



Professional Emergency Manager Advisory Board Meeting

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

Minutes – February 21, 2024

The regular meeting of the Professional Emergency Manager (PEM) Advisory Board (AB) was held on Wednesday, February 21, 2024.

The meeting was called to order at 10:06 a.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 Board members were present: Capt. Dave Oslund (Region 1), Ms. Donna Northern (Region 2), Mr. Jeff Parsons (Region 5), Mr. Jerry Becker (Region 6), Mr. Mike Kasper (Region 8), Ms. Jenifer Boyer Michigan Emergency Managers Association (MEMA), and Mr. Ryan Wilkinson Michigan Subject Matter Expert (MI-SME). Excused absence was Mr. Gregg Bird (Region 7). A quorum of the Board was present.

MSP/EMHSD members present were Mr. Jack Calhoun and Ms. Kristy Brown.

Opening Comments

Captain Sweeney welcomed everyone. He thanked Mr. Greg Williams for his time serving on the board and as the MEMA president. He welcomed Ms. Boyer who has shifted positions from representing Region 3 to MEMA president. This leaves an open position for Region 3.

Approval of Agenda

Captain Sweeney plans to discuss the offsite meeting in August under PEM Activities. Mr. Becker moved to approve the February 21, 2024, meeting agenda with changes. Motion was supported by Ms. Northern. Agenda was approved as amended.

Approval of Minutes

One error was identified in the October 23, 2023, minutes. Under roll call, "Parson" should be "Parsons". Captain Oslund moved to approve the minutes with revision. Motion was supported by Ms. Boyer. Minutes were approved as amended.

PEM Board Vacancy- Region 3

Captain Sweeney reached out to Lt. Charles Barker to see if he had heard of any interest in representing Region 3, Lieutenant Barker had not heard of any interest. Mr. Calhoun hadn't heard of any interest either. Mr. Calhoun will get Captain Sweeney a list of all PEM members in Region 3. Captain Sweeney will send out an email to see if there is any interest. Captain Sweeney would like to fill the vacancy before the May 2024 meeting.

November 29, 2023, PEM Exam Results

Mr. Calhoun reported that they conducted a PEM exam on November 29 at EMHSD and 14 out of the 16 individuals passed. Mr. Calhoun worked with the two individuals that were unsuccessful on what they need to concentrate on. Captain Oslund asked if there was any correlation with the questions they missed. Mr. Calhoun explained that the biggest struggle points are HSEEP and ICS-300. Mr. Parsons asked if we are able to see what questions were missed. Mr. Calhoun stated that yes, we are able to see which questions were missed and relate them to a specific course. The total number of PEMS to date is 438. Next exam is on March 20, 2024.

2023 PEM Year in Review

Captain Sweeney thanked Mr. Calhoun and Ms. Connie Arndt for putting this report together and stated we will continue to do this yearly. Mr. Calhoun explained the report goes over what they have done during the last calendar year. It was suggested that a PEM booth be displayed at other conferences.

One error was identified that the page number on page 2 needs to be changed from "4" to "2". Mr. Kasper moved to approve the report with the one revision. Motion was supported by Mr. Becker. Annual report was approved as amended.

PEM Activities

Mr. Calhoun reported that since the last meeting they have held one session in each of the PEM courses. In January 2024 in Charlotte, 25 students attended L-0146 Homeland Security Exercise and Evaluation Program (HSEEP) course and a virtual session of the Michigan Specific Core Emergency Management Knowledge Requirements (MI-CEMKR) course was held with 29 students attending. In February 9, 2024, in Farmington Hills, they had 35 students take the G-191 Incident Command System/Emergency Operations Center Interface course. In October 2023, in Detroit, 26 students attended L-105: Public Information Basics course.

Mr. Calhoun announced that we will be doing a PEM social at Great Lakes Homeland Security Training Conference and Expo and would like to host another at the 2024 MEMA Conference. PEM exams will be held in Lansing on the following dates, March 20, 2024, June 27, 2024, and in Gaylord on September 18, 2024.

Captain Sweeney announced that the PEM of the Year solicitations will be going out soon. Captain Sweeney discussed the upcoming August 21, 2024, offsite meeting on Mackinac Island. Discussion was held about travel to the meeting. Captain Sweeney suggested driving up on August 20 and having the meeting on August 21 at normal time.

Upcoming Courses

Mr. Calhoun reported there are two sessions for each course on the schedule for the remainder of the fiscal year, G-191, scheduled for May 29, 2024, in Midland and August 23, 2024, in Petoskey. L-105 will be held in Mason on February 27-29, 2024, in Benton Harbor June 11-13, 2024, and in St Ignace on August 6-8, 2024. HSEEP will be held in Big Rapids on April 17-18, 2024, and at Houghton July 18-19, 2024. MI-CEMKR will be held on May 1, 2024, and August 28, 2024, virtually.

Roundtable

Captain Sweeney stated we got the individual assistance presidential declaration effecting nine counties. FEMA is here and looking to establish a Joint Field Office very soon. For section 19 funds, the state is responsible for 25% of what you get for individual assistance. In the 2021 flood we paid out over 8 million dollars at the state level. For the Midland flood we paid \$500,000. We continue to plan for migrant busing, even though there is no reason to believe large groups are coming in. We are looking at election security and RNC has requested support. Also, a no snow declaration is being discussed.

Mr. Becker stated they are re-evaluating their THIRA process; they formed a new committee.

Ms. Northern stated business as usual, they are continuing to have regional meetings, training and exercise meetings, and workgroups.

Mr. Boyer stated that sent out communication to all members that they have established the 2024 goals for the year. They are working on renewals and members to help with goals. Conference dates are October 28-30.

Mr. Parsons stated they are looking for a new project manager.

Ms. Kasper wanted the group to know how much he appreciates that classes are being held in his region. If weather continues as is, he has concern over fires and states there will be a lot of discussions about dredging.

Mr. Calhoun announced that Michigan was awarded to hold FEMA advanced academy for fiscal year 2025, still working on a location it will be in the Metro Detroit area. There is an application process and will go out with the announcement, along with location and dates. 30 total students will be accepted.

Captain Sweeney thanked all of the board members.

Public Comment

No public comments.

Adjournment

Captain Oslund moved to adjourn the meeting. Motion was seconded by Ms. Boyer. Meeting adjourned at 11:08 a.m.