



Professional Emergency Manager Advisory Board Meeting

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

Minutes – July 27, 2022

The regular meeting of the Professional Emergency Manager (PEM) Advisory Board (AB) was held on Wednesday, July 27, 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: Ms. Donna Northern (Region 2), Ms. Jenifer Boyer (Region 3), Mr. Jeff Parsons (Region 5), Ms. Liz Reimink (Region 6), Mr. Gregg Bird (Region 7), Mr. Greg Williams (MEMA), and Mr. Ryan Wilkinson (MI-SME). A quorum of the Board was present.

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

Opening Comments

Captain Sweeney welcomed everyone and noted there is one item not on the agenda that will be discussed during the “roundtable.” Mr. Wilkinson will share information regarding a new PEM program in the State of Massachusetts.

Approval of Agenda

Mr. Williams made a motion to approve the July 27, 2022, meeting agenda. Motion was supported by Ms. Boyer. Agenda was approved as presented.

Approval of Minutes

Two errors were identified in the May 10, 2022, minutes. On page 3, paragraph 3, sentence 1, “fitters” should be changed to “failure.” On page 3, paragraph 5, sentence 4, “board” should be changed to “boat.” Mr. Williams moved to approve the minutes with revisions. Motion was supported by Ms. Boyer. Minutes were approved as amended.

PEM Annual Refresher Conference Update

Captain Sweeney thanked Mr. Williams for the opportunity to hold a PEM Annual Refresher Conference during the MEMA Conference and allowing EMHSD to be facilitators of the discussion.

Ms. Frederick announced that EMHSD staff will provide sessions throughout the second day of the MEMA Conference. Topics will include state training in the PEM Program. There will be a review of EMHSD to assist new emergency managers (EMs) with available resources, and Sgt. Kevin Beasley will present on federal training as well. Ms. Frederick clarified there will be two different tracks—Track A will be for the day, and Track B will be other options. Exercise 101 will be broken into two different parts. There will be EMPG reporting, and Ms. Penny Burger will cover grants. The afternoon will include Emergency Operations Planning and Hazard Mitigation Planning. Ms. Frederick will assist at the booth to offer for more information about the PEM Program. She created a one-page flyer that outlines the program and the four steps to achieve the PEM designation. The flyer can be distributed but will also be digital soon. Ms. Frederick recently submitted descriptions for the different sessions and believes planning of the PEM Annual Refresher is moving along well. The MEMA Conference is October 10-12, 2022.

Upcoming Courses

Ms. Frederick announced the next PEM exam is August 12, and 36 individuals are currently signed up. There will be two sessions, and a room will be available one day prior for an unfacilitated study session. As discussed at the last meeting, they will offer an additional session to accommodate individuals further north. The fifth session will be on October 14 in Marquette and is on Mi-TRAIN for those interested. Plans are to rotate between Marquette and Gaylord each year for one of the sessions. She and/or Mr. Calhoun will facilitate, and Mr. Kasper has offered to assist as well.

Ms. Frederick reported the 2022-23 PEM schedule will be published next week. The cycle will rotate throughout the state to ensure they are consistent for all locations and instructors. Going forward, they are replacing the G290 with the L105 for the Public Information Officer course. She emphasized that not all are PEM courses. They will bring in the Basic Academy this fall, which is comprised of five different courses. This includes the HSEEP course and the L105. The L105 is a new course and is currently full, but FEMA indicated they may be able to offer additional space. Ms. Frederick will email the courses to Board members and list them by dates. Plans are to conduct a Train-the-Trainer for the Basic Academy in the spring as well.

Ms. Frederick indicated they recently reviewed past PEM Board minutes for comments pertaining to the PEM Program Strategic Plan. They concluded that all items discussed had been incorporated and there were no changes to the original version. The final draft was emailed to Board members. Additional changes or errors to the plan should be sent to Ms. Frederick. Mr. Calhoun confirmed that the Strategic Plan PowerPoint was sent to members following the May 10 PEM Board meeting. Corrections were made based on recommendations. He plans to use part of that presentation at the MEMA Conference.

PEM Program Manual – PEM Credit Definition

Ms. Frederick indicated that as part of the annual renewal requirements, PEM designees must complete at least three of five activities. The PEM Program manual provides the activity, description, examples, and the types of supporting documentation required. Ms. Frederick clarified by providing an example for the training activity category. Eight hours of training equals one activity (training). If a PEM designee takes six different training courses throughout the year, it only counts for one activity (training) if it was eight hours long. Additional training hours beyond eight hours does not count for additional categories.

Ms. Reimink reported that she, Ms. Northern, and Ms. Frederick met to review PEM credit definitions. Their discussion centered around equalizing the five activities and adding possible quantitative wording to them. The consensus is that PEMs should be held to a higher standard; however, if renewal requirements are too stringent, they won't want to be involved with the program.

