak-Phelps made a motion to adopt the MCCERCC Annual Coordination Plan, Year IV, as submitted, with changes to be made in the last paragraph on page 16; with the possible addition of some new "before and after" photographs; with the change on page 31 to read that Chief Gary Hagler represents the Department of Environmental Quality; and that the Plan be submitted to the appropriate individuals, as indicated in the Executive Order. Dr. Phil Schertzing supported the motion. Motion passed.

### New Business

Mr. Deacon welcomed Dr. William Fales to the MCCERCC meeting and asked that he introduce himself and provide some background.

Ms. Novak-Phelps took this opportunity to offer that Council members and their designees should feel free to ask questions regarding the topics and protocols being discussed. Mr. Deacon added that if Council members have questions regarding background/history of the MCCERCC, they can consult with EMHSD staff or those individuals who have served on the Committee and subcommittees for a number of years. In addition, he wants to speak on behalf of the Chair and emphasize that Captain Kelenske wants to ensure that these meetings are productive and worthwhile.

Mr. Deacon recognized Ms. Jen Wolf who reported on a tabletop exercise in the county of Kalamazoo. She stated that the Department of Environmental Quality partnered with the Environmental Protection Agency (EPA) to develop the exercise. They had representation from five state agencies, several locals, and the American Red Cross which resulted in a phenomenal turnout.

Mr. Deacon directed Committee members to the handout containing proposed MCCERCC meeting dates for 2014. He pointed out that under the Open Meetings Act, the Committee must post a list of meeting dates prior to the first meeting of 2014.

Ms. Eileen Phifer made a motion to adopt these proposed 2014 meeting dates. Motion was supported by Ms. Jen Wolf. Motion passed.

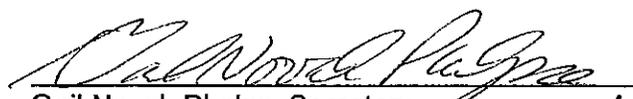
Mr. Deacon reminded Committee members that the next meeting is scheduled for Monday, December 16 at 2 p.m. in this same location, and that he would encourage everyone to bring agenda items to the table. In addition, he reminded Committee members that Chair Kelenske is the only person who can excuse absences, so members should contact his staff liaisons when unable to attend.

### Public Comment

Mr. Mike Sobocinski indicated that the Michigan Climate Coalition has expressed interest in offering a presentation regarding climate change from a university research perspective. He will follow-up if there is interest.

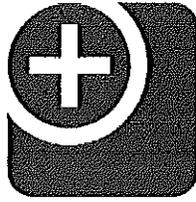
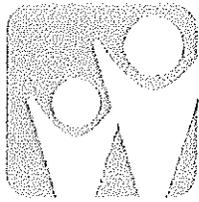
### Adjournment

Mr. Brad Deacon asked for a motion to adjourn. Motion made by Ms. Phifer and supported by Ms. Novak-Phelps. The motion was adopted and the meeting adjourned at 3 p.m.

  
Gail Novak-Phelps, Secretary 3/14/14

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\* Denotes employee of the Michigan State Police, Emergency Management and Homeland Security Division.



Michigan Citizen-Community

**MCCERCC**

Emergency Response Coordinating Council

## Minutes – August 19, 2013

The regular meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) was held on Monday, August 19, 2013, at 4000 Collins Road in Lansing, Michigan. The Chair, Capt. Chris A. Kelenske, was present. Roll call was taken by Ms. Gail Novak-Phelps.

Council members present were Mr. Byron Beerbower (on behalf of Mr. Brad Deacon), Mr. Marc Breckenridge, Mr. John Cauley, Mr. Kenneth Gembel, LTC Mark Gorzynski (on behalf of LTC Greg Durkac), Ms. Virginia Holmes, Capt. Chris Kelenske, Mr. Michael Lovelace, Mr. Richard Miller, Ms. Gail Novak-Phelps, Dr. Phillip Schertzing, Dr. Jackie Scott, and Ms. Jen Wolf (on behalf of Chief Gary Hagler).

The meeting was called to order by the Chair at 2:00 p.m.

### Approval of Agenda / Minutes

Chair Kelenske asked Council members to review the June 17, 2013, minutes which were disseminated via e-mail and distributed at the meeting. Minutes were approved as presented.

Chair Kelenske asked for review of the meeting agenda. Mr. Ken Gembel indicated that under item VI. B., they will not be presenting a motion. Dr. Phil Schertzing proposed a change in the sequence of topics listed under item VI. C. The agenda was approved as amended.

Chair Kelenske welcomed new Council member, Ms. Virginia (Ginna) Holmes, Executive Director of the Michigan Community Service Commission.

### Reports of Committees

Dr. Jackie Scott, Chair of the Citizen Corps Committee, reported that they convened on two occasions at which time they reviewed the history of the Citizen Corps Program and discussed worker's compensation legislation as it relates to the Michigan Volunteer Registry. She indicated that the Citizen Corps Program was primarily an advisory to the MCCERCC as it related to funding for the regions and at the state level. They concluded that it would be beyond their committee's scope to develop a volunteer management program and believe it is the purview of Department of Human Services (DHS) as part of the Emergency Management Plan.

Ms. Wendy Galbreath\* presented a report for the Citizens Corps Program. Dr. Scott indicated they are seeking comment from the Council regarding continuation of a Citizen Corps Committee within the MCCERCC. After brief discussion, Chair Kelenske proposed that the topic be added to the next meeting agenda. In addition, he offered that his staff would work with Dr. Scott and DHS staff regarding a volunteer management program.

Mr. Kenneth Gembel, Chair of the Emergency Planning and Community Right-to-Know Committee, reported that they convened via conference call on August 14, 2013, to discuss the

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\* Denotes employee of the Michigan State Police, Emergency Management and Homeland Security Division.

MCCERCC Plan and the status of LEPC compliancy regarding off-site emergency response plans. Mr. Jay Eickholt\* reported that after his communication with the eight MSP/EMHSD district coordinators, they received outstanding response from inactive LEPCs. As a result, a decision was made to remove the motion requesting that the MSP/EMHSD commander send follow-up correspondence to LEPCs. Chair Kelenske reported he will be meeting with the City of Detroit and Wayne County LEPCs.

Dr. Phillip Schertzing, Chair of the Hazard Mitigation Committee, reported that their Committee convened on August 5, 2013. He distributed an MSP/EMHSD Informational Bulletin from FEMA regarding the Pre-Disaster Mitigation (PDM) and Flood Mitigation Assistance (FMA) funds, as well as a background list regarding Hazard Mitigation Grant Program (HMGP) application deadlines.

Dr. Schertzing moved "the MCCERCC supports the MSP/EMHSD's action to expedite grants under the 7% planning initiative for 4121 HMGP. The MCCERCC recognizes that hazard mitigation planning grant applications for 4121 HMGP will be handled directly by the MSP/EMHSD and that the expedited process will not allow for the MCCERCC to review and score the planning grant applications." Motion was supported by Ms. Jen Wolf. Motion passed.

Dr. Schertzing made a motion that the October 21, 2013, MCCERCC meeting be changed to October 14, 2013. Motion was supported Mr. John Cauley. Motion passed.

Chair Kelenske requested that Ms. Diane Laban\* send an e-mail to Council members regarding their availability to attend the October 14 meeting, as a quorum is required for voting purposes.

Mr. Michael Sobocinski\* reported on the Michigan Hazard Mitigation Plan (MHMP) update. He distributed a handout regarding the status of the MHMP update process, as well as a State Hazard Mitigation Strategy proposed list of updated objectives for the 2014 plan edition.

### **Old Business**

Chair Kelenske requested a motion from Council members to elect Ms. Gail Novak-Phelps to the MCCERCC secretary position.

Mr. Marc Breckenridge made a motion to elect Ms. Gail Novak-Phelps to the MCCERCC secretary position. Motion was supported by Mr. Kenneth Gembel. Motion passed.

Chair Kelenske referenced a motion from the April 15, 2013, meeting regarding removal of two council members. He cited the MCCERCC Bylaws which read, "a member may be removed by the Governor after missing two (2) consecutive meetings without excuse by the chairperson."

Mr. Marc Breckenridge made a motion to recommend removal and replacement of Warren Evans and Clifford Messing from the Council. The motion was supported by LTC Mark Gorzynski. Motion passed.

Chair Kelenske indicated that this recommendation will be relayed to the Governor's Office by Ms. Jackie Hampton\*. It was noted that Ms. Hampton will serve as liaison for anyone seeking recommendation for appointment to the MCCERCC.

Chair Kelenske referenced Mr. Gembel's observation that the phrase "state agency" in Section III. B. 5. of Executive Order No. 2007-18 is too broad. Chair Kelenske offered that the wording should not be removed from the Executive Order, but that Council members should

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\* Denotes employee of the Michigan State Police, Emergency Management and Homeland Security Division.

seek clarification. He recognized Mr. Jim Breuker\* who presented his findings regarding origin of the language. Mr. Breuker referenced a December 1993 document entitled "State Agency Hazardous Materials Study," developed by the Michigan Fire Safety Task Force, which included a recommendation that "the state evaluate current department and agency responsibilities pertaining to hazardous materials planning, response, and enforcement." After brief discussion, Chair Kelenske suggested the formulation of a new publication, in line with the Executive Order, using this document as a template. He requested that Mr. Breuker send a scanned version of the document to Council members for their review prior to further discussion at the next meeting. He also requested that Mr. Breuker and Mr. Doran Duckworth\* offer recommendations regarding individuals who could be tasked with this project.

Chair Kelenske referenced MCCERCC Executive Order No. 2007-18, Section II, Subsection B., No. 7. which does not allow for a State Fire Marshal designated representative.

Mr. Richard Miller made a motion to change the wording in Executive Order No. 2007-18, II. B. 7. to read, "the State Fire Marshal or his or her designated representative from within the Bureau of Fire Services." The motion was supported Mr. Byron Beerbower. Motion passed.

Chair Kelenske indicated that MSP/EMHSD staff will relay the information to the Governor's Office and will also review other administrative issues in the Executive Order that require change.

At the request of Mr. Brad Deacon, Mr. Gembel addressed the Council regarding the topic of funding support of farm planning. Mr. Byron Beerbower expanded on the topic which relates to the health of local communities and responders regarding chemicals on farms and in the food processing industry. Funding support for such would be in the form of educational outreach in developing a plan.

### New Business

Mr. Jay Eickholt\* reported on the status of the Annual Coordination Plan update, indicating that the Plan is currently at the subcommittee level and that updates should be compiled for the entire Plan by the October 14 meeting date.

Chair Kelenske advised that a Council photograph will be taken at the conclusion of October 14 meeting for incorporation into the Annual Coordination Plan document.

### Public Comment

Mr. John Cauley distributed a flyer from the American Red Cross regarding a series of seven different applications for Smartphones.

Chair Kelenske commented that he would like to hold on making formal changes to the MCCERCC Bylaws until changes in Executive Order No. 2007-18 have been completed.

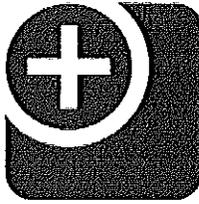
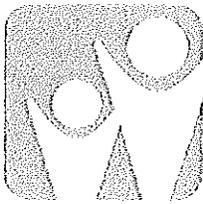
### Adjournment

Chair Kelenske moved to adjourn the meeting. The motion was adopted and the meeting adjourned at 3:40 p.m.

