



Professional Emergency Manager Advisory Board Meeting

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

Minutes – August 12, 2020

The regular meeting of the Professional Emergency Manager (PEM) Advisory Board (AB) was held on Wednesday, August 12, 2020, via Microsoft Teams (virtual). Board members present were Lt. Dave Oslund (Region 1), Mr. Chris Hobbs (Region 2), Ms. Jeniffer Boyer (Region 3), Mr. Durk Dunham (Region 5), Mr. Mike Kasper (Region 8), Mr. Greg Williams (MEMA), and Capt. Kevin Sweeney (MSP/EMHSD).

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

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

Opening Comments

Ms. Frederick thanked everyone for joining the meeting on this new platform.

Review of Meeting Agenda

Mr. Dunham made a motion to approve the August 12, 2020, meeting agenda. Motion was supported by Lt. Oslund. Agenda was approved as presented.

Review of Meeting Minutes

Lt. Oslund made a motion to approve the February 12, 2020, meeting minutes. Motion was supported by Mr. Dunham. Minutes were approved as presented.

PEM Program – Administrative Items

Ms. Frederick announced there are three new members to the Board: Capt. Kevin Sweeney, Mr. Greg Williams, and Mr. Chris Hobbs.

Captain Sweeney stated the PEM Program is important to those in the emergency management and homeland security realm in Michigan, and he appreciates everyone taking the time to serve on the Board. He earned his PEM in 2011 and looks forward to learning more about the program and activities of the Advisory Board.

Mr. Williams stated he is representing MEMA, and previously represented District 7 and District 2 at one point. He is a big supporter of the PEM Program and the curriculum of training emergency managers across the state, and he is excited to be involved again.

Mr. Hobbs stated he has worked for Macomb County, Office of Emergency Management for almost three years, and has a bachelor's degree in emergency management from Madonna University. As lead planner, he is currently reviewing EOPs, ESFs, security and vulnerability assessments, and their facility emergency plans. He received his PEM in August 2019, has reviewed the PEM Program synopsis, and hopes to bring some new insight.

Upcoming Courses

Ms. Frederick reported they cancelled many in-person courses due to COVID-19 but are exploring ways to keep PEM courses going. There are several ICS-300 courses scheduled: September 9-11; 14-16, and 23-26. They added two G-191 courses, and she is working with ICS instructors on adding a few more in October. She welcomes any suggestions for moving forward with PEM courses, as that is their focus.

PEM Program Discussion

Ms. Frederick announced Captain Sweeney made the decision to conduct the August 26 PEM exam virtually. It will be the same exam, accessible via MI-TRAIN with a Microsoft Teams component for the video. The exam will in one-on-one format with a proctor. A pilot exam was successfully conducted with Captain Sweeney, and they are confident with the process. There are currently 18 applicants; 14 have signed-up for the exam, and she will contact the other four by the end of the day.

Ms. Frederick indicated PEMs will receive the Annual Renewal email on October 1 with an ACEP survey link. Requirements will be the same this year with no major exceptions. She has received many emails of concern over exercises and conferences being cancelled due to COVID-19, but they believe there are enough independent courses and real event involvements to assist with requirements. Ms. Hampton added that a written plan for COVID-19 could serve as a second maintenance item.

Mr. Williams stated MEMA had taken the position to respectfully request the state consider suspending requirements for 2020. In the absence of doing that, he suggested sending a letter or email to PEMs with examples of what would meet the requirements coming into October 1.

Captain Sweeney agreed with this proposal, stating they will make it a goal by the end of the week. It could simply be an email highlighting that most have been involved with COVID-19, which will likely serve as two of the requirements. Options could be offered to assist with meeting a third criteria (e.g., attending training or conferences in fall or winter 2019).

Ms. Hampton remarked many counties had planning activities for the statewide exercise. Although the exercise never occurred, participating in the planning process could be of value.

Ms. Boyer asked what documentation would be needed as proof for these activities, as there would not be after-action reports. She believes examples of documentation would also benefit PEMs.

Ms. Frederick clarified related correspondence or sign-in sheets would serve as proof and that is where broadening the requirements come into play.

Mr. Hobbs commented this will be his first renewal year and asked if there are specific parameters on the types of planning. For example, Macomb County has planned out how continuity of government is going to work through the county, as they had to change everything.

Ms. Frederick clarified it will be broad, such as planning for the exercise or planning for the event (e.g., a county fair; active in updating a building plan, a response plan, etc.).

Conclusions / Questions / Discussions

Ms. Boyer asked about the status for conducting an overhaul of the entire PEM Program. Ms. Hampton clarified Ms. Boyer is referring to discussion at the February meeting regarding Lein Process Improvement (LPI). They are working with Mr. Shawn Ewing, EMHSD state exercise officer, who is an LPI-certified instructor. They may attempt a virtual LPI, but it works better in person. The process involves tearing down the entire PEM Program and building it back up. It is essentially a rewrite of the program involving review of all courses and the time allotment for each. It is typically a week-long, in-person process.

Ms. Boyer inquired about the state partnering with EMI regarding virtual training and offering more opportunities to emergency managers.

Ms. Frederick indicated she has been in constant contact with EMI, as she is attempting to find different courses. She is working on a potential virtual PIO course, which has not yet been done. For ICS, they are the first in the nation to work with two contacts from FEMA for approval of a pilot course. There is also potential for a MI CEMKR course, which they would like to make virtual or at least recorded.

Ms. Frederick stated she created and disseminated a couple surveys for both G-191 and ICS courses, and she has received positive feedback regarding the virtual process. It would save individuals time, travel, expenses, etc., and they are closer to making it happen in the future.

Adjournment

Ms. Boyer motioned to adjourn the meeting. Motion was seconded by Lt. Oslund. Meeting adjourned at 10:32 a.m.