



Professional Emergency Manager Advisory Board Meeting

MSP Headquarters
7150 Harris Drive, Dimondale, Michigan 48821
1917 Room

Minutes – October 26, 2022

The regular meeting of the Professional Emergency Manager (PEM) Advisory Board (AB) was held on Wednesday, October 26, 2022.

The meeting was called to order at 10 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) (virtual), Ms. Jenifer Boyer (Region 3) (virtual), Mr. Jeff Parsons (Region 5), Ms. Liz Reimink (Region 6), Mr. Gregg Bird (Region 7), Mr. Mike Kasper (Region 8), Mr. Greg Williams (MEMA), and Mr. Ryan Wilkinson (MI-SME). A quorum of the Board was present.

MSP/EMHSD staff present included Mr. Jack Calhoun, Ms. Danica Frederick, and Ms. Diane Laban.

Opening Comments

Captain Sweeney welcomed everyone to the meeting.

Approval of Agenda

Captain Oslund made a motion to approve the October 26, 2022, meeting agenda. Motion was supported by Mr. Wilkinson. Agenda was approved as presented.

Approval of Minutes

Ms. Frederick clarified wording in the July 27 minutes pertaining to training activity for annual renewal requirements. Eight hours of training equals one activity, so additional hours above eight would not count as additional activities in the same category.

Ms. Reimink made a motion to approve the July 27, 2022, meeting minutes. Motion was supported by Mr. Williams. Minutes were approved as presented.

2023 Schedule of Meetings

Captain Sweeney stated the proposed 2023 Schedule of Meetings for the PEM Advisory Board includes four quarterly meetings. The May meeting is tentatively scheduled for Tuesday, May 9, at the Great Lakes Homeland Security Training Conference and Expo (GLHSTCE) in Grand Rapids, Michigan. This date could be changed to Monday, May 8, with time and location to be determined.

Mr. Kasper moved to approve the 2023 Schedule of Meetings. Motion was supported by Ms. Reimink. The schedule was approved as presented.

PEM Logo – Signature Line

Captain Sweeney indicated the topic of adding a PEM logo to a signature line, as an option for PEMs, was mentioned at the last meeting. Board members were provided with three different logos designed by the MSP/EMHSD graphic artist. All were in agreement that design A, which was previously selected for the new PEM lapel pin, would be the best choice.

Mr. Bird made a motion to accept PEM logo design A for the signature line. Motion was supported by Mr. Kasper. Motion approved.

There was subsequent discussion regarding when and how PEMs would receive the logo. Captain Sweeney summarized that a photo of the PEM logo with instructions would be sent out by region in one mass email, and then another email would be sent with a list of current PEMs. Mr. Calhoun indicated he could do this around mid-November 2022.

PEM Annual Refresher Conference

Ms. Frederick reported that the PEM Annual Refresher Conference, held during the 2022 MEMA Annual Conference, went very well. There were speakers for training, exercise, and the PEM Program. Other topics included grants, hazard mitigation planning, and emergency operations planning. Mr. Williams added that feedback has been positive thus far, and he will share comments once they are collated. He expressed appreciation for MSP's presence and Captain Sweeney's assistance in making the conference possible.

There was discussion about holding a brief PEM refresher during the 2023 GLHSTCE. It was also suggested a PEM booth be established to offer literature, gift bags, answer questions, etc., and that a social reception might entice people to participate in the PEM Program. Because PEM Board meetings are open to the public, it was recommended that notice of the May meeting be included in the GLHSTCE agenda.

Captain Sweeney recapped that the Board would like to provide the following at the 2023 GLHSTCE: 1) a PEM reception, 2) a PEM table, and 3) a PEM drawing. He indicated EMHSD staff will work with the conference administrator, Ms. Tammy Blackburn, regarding these proposals. He requested Ms. Laban create and send a schedule chart to Board members so they can choose a time for staffing the PEM table.

Upcoming Courses

Ms. Frederick reported that the G-191 ICS/EOC Interface course scheduled this Friday at the Detroit Zoo is currently full. Two weeks ago, they conducted the L105 (new Public Information Officer course), which went well. The next PEM exam is scheduled for November 30. They did hold a PEM exam in Marquette and will continue to offer the fourth one in either Marquette or Gaylord. They are running a Basic Academy. Two of the courses are in the PEM Program (HSEEP and L105) and will take place at Michigan State University. A notice will be sent out.

Board members discussed professionalization of the emergency management field at length, offering that one solution might be to get elected officials and township supervisors to push the PEM certification as a good job description resource. Captain Sweeney emphasized it would be beneficial to have a set of standards finalized, whether in job descriptions or statute. He proposed a workgroup be established, comprised of EMHSD and MEMA staff, to formulate further discussion on the topic. Captain Sweeney indicated he is always willing to present the PEM PowerPoint to a group, and requests with dates and times can be sent via email.

Mr. Kasper commended Captain Sweeney for supporting the Board and the PEM Program by providing training to make the position better. Conducting a PEM exam in the UP is a great example and shows he is opening doors to the program.

Ms. Frederick distributed the original PEM lapel pin to Board members for comparison to the new design. It was suggested a vendor be selected to make a higher quality pin that is a bit larger.

Round Table

Ms. Northern reported they held a cybersecurity workshop in October, which went very well.

Mr. Parsons reported they held a full-scale regional exercise on September 29. It involved a number of agencies throughout Region 5 and went very well. Prior to that, they conducted a Comms exercise for which they also had good findings and reports.

Ms. Reimink reported they have had several exercises, many of which were active shooter.

Mr. Bird reported they had significant response to the Menominee paper mill fire. It included fire services, MABAS, and command officers from their region, as well as support from Regions 2 and 3. They also completed a full-scale exercise at Cherry Capital Airport. He commented on the status of EMS transport units. EMS agencies are concerned that Munson Medical Center is the only large trauma center between Marquette and Grand Rapids, and ER treatment times are 10-12 hours. Mr. Bird announced that the upcoming ICS-300 will be the first training class in their newly upgraded emergency operations center.

Mr. Kasper reported that other than the Menominee fire, it has been business as usual in Region 8.

Mr. Williams expressed appreciation to those who attended the MEMA Conference and hopes that those who were unable to attend can do so next year. He recognized and thanked Ms. Boyer for her assistance with the conference. Mr. Williams remarked that he is also concerned regarding the trauma center situation, particularly in Northern Michigan, and believes it should be addressed by EMs as a group going forward.

Public Comments

There were no public comments.

Adjournment

Mr. Kasper moved to adjourn the meeting. Motion was seconded by Captain Oslund. Meeting adjourned at 11:15 a.m.