  
Gail Novak-Phelps, Secretary

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\* Denotes employee of the Michigan State Police, Emergency Management and Homeland Security Division.



Michigan Citizen-Community

**MCCERCC**

Emergency Response Coordinating Council

## Minutes – June 17, 2013

The regular meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) was held on Monday, June 17, 2013, at 4000 Collins Road in Lansing, Michigan. The Chair, Capt. Chris A. Kelenske, was present. Roll call was taken by Ms. Gail Novak-Phelps.

Council members present were Mr. Brad Deacon, Mr. Kenneth Gembel, Chief Gary Hagler, Capt. Chris Kelenske, Ms. Gail Novak-Phelps, Ms. Eileen Phifer, and Dr. Phillip Schertzing.

Guests present were Mr. Michael Deprez (on behalf of Mr. Richard Miller), LTC Mark Gorzynski (on behalf of LTC Greg Durkac), and Ms. Catherine Reed (on behalf of Mr. John Cauley).

The meeting was called to order by the Chair at 2:00 p.m. It was noted that there was not a quorum for the meeting.

### Approval of Agenda / Minutes

Chair Kelenske asked for any additions to the meeting agenda. Having heard none, the agenda was approved as presented.

Chair Kelenske asked Council members to review the minutes for April 15, 2013, which were disseminated via e-mail and distributed at the meeting.

Ms. Eileen Phifer suggested that because the current minutes are detailed, they might fall under the category of notes as opposed to minutes. Robert's Rules of Order indicate that meeting minutes should not include commentaries, but only approvals and motions. Chair Kelenske asked for discussion. There were no objections, and recommendation to change the format of meeting minutes was noted.

Mr. Doran Duckworth\* indicated an error in the last sentence of the first paragraph on page 3 of the minutes. The word "Public" should be changed to "Community" to read "Michigan Community Service Commission." The minutes were approved, as amended.

### Reports of Committees

Chair Kelenske recognized Ms. Wendy Galbreath\* who presented the report for the Citizen Corps Committee on behalf of Dr. Jackie Scott, Chair.

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\* Denotes employee of the Michigan State Police, Emergency Management and Homeland Security Division.

Mr. Kenneth Gembel, Chair of the Emergency Planning and Community Right-to-Know Committee, reported that they convened on May 15 and June 2 to discuss incentives for inactive Local Emergency Planning Committees (LEPCs) to be 100 percent compliant on completion of offsite emergency response plans. In addition, they met with the MCCERCC chair to discuss a formal plan of action in this regard.

Mr. Gembel introduced a video on emergency planning, produced by the Chemical Safety Board, which was presented.

Ms. Susan Parker from the Michigan Department of Environmental Quality provided a PowerPoint presentation on Superfund Amendments and Reauthorization Act (SARA) Title III requirements.

Mr. Brad Deacon introduced Ms. April Hunt from the Michigan Department of Agriculture and Rural Development, who provided a PowerPoint presentation on Ammonium Nitrate and related issues.

Mr. Jay Eickholt\* provided a report regarding aggressive initiatives being undertaken for inactive LEPCs to comply with federal requirements. He indicated the next step is to request that the MCCERCC chair send a letter to LEPCs and emergency management coordinators.

Mr. Gembel made a recommendation that the MCCERCC chair formulate a letter regarding LEPC compliancy. Chair Kelenske indicated that in the absence of a voting quorum, the topic will be revisited at the next MCCERCC meeting.

Dr. Phillip Schertzing reported that the Hazard Mitigation Committee held a teleconference for the purpose of selecting a new chair. Dr. Schertzing confirmed that he was elected to the position, and reported that their Committee will convene again at the conclusion of this meeting.

### **Old Business**

Chair Kelenske asked Council members to review the distributed MCCERCC membership roster and report any modifications.

Chair Kelenske stated that Ms. Gail Novak-Phelps has indicated a willingness to assume the MCCERCC secretary position; however, in the absence of a quorum, nominations and election of this position will take place at the next Council meeting.

Mr. Michael Sobocinski\* reported on the status of the Hazard Mitigation Plan update which included distribution of information and explanation of the process. At the conclusion of his report, there was brief discussion regarding the importance of the Hazard Mitigation Plan as it relates to the Hazard Mitigation Committee and MCCERCC as a whole.

### **New Business**

Mr. Gembel asked for clarification regarding Section III, Subsection B., No. 5 of the MCCERCC Executive Order which reads, "*Evaluating state agency responsibilities regarding hazardous materials planning, enforcement, and response ...*," indicating he believes the term "state agency" is a broad definition.

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\* Denotes employee of the Michigan State Police, Emergency Management and Homeland Security Division.

Chair Kelenske stated he would seek clarification for Mr. Gembel and would also seek explanation regarding Section II, Subsection B of the Executive Order which indicates that the Fire Marshal is the only state agency that may not have a designated representative at Council meetings.

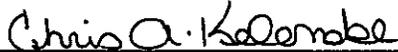
Chair Kelenske requested Council input regarding Section III, Subsection B, No. 3 of the Executive Order which pertains to the development of a comprehensive MCCERCC Coordination Plan. There was discussion, and it was noted that all three committees need to review and update their portions of the Plan, as annual update of the entire Plan must be completed by November 2013.

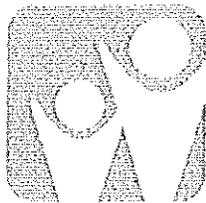
### **Public Comment**

Mr. Ken Murray, Wayne County LEPC representative, commented that he appreciates the recent attention being given to LEPCs and is pleased with the Council's actions in this regard.

### **Adjournment**

Chair Kelenske moved to adjourn the meeting. The motion was adopted and the meeting adjourned at 4:07 p.m.

  
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Capt. Chris A. Kelenske, Chair



Michigan Citizen-Community

**MCCERCC**

Emergency Response Coordinating Council

## Minutes – April 15, 2013

### Call to Order

The regular meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) was held on Monday, April 15, 2013, at 4000 Collins Road in Lansing, Michigan. The new Chair, Capt. Chris A. Kelenske, as well as Secretary, Ms. Eileen Phifer, were present. The meeting was called to order by the Chair at 2:00 p.m.

Council members present were Mr. Marc Breckenridge, Mr. John Cauley, Mr. Brad Deacon, Mr. Kenneth Gembel, LTC Mark Gorzynski (on behalf of LTC Greg Durkac), Mr. Garry Gross (on behalf of Ms. Paula Kaiser VanDam), Mr. Jason Hordos (on behalf of Mr. Richard Miller), Capt. Chris Kelenske, Ms. Gail Novak-Phelps, Ms. Eileen Phifer, Dr. Phillip Schertzing, Dr. Jackie Scott, and Sgt. Jennifer Wolf (on behalf of Chief Gary Hagler). Also present was Lt. Steve Burton from DNR.

Chair Kelenske welcomed new Council members – Dr. Phil Schertzing from the Michigan State University School of Criminal Justice and Mr. John Cauley from the American Red Cross.

Chair Kelenske asked Council members to review the MCCERCC membership rosters distributed at the meeting, and e-mail any changes/updates to Ms. Jackie Hampton\*. He also indicated that four nameplates have been ordered for Phil Schertzing, John Cauley, Bill Fales, and himself.

Chair Kelenske stated that according to *Roberts Rules of Order*, it is not necessary for Council members to vote on approval of the minutes. He indicated that the Secretary's draft of the November 5, 2012, minutes were distributed via e-mail last week and asked if there were any corrections. The minutes were submitted as presented.

### Citizen Corps Committee Report

Ms. Wendy Galbreath\* gave the report for the Citizen Corps Committee on behalf of Dr. Jackie Scott, Chair. Ms. Galbreath reported that the Advanced CERT-Designation is complete. She explained that the program was created two years ago for the many volunteers who go above and beyond what is expected of them. At present, 15 people have registered to take the exam this Friday. A second exam will be offered in December. Ms. Galbreath reported that they are awaiting approval for funding of the Citizen Corps Conference. Funding for the CERT Games was approved, and they will take place on June 14 and 15 at the Kettunen Center in Tustin, Michigan.

### Emergency Planning and Community Right to Know Committee Report

Mr. Kenneth Gembel, Chair of the Emergency Planning and Community Right-to-Know Committee, reported that they held a conference call on April 11, 2013, to review ongoing initiatives. The primary project for review was the 2013-2014 Hazardous Materials Emergency Preparedness (HMEP) Grant prepared by Jim Breuker\* and Jay Eickholt\*. Mr. Gembel commented that the 17-page document is outstanding and quite comprehensive and moved that the Council support the 2013-2014 HMEP Grant submitted to the U.S. Department of Transportation by the Michigan State Police, Emergency Management and Homeland Security Division (EMHSD). The motion was adopted.

## Hazard Mitigation Committee Report

Mr. Michael Sobocinski\* presented for the Hazard Mitigation Committee on behalf of Dr. William Wagoner, Chair. Mr. Sobocinski distributed handouts and referenced a one-page update with an attachment from the Federal Register of March 1, 2013. He explained that the handout provides information on the progress toward the required update of the Michigan Hazard Mitigation Plan which was approved in March of 2011. The attachment is a proposal to shift the current three year update cycle into a five year update cycle. Until the proposal becomes official, they must proceed as is because of the importance of the plan. Mr. Sobocinski suggested that the Hazard Mitigation Committee hold a meeting prior to the June MCCERCC meeting in order to begin a more detailed input process. After some questions from Council members, there were no further discussions or motions.

## Old Business

No report.

## New Business

Chair Kelenske announced Ms. Eileen Phifer's service term completion as Secretary for the MCCERCC. He asked for discussion of a volunteer to fill this position. Ms. Phifer added that Council By-Laws read that the position is for a minimum of two years.

The Chair recognized Ms. Jackie Hampton\* who recommended that the Council appoint the three new Council members to one of the current committees.

Mr. Marc Breckenridge indicated that he would appreciate membership on the Emergency Planning and Community Right-To-Know Committee. Motion was made to approve this appointment. Motion was seconded by Ms. Gail Novak-Phelps. Motion passed.

Motion was made to place Ms. Gail Novak-Phelps on the Hazard Mitigation Committee. Motion was supported. Motion passed.

Motion was made to appoint Mr. John Cauley to the Citizen Corps Committee. Motion was supported. Motion passed.

Motion was made to place Dr. Phil Schertzing on the Hazard Mitigation Committee. Nomination was supported by Dr. Jackie Scott. Motion passed.

Chair Kelenske asked Ms. Diane Laban\* to update all three committee rosters, identify committee chairs and vacancies, and disseminate the roster to all Council members.

Chair Kelenske stated that as new chair, he would like to ensure that the Council meetings have relevance, as the MCCERCC was established by an Executive Order. This prompted discussion among Council members. Dr. Jackie Scott pointed out the importance of a full agenda, given the distance some members must travel. Chair Kelenske agreed that in addition to motions and support, there needs to be briefings from committee members regarding their activities, as the point of the MCCERCC is to identify those areas that cross over to different disciplines.

Mr. Doran Duckworth\* suggested that the Annual Coordination Plan Update be an agenda item that involves everyone, as it would assist EMHSD staff in making it more valuable.

Mr. Brad Deacon offered that the Council is currently in transition regarding all three committees and there is potential for them to be involved in components of homeland security and emergency management. Chair Kelenske suggested that the Council review the Executive Order regarding the core mission for each of these groups.

