



Professional Emergency Manager Advisory Board Meeting

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

Minutes – April 15, 2021

The regular meeting of the Professional Emergency Manager (PEM) Advisory Board (AB) was held on Thursday, April 15, 2021, via *Microsoft Teams* (virtual).

The meeting was called to order at 2:00 p.m. by the chair, Capt. Kevin Sweeney, commander of the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD).

Roll call was taken and the following members were present: Lt. Dave Oslund (Region 1), Mr. Chris Hobbs (Region 2), Ms. Jenifier Boyer (Region 3), Mr. Durk Dunham (Region 5), Mr. Mike Kasper (Region 8), and Mr. Greg Williams (MEMA).

MSP/EMHSD staff members present were Ms. Danica Frederick, Mr. Dale George, Mr. Jack Calhoun, and Ms. Diane Laban.

Opening Comments

Captain Sweeney welcomed everyone and stated the following members will continue to serve on the Board: Lt. Dave Oslund (Region 1), Ms. Jenifier Boyer (Region 3), Mr. Durk Dunham (Region 5), and Mr. Mike Kasper (Region 8). Captain Sweeney thanked Mr. Marc Griffis for his service as Region 6 representative and announced that Ms. Liz Reimink will join the Board as the new Region 6 representative.

Approval of Agenda

Mr. Dunham moved to approve the April 15, 2021, agenda. Motion was supported by Ms. Boyer. Agenda was approved as presented.

Approval of Minutes

Ms. Boyer moved to approve the December 2, 2020, minutes. Motion was supported by Mr. Hobbs. Minutes were approved as presented.

Mr. Hobbs moved to approve the February 3, 2021, minutes. Motion was supported by Ms. Boyer. Minutes were approved as presented.

Upcoming Courses

Ms. Frederick announced there is a G-191 course scheduled in June and two or three more will be added when dates have been established. She stated two additional HSEEP courses, using the FEMA platform for instruction, will open in Michigan. There is currently one virtual ICS 300 course, but more will be added. All courses thus far have been offered virtually except for the MI-CEMKR and Hazard Mitigation/Comprehensive Interface course. Ms. Frederick clarified that an ICS 400 virtual course would be outside of the PEM program, but she will consult with the EMHSTC manager regarding a decision on that probability.

PEM Exam Report

Ms. Frederick reported eight individuals took the PEM exam this week. There were no apparent issues, and the virtual process continues to work well. Certificates and letters will be mailed this month. The next exam is scheduled for August 2021. Captain Sweeney noted that five of the individuals who passed the exam were EMHSD staff.

PEM Board Member Application Process

Captain Sweeney thanked members who submitted letters of support to continue serving on the PEM Board and advised that the Michigan Subject Matter Expert position, formerly held by Dr. Wagoner, is currently vacant. Captain Sweeney is accepting applications or names of individuals who are emergency managers in Michigan and have their PEM designations. There is no expectation for years of experience.

Review of PEM Courses

Captain Sweeney would like to create a committee to review current PEM classes. Members could be comprised of experts in or outside the division who would review current courses and decide which ones should be kept and which ones should be revamped or removed.

Captain Sweeney requested that Ms. Frederick chair the committee, and the following Board members volunteered to serve: Lt. Oslund, Ms. Boyer, Mr. Hobbs, Mr. Kasper, and Mr. Williams. Captain Sweeney requested the committee present a status update at the June 2 meeting at which time Board members would provide feedback and direction and that information can be relayed to the regions.

Ms. Frederick clarified that division staff have initiated review of the PEM program beginning with the MI-CEMKR course. They would like to receive input from individuals who have been active for several years, as well as new staff, prior to making a final decision. Feedback might involve disseminating a survey to emergency managers throughout the state.

Captain Sweeney reported that the Hazard Mitigation/Comprehensive Plan Interface class, previously taught by Dr. Wagoner, is still required for those seeking their PEM, however, there is currently no way to offer it. Division members are checking on the possibility of someone teaching an abbreviated portion of the course, and he welcomes any suggestions for possible presenters. If a presenter cannot be located, the class will be waived as a requirement for the remainder of the year. Captain Sweeney noted there are currently no questions on the PEM exam related to this class.

Roundtable

Mr. Hobbs inquired about the possibility of offering the EMA-G-393: Mitigation for Emergency Managers course currently supported by the Ohio Emergency Management Agency, or whether the course would meet requirements for the Michigan PEM program. Ms. Frederick requested more information and a point of instruction for the course prior to making a decision.

Mr. Williams commented on the topic of professionalism in emergency management pointing out that local board chairs often appoint emergency managers with little or no background in the field, and these individuals often struggle in the position. Mr. Williams would be interested in a discussion that would ensure all emergency managers in the state of Michigan have some baseline level of knowledge. It is his hope that Captain Sweeney or the new committee would identify a standard curriculum everyone is required to follow.

Public Comment

There were no public comments.

Adjournment

Mr. Dunham moved to adjourn the meeting. Motion was seconded by Ms. Boyer. Meeting was adjourned at 2:46 p.m.