



Professional Emergency Manager Advisory Board Meeting

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

Minutes – February 3, 2021

The regular meeting of the Professional Emergency Manager (PEM) Advisory Board (AB) was held on Wednesday, February 3, 2021, via *Microsoft Teams* (virtual).

The meeting was called to order at 10:00 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 members were present: Mr. Chris Hobbs (Region 2), Ms. Jenifer Boyer (Region 3), Mr. Mike Kasper (Region 8), and Mr. Greg Williams (MEMA).

MSP/EMHSD staff members present were Lt. Michele Sosinski, Ms. Jackie Hampton, Mr. Dale George, Mr. Jack Calhoun III, Ms. Alison Staercke, and Ms. Diane Laban.

Opening Comments

Captain Sweeney welcomed everyone to the meeting. He introduced Lt. Michele Sosinski, EMHSD Acting Assistant Division Commander, and Mr. Dale George, who was recently promoted from EMHSD Public Information Officer to manager of the Training, Exercise and Radiological Unit.

Approval of Agenda

Captain Sweeney stated approval of the agenda will be waived in the absence of a meeting quorum.

Approval of Minutes

Captain Sweeney stated in the absence of a meeting quorum, a motion to approve the December 2, 2020, minutes will be tabled until the April meeting.

Service Award – Dr. Wagoner

Captain Sweeney presented an award to Dr. Bill Wagoner and thanked him for his service of over 30 years on the PEM Advisory Board and 37 plus years as an adjunct instructor for the PEM Program. He also served on and chaired FEMA's Emergency Management Institute Board of Visitors and the Certified Emergency Management (CEM) Certification Commission of the International Association of Emergency Managers.

Dr. Wagoner said it has been a joy to work with such a distinguished group of people, and he cannot say enough about how well the PEM Program has developed over the years. It has been his honor to serve and he thanks everyone.

Upcoming Courses

Mr. Calhoun reported they have several upcoming PEM courses. Four G-191 courses are scheduled--two in February and two in March. They are conducting two ICS-300 courses, and there is one PIO class on March 29-30. All courses are currently virtual, but some in-person classes have been scheduled further out, including a G-191 course on June 18 in Region 8 and a PIO course on July 20-21 in Region 8. They are currently updating the MI-CEMCR course and will add it to their virtual classes when completed. They are also seeking a new instructor for the Hazard Mitigation/Comprehensive Plan Interface course due to Dr. Wagoner's vacancy.

Mr. Calhoun reported the last PEM exam was held on December 3, 2020. Six individuals took and passed the exam. The next exam is scheduled for April 13, 2021. He commented that they have received great reviews for online courses. People seem pleased and find the current virtual approach sufficient.

PEM Program

Captain Sweeney shared a visual of the PEM AB Bylaws adopted in April 2018. After further review, he is impressed and pleased with its current form. Prior to addressing some related items, he polled Board members for any changes in the text. All members present indicated they have no issues with the Bylaws.

Captain Sweeney stated he discussed the Bylaws with division staff for some clarification. **Section 2. Creation, Composition**, states the Board shall consist of nine (9) members to include one (1) recognized subject matter expert and one (1) member appointed by MEMA. It was confirmed that Region 2 represents both District 2-North and 2-South and that as commander of MSP/EMHSD, he serves as Board chair, is a nonvoting member, and seeks advice from Board members.

Captain Sweeney referenced **Section 3. Appointment**, stating that because the revised Bylaws were adopted in April 2018, the mandated three-year term will expire in April 2021 for most current members. Therefore, he would like to solicit letters of interest from members indicating whether they would like to continue serving on the Board.

Captain Sweeney requested Ms. Laban provide him with a list of term expiration dates for current Board members.

Captain Sweeney briefly covered **Section 7. Chairperson, Meetings, Rules, Records**, indicating a record of minutes is provided by the recording secretary and follows standard *Robert's Rules of Order*.

Captain Sweeney indicated they will not be looking at a complete Lean Process Improvement (LPI), but he has requested division staff provide him with a list of PEM courses requiring modification or elimination. He will ultimately provide that list to Board members for their review and recommendations. This topic will be added to the April 7 meeting agenda.

Captain Sweeney addressed **Section 4. Terms of Office**, which states Board members will hold office by virtue of appointment by MSP/EMHSD and serve three-year terms. Captain Sweeney will be using a new four-step process that aligns with the Bylaws. He encourages and hopes current members will reapply but wants to ensure other interested parties also have an opportunity to apply.

The four-step process will include: 1) the applicant writes a letter to the captain of EMHSD expressing interest in serving on the PEM Board; 2) the applicant obtains a letter of support from their regional board; 3) the applicant obtains a letter of support from their district coordinator; and 4) the captain of EMHSD appoints an individual to serve on the PEM Board.

Captain Sweeney requested current members, whose terms expire in April, follow the four-step process and submit the required documentation to him by April 30, 2021. The current subject matter expert vacancy will also be addressed in April.

Captain Sweeney stated he will present the four-step process at the next Local EM Webinar and will notify district coordinators so they can disseminate the information to their regions.

Roundtable

Ms. Boyer suggested a reminder be sent to Board members regarding the importance of attendance and participation. Captain Sweeney stated the topic will be addressed as members reapply and noted there is reference to "removal with cause" in the Bylaws.

Mr. Kasper commented that he has been receiving great feedback regarding online courses, and he looks forward to helping develop these curriculums moving forward.

Mr. Williams requested direction regarding his reapplication to the Board. Captain Sweeney clarified he should obtain a letter of support from MEMA, but also a letter of support from the District 7 coordinator, as the Bylaws do not differentiate between the MEMA and subject matter expert representatives and the other seven representatives.

Public Comment

There were no public comments.

Ms. Hampton expressed her appreciation to Dr. Wagoner, whom she has worked with for 17 years.

Mr. George advised he will provide Captain Sweeney with a copy of previous PEM Bylaws, which do not outline a concrete process for Board member reapplication.

Captain Sweeney stated he will provide Board members with the list of recommended course changes prior to the June 2, 2021, meeting. After Board discussion and suggestions, he would like to make those changes by December 2021 in preparation for 2022.

Adjournment

The meeting adjourned at 10:33 a.m.