Ms. Jackie Hampton\* indicated that there is no federal or national level support for Citizen Corps, and many surrounding states have abolished their programs. Mr. Doran Duckworth\* offered that this may be an opportunity to go beyond Citizen Corps and look at volunteerism in general as it relates to emergency management and homeland security. He mentioned the American Red Cross, the Michigan Community Service Commission, and the Michigan Voluntary Organizations Active in Disaster as examples of organizations that provide valuable, voluntary services.

Ms. Eileen Phifer offered that it would be valuable if each committee and its chair review the Executive Order, the By-Laws, and the Annual Plan for the Council, and provide an update at the next meeting that would offer more direction and substance.

Chair Kelenske asked Council members if based on these discussions, they had a clearer understanding and more direction to reinvigorate this--specifically Citizen Corps. Dr. Jackie Scott indicated she would hold a committee meeting prior to the next MCCERCC meeting in order to discuss more activities and set goals. Ms. Eileen Phifer suggested that the committees meet prior to the day of the MCCERCC meeting in order to formulate what they would like to report on and provide any motions to the Secretary and Chair of the Council in advance.

Chair Kelenske took this opportunity to bring the MCCERCC Secretary election back to the table. Ms. Gail Novak-Phelps suggested that an obligation to take meeting minutes, as opposed to just roll call and motions, might account for lack of interest in the position. Chair Kelenske stated that in the absence of a motion today, he would appoint an EMHSD staff member to take minutes and assist with the agenda. The elected Council Secretary would need to ensure protocols are followed as close as possible regarding *Roberts Rules of Order* and requests for agenda items.

Chair Kelenske made a motion to move the Secretary agenda item to "Old Business" and finalize it at the June 17, 2013, Council meeting. He further amended the motion that to prevent quorum issues, those attending the June 17 meeting have notice from their director giving them the authority to vote. Motion was passed and recommendation was adopted. Chair Kelenske requested that until a new Council Secretary is appointment, all questions and agenda items be directed to Ms. Jackie Hampton.\*

Mr. Marc Breckenridge made a motion that EMHSD staff work with the Governor's Office to request removal of Warren C. Evans and Clifford Messing from the Council and seek replacements for both of these positions. The Council supported the motion. Chair Kelenske asked if there was any discussion or debate regarding this motion. Hearing none, the motion was passed.

### Public Comments

There were no public comments or announcements.

Chair Kelenske directed Council members to the list of dates at the bottom of current agenda. The next MCCERCC meeting will be Monday, June 17, 2013, from 2:00 – 4:00 p.m. at this location.

### Adjournment

Chairman Kelenske moved to adjourn the meeting. The motion was adopted and the meeting adjourned at 3:10 p.m.

  
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Capt. Chris A. Kelenske, Chair



## Minutes – November 5, 2012

The regular meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) was held on Monday, November 5, 2012, at 4000 Collins Road in Lansing, Michigan. The Chairman, Capt. W. Thomas Sands, and the Secretary, Eileen M. Phifer, were present.

Council members present were Marc Breckenridge, Larry A. Estlack, Kenneth J. Gembel, Gary Hagler, Garry Gross (on behalf of Paula Kaiser VanDam), Gail A. Novak-Phelps, Eileen M. Phifer, Richard Royston, Jackie Scott, Marcia A. Varble, William D. Wagoner, Stewart C. Wang, and Capt. W. Thomas Sands.

Guests present were LTC Greg Durkac (on behalf of BG Burton Francisco) and Jason Hordos (on behalf of Richard Miller).

The meeting was called to order by the Chairman at 2:00 p.m.

Gail A. Novak-Phelps moved to approve the agenda as amended. The motion was adopted.

Marc Breckenridge moved to approve the minutes from the meeting held August 20, 2012. The motion was adopted.

Dr. Jackie Scott presented the report for the Citizen Corps Committee. In addition, Thomas Weber\* reported on the Michigan Community Emergency Response and Citizens Corps Coordination Plan Annual Update-Year III.

Dr. Scott moved that the Council adopt and approve the Michigan Community Emergency Response and Citizen Corps Coordination Plan Annual Update-Year III, with amendments and edits as presented, and that the plan be submitted with those final edits incorporated to the Director of the Michigan Department of State Police and the Executive Director of the Michigan Community Service Commission pursuant to Executive Order 2007-18, as recommended by the Citizen Corps Committee and the Year III workgroup. The motion was adopted.

Kenneth J. Gembel presented the report for the Emergency Planning and Community Right-to-Know Committee.

Mr. Gembel moved that the Council support and approve a merger of the City of Grand Rapids and Kent County to form a single Local Emergency Planning Committee to be headed by Kent County retroactive to July 1, 2012 based on a request/resolution received from said jurisdictions, as reviewed and recommended by the Emergency Planning and Community Right-to-Know Committee. The motion was adopted.

Mr. Gembel also moved that the Council accept and receive the list of 2012 Community Hazmat Off-site Emergency Response Plans developed by the state's Local Emergency Planning Committees in accordance with Superfund Amendments and Reauthorization Act (SARA) Title III requirements, as recommended by the committee. The motion was adopted.

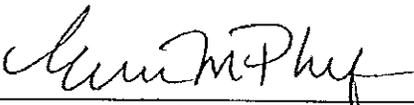
Mr. Gembel also moved that the Council support and approve the use of E-Plan by the Michigan Department of Environmental Quality to give access to data and other related information in accordance with Superfund Amendments and Reauthorization Act (SARA) Title III requirements, as recommended by the committee. The motion was adopted.

Dr. William D. Wagoner and Mike Sobocinski\* presented the report for the Hazard Mitigation Committee, which included review and updates regarding Michigan Hazard Analysis and Threat and Hazard Identification and Risk Assessment (THIRA). The review process regarding the THIRA draft document is now complete.

Funding for future hazard mitigation projects was discussed.

A Council photograph will be taken immediately following the meeting.

Ms. Novak-Phelps moved to adjourn the meeting. The motion was adopted and the meeting adjourned at 2:22 p.m.

  
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Eileen M. Phifer, Secretary

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\*Denotes employee(s) of Michigan State Police Emergency Management and Homeland Security Division.



## **Minutes – August 20, 2012**

The regular meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) was held on Monday, August 20, 2012, at 4000 Collins Road in Lansing, Michigan. The Chairman, Capt. W. Thomas Sands, and the Secretary Pro Tem, Brad Deacon, were present.

Council members present were Marc Breckenridge, Brad Deacon, Larry A. Estlack, Kenneth J. Gembel, Gary Hagler, Gary Gross (on behalf of Paula Kaiser VanDam), Richard Miller, Gail A. Novak-Phelps, Jackie Scott, William D. Wagoner, and Capt. W. Thomas Sands.

Also present was LTC Greg Durkac (on behalf of BG Burton Francisco).

The meeting was called to order by the Chairman at 2:05 p.m.

Gail A. Novak-Phelps moved to elect Brad Deacon Secretary Pro Tem in the absence of Eileen M. Phifer, Secretary. The motion was adopted.

Dr. William D. Wagoner moved to approve the minutes from the meeting held June 18, 2012, with a correction to include a brief statement regarding the Threat and Hazard Identification and Risk Assessment (THIRA) process. The motion was adopted.

Kenneth J. Gembel moved to approve the agenda. The motion was adopted.

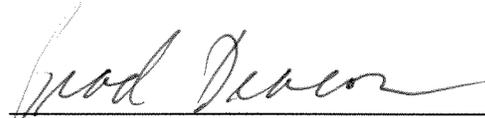
Dr. Jackie Scott and Wendy Galbreath\* presented the report for the Citizen Corps Committee. In addition, Thomas Weber\* gave a status update on the Michigan Community Emergency Response and Citizens Corps Coordination Plan Annual Update-Year III, which is due November 2012.

Mr. Gembel presented the report for the Emergency Planning and Community Right-to-Know Committee.

Dr. Wagoner and Mike Sobocinski\* presented the report for the Hazard Mitigation Committee, which included review of Michigan Hazard Analysis and the five steps involved with THIRA, a new Federal Emergency Management Agency (FEMA) mandated process for all states using FEMA funds.

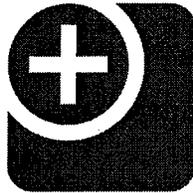
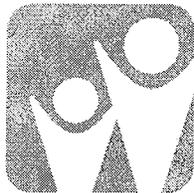
Mr. Deacon commented on the Agriculture Disaster Loan Origination Program Act of 2012 signed by Governor Rick Snyder in June.

Ms. Novak-Phelps moved to adjourn the meeting. The motion was adopted and the meeting adjourned at 2:43 p.m.

  
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Brad Deacon, Secretary Pro Tem

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\*denotes employee(s) of Michigan State Police Emergency Management and Homeland Security Division



Michigan Citizen-Community

**MCCERCC**

Emergency Response Coordinating Council

## Minutes – June 18, 2012

The regular meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) was held on Monday, June 18, 2012, at 4000 Collins Road in Lansing, Michigan. The Chairman, Capt. W. Thomas Sands, and the Secretary, Eileen M. Phifer, were present.

Council members present were Marc Breckenridge, Larry A. Estlack, Kenneth J. Gembel, Gail A. Novak-Phelps, Eileen M. Phifer, Richard Royston, Jackie Scott, Marcia A. Varble, William D. Wagoner, Jennifer Wolf (on behalf of Gary Hagler), and Capt. W. Thomas Sands.

The meeting was called to order by the Chairman at 2:00 p.m.

Richard Royston, emergency response expert, was present as the newest member to the council. Mr. Royston serves as fire chief for the Delhi Charter Township Fire Department located in Holt, Michigan.

Gail A. Novak-Phelps moved to approve the agenda as amended. The motion was adopted.

Ms. Novak-Phelps also moved to approve the minutes from the meeting held November 7, 2011. The motion was adopted.

Jodi Simpson, Planner for the St. Clair County Office of Homeland Security and Emergency Management, gave a presentation on **Be Ready St. Clair County**. St. Clair County received 2011 Federal Emergency Management Agency (FEMA) Individual and Community Preparedness Awards for this initiative, as well as the 2011 Michigan Citizen Corps Council of the Year Award.

Dr. Jackie Scott and Jacqueline Hampton presented reports for the Citizen Corps Committee.

Kenneth J. Gembel presented the report for the Emergency Planning and Community Right-to-Know Committee. Mr. Gembel moved that the Council accept and receive the list of 2010-2011 Community Hazmat Off-site Emergency Response Plans developed by the state's Local Emergency Planning Committees in accordance with Superfund Amendments and Reauthorization Act (SARA) Title III requirements, as recommended by the committee. The motion was adopted.

Mr. Gembel also moved that the Council support the 2012-2013 Hazardous Materials Emergency Preparedness (HMEP) grant submitted to the U.S. Department of Transportation by the Emergency Management and Homeland Security Division of the Michigan State Police, as recommended by the Emergency Planning and Community Right-to-Know Committee. The motion was adopted.

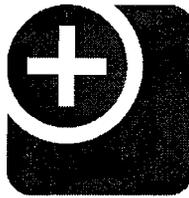
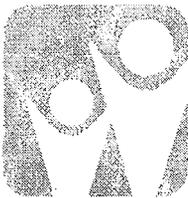
Dr. Wagoner presented the report for the Hazard Mitigation Committee. Mike Sobocinski introduced Threat and Hazard identification and Risk Assessment (THIRA), a new Federal Emergency Management Agency (FEMA) process required for all states using FEMA funds. A THIRA draft document is available for public review and comment on the Michigan State Police Emergency Management and Homeland Security Division web page under Emergency Management and Homeland Security Publications.

