



## Professional Emergency Manager Advisory Board Meeting

MSP Headquarters  
7150 Harris Drive, Dimondale, Michigan 48821  
PEM-of-the-Year Room

### Minutes – December 2, 2020

The regular meeting of the Professional Emergency Manager (PEM) Advisory Board (AB) was held on Wednesday, December 2, 2020, via *Microsoft Teams* (virtual).

The meeting was called to order at 10:00 a.m.

Roll call was taken and the following members were present: Lt. Dave Oslund (Region 1), Mr. Chris Hobbs (Region 2), Ms. Jenifer Boyer (Region 3), Mr. Durk Dunham (Region 5), Mr. Marc Griffis (Region 6), Mr. Mike Kasper (Region 8), and Capt. Kevin Sweeney (MSP/EMHSD).

MSP/EMHSD staff members present were Lt. Nate McQueen, Ms. Jackie Hampton, Ms. Danica Frederick, Mr. Jack Calhoun III, and Ms. Diane Laban.

#### **Opening Comments**

Captain Sweeney welcomed everyone and indicated a new law was passed regarding virtual meetings, requiring members to now provide their name, representation, and location during roll call.

#### **Approval of Agenda**

Mr. Kasper moved to approve the December 2, 2020, agenda. Motion was supported by Ms. Boyer. Agenda was approved as presented.

#### **Approval of Minutes**

Ms. Boyer moved to approve the August 12, 2020, minutes. Motion was supported by Mr. Hobbs. Minutes were approved as presented.

#### **PEM Program**

Ms. Frederick indicated a proposed 2021 Schedule of Meetings was sent to Board members for review. Captain Sweeney asked for discussion.

Mr. Griffis moved to accept the 2021 PEM AB Schedule of Meetings. The motion was supported by Lt. Oslund. Motion passed.

Ms. Frederick announced that a new PEM Board homepage was created and is located on the MSP/EMHSD website under "Programs and Publications." After confirmation that the Board is a public meeting, they wanted to ensure information was accessible. Tabs across the top include the membership roster, meeting minutes, agendas, and bylaws. The site also includes the current schedule of meetings and contact information. Ms. Frederick welcomed comments or suggestions.

Ms. Boyer suggested all PEMs receive notice of the new website. Ms. Frederick agreed and will disseminate the information. Captain Sweeney requested Ms. Frederick also announce the new website at the next local EM webinar.

Ms. Frederick reported they are currently conducting PEM renewal audits. They anticipated issues this year regarding the three requirements, but individuals are submitting documentation and the process is proceeding well. They received a good response on the survey.

## **Upcoming Courses**

Ms. Frederick announced the last training course for the year concludes this week. After that, PEM courses are scheduled to resume in person. She is reviewing virtual courses as a backup plan.

Ms. Boyer asked if in-person courses will automatically become virtual or need to be rescheduled. Ms. Frederick stated she will attempt to keep them similar, but each course has a different criterion. She welcomed suggestions.

Captain Sweeney remarked that he would like to have as many in-person classes as possible, but they are reviewed on a case-by-case basis. With COVID cases rising, classes will likely continue into the spring in virtual format.

## **PEM Program Discussion**

Captain Sweeney stated the term professionalism in emergency management has recently come to the forefront reference Representative O'Malley and House Bill 6148. He reported that EMHSD staff is required to complete all PEM courses by December 2021. There has been 100 percent participation to date for staff who have not yet received their PEM certification. Even during COVID, he wants to ensure they are taking classes and moving forward.

Captain Sweeney remarked there has been discussion about the PEM Program as a whole. He does not believe the current structure needs much change, but he would like to address the topic of Lean Process Improvement (LPI) once COVID slows down and there is more time.

Captain Sweeney indicated he would like to revisit the PEM AB bylaws, specifically the rule regarding members serving indefinitely. Board members clarified they are nominated by their regional boards to represent that region and then accepted or denied by the EMHSD commander. Captain Sweeney asked members to review the bylaws prior to the next meeting at which time he would like to discuss them and possibly form a review committee.

## **Roundtable**

Mr. Kasper requested possible ways to provide PEM Program training for EMs who reside in counties far from Lansing. Many would like to obtain their PEM certification but do not have budgets to support the travel. He clarified that EMHSD district coordinators conduct meet and greets for new EMs, but most all training is held at the EMHS Training Center.

Ms. Boyer suggested they offer a webinar highlighting the PEM Program to engage new county EMs.

Captain Sweeney supports more training in the field and knows Ms. Hampton and Ms. Frederick agree. He asked Ms. Frederick to address the topic at the next Local EM webinar.

## **Public Comment**

There were no public comments.

## **Adjournment**

Mr. Kasper moved to adjourn the meeting. Motion supported by Mr. Dunham. Meeting adjourned at 10:30 a.m.