



Professional Emergency Manager Advisory Board Meeting

Amway Grand Plaza Hotel
187 Monroe NW, Grand Rapids, Michigan 49503
Gerald R. Ford Room

Minutes – May 8, 2023

The regular meeting of the Professional Emergency Manager (PEM) Advisory Board (AB) was held on Monday, May 8, 2023, in the Gerald R. Ford Room, Amway Grand Plaza Hotel, Grand Rapids, Michigan.

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), Mr. Jeff Parsons (Region 5), Mr. Jerry Becker (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, Ms. Jackie Hampton, and Ms. Diane Laban.

Opening Comments

Captain Sweeney welcomed everyone to the meeting.

Approval of Agenda

Mr. Williams made a motion to approve the May 8, 2023, meeting agenda. Motion was supported by Ms. Northern. Agenda was approved as presented.

Approval of Minutes

An error was identified in the October 26, 2022, minutes. In the second sentence under “Approval of Minutes,” the word “ad” should be changed to “as.”

Captain Oslund made a motion to approve the October 26, 2022, meeting minutes with changes. Motion supported by Mr. Becker. Minutes were approved as amended.

Captain Sweeney introduced new Board member, Mr. Jerry Becker from Clare County Emergency Management, who is representing Region 6.

Captain Sweeney provided an update regarding changes to the Open Meetings Act (OMA). The OMA now requires that meetings be recorded to capture sound in the format of an audio-only recording, a video recording with sound and picture, or a digital or analog broadcast capable of being recorded. The recordings must be maintained for a minimum of one year from the date of the meeting. When speaking, members should introduce themselves and identify their affiliation. Meeting minutes must identify members who are absent, as well as present, and the minutes must be made available for public inspection within eight days after the meeting.

Mr. Jack Calhoun directed members to a PEM Board membership roster that was disseminated, and asked everyone to review their information and provide changes or updates to Ms. Laban.

PEM Activities

Mr. Calhoun reported that they conducted a PEM exam on March 29, and 16 out of 17 individuals passed. He thanked Captain Oslund for hosting the exam at Michigan State University. The total

number of PEMs to date is 407. There is an upcoming exam scheduled on June 22 at MSP Headquarters with 15 people registered. The next exam after that will be September 20 in Negaunee. He reminded Board members that they conduct four PEM exams per year. The first three (November, March, and June) are held in the Lansing area, and the September exam rotates between Regions 7 and 8.

Upcoming Courses

Mr. Calhoun reported there is an L105, Public Information Officer course, scheduled for May 23-25 in Frankenmuth, an HSEEP (Homeland Security Exercise and Evaluation Program) course on June 1 and 2 in Kalamazoo, a G-191 on June 16 in Grand Haven, and another G-191 on July 17 in Negaunee. There will be a MI-CEMKR (Michigan Core Emergency Management Knowledge Requirements) course on August 1 and 2, which will be virtual. They are making slight changes to how the MI-CEMKR is presented. There are currently two presentations for the class that are in person (one for legal issues and the other is an EMHSD training and exercise overview), and the remaining presentations are prerecorded videos, which allow individuals to view on their own time. Mr. Calhoun reported there will be another L105 on August 8-10 in Traverse City, and the last PEM course scheduled this fiscal year is an HSEEP on August 24 and 25 in Gaylord.

Roundtable

Captain Sweeney recognized Ms. Jackie Hampton, the Training, Exercise and Preparedness Section manager who oversees PEM Program staff. This will be her last PEM Board meeting, as she is retiring in June after 25 years of service with MSP/EMHSD.

Captain Sweeney recognized Ms. Diane Laban, PEM Board recording secretary, who is retiring from MSP after 44 years of service.

Captain Sweeney reminded Board members there will be a PEM social gathering on Tuesday, May 9, at 5 p.m. at the DeVos Center. All PEMs are invited to attend and will receive a polo shirt and challenge coin, and there will be drawings and door prizes. The shirts and challenge coins have been purchased for distribution to future PEMs as well. There will also be a PEM booth in the vendor area during the Great Lakes Homeland Security Training Conference and Expo in order to promote the program. Mr. Calhoun will be staffing the booth a majority of the time, and Board members will cover the other times. Polo shirts and challenge coins will be available at the booth for those PEMs unable to attend the social gathering.

Members of the PEM Board provided reports for activities occurring in their regions.

Mr. Gregg Bird led a discussion to solicit ideas from Board members on how to appeal to politicians and jurisdictional leaders to understand the discipline and importance of PEM. As part of the discussion, Captain Sweeney advised they are joining with MDARD to conduct a training class in August designed for state-level executives and directors that will provide an overview of the emergency management field.

Captain Sweeney indicated that Mr. Greg Williams' has renewed his term on the PEM Board.

Public Comment

A member of the public thanked Captain Sweeney for all his hard work on the PEM Board.

Captain Oslund thanked everyone for their support and swift response to the active shooter incident on the campus of Michigan State University on February 13.

Adjournment

Mr. Williams moved to adjourn the meeting. Motion was seconded by Captain Oslund. Meeting adjourned at 11:26 a.m.