

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*

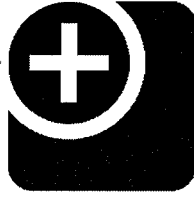
Chairman Sands requested recommendations be submitted by June to allow time for review and comment. The final plan is due October 1st.

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.



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.

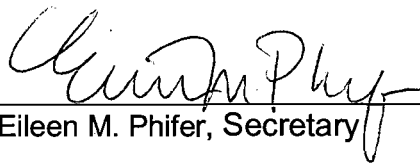
William Wagoner, Chairman of the Hazard Mitigation Committee, reported on the meeting held November 25, 2008 and the ranking order established for the eight (8) grant applications submitted to the state for 2009 HMA funding consideration.

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.


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.

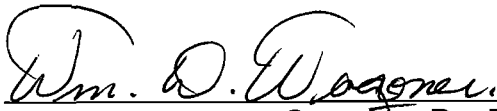
Gail A. Novak-Phelps moved to establish four standing committees of the Council and their membership as presented in the Proposed MCCERCC Subcommittees handout. The motion passed after discussion and amendment changing the word "subcommittees" to "committees" and adding Samuel R. Hopkins to the Planning 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

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.



Eileen M. Phifer, Secretary

**Michigan Citizen-Community
Emergency Response Coordinating
Council (MCCERCC)
MINUTES**

May 19, 2008

**Collins Centre Presentation Room
4000 Collins Road
Lansing, Michigan 48910**

Present:

F/Lt. Harold Love (Acting Chair), Brad Deacon, Doran Duckworth, Dennis Edwards (via conference call), Larry Estlack, Warren Evans, Kenneth Gembel, Samuel Hopkins, Michael Lovelace, Gail Novak-Phelps, Eileen Phifer, Dr. Jackie Scott, Marcia Varble, Dr. William Wagoner, Dr. Stewart Wang

Excused:

Captain Eddie Washington

Absent:

Amy Butler, BG Michael McDaniel, Clifford Messing, Musette Michael, Andy Neumann, Mark Wesley

Others Present:

Glenn Cekus, United States Environmental Protection Agency
Matt Schnepf, Michigan State Police/Emergency Management & Homeland Security Division
Sgt Kevin Sweeney, Michigan State Police/Emergency Management & Homeland Security Division
Kristine Opsommer, Michigan State Police/Emergency Management & Homeland Security Division
Jackie Hampton, Michigan State Police/Emergency Management & Homeland Security Division
Jim Breuker, Michigan State Police/Emergency Management & Homeland Security Division

The Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) meeting was called to order at 2 p.m.

The Council approved minutes from the previous meeting. F/Lt. Harold Love reviewed the Council's responsibilities and reasons for its creation.

Mr. Glenn Cekus was introduced to the Council. Mr. Cekus was the Federal Emergency Management Agency's Region V liaison to the State Emergency Response Commissions.

Mr. Jim Breuker presented the list of plans developed by Local Emergency Planning Commissions over the last Hazardous Materials Emergency Preparedness (HMEP) grant year. A motion to receive the list was approved. Mr. Breuker also presented information on the 2008-2009 HMEP Grant to the US Department of Transportation and explained the application process, history of the grant, and the Council's involvement with it. A motion to support the division's submission of the application was approved.

Sgt. Kevin Sweeney gave a presentation on the Citizen Corps Program which is funded by a grant made possible through the Council. The Program comprises the following partner programs:

1. Community Emergency Response Team (CERT)
2. Volunteers in Police Service (VIPS)
3. Neighborhood Watch
4. Fire Corps
5. Medical Reserve Corps

The Michigan Hazard Mitigation Plan (MHMP) has been submitted and approved. Mr. Doran Duckworth confirmed a synopsis of the plan would be developed by staff and made available to the Council in the near future.

Mr. Matt Schnepf reviewed the FY08 Hazard Mitigation Assistance status.