Mr. Gembel moved to adjourn the meeting. The motion was adopted. The meeting adjourned at 3:08 p.m.



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Eileen M. Phifer, Secretary



Michigan Citizen-Community

**MCCERCC**

Emergency Response Coordinating Council

## Minutes – November 7, 2011

The regular meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) was held on Monday, November 7, 2011, at 4000 Collins Road in Lansing, Michigan. The Chairman Capt. Tom Sands and the Secretary, Eileen M. Phifer, were present.

Council members present were Marc Breckenridge, Brad Deacon, Larry A. Estlack, Kenneth J. Gembel, Gary Hagler, Michael H. Lovelace, Gail A. Novak-Phelps, Eileen M. Phifer, Jackie Scott, Marcia A. Varble, William D. Wagoner, and Capt. Tom Sands.

The meeting was called to order by the Chairman at 2:03 p.m.

Capt. Sands welcomed Marc Breckenridge, emergency response expert, as a new member to the council. Mr. Breckenridge is the Director of the Emergency Services Division of the Washtenaw County Sheriff's Office.

Brad Deacon moved to approve the agenda as amended. The motion was adopted.

Gail A. Novak-Phelps moved to approve the minutes from the meeting held August 15, 2011. The motion was adopted.

Dr. Jackie Scott and Jacqueline Hampton presented the report for the Citizen Corps Committee.

Kenneth J. Gembel presented the report for the Emergency Planning and Community Right-to-Know Committee.

Dr. Wagoner presented the report for the Hazard Mitigation Committee. Dr. Wagoner moved that the Council adopt and approve 2012 Hazard Mitigation Assistance Grant Applications for the Pre-Disaster Mitigation Program in the following order:

<b>Ranking Assignment</b> (in order of priority)	<b>Jurisdiction</b>	<b>Type of Funding Requested</b>
1	City of Mt. Clemens	Stormwater Project Federal Share - \$87,750.00
2	St. Clair County	Planning Federal Share - \$21,375.00
3	Genesee County	Planning Federal Share - \$99,999.98
4	Allegan County	Planning Federal Share - \$17,797.50
5	Leelanau County	Planning Federal Share - \$121,875.00
6	Charlevoix County	Planning Federal Share - \$22,500.00
7	Roscommon County	Planning Federal Share - \$112,500.00
8	Shiawassee County	Planning Federal Share - \$101,602.50
9	Lac Vieux Desert Band of Lake Superior Chippewa	Planning Federal Share - \$6,467.25
10	Salem Township	Stormwater Project Federal Share - \$780,000.00

for submission to the Federal Emergency Management Agency by December 2, 2011, as recommended by the Hazard Mitigation Committee. Discussion was held on the motion. The motion was adopted.

Dr. Wagoner also moved that the Council adopt and approve the 2012 Hazard Mitigation Assistance Grant Applications for the Repetitive Flood Claims Program in the following ranking order:

<b>Ranking Assignment</b>	<b>Jurisdiction</b>	<b>Type of Funding Requested</b>
1	Village of Estral Beach	Elevation Federal Share - \$151,000.00

for submission to the Federal Emergency Management Agency by December 2, 2011, as recommended by the Hazard Mitigation Committee. Discussion was held on the motion. The motion was adopted.

Dr. Wagoner requested the minutes reflect appreciation for the fine work of the Hazard Mitigation Committee staff.

Eileen Phifer proposed 2012 Council meetings be held in the months of January, April, June, August, November, and December with the ability to adjust meeting dates as needed. Dr. Wagoner moved that the Council adopt and approve the proposed schedule with the ability to adjust meeting dates as needed. The motion was adopted.

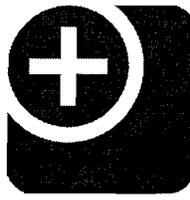
Public comment was heard from Gail Novak-Phelps regarding the 2011 Emergency Management Summit.

Larry Estlack briefed the Council on the upcoming test of the Emergency Alert System scheduled for November 9 at 2:00 p.m. The test will use/broadcast a code never tested before.

Capt. Sands sought input from Council members for presentations at the upcoming 2012 meetings and will extend invitations to the speakers suggested.

Brad Deacon moved to adjourn the meeting. The motion was adopted. The meeting adjourned at 2:30 p.m.

  
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Eileen M. Phifer, Secretary



Michigan Citizen-Community

**MCCERCC**

Emergency Response Coordinating Council

## Minutes – August 15, 2011

The regular meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) was held on Monday, August 15, 2011, at 4000 Collins Road in Lansing, Michigan. The Chairman, Capt. W. Thomas Sands, and the Secretary, Eileen M. Phifer, were present.

Council members present were Brad Deacon, Larry A. Estlack, Ron Farr, Kenneth J. Gembel, Gary Hagler, Michael H. Lovelace, Gail A. Novak-Phelps, Eileen M. Phifer, Jackie Scott, Marcia A. Varble, William D. Wagoner, and Capt. W. Thomas Sands.

The meeting was called to order by the Chairman at 2:01 p.m.

Gail A. Novak-Phelps moved to approve the agenda as amended. The motion was adopted.

Dr. William D. Wagoner moved to approve the minutes from the regular meeting held January 10, 2011. The motion was adopted.

Brad Deacon moved to approve the minutes from the special meeting held March 15, 2011. The motion was adopted.

Dr. Jackie Scott presented the report for the Citizen Corps Committee. Dr. Scott moved that the Council adopt and approve the following allocation for the 2011 Citizen Corps Preparedness Grant award:

Description of Allocation	Amount
Host Citizen Corps Conference	\$ 26,894
Host Citizens Police Academy	2,400
Fire Corps Program	3,200
Medical Reserve Corps Program	3,200
Regions/local Citizen Corps units (85% of total grant award)	\$229,000
<b>TOTAL</b>	<b>\$264,694</b>

as recommended by the Citizen Corps Committee. Discussion was held on the motion. The motion was adopted.

Dr. Scott also moved that the Council adopt and approve the Michigan Community Emergency Response and Citizen Corps Coordination Plan Annual Update-Year II, with amendments and edits as presented, and that said plan be submitted to the Director of the Michigan Department of State Police and the Executive Director of the Michigan Community Service Commission, as recommended by the Citizen Corps Committee. Discussion was held on the motion. The motion was adopted.

Dr. Scott recognized and thanked Sgt. Kevin Sweeney for his work and service to the Council as the Michigan State Police-Emergency Management Homeland Security Division coordinator and congratulated him on his recent promotion. Sgt. Bruce Payne was introduced as Sgt. Sweeney's replacement.

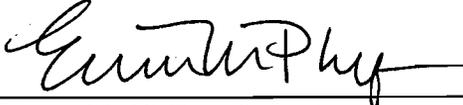
Kenneth J. Gembel presented the report for the Emergency Planning and Community Right-to-Know Committee. Mr. Gembel moved that MCCERCC support the 2011-2012 Hazardous Materials Emergency Preparedness Grant submitted to the U.S. Department of Transportation by the Michigan State Police-Emergency Management and Homeland Security Division in the amount of \$569,108, as recommended by the Emergency Planning and Community Right-to-Know Committee. The motion was adopted.

Mr. Gembel also moved that the Council formally receive the 302\* Site Plans completed list for 2009-2010 submitted by Local Emergency Planning Committees (LEPC) to Michigan State Police-Emergency Management Homeland Security Division, as recommended by the Emergency Planning and Community Right-to-Know Committee. Discussion was held on the motion. The motion was adopted.

Dr. Wagoner presented the report for the Hazard Mitigation Committee.

Sheriff Michael H. Lovelace gave a presentation on the Silver Lake/Dead River Dam Breach which occurred in May of 2003.

Gail A. Novak-Phelps moved to adjourn the meeting. The motion was adopted and the meeting adjourned at 2:30 p.m.

  
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Eileen M. Phifer, Secretary

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\*Section 302 of Title III of the Superfund Amendments and Reauthorization Act of 1986 requires that owners or operators of facilities notify the State Emergency Response Commission (SERC) and their Local Emergency Planning Committee (LEPC) if they have on site extremely hazardous substances in an amount equal to or greater than its threshold planning quantity (40 CFR Part 355).



## Minutes – March 15, 2011

A special meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) was held on Tuesday, March 15, 2011, at 4000 Collins Road in Lansing, Michigan. The Chairman Pro Tem, Brad Deacon, and the Secretary, Eileen M. Phifer, were present.

Council members present were Brad Deacon, Dennis S. Edwards, Larry A. Estlack, Ron Farr, Kenneth J. Gembel, Gail A. Novak-Phelps, Eileen M. Phifer, Jackie Scott\*, BG Michael Stone, Marcia A. Varble, and William D. Wagoner.

The meeting was called to order by the Secretary at 2:01 p.m.

Dr. Wagoner moved to elect Brad Deacon Chairman Pro Tem in the absence of Capt. W. Thomas Sands. The motion was adopted.

The Chairman Pro Tem thanked members for attending the special meeting.

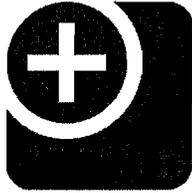
Marcia Varble moved to approve the agenda. The motion was adopted.

Dr. Wagoner presented the report for the Hazard Mitigation Committee and moved that the Council adopt and approve the 2011 Michigan Hazard Mitigation Plan. Mike Sobocinski, Hazard Mitigation Specialist, presented an update on the plan. Discussion was held on the motion. The motion was adopted.

Gail Novak-Phelps moved to adjourn the meeting. The motion was adopted and the meeting adjourned at 2:18 p.m.

  
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Eileen M. Phifer, Secretary

\*Jackie Scott arrived post adoption of the motion.



Michigan Citizen-Community

**MCCERCC**

Emergency Response Coordinating Council

## Minutes – January 10, 2011

The regular meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) was held on Monday, January 10, 2011, at 4000 Collins Road in Lansing, Michigan. The Chairman, Capt. W. Thomas Sands, and the Secretary, Eileen M. Phifer, were present.

Council members present were Brad Deacon, Larry A. Estlack, Ron Farr, Kenneth J. Gembel, Gary Hagler, Paula Kaiser VanDam, Michael H. Lovelace, Gail A. Novak-Phelps, Eileen M. Phifer, Jackie Scott, BG Michael Stone, Marcia A. Varble, William D. Wagoner, and Capt. W. Thomas Sands.

The meeting was called to order by the Chairman at 2:01 p.m.

The agenda was approved without amendment.

The minutes from the meeting held October 18, 2010 were approved without amendment.

Brad Deacon and Kevin Sweeney presented the report for the Citizen Corps Committee. They welcomed Dr. Jackie Scott as the new committee chair and thanked Dr. Stewart Wang for his past service as chair.

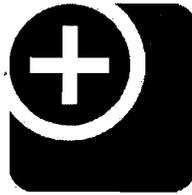
Kenneth J. Gembel presented the report for the Emergency Planning and Community Right-to-Know Committee and indicated he is the new committee chair.

Dr. Wagoner presented the report for the Hazard Mitigation Committee. Mike Sobocinski, Hazard Mitigation Specialist, presented an update on the Michigan Hazard Mitigation Plan 2011 Revision. The revision is not ready for Council approval today as anticipated and it is expected a special meeting will be called before the next regularly scheduled meeting to approve the revision. Dr. Wagoner moved that the minutes reflect the Council's support for the revision process of the Michigan Hazard Mitigation Plan until such time as final review of the revision is received from the Federal Emergency Management Agency and is able to be approved by the Council. The motion was adopted.