Subsequent to Board discussion, Captain Sweeney proposed the following revisions:

- Under Activity 2, change wording to "Attend eight (8) hours minimum at a conference related to emergency management ..." in the **Description** column.
- Under Activity 3, add wording to the effect of a sign-in sheet or proof of speaking engagement under the **Documentation to Support Activity** column.
- Under Activity 5, change wording to "Active involvement in an actual incident or planned event ..." under the **Description** column.

Mr. Bird made a motion to approve three wording revisions under Annual Renewal Requirements in the PEM Program Manual. Motion was supported by Mr. Parsons. Ms. Northern noted that the Board also proposed adding the wording, "observing an exercise does not quality" under the **Description** column of Activity 4.

Mr. Bird amended his motion to approve four wording revisions under Annual Renewal Requirements in the PEM Program Manual. Amended motion was supported by Mr. Parsons. Motion approved.

Ms. Frederick will send Board members a revised copy of the PEM Program Manual prior to the next meeting.

Roundtable

Mr. Wilkinson presented information regarding a newly established state designation program for the State of Massachusetts Emergency Management Agency. He thought it would be interesting to view a new approach, as the PEM Board is continuously making improvements to Michigan's program. He pointed out

that Massachusetts has two levels—Associate and Specialist, and Board members offered comments regarding similarities and differences to the programs. Captain Sweeney remarked that it is good source for more in-depth review if Michigan revisits their program.

Ms. Northern reported they have a cybersecurity workshop in August that will be held at Wayne County Community College in Taylor and hosted by the UASI Training and Exercise Workshop. She announced that Lt. Nate McQueen left Region 2 and is now Deputy Director of Wayne County Homeland Security and Emergency Management. Captain Sweeney announced that Lt. LaMarr Johnson transferred from the Metro South Post and is the new Region 2 South district coordinator.

Ms. Boyer reported they have a few people signed up for the August PEM exam.

Mr. Parsons reported that his EM is attending the FEMA Region V Rising Waters Exercise today. In Region 5, Sgt. Ron Bush retired in July, and Sgt. Dave Albers promoted into that position in Berrien County. Lt. Bob Kirk retired in May, and the process continues for finding his replacement. Deputy Sheriff Todd Skinner is acting in the interim. Mr. Parsons announced that Kalamazoo hired Ms. Brandi Janes as the new city manager. She was formerly director of Livingston Parish Office of Homeland Security and Emergency Preparedness in Louisiana. She will be a great asset, and they look forward to working with her.

Ms. Reimink announced that Sgt. Jason Pattok is the new Ionia County emergency management coordinator. In Kent County, Ms. Stacy Madden left her position as homeland security planner and is now with Trinity Health. Ms. Reimink reported that Region 6 counties are in the middle of fairs and festivals. There is a large active shooter exercise in Mason County that EMHSD has agreed to support with controllers. Lake County is conducting an active shooter, and Newaygo County is conducting their Consumers' dam exercise. Region 6 has a few people scheduled for the August PEM exam.

Mr. Calhoun confirmed that he will email Board members with a list of individuals in their region who will be taking the August 12 PEM exam.

Mr. Bird announced that Region 7 has seven new EMS: Little River Band of Ottawa Indians is Mr. Bobby Robles; Roscommon County is Ms. Vanessa Varner; Montmorency County is Ms. Trisha Moore; Charlevoix County is Ms. Sienna Wenz, Cheboygan County is Lt. Jeremy Runstrom; Emmet County is Mr. Matt Blythe; and Alpena County is Ms. Kim Elkie. Mr. Bird reported there will be an airport exercise on August 10, which is a full-scale exercise involving a jet collision with a UAS. The afternoon portion will involve a school reunification workshop that includes the FBI Victim Assistance Team doing a walk through. Mr. Bird shared that he is interested in developing a course in threat assessments for schools which stresses that every teacher and staff member has the ability to report when something is amiss with a student, visitor, or staff member.

Mr. Williams stated they are excited to partner with MSP for the MEMA Conference and assist in providing information. After a two-and-a-half-year absence due to the pandemic, they are working hard to plan and create conferences. This year's fall conference will be at Shanty Creek. He thanked EMHSD staff for their assistance in making it come together, and he hopes to see everyone there.

Captain Sweeney announced that the next PEM Board meeting will be October 26, 2022, and quarterly meetings will begin again after January 2023.

Public Comment

There were no public comments

Adjournment

Ms. Reimink moved to adjourn the meeting. Motion was seconded by Mr. Williams. Meeting adjourned at 11:27 a.m.