The following points were discussed with regard to structuring of the Council:

1. Establish goals and objectives.
2. Begin implementation of the projects in the MHMP.
3. Decide on a logo for reports, documents, etc.
4. Mondays and Fridays are preferred for meetings, typically from 2-4 p.m.
5. Eileen Phifer volunteered to be secretary of the Council for a one-year term.
6. Gail Novak volunteered to draft bylaws. If desired, she may submit to Sgt. Sweeney for review.
7. Four ad-hoc committees will be formed for policy development (covering the functions of Sara Title 3, Hazard Mitigation, Citizen Corps, and State Emergency Response Commission). Functions for each group will be listed so individuals can decide where their interests lie, and Council members may join more than one committee. Division input will be compared to others' submittals for comparison. Each of the committees can develop a vision/mission/goals statement, and a statement for the Council overall.

The next Committee meeting will take place on July 7, 2008, at 2 p.m. in the Emergency Management & Homeland Security Training Center's classroom.

Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) Minutes

January 29, 2008

Emergency Management & Homeland Security Training Center
7426 Osborn
Lansing, Michigan 48913

Present:

Capt. Eddie Washington, Amy Butler, Brad Deacon, Doran Duckworth, Dennis Edwards, Larry Estlack, Kenneth Gembel, Jackie Hampton, Samuel Hopkins, Jim Breuker, F/Lt. Harold Love, Clifford Messing, Musette Michael, Kristine Opsommer, Dr. Jackie Scott, Sgt. Kevin Sweeney, Marcia Varble, Dr. William Wagoner, Dr. Stewart Wang, Mark Wesley

Excused:

Michael Lovelace, Gail Novak-Phelps

Absent:

Warren Evans, BG Michael McDaniel, Andy Neuman, Eileen Phifer

Others Present:

Jim Breuker, Doran Duckworth, Sandy Glazier

The Michigan Citizen-Community Emergency Response Coordinating Council (MCCERCC) Meeting was called to order at 2:20 p.m. Captain Washington discussed the purpose of the Council, reviewing highlights from the Executive Order establishing the MCCERCC, and the roles and responsibilities each committee has served in the past. He stated the objectives of the meeting as deciding on the frequency and format of future meetings, expectations of administrative assistance, and reporting requirements. The value of the Committee is a broad-ended community audience and integrated view.

Mr. Doran Duckworth gave a brief history on the Michigan Hazard Mitigation Coordinating Council (MHMCC). The Council was created by Executive Order 1998-5 to address mitigating disasters through advocacy, coordination, awareness, cost reduction, and sustainability. Membership consisted of representatives of seven state agencies in addition to the Property and Casualty Insurance Industry, Urban Planning Association, and Local Emergency Management Program. The committee's responsibilities included:

- Development, maintenance, and implementation of state hazard mitigation plan.
- Development, maintenance, and implementation of guidance materials in support of hazard mitigation efforts of state and local governments, and private entities.
- Review of hazard mitigation projects to determine funding eligibility under the Stafford Act and National Flood Insurance Reform Act.
- Fostering and promotion of hazard mitigation practices within state and local government, and the general public.

At this point it was determined Sgt. Kevin Sweeney's presentation on the Citizen Corps and the responsibilities the Council would be assuming on its behalf would be postponed until the next meeting, as there would not be sufficient time for it to be discussed.

Mr. Jim Breuker gave a presentation on the State Emergency Response Commission (SERC), which was mandated by Superfund Amendments and Reauthorization Act (SARA) Title III. Its role was to provide

leadership in implementing SARA Title III and to make recommendations on hazardous materials enforcement, response, planning, and training. Various items the Commission was tasked with include:

- Chair/Vice-Chair from MSP/EMHSD and DEQ/EAD respectively.
- MSP/EMHSD oversees Local Emergency Planning Committees (LEPCs): appoint members, review plans, coordinate activities, designate districts, etc.
- DEQ/EAD handles reporting elements of SARA Title III.
- Develop hazardous materials response plans (procedures, coordinators, evacuations, etc.).
- Respond to public information requests, evaluate and/or improve training levels of first responders, develop exercise schedules.

A questionnaire will be distributed via e-mail for member input. Meetings will potentially be held every six to eight weeks initially and will last approximately two hours.

The floor was opened for participants to share their concerns:

- Department of Environmental Quality's previously required reporting will need to continue and was not included in the Executive Order.
- How will the acronym be pronounced?

The time and location of the next meeting is to be determined.

Minutes approved by Captain Washington, Chair.