Council member Larry Estlack gave a presentation regarding improvements to the Michigan Emergency Alert System.

Mr. Deacon moved to adjourn the meeting. The motion was adopted. The meeting adjourned at 3:23 p.m.

  
Eileen M. Phifer, Secretary



Michigan Citizen-Community

**MCCERCC**

Emergency Response Coordinating Council

## Minutes – October 18, 2010

The regular meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) was held on Monday, October 18, 2010, at 4000 Collins Road in Lansing, Michigan. The Chairman Pro Tem, BG Michael Stone, and the Secretary, Eileen M. Phifer, were present.

Council members present were Larry A. Estlack, Kenneth J. Gembel, Michael H. Lovelace, Gail A. Novak-Phelps, Eileen M. Phifer, Jackie Scott, BG Michael Stone, Marcia A. Varble, and William D. Wagoner.

Also present was Jim Bowes, delegated to represent the Department of Agriculture for the meeting.

The meeting was called to order by the Secretary at 2:01 p.m.

Dr. Wagoner moved to elect BG Michael Stone Chairman Pro Tem in the absence of Capt. W. Thomas Sands. The motion was adopted.

The agenda was approved as amended.

The minutes from the meeting held June 21, 2010 were approved without amendment.

Eileen M. Phifer and Kevin Sweeney presented the report for the Citizen Corps Committee. Ms. Phifer moved that the Council adopt and approve the following allocation for the 2010 Citizen Corps Preparedness Grant award:

Description of Allocation	Amount
Host Citizen Corps Conference	\$ 34,000
Host CERT games	5,000
Host Citizens Police Academy	3,000
Fire Corps program	4,000
Medical Reserve Corps program	4,000
Miscellaneous expenses	470
Regions/local units (85% of total grant award)	\$286,000
<b>TOTAL</b>	<b>\$336,470</b>

as recommended by the Citizen Corps Committee. The motion was adopted.

Ms. Phifer also moved that the Council adopt and approve the 2010 Michigan Community Emergency Response and Citizen Corps Coordination Plan with amendments presented and that said plan be submitted to the Director of the Michigan Department of State Police and the Executive Director of the Michigan Community Service Commission as recommended by the Citizen Corps Committee. Discussion was held on the motion. The motion was adopted.

Kenneth J. Gembel presented the report for the Emergency Planning and Community Right-to-Know Committee.

Dr. Wagoner presented the report for the Hazard Mitigation Committee. Dr. Wagoner moved that the Council adopt and approve 2011 Hazard Mitigation Assistance Grant Applications for the Pre-Disaster Mitigation Program in the following order:

Ranking Assignment*	Jurisdiction	Type and Amount of Funding Requested
1	City of Kalamazoo	Acquisition Federal Share - \$349,345.00
2	Chippewa County	Planning Federal Share - \$26,985.52
3	Ingham County	Planning Federal Share - \$64,800.15
4	Delta County	Planning Federal Share - \$50,248.00
5	Plainfield Township	Acquisition Federal Share - \$480,300.00
6	Otsego County	Planning Federal Share - \$84,000.00
7	Oceana County	Planning Federal Share - \$249,999.57
8	Kent County	Acquisition Federal Share - \$1,188,307.50
9	Maplewood ICD	Drain Improvement Federal Share - \$1,393,800.00
10	Marquette County	Planning Federal Share - \$33,225.00
11	City of Detroit	Planning Federal Share - (Undetermined)

for submission to the Federal Emergency Management Agency by December 3, 2010, as recommended by the Hazard Mitigation Committee. Discussion was held on the motion. The motion was adopted.

The Chairman Pro Tem requested the minutes reflect the factors considered by the Hazard Mitigation Committee in ranking the applications (see attached).

Dr. Wagoner also moved that the Council adopt and approve the 2011 Hazard Mitigation Assistance Grant Applications for the Repetitive Flood Claims Program in the following ranking order:

Ranking Assignment*	Jurisdiction	Type and Amount of Funding Requested
1	City of Midland	Acquisition Federal Share - \$1,115,750.00

for submission by December 3, 2010, as recommended by the Hazard Mitigation Committee. The motion was adopted.

Mike Sobocinski, Hazard Mitigation Specialist, presented an update on the Michigan Hazard Mitigation Plan.

Council member Marcia A. Varble gave a presentation regarding the American Red Cross.

The Secretary reported on the status of a communication received from Oakland County regarding Gail A. Novak-Phelps' appointment to serve on the Council.

The 2011 meeting schedule for the Council was discussed and approved. The 2011 meetings will be held from 2 p.m. – 4 p.m. at 4000 Collins Road in Lansing on the following dates:

January 10, 2011  
April 18, 2011  
June 20, 2011

August 15, 2011  
November 7, 2011  
December 19, 2011

Public comment was heard from Gail Novak-Phelps regarding the 2010 Emergency Management Summit.

Ms. Novak-Phelps moved to adjourn the meeting. The motion was adopted. The meeting adjourned at 2:59 p.m.

  
Eileen M. Phifer, Secretary

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\*in order of priority

**Michigan Citizen-Community Emergency Response Coordinating Council  
Hazard Mitigation Committee  
Meeting Notes– October 11, 2010**

The meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) Hazard Mitigation Committee was held on Monday, October 11, 2010, at the Michigan State Police Emergency Management and Homeland Security Division (MSP/EMHSD) office.

The meeting was called to order at 2:03 p.m. by the Chairperson, Dr. William Wagoner.

Committee members present were Dr. William Wagoner (Chairperson) and Ms. Eileen Phifer. Others present were Mr. Doran Duckworth, Mr. Matt Schnepf, Mr. Joel Pepper, Mr. Mitch Graham, and Mr. Mike Sobocinski.

The proposed meeting agenda was accepted as presented.

The draft minutes of the MCCERCC Hazard Mitigation Committee meeting were reviewed and there were no changes recommended.

**Old Business:**

There was no old business to be discussed.

**New Business:**

Mr. Schnepf provided a spreadsheet titled "FY 2011 HMA NOI Forms" for reference. He explained that the (12) applicants that have submitted draft applications for possible funding consideration under the FY 2011 Hazard Mitigation Assistance (HMA) program funding are listed and described in the handout. He referred to the spreadsheet to explain that there are (4) funding requests for acquisition-type projects, (1) for a flood control-type project and (7) for planning projects for consideration by the committee. Mr. Schnepf gave an overview of each of the potentially eligible draft applications as follows: Chippewa County, Delta County, City of Detroit, Ingham County, Marquette County and Otsego County all as planning applicants; City of Kalamazoo, Kent County, City of Midland and Plainfield Township all as acquisition projects; and the Maplewood Inter-County Drain District as a flood control project.

Mr. Schnepf then summarized the basis for the Mitigation Committee meeting as follows:

- FEMA announced the 2011 Hazard Mitigation Assistance program in June.
- Expected \$100 million available nationally. Each state is allotted \$500,000 and the rest is nationally competitive.
- EMHSD solicited applications from communities around the state and received 12 draft subgrant applications (11 subgrant applications for \$3.9 million for Pre-Disaster Mitigation Program, 1 subgrant application for \$1.1 million for Repetitive Flood Claims Program).
- EMHSD is required to develop a state grant application that includes all subgrant applications. Due to FEMA on 12-3-2010.
- FEMA requires that the subgrant applications be attached to the state application in ranked priority order.
- MCCERCC needs to formally rank the PDM and the RFC applications (but there is only one application in RFC).
- FEMA is not bound to fund projects in the order of rankings we select. Regardless of rankings, all projects that get submitted have the potential to be funded in the national competition.

**Michigan Citizen-Community Emergency Response Coordinating Council  
Hazard Mitigation Committee  
Meeting Notes– October 11, 2010**

Mr. Schnepf provided a brief overview of the National Ranking Factors used by FEMA in ranking all eligible draft applications. He also explained the possible use of the scoring matrix (referenced in the State Administrative Plan) and potential consideration of several specific criteria for the ranking process.

Discussion ensued and ultimately a list of factors to be considered for the draft application ranking was determined as follows:

- Plans vs. Projects
  - Projects are the reason for developing mitigation plans
  - Maintained approved plans are necessary to get projects
- Quality/Completeness of draft applications
- Demonstrated need for the proposed activity
- Extent of impact of the proposed activity
- Expiration date of current local hazard mitigation plan
- Geographic distribution of subapplicants
- Strategy for leveraging funds
  - \$500,000 state allocation
  - Maximize number projects that fall within the \$500,000
  - The first project that causes the total to exceed \$500,000 is considered to be within the state allocation
- State Hazard Mitigation Plan Priorities

Chairperson Wagoner asked Mr. Schnepf if the staff members had a recommendation for ranking strategy. Mr. Schnepf explained that staff members had met several times over the past two weeks to review the draft applications based on ranking factors, including those just discussed. Staff had developed possible ranking scenarios for the committee members to review. Mr. Sobocinski was asked to provide some additional information relative to the draft applications for the planning projects.

Committee members discussed several ranking possibilities. Concern was raised regarding the possibility of the City of Detroit draft application being given a low rank based on it being incomplete. After all concerns were addressed, the following conclusion was reached. The MCCERCC Hazard Mitigation Committee members recognize the importance of the application on behalf of the City of Detroit for funding to update their Hazard Mitigation Plan. Detroit is the largest urban area in the state and represents about 10% of the total population statewide. Their initiative to update the plan in a timely manner is viewed as a positive factor both from a regional and a statewide perspective.

Unfortunately, the City of Detroit draft application submitted (as of 9-24-10) was incomplete. When considered against the application ranking factors, the City of Detroit draft application ranks low. The primary reason for this is that Detroit's draft application provided too little information for it to be evaluated against four of the eight criteria considered. Although the draft application would be ranked low, this in no way would preclude the final application from the City of Detroit for funding consideration in the nationally competitive Pre-Disaster Mitigation Grant Program. If properly completed within the timeframe provided, the final application will be submitted with the others for the State of Michigan application under the Pre-Disaster Mitigation Grant Program.

Discussion ensued and ultimately the rationale to be considered for the draft application ranking was determined as follows

- Quality of the draft application, as an indicator for the likelihood for success, was an important factor.
- Funding of plans and projects is important so a mix of both is appropriate.
- Leveraging of the \$500,000
  - Sought to guarantee funding for as many proposals as possible - looked for less expensive (yet good) proposals to fit as many as possible in the \$500,000

**Michigan Citizen-Community Emergency Response Coordinating Council  
Hazard Mitigation Committee  
Meeting Notes– October 11, 2010**

- For projects, in Michigan Hazard Mitigation Plan, acquisition is a higher priority than drainage improvement so acquisitions were picked over the one drainage project.
- Plans were evaluated based on a diverse set of factors:
  - The number of counties covered
  - The estimated population covered
  - Presence of critical infrastructure
  - Cost of the plans
  - Diverse geographical location
  - Quality of the draft application
- The relative likelihood of an application to be funded, based on staff experience, was also considered.

After further discussion, the following rankings were agreed upon by the committee members and recommended for approval by the full MCCERCC council at the 10-18-10 meeting.

