



## Professional Emergency Manager Advisory Board Meeting

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

### Minutes – March 23, 2022

The regular meeting of the Professional Emergency Manager (PEM) Advisory Board (AB) was held on Wednesday, March 23, 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), Ms. Jenifer Boyer (Region 3), Ms. Liz Reimink (Region 6), Mr. Mike Kasper (Region 8), and Mr. Ryan Wilkinson (MI-SME). Members present via conference call were Mr. Greg Williams (MEMA). A quorum of the Board was present.

MSP/EMHSD members present were Mr. Jack Calhoun, Ms. Danica Frederick, Mr. Dale George, Ms. Jackie Hampton, and Ms. Diane Laban.

#### **Opening Comments**

Captain Sweeney welcomed everyone and reminded Board members the next meeting will be held at the Great Lakes Homeland Security Training Conference and Expo (GLHSTCE) on May 10.

#### **Approval of Agenda**

Ms. Northern moved to approve the March 23, 2022, meeting agenda. Motion was supported by Captain Oslund. Agenda was approved as presented.

#### **Approval of Minutes**

Ms. Boyer moved to approve the October 6, 2021, minutes. Motion was supported by Ms. Reimink. Minutes were approved as presented.

#### **PEM Strategic Plan / Advisory Board Member Goals**

Captain Sweeney indicated that Board members were asked to submit goals they would like to see accomplished, and that information is outlined in a 2022-24 PEM Strategic Plan that was disseminated at the meeting. Items in the plan are open for discussion and modifications at today's meeting. Captain Sweeney stated the plan is divided into three investments—Growth and Involvement; PEM Program Experience; and Diversity, Equity and Inclusion. Each investment has a goal: Goal 1: Promote and highlight the PEM Program; Goal 2: Review and enhance the current PEM Program; and Goal 3: Encourage Understanding of diversity, equity, and inclusion in the PEM Program. Members agreed with the investments and goals as presented. Specific objectives under each goal need to be accomplished over the next year or two.

Under Goal 1, Objective A, Ms. Frederick has created a PowerPoint presentation for the PEM Program. Captain Sweeney requested the presentation be added to the May 10 meeting agenda and include additional statistics regarding the number of individuals who have completed the program.

Board members proposed that a generated list of PEMs would assist local emergency managers (EMs), and they suggested it could be accomplished by adding a question to the PEM Annual Renewal Survey asking individuals to identify their associated county, city, or 390 program. Members also discussed the topic of persons taking courses without prior approval from their local EMs. It was explained that any person can take a PEM course, but PEM Program designees are given first priority.

Captain Sweeney recapped legitimate concerns of PEM Board members, which include: 1) individuals taking PEM courses without prior approval or confirmation that the class is being taken with the specificity of becoming a PEM; 2) providing a list of current PEMs and possibly including that roster on a website, and 3) providing a list of PEMs and their associated counties, which could be captured on the PEM Annual Renewal Survey.

Captain Sweeney advised that PEM staff will create language for inclusion in the PEM Annual Renewal Survey, and that item will be added as an objective under Goal 2.

Captain Sweeney requested Ms. Frederick lead a committee to review procedures for local EM approval of designees prior to entry into the PEM Program. Ms. Reimink and Ms. Northern volunteered to serve. This topic will be added to the next meeting agenda.

Captain Sweeney advised that a list of all current PEMs will be provided to Board members, and staff will attempt to break it down as best they can. Going forward, this information will be captured via the PEM Annual Renewal Survey. He suggested the new committee review this item as well.

PEM staff confirmed that local EMs are notified when individuals in their region pass the PEM exam. Captain Sweeney stressed the importance of individually recognizing those who complete the program.

Concern was expressed regarding how objectives on the PEM Strategic Plan will be measured and tracked. Captain Sweeney asked Board members to provide statistics to Ms. Frederick at the end of the year, and these will be included in the PEM Board Annual Report (e.g., number of PEM certificates presented at regional board meetings, PEM Program information provided in informational bulletins, etc.).

In reviewing Goal 3 objectives, Captain Sweeney strongly encourages rolling out the PEM Program in regions in addition to individuals coming to Lansing. He suggested modifying the wording under Goal 3 to reflect this.

Captain Sweeney remarked that items on the PEM Strategic Plan do not require formal Board member approval, but additions and revisions discussed today will be made.

