



Professional Emergency Manager Advisory Board Meeting

Mackinac Island Community Hall
7358 Market Street, Mackinac Island, Michigan
49757

Minutes – August 21, 2024

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

The meeting was called to order at 9:08 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, Ms. Donna Northern (Region 2), Ms. Sarah Clark (Region 5), Mr. Jerry Becker (Region 6), Mr. Mike Kasper (Region 8), and Ms. Jenifier Boyer Michigan Emergency Managers Association (MEMA). Absence was Capt. Dave Oslund (Region 1) Ms. Sarah Whaley (Region 3), Mr. Gregg Bird (Region 7), and Mr. Ryan Wilkinson Michigan Subject Matter Expert (MI-SME). A quorum of the Board was present.

MSP/EMHSD members present were Ms. Brenna Roos, Mr. Jack Calhoun, Ms. Connie Arndt, and Ms. Kristy Brown.

Opening Comments

Captain Sweeney thanked Mr. Kasper and Mr. Calhoun for coordinating the offsite meeting.

Approval of Agenda

Ms. Northern moved to approve the August 21, 2024, meeting agenda. Motion was supported by Mr. Kasper. Agenda was approved as presented.

Approval of Minutes

Mr. Becker moved to approve the May 6, 2024, minutes. Motion was supported by Ms. Boyer. Minutes were approved as presented.

PEM Board Membership Discussion

There was a discussion whether new board members had to be from the homeland security board or how we could get replacements. There was some concern of where we would stop. A suggestion was made that individuals could join MEMA and come to the PEM AB meetings.

PEM Programmatic Update

There was a discussion if we should have more elective classes to choose from. Also, if we should add a second level, other states do have multiple levels. A committee will be formed for further discussion with Mr. Wilkinson, Mr. Bird, Ms. Boyer, and Mr. Becker. They will give an update at the October meeting and present at the February 2025 meeting.

June 27, 2024, PEM Exam Results

Mr. Calhoun reported that they conducted a PEM exam in March, 25 individuals attempted and passed the exam. In June, 23 individuals attempted and passed the exam. We have an exam scheduled in September in Gaylord; we have 14 individuals currently registered for that exam.

PEM Activities

Mr. Calhoun reported if the 14 individuals pass the exam in September, we will have 62 additional PEMs. Currently the total active PEM roster is 486. There were 62 students who took the G-191 since April of 2024. There were 97 students who took the L-105 since February of 2024. There were 26 students who took the Homeland Security Exercise and Evaluation Program (HSEEP), since April of 2024. There were 28 students who attended Michigan Specific Core Emergency Management Knowledge Requirements (MI-CEMKR), in April and 54 individuals are signed up for the August 28 class.

Upcoming Courses

Mr. Calhoun reported the 2025 calendar is active in MI-TRAIN. 2 North and 2 South will get classes in the fall, all will be held in October. Winter, two classes will be in Lansing and one in Ann Arbor. Spring, one class will be in Bay City, one in Allegan, and one in Grand Rapids. Summer, one class in the Upper Peninsula and two classes in Region 7. PEM exams for 2025 are March, June, September, and November.

Roundtable

Captain Sweeney welcomed Ms. Clark as the new Region 5 representative.

Ms. Clark is working with MSP to host a prepare fair. Also, she became a board member for MEMA to represent Region 5.

Ms. Northern stated they are hosting summer festivals; they are closing out in September with a jazz festival. September they are exercising their three casinos and a full-scale pipeline exercise in November.

Mr. Becker stated that Region 6 just completed a dam exercise. Kent county emergency manager retired and a new emergency manager has been appointed.

Ms. Boyer stated the MEMA conference is October 28-30, registration and hotels are open. She is working on putting together a mentor program for MEMA. In Midland they are doing a preparedness month for September, and they have two videos they have put together for this. They are looking to update their sirens.

Mr. Kasper stated they are working on a regional hazmat response team. National Guard is doing another Safe Harbor training September 13-14 in St Ignace, this isn't a full-scale training.

Mr. Calhoun stated they are trying to get the word out about PEM by having the booth at more events.

Mr. Alan Burt from the Mackinac Marine Rescue and Department of Public Works did a short presentation on his roles on the Mackinac Island.

Public Comment

No public comments.

Alibis

No alibis.

Adjournment

Mr. Becker moved to adjourn the meeting. Motion was seconded by Mr. Kasper. Meeting adjourned at 10:09 a.m.

DRAFT