For the (11) potential applicants to be submitted for funding consideration under the FY 2011 Pre-Disaster Mitigation Program, the following ranking is recommended:

<b>Ranking Assignment*</b>	<b>Jurisdiction</b>	<b>Type and Amount of Funding Requested</b>
1	City of Kalamazoo	Acquisition Federal Share - \$349,345.00
2	Chippewa County	Planning Federal Share - \$26,985.52
3	Ingham County	Planning Federal Share - \$64,800.15
4	Delta County	Planning Federal Share - \$50,248.00
5	Plainfield Township	Acquisition Federal Share - \$480,300.00
6	Otsego County	Planning Federal Share - \$84,000.00
7	Oceana County	Planning Federal Share - \$249,999.57
8	Kent County	Acquisition Federal Share - \$1,188,307.50
9	Maplewood ICD	Drain Improvement Federal Share - \$1,393,800.00
10	Marquette County	Planning Federal Share – \$33,225.00
11	City of Detroit	Planning Federal Share – (Undetermined)

**Michigan Citizen-Community Emergency Response Coordinating Council  
Hazard Mitigation Committee  
Meeting Notes-- October 11, 2010**

For the (1) potential applicant to be submitted for funding consideration under the FY 2011 Repetitive Flood Claims Program, the following ranking is recommended:

Ranking Assignment*	Jurisdiction	Type and Amount of Funding Requested
1	City of Midland	Acquisition Federal Share - \$1,115,750.00

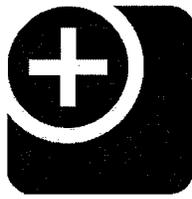
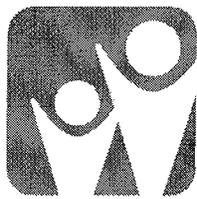
Chairperson Wagoner asked that the record reflect the committee's appreciation for the fine work done by the staff in preparing for and presenting the information for the review and ranking process.

Chairperson Wagoner asked Mr. Schnepf if there was a need to schedule a committee meeting before the end of the calendar year to meet any programmatic deadlines. Mr. Schnepf indicated that there was nothing in the immediate future that would require a committee meeting.

The committee meeting adjourned at 4:02 p.m.

Respectfully Submitted,

Mr. Joel Pepper



Michigan Citizen-Community

**MCCERCC**

Emergency Response Coordinating Council

## **Minutes – June 21, 2010**

The regular meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) was held on Monday, June 21, 2010, at 4000 Collins Road in Lansing, Michigan. The Chairman, Capt. W. Thomas Sands, and the Secretary, Eileen M. Phifer, were present.

The meeting was called to order at 2:03 p.m.

Council members present were Brad Deacon, Director Dennis S. Edwards, Larry A. Estlack, Ron Farr, Kenneth J. Gembel, Sheriff Michael H. Lovelace, Gail A. Novak-Phelps, Eileen M. Phifer, Chief Milton L. Scales, BG Michael Stone, Marcia A. Varble, Dr. Stewart C. Wang, and Capt. W. Thomas Sands.

A guest in attendance was Steve Springer representing the Community Service Commission on behalf of Council member Paula Kaiser VanDam.

No amendments were presented to the proposed agenda.

Chief Scales moved to approve the minutes from the meeting February 8, 2010. The motion was adopted.

Dr. Wang and Sgt. Kevin Sweeney presented the report for the Citizens Corps Committee.

It was announced that Chief Scales, representing the Michigan Department of Natural Resources and Environment, will be retiring. Chairman Sands thanked Chief Scales for his excellent work and service on the Council.

Chief Scales presented the report for the Emergency Planning and Community Right to Know Committee.

According to the requirements of SARA Title III, the Emergency Planning and Community Right to Know Committee (through Chief Scales) moved that the 2008-2009 list of Community Hazmat Response Plans developed by the state Local Emergency Planning Committees be received and accepted. The motion was adopted.

The Emergency Planning and Community Right to Know Committee (through Chief Scales) moved that MCCERCC support the Hazardous Materials Emergency Preparedness grant submitted to the U. S. Department of Transportation by the Emergency Management and Homeland Security Division of the Michigan State Police in the amount of \$567,223. The motion was adopted.

Eileen Phifer presented the report for the Hazard Mitigation Committee.

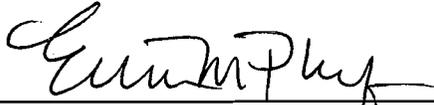
Mike Sobocinski, Hazard Mitigation Specialist, presented an update on the Michigan Hazard Mitigation Plan.

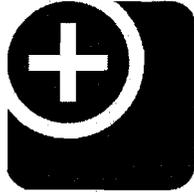
Discussion was held on the progress and development of the 2010 Michigan Community Emergency Response and Citizen Corps Coordination Plan.

Discussion was held on the status of the terms of office for Council members.

Council member Kenneth Gembel gave a presentation regarding the White Oil Company Fire on 2009.

Chief Scales moved to adjourn the meeting. The motion was adopted and the meeting adjourned at 3:07 p.m.

  
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Eileen M. Phifer, Secretary



Michigan Citizen-Community

**MCCERCC**

Emergency Response Coordinating Council

## Meeting Minutes – February 8, 2010

The regular meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) was held on Monday, February 8, 2010, at 4000 Collins Road in Lansing, Michigan. The Chairman, Capt. W. Thomas Sands, and the Secretary, Eileen M. Phifer, were present.

The meeting was called to order at 2:03 p.m.

Council members present were Brad Deacon, Director Dennis S. Edwards, Larry A. Estlack, B.G. Burton Francisco, Chief Samuel R. Hopkins, Sheriff Michael H. Lovelace, Gail A. Novak-Phelps, Eileen M. Phifer, Chief Milton L. Scales, Dr. Jackie Scott, Marcia A. Varble, Dr. William D. Wagoner, and Capt. W. Thomas Sands.

It was announced that Council member B. G. Burton Francisco, representing the Michigan Department of Military and Veterans Affairs, has been appointed to serve as Assistant Adjunct General Army. Col. Mike Stone is in attendance today as his guest.

Chief Scales moved to approve the agenda as amended. The motion was adopted.

Gail A. Novak-Phelps moved to approve the minutes from the meeting held November 30, 2009. The motion was adopted.

Brad Deacon and Sgt. Kevin Sweeney presented the report for the Citizens Corps Committee. Mr. Deacon moved that the Council adopt and approve the following allocation for the 2009 Citizen Corps preparedness Grant award:

Description of Allocation	Amount
Host Citizen Corps Conference (combines both the Coordinators Training Forum and Volunteer Training Conference)	\$ 35,000
Host CERT games	3,000
Host Citizens Police Academy	2,500
Host statewide Fire Corps Training	4,000
Public awareness/outreach materials	15,000
Regions/local units (85% of total grant award)	\$337,581
<b>TOTAL</b>	<b>\$397,081</b>

as recommended by the Citizen Corps committee. The motion was adopted.

Mr. Deacon also moved that the Council adopt and approve the following regional grant allocation using the risk based formula for the 2009 Citizen Corps Preparedness Grant award:

Region	Percentage Allocated	Amount Allocated *
1	11.7%	\$ 39,497
2	43.4%	146,510
3	12.3%	41,523
5	9.8%	33,083
6	13.8%	46,586
7	4.5%	15,191
8	4.5%	15,191
<b>TOTAL</b>	<b>100.0%</b>	<b>\$ 337,581</b>

\*rounded

as recommended by the Citizen Corps committee. The motion was adopted.

Chief Scales presented the report for the Emergency Planning and Community Right-to-Know Committee.

Dr. Wagoner presented the report for the Hazard Mitigation Committee.

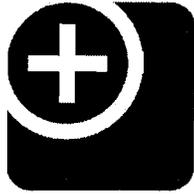
Council member Eileen M. Phifer gave a presentation regarding the Michigan Department of Transportation's Safety and Security Administration.

Discussion was held on the development of the 2010 Michigan Community Emergency Response and Citizen Corps Coordination Plan.

Chairman Sands reported on the status of the terms of office for the Council.

Chief Scales moved to adjourn the meeting. The motion was adopted and the meeting adjourned at 2:42 p.m.

  
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Eileen M. Phifer, Secretary



Michigan Citizen-Community

**MCCERCC**

Emergency Response Coordinating Council

## Minutes – November 30, 2009

The regular meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) was held on Monday, November 30, 2009, at 4000 Collins Road in Lansing, Michigan. The Chairman, Capt. W. Thomas Sands, and the Secretary, Eileen M. Phifer, were present.

The meeting was called to order at 2:02 p.m.

Council members present were Brad Deacon, Larry A. Estlack, Ron Farr, B.G. Burton Francisco, Kenneth J. Gembel, Sheriff Michael H. Lovelace, Gail A. Novak-Phelps, Eileen M. Phifer, Chief Milton L. Scales, Dr. Jackie Scott, Marcia A. Varble, Dr. William D. Wagoner, Dr. Stewart C. Wang, and Capt. W. Thomas Sands.

Gail A. Novak-Phelps moved to approve the agenda as amended. The motion was adopted.

Chief Scales moved to approve the minutes from the meeting held October 19, 2009. The motion was adopted.

Guest speaker Bruce VanOtteren of the Michigan Department of Environmental Quality gave a presentation on the Pollution Emergency Alerting System.

Dr. Wang presented the report for the Citizens Corps Committee.

Chief Scales presented the report for the Emergency Planning and Community Right-to-Know Committee.

Dr. Wagoner presented the report for the Hazard Mitigation Committee and moved that the Council adopt and approve 2010 Hazard Mitigation Assistance Grant Applications in the following ranking order:

Ranking Assignment*	Jurisdiction	Type of Funding Requested
1	Kalamazoo Township	Flood Plain Acquisition Federal Share - \$180,374.98
2	Gogebic County	Planning Federal Share - \$29,959.00
3	WUPPDR**	Planning Federal Share - \$30,070.00
4	Oakland County	Planning Federal Share - \$132,389.20
5	Plainfield Township	Flood Plain Acquisition Federal Share - \$757,874.98

for submission to the Federal Emergency Management Agency (FEMA) by December 4, 2009, as recommended by the hazard mitigation committee. The motion was adopted.

Brad Deacon reported that the 2009 Michigan Community Emergency Response and Citizen Corps Coordination Plan was finalized and submitted to the Director of the Michigan Department of State Police and the Executive Director of the Michigan Community Service Commission as required.

Public comment was heard from Ken Murray, a volunteer with the Wayne County Local Emergency Planning Committee.

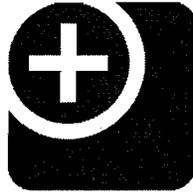
Chief Scales moved to adjourn the meeting. The motion was adopted and the meeting adjourned at 2:39 p.m.



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Eileen M. Phifer, Secretary

\*in order of priority  
\*\*Western Upper Peninsula Planning and Development Region



Michigan Citizen-Community

**MCCERCC**

Emergency Response Coordinating Council

## **Minutes – October 19, 2009**

The regular meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) was held on Monday, October 19, 2009, at 4000 Collins Road in Lansing, Michigan. The Chairman, Capt. Thomas W. Sands, and the Secretary, Eileen M. Phifer, were present.

The meeting was called to order at 2:00 p.m.

Council members present were Brad Deacon, Ron Farr, Kenneth J. Gembel, Samuel R. Hopkins, Sheriff Michael H. Lovelace, B.G. Burton Francisco, Gail A. Novak-Phelps, Eileen M. Phifer, Chief Milton L. Scales, Dr. Jackie Scott, Marcia A. Varble, Dr. William D. Wagoner, Dr. Stewart C. Wang, and Capt. Thomas W. Sands.

B.G. Burton Francisco was introduced as a new member of the Council representing the Department of Military and Veterans Affairs.