### **2021 Annual Report**

Captain Sweeney stated a copy of the PEM Board 2021 Annual Report was sent to members via email. Board members should notify Ms. Frederick with any suggestions or missing information. Captain Sweeney intends to have this report created annually.

### **Upcoming Courses**

Ms. Frederick announced that courses are back on schedule and in person. There are two Public Information Officer (PIO) courses scheduled in June and July; two G-191 courses; and two HSEEP (Homeland Security Exercise and Evaluation Program) courses. A virtual MI-CEMKR (Michigan Core Emergency Management Knowledge Requirements) course is scheduled for July. The next PEM exam will be on April 14. There are currently 40 people registered, and the exam is set up for multiple sessions. Approximately 10 division staff will be taking the exam. Ms. Frederick reported that 22 individuals passed the last exam and two failed. They continue to provide a meeting room the day prior to exams for those who wish to join the study session.

### **Advanced PEM Committee Update**

Ms. Frederick reported that a committee was created to discuss the possibility of an advanced PEM designation. After creating a chart and reviewing pros and cons, they recommend not proceeding with such a designation at this time but do suggest it be revisited in the future. Committee members believe it is more important to focus on the current PEM Program. Board members discussed the topic of ensuring current PEMs are aware of other advanced training options. It was suggested that a link to the latest Emergency Management Institute (EMI) catalog be added in the newsletter.

Board members discussed conducting a PEM Annual Refresher Conference, as was held in past years. Discussion involved connecting such a workshop to another conference, holding it on its own, and/or broadcasting it virtually. Captain Sweeney advised that EMHSD staff will review options and provide information at the next meeting.

### **PEM Exam – Non-Passing Procedures**

Captain Sweeney indicated that he requested PEM staff review procedures for retaking the PEM exam when designees fail, as they currently wait six months. He recognized Mr. Dale George to report on the subject. Mr. George stated that staff had already been discussing the topic but wanted to identify a clear path for those who will repeat the exam. They view the process as multi-tiered and recommend the following options, which would be added to the script that is read prior to each exam: 1) offer a PEM mentor to assist with study techniques, 2) offer counseling from PEM staff (which is already being done), and 3) change the current schedule of offering three exams per year to four exams per year. This would coincide with the PEM Board's quarterly meeting schedule. Mr. George indicated they welcome other suggestions from Board members. After brief discussion, there was agreement that the PEM exam be offered four times annually.

### **PEM Board Vacancies – Regions 5 and 7**

Captain Sweeney announced there are PEM Board vacancies in Regions 5 and 7. Lt. Josh Collins, EMHSD Fifth District Coordinator, has advised they will be submitting nomination of a candidate in the near future. Lt. Mike de Castro, Seventh District Coordinator, advised they have individuals who will be taking the PEM exam, and he will address the vacancy topic at his next regional board meeting.

### **FEMA/Federal Course Changes and Announcements**

Ms. Frederick announced that FEMA has created a monthly newsletter, and Board members were provided a handout of the latest edition. She suggested forwarding these newsletters to members as opposed to reporting on the contents at quarterly Board meetings. This would allow members to learn of changes occurring at the time. Captain Sweeney asked Ms. Frederick to include Ms. Laura Croff, and copy F/Lt. Gabe Covey, in her forwarding email so they can distribute the newsletter to local EMs.

### **Roundtable**

Ms. Northern reported they are currently reviewing school security grant applications.

Ms. Boyer reported they have two or three local EMs currently going through the PEM Program. Her deputy is in the program as well. People are currently working on hazard mitigation plans. There have been challenges with the regional planning board regarding changes in funding. The river is rising in Midland for the first time in two years.

Ms. Reimink reported Oceana County has a new emergency manager, Mr. Troy Maloney, who comes from Arizona.

Mr. Kasper reported they have a new person in Region 8 who is going through the PEM Program. This individual is very experienced and a great addition.

Captain Sweeney is looking forward to seeing everyone at the PEM Board meeting on May 10 at the GLHSTCE. He announced there are currently 800 conference registrants.

### **Public Comment**

There were no public comments.

### **Adjournment**

Mr. Kasper moved to adjourn the meeting. Motion was seconded by Ms. Reimink. Meeting adjourned at 11:25 a.m.