Chief Scales moved to adopt the agenda. The motion was adopted.

Gail A. Novak-Phelps moved to approve the minutes from the meeting held June 15, 2009. The motion was adopted.

Dr. Wang presented the report for the Citizens Corps Committee.

Chief Scales presented the report for the Emergency Planning and Community Right-to-Know Committee.

Dr. Wagoner presented the report for the Hazard Mitigation Committee and moved that the December 20, 2009 MCCERCC meeting be rescheduled and moved up to November 30, 2009 at 2:00 p.m. to allow time for the Hazard Mitigation Committee to review and rank the 2010 Hazard Mitigation Assistance Grant Applications and present recommendations to the Council for adoption and submission to the Federal Emergency Management Agency (FEMA) by the December 4, 2009 application deadline. The motion was adopted.

Brad Deacon presented the report for the 2009 Plan Committee and moved that the Council adopt and approve the 2009 Michigan Community Emergency Response and Citizen Corps Coordination Plan as presented with the additions as submitted by Dr. Wang to be placed after page 29, as well as to grant MDOT final authority in making editorial corrections identified by Marcia Varble, and that said plan be submitted to the Director of the Michigan Department of State Police and the Executive Director of the Michigan Community Service Commission. The motion was adopted.

The 2010 meeting schedule for the Council was discussed. Chief Scales moved that the 2010 meeting dates be scheduled for February 8, 2010, April 19, 2010, June 21, 2010, August 16, 2010, October 18, 2010 and December 20, 2010. The motion was adopted.

Chief Scales moved to adjourn the meeting. The motion was adopted and the meeting adjourned at 2:25 p.m.



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Eileen M. Phifer, Secretary



## **Minutes – June 15, 2009**

The regular meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) was held on Monday, June 15, 2009, at 4000 Collins Road in Lansing, Michigan. The Chairman Pro Tem, Tony Katarsky, and the Secretary, Eileen M. Phifer, were present.

The meeting was called to order at 2:03 p.m.

Council members present were Director Dennis Edwards, Larry A. Estlack, Ron Farr, Kenneth J. Gembel, Sheriff Michael H. Lovelace, Gail A. Novak-Phelps, Eileen M. Phifer, Chief Milton L. Scales, Dr. Jackie S. Scott, Marcia A. Varble, and Dr. William D. Wagoner.

Ron Farr was introduced as a new member of the Council representing the State Fire Marshal.

Dr. Wagoner moved to adopt the agenda. The motion was adopted.

Sheriff Lovelace moved to approve the minutes from the meeting held April 20th as corrected. The motion was adopted.

Dr. Scott presented the report for the Citizen Corps Committee.

Chief Scales presented the report for Emergency Planning and Community Right-to-Know Committee and moved that the Council endorse the fiscal year 2010 Michigan State Police-Emergency Management Homeland Security Division's Hazardous Materials Emergency Preparedness (HMEP) grant application to the United States Department of Transportation in the amount of \$567,223, as recommended by the Emergency Planning and Community Right-to-Know Committee. The motion was adopted.

Dr. Wagoner presented the report for the Hazard Mitigation Committee.

Dr. Wagoner moved that the Council adopt and approve the acquisition project for the City of Lansing of flood prone properties and approve FEMA 1777-DR Hazard Mitigation Grant Program (HMGP) funding in the amount of \$723,008 as recommended by the Hazard Mitigation Committee. The motion was adopted.

Dr. Wagoner moved that the Council adopt and approve the acquisition project for Plainfield Township in Kent County of flood prone properties and approve FEMA 1777-DR Hazard Mitigation Grant Program (HMGP) funding in the amount of \$1,155,000 as recommended by the Hazard Mitigation Committee. The motion was adopted.

Dr. Wagoner moved that the Council adopt and approve the application for the development of an all-hazards mitigation plan for Eastern Michigan University and approve FEMA 1777-DR Hazard Mitigation Grant Program (HMGP) funding in the amount of \$29,997 as recommended by the Hazard Mitigation Committee. The motion was adopted.

Dr. Wagoner moved that the Council adopt and approve the construction project for the City of Olivet of a flood control structure and approve FEMA 1777-DR Hazard Mitigation Grant Program (HMGP) funding in the amount of \$54,000 as a back-up project if sufficient funds remain as recommended by the Hazard Mitigation Committee. The motion was adopted.

Dr. Wagoner moved that the Council adopt and approve the application for elevation of a road in Wexford County and approve FEMA 1777-DR Hazard Mitigation Grant Program (HMGP) funding in the amount of \$58,950 as a back-up project if sufficient funds remain as recommended by the Hazard Mitigation Committee. The motion was adopted.

An update was provided and discussion held on the Michigan Community Emergency Response and Citizen Corps Coordination Plan which is being developed for the Council.

Chairman Katarsky complimented the work being completed by the committees.

Public comment was heard from Ken Murray, a volunteer with the Wayne County Local Emergency Planning Committee.

Chief Scales moved to adjourn the meeting. The motion was adopted and the meeting adjourned at 2:50 p.m.

  
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Eileen M. Phifer, Secretary

# Michigan Citizen-Community Emergency Response Coordinating Council

## Minutes - July 7, 2008

The regular monthly meeting of the Michigan Citizen Community Emergency Response Coordinating Council (MCCERCC) was held on Monday, July 7, 2008, at 2:00 p.m. in the Emergency Management Homeland Security Division (EMHSD) Hazardous Materials Training Center located at 7426 Osborn Road, Lansing, Michigan. The Chairman, Captain Tom Sands, and the Secretary, Eileen Phifer, were present.

### I. INTRODUCTIONS

Introductions were made by those in attendance.

- A. Council members present were Captain Tom Sands, Eileen Phifer, Brad Deacon, Amy Butler, Larry A. Estlack, Kenneth J. Gembel, Gail A. Novak-Phelps, Marcia A. Varble, and William D. Wagoner. Dr. Stewart Wang appeared via telephone conference.
- B. Guests present were Tina Straw, Michael Sobocinski, Karen Towne (for Andy Neuman), Matt Schnepf, Joel Pepper, Bridget Long, Tony Katarsky, Scott Gatti (for Warren C. Evans), Doran Duckworth, Kevin Sweeney, James Breuker, and Teresa R. Kozlowski.

A quorum was not established.

Discussion only was held on updates re Citizen Corps, Hazard Mitigation, Planning/Right to Know, and the request to the Governor for additional members. Also discussed were committee formation and a proposed logo design.

### II. ADJOURNMENT

The meeting adjourned at 3:40 p.m.

  
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Eileen M. Phifer, Secretary



## **Minutes – April 20, 2009**

The regular meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) was held on Monday, April 20, 2009, at 4000 Collins Road in Lansing, Michigan. The Chairman Pro Tem, Tony Katarsky, and the Secretary, Eileen M. Phifer, were present.

The meeting was called to order at 2:03 p.m.

Council members present were Brad Deacon, Director Dennis S. Edwards, Larry A. Estlack, Kenneth J. Gembel, Paula Kaiser VanDam, Sheriff Michael H. Lovelace, Gail A. Novak-Phelps, Eileen M. Phifer, Chief Milton L. Scales, Dr. Jackie S. Scott, Marcia A. Varble, and Dr. William D. Wagoner.

Paula Kaiser VanDam was introduced as a new member of the Council. Ms. VanDam replaces Musette Michael and represents the Community Service Commission.

Chief Scales moved to adopt the agenda. The motion was adopted.

Chief Scales moved to approve the minutes from the meeting held February 23, 2009 as corrected. The motion was adopted.

Guest speaker Virginia Ball of the Michigan Department of Community Health-Office of Public Health Preparedness (MDCH-OPHP) presented an overview of the Michigan Volunteer Registry and the 2009 MDCH-OPHP Volunteer Conference.

An update was provided and discussion held on the Michigan Community Emergency Response and Citizen Corps Coordination Plan which is being developed for the Council.

Brad Deacon presented the report for the Citizen Corps Committee.

Chief Scales presented the report for the Emergency Planning and Community Right-to-Know Committee and moved that the Council accept the Local Emergency Planning Committees (LEPC) 302 Site List/Grant Year '07/'08 report from the Michigan State Police-Emergency Management Homeland Security Division as recommended by the committee. The motion was adopted.

Dr. Wagoner presented the report for the Hazard Mitigation Committee.

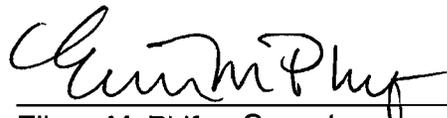
Dr. Wagoner moved that the Council adopt and approve planning projects for Bloomfield Township and the Pokagon Band of Potawatomi Indians and approve FEMA 1777-DR Hazard Mitigation Grant Program (HMGP) funding in the amount of \$39,765 as recommended by the Hazard Mitigation Committee. The motion was adopted.

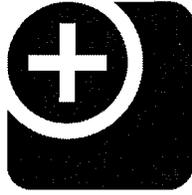
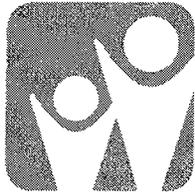
Dr. Wagoner moved that the Council adopt and approve the acquisition project for Plainfield Charter Township and approve FEMA 1777-DR Hazard Mitigation Grant Program (HMGP) funding in the amount of \$692,250 as recommended by the Hazard Mitigation Committee. The motion was adopted.

Dr. Wagoner moved that the Council conditionally adopt and approve mitigation projects for Allegan County, Michigan Department of Transportation (MDOT), Michigan State University, City of Olivet, and Wexford County contingent upon Michigan State Police Emergency Management Homeland Security Division staff receiving documentation demonstrating project eligibility for FEMA 1777-DR Hazard Mitigation Grant Program (HMGP) funding as recommended by the Hazard Mitigation Committee. The motion was adopted.

Dr. Wagoner moved that the Council adopt and approve warning siren projects for Blendon Township, Caledonia Township, Commerce Township, Springfield Township, the Village of Caledonia, and the City of Grand Haven and approve FEMA 1777-DR Hazard Mitigation Grant Program (HMGP) funding in the amount of \$214,001.10 as recommended by the Hazard Mitigation Committee. The motion was adopted.

Gail Novak-Phelps moved to adjourn the meeting. The motion was adopted and the meeting adjourned at 3:15 p.m.

  
Eileen M. Phifer, Secretary



Michigan Citizen-Community

**MCCERCC**

Emergency Response Coordinating Council

## Minutes – February 23, 2009

The regular monthly meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) was held on Monday, February 23, 2009, at 4000 Collins Road in Lansing, Michigan. The Chairman, Capt. W. Thomas Sands, and the Secretary, Eileen M. Phifer, were present.

The meeting was called to order at 2:05 p.m.

Council members present were Brad Deacon, Larry A. Estlack, Kenneth J. Gembel, Chief Samuel R. Hopkins, Sheriff Michael H. Lovelace, Brig. General Michael C. McDaniel, Gail A. Novak-Phelps, Eileen M. Phifer, Chief Milton L. Scales, Dr. Jackie S. Scott, Marcia A. Varble, Dr. William D. Wagoner, Dr. Stewart C. Wang, and Capt. W. Thomas Sands.

Council member Director Dennis S. Edwards was unable to attend the meeting and was excused by the Chairman.

Brig. General McDaniel moved to adopt the agenda as amended. The motion was adopted.

Chief Hopkins moved to approve the minutes from the meeting held December 11, 2008. The motion was adopted.

Guest speakers included Robert Ianni and Thomas Quasarano of the Attorney General's Office. Mr. Ianni addressed the responsibilities and provided clarification on the Emergency Planning and Community Right-to-Know Act (EPCRA). Mr. Quasarano gave an overview of the Open Meetings Act and the option of electronic participation.

Ms. Novak-Phelps moved that Tier Two reports required under EPCRA be sent to the new MCCERCC through the Department of Environmental Quality (DEQ) maintaining the current process in place. The motion was adopted after debate, clarification, and public comment.

Guest speakers also included John Anderson and O. Clayton Johnson, who gave an overview of the Michigan Volunteer Defense Force (VDF).

The Chairman clarified that the Citizen Corps, Emergency Planning and Community Right-to-Know, and Hazard Mitigation committees serve an advisory role to the Council.

The Chairman indicated the Great Lakes Homeland Security Training Conference and Expo will be held May 5th–7th at DeVos Place in Grand Rapids, Michigan. Each Council member will be invited to attend.

The Chairman indicated Chemical Awareness Week is May 3rd-9th.

Dr. Wang, reporting on behalf of the Citizen Corps Committee, moved to approve the recommendation of the committee with regard to the distribution of funding for Citizen Corps for fiscal year 08 be based on the recommendation of the Michigan Citizen Corps Focus Group to follow the Homeland Security Grant Program (HSGP) grant percentage for regional allocations as:

Region 1 – 19.5%  
Region 2 – 18%  
Region 3 – 19.8%  
Region 5 – 12.9%  
Region 6 – 17.8%  
Region 7 – 6%  
Region 8 – 6%

which amount to 85 percent of the funds distributed with a small subset of funding retained for statewide training activities and that the Council adopt the caveat of the Citizen Corps Committee conducting a review of the process going forward for allocation of funding. Chairman Sands provided clarification of the Emergency Management Homeland Security Division (EMHSD) activities. The motion was adopted after debate, amendment, clarification, and public comment.

Chief Scales presented the report for the Emergency Planning and Community Right-to-Know Committee.

Dr. Wagoner presented the report for the Hazard Mitigation Committee.

Chairman Sands discussed the Michigan Community Emergency Response and Citizen Corps Coordination Plan which is being developed for the Council. The following groups or committees were established to assist in development of the plan and volunteers as indicated will serve as chair:

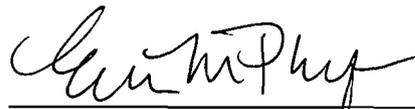
- Plan Purpose and Scope – *Novak-Phelps*
- Federal and State Authorities – *Phifer*
- Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) – *Scales*
- State Volunteer Resources - *Sweeney*
- Coordination of Volunteer Resources – *Scott*
- Volunteer Recruitment - *Sweeney*
- Plans for Volunteer Management Related to Emergencies in Times of Declared States of Emergency or Disaster – *McDaniel*

- Detail of State, Local and Tribal Activities that may help in the development of the Michigan Citizen Corps and Coordination of Citizen-Based Community Emergency Response Efforts – *Wang, assisted by Sweeney*
- Best Practices and Recognized Accomplishments in Local and Tribal Citizen-Based Emergency Response Activities – *Sands, assisted by Sweeney*

Chairman Sands requested recommendations be submitted by June to allow time for review and comment. The final plan is due October 1st.

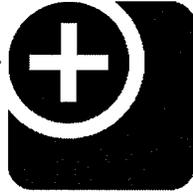
Public comment was heard from James Buford on behalf of Region 2 Citizen Corps and Virginia Ball on behalf of the Michigan Department of Community Health.

Chief Scales moved to adjourn the meeting. The motion was adopted and the meeting adjourned at 4:30 p.m.



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Eileen M. Phifer, Secretary



Michigan Citizen-Community

**MCCERCC**

Emergency Response Coordinating Council

## **Minutes – December 11, 2008**

The regular monthly meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) was held on Thursday, December 11, 2008, in the Michigan Office of Public Health Preparedness. The Chairman Pro Tem, Mark Wesley, and the Secretary, Eileen M. Phifer, were present.

The meeting was called to order at 2:05 p.m.

Council members present were Dennis S. Edwards, Larry A. Estlack, Kenneth J. Gembel, Samuel R. Hopkins, Michael H. Lovelace, Musette Michael, Gail A. Novak-Phelps, Eileen M. Phifer, Milton Scales, Jackie Scott, William D. Wagoner, and Stewart C. Wang.

Gail A. Novak-Phelps moved to adopt the agenda. The motion passed.

Gail A. Novak-Phelps moved to approve the minutes from the meeting held September 15, 2008. The motion passed.

Stewart C. Wang agreed to act as Chairman of the Citizens Corps Committee effective today. Mr. Wang indicated the committee met twice since the last MCCERCC meeting and is in the process of evaluating requests by the different regions for current and future activities. Mr. Wang turned the floor over to Sgt. Kevin Sweeney for an informational presentation on the FY08 Grant Application Proposal.

Milton Scales recently agreed to act as Chairman of the Emergency Planning and Community Right-to-Know Committee. Mr. Scales indicated the committee has been unable to meet formally. The committee will meet and determine its roles and responsibilities based on the executive order and establish time frames in which to report to the Council.

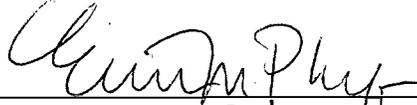
William Wagoner, Chairman of the Hazard Mitigation Committee, reported on the meeting held November 25, 2008 and the ranking order established for the eight (8) grant applications submitted to the state for 2009 HMA funding consideration.

Eileen Phifer moved to accept the ranking order recommended by the Hazard Mitigation Committee. The motion passed.

Discussion was held on the charge to the Council to submit a comprehensive plan to the Department of State Police with annual updates beginning September 30, 2009.

Discussion was held on the proposed 2009 meeting schedule. William Wagoner moved to set an every other month meeting schedule for 2009 beginning with Monday, February 23, 2009, and every other month thereafter on the third Monday of April, June, August, October and December. The motion passed.

Samuel Hopkins moved to adjourn. The motion passed and the meeting adjourned at 3:35 p.m.

  
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Eileen M. Phifer, Secretary



## **Minutes – September 15, 2008**

The regular monthly meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) was held on Monday, September 15, 2008, in the Emergency Management Homeland Security Division (EMHSD) Hazardous Materials Training Center located at 7426 Osborn Road, Lansing, Michigan. The Chairman, Capt. Thomas Sands, and the Secretary, Eileen M. Phifer, were present.

The meeting was called to order by Chairman Sands at 2:05 p.m.

Council members present were Capt. Thomas Sands, Brad Deacon, Dennis S. Edwards, Larry A. Estlack, Kenneth J. Gembel, Michael H. Lovelace, BG Michael McDaniel, Gail A. Novak-Phelps, Eileen M. Phifer, Marcia A. Varble, William D. Wagoner, and Stewart C. Wang.

A guest in attendance was Larry Crider representing Council member Warren C. Evans.

BG Michael McDaniel moved to adopt the agenda as amended moving the photo of Council members to the beginning of the meeting. The motion passed.

BG Michael McDaniel moved to approve the minutes from the August 19, 2008 meeting. The motion passed.

William D. Wagoner, reporting on behalf of the Hazard Mitigation Committee, moved to approve the recommendations contained in the committee meeting minutes dated September 10, 2008. The motion passed.

Sgt. Kevin Sweeney updated the Council on the Citizen Corps Committee and indicated that Capt. Sands will be the new program manager for the Citizen Corps. He extended an invitation for Council members to attend the Citizen Corps Training Forum on November 13 and 14, 2008.

Gail Novak-Phelps, reporting on behalf of the Policy Development Committee, indicated the committee was unable to meet formally. She presented revised Bylaws to the Council for consideration.

Brad Deacon moved to amend the language of the Bylaws under Article X – Committees. Gail Novak-Phelps moved to amend the motion. Brad Deacon resubmitted the motion after discussion to amend Article X – Committees, Section 1, by adding the following sentence:

“The standing committees of the Council shall consist of Citizen Corps, Emergency Planning and Community Right-to-Know, and Hazard Mitigation.”

and to replace the language in Section 2 to read:

“The chairperson may establish committees as necessary.”

The motion passed.

Gail Novak-Phelps moved to amend the language of the Bylaws under Article V – Terms by replacing the language in Section 1 with the following language:

“Terms of office shall be designated according to Executive Order No. 2007-18.”

and to eliminate the existing language in Section 2 entirely and renumber Section 3 to Section 2. The motion passed.

William D. Wagoner moved to approve the proposed Bylaws as amended. The motion passed.

Capt. Sands invited Council members to the 2008 Summit Emergency Management Conference. Council members interested in attending or providing pamphlets for display at the conference should contact Bridget Long.

Dennis Edwards moved to adjourn. The motion passed and the meeting adjourned at 2:50 p.m.

  
Eileen M. Phifer, Secretary



## **Minutes – August 19, 2008**

The regular monthly meeting of the Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) was held on Tuesday, August 19, 2008, in the Emergency Management Homeland Security Division (EMHSD) Hazardous Materials Training Center located at 7426 Osborn Road, Lansing, Michigan. The Chairman, Captain Thomas Sands, and the Secretary Pro Tem, William D. Wagoner (for Eileen Phifer), were present.

The meeting was called to order by Chairman Sands at 2:04 pm.

Council members present were Captain Thomas Sands, Amy Butler, Brad Deacon, Dennis S. Edwards, Larry A. Estlack, Kenneth J. Gembel, Samuel R. Hopkins, Russell Gullett (designee for BG Michael McDaniel), Musette Michael, Joseph Grutza (non-voting representative for State Fire Marshal), Gail A. Novak-Phelps, Jackie Scott, Marcia A. Varble, and William D. Wagoner.

A special guest in attendance was Nick Mueller, Hazard Mitigation Officer from the Federal Emergency Management Agency (FEMA).

The agenda was approved.

The minutes from the May 19, 2008 meeting were approved as corrected and the minutes from the July 7, 2008 meeting were approved.

A presentation was made by Nick Mueller regarding Michigan's Mitigation Action Plan for Presidential Disaster 1777-DR-MI and the process used to develop it.

An update was provided by Matt Schnepf, Hazard Mitigation Officer, on the Hazard Mitigation Grant Program (HMGP) application process.

An update was provided by Bridget Long, Community Emergency Response Planner, on Citizen Corps Grant, Training Forum and Conference.

An update was provided by James Brueker, Hazmat Training Specialist, on Planning and Community Right-to-Know.

Gail A. Novak-Phelps moved to establish four standing committees of the Council and their membership as presented in the Proposed MCCERCC Subcommittees handout. The motion passed after discussion and amendment changing the word "subcommittees" to "committees" and adding Samuel R. Hopkins to the Planning and Right-to-Know Committee.

Proposed Bylaws for the Council were deferred to the Policy Development Committee.

Marcia A. Varble moved to adopt the logo developed for the Council by the Michigan Department of Transportation (MDOT) design team as presented. The motion passed after discussion and amendment to include a hyphen between the words "citizen" and "community" and to bold all letters in "MCCERCC."

William D. Wagoner moved to refer the projects for funding consideration under the Hazard Mitigation Grant Program to the Hazard Mitigation Committee for study and recommendation to the full Council for allocation of the funds. The motion passed after discussion.

The meeting adjourned at 3:30 p.m.

  
William D. Wagoner, Secretary Pro Tem