Professional Emergency Manager Advisory Board Meeting

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

Minutes – February 19, 2025

The regular meeting of the Professional Emergency Manager (PEM) Advisory Board (AB) was held on Wednesday, February 19, 2025.

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). He joined online.

Roll call was taken, and the following Board members were present: Capt. Dave Oslund (Region 1), Mr. Jerry Becker (Region 6), Mr. Mike Kasper (Region 8), Ms. Jenifier Boyer Michigan Emergency Managers Association (MEMA), and Mr. Ryan Wilkinson Michigan Subject Matter Expert (MI-SME). Joining online was Ms. Sarah Whaley (Region 3). Excused absences were Ms. Donna Northern (Region 2), Ms. Sarah Clark (Region 5), and Mr. Gregg Bird (Region 7). A quorum of the Board was present.

MSP/EMHSD members present were Mr. Jack Calhoun, Ms. Danica Ewing, Ms. Brenna Roos, and Ms. Kristy Brown.

Opening Comments

Captain Sweeney welcomed everyone. He delegated Mr. Calhoun to run the meeting.

Approval of Agenda

Captain Oslund moved to approve the February 19, 2025, meeting agenda. The motion was supported by Mr. Kasper. The agenda was approved.

Approval of Minutes

Mr. Becker moved to approve the August 21, 2024, meeting minutes. The motion was supported by Ms. Boyer. The minutes were approved.

PEM Programmatic Update Presentation

A community was formed to work on the updates, the community consisted of, Mr. Calhoun, Ms. Connie Arndt, Mr. Becker, Mr. Bird, Ms. Boyer, and Mr. Wilkinson. Mr. Calhoun presented the PEM Program Update Presentation. The group discussed the updates. At this time no decisions were made, hopefully a decision can be made at the May meeting. Mr. Calhoun sent the presentation to all board members. Captain Sweeney and Mr. Calhoun thanked all members who helped work on this.

PEM Exam Results

Mr. Calhoun reported they conducted a PEM exam on September 18, 2024, in Gaylord. They had ten individuals take the exam and eight passed. November 26, 2024, they conducted an exam at Michigan State University (MSU). They had 28 individuals attempt the exam and all passed.

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2024 PEM Year in Review

Mr. Calhoun reported that it is from the fiscal year, October 1, 2023, through September 30, 2024. There were 424 total current PEMs as of October 1. After the audit, we lost 14 PEMs. We gained 72 new PEMs. As of September 30, we have 482 total PEMs. For the 2025 year, we lost two individuals as a result of the survey. We audited 35 individuals, and they have until March 24, 2025, to complete it. As of today, we have had 28 complete the audit, and seven still need to respond. Emails will be going out to these seven individuals. In 2024 we had 110 individuals go through the G-191 course, 115 go through ICS-300, 115 go through L-105, 65 go through L-0146, and 135 go through MI-CEMKR. For a total of 425 total through the PEM courses. For the PEM exam, we had 80 individuals attempt the exam during the four times it was offered and 72 passed. Out of the 8 that failed, we had one individual try to complete it twice and failed both times. The PEM booth was set up at the Great Lakes Homeland Security Conference (GLHSC), Detroit Fire Professional Development Conference, Rural and Ready Symposium, and MEMA Conference.

PEM Activities

We are planning on having the PEM booth at the Interop Conference, Hazmat Responder Conference, GLHSC, and MEMA. Since October 1 we have had 39 individuals attend the G-191, 57 individuals attend the L-105, 15 individuals attend the L-146, and 53 individuals attend the MI-CEMKR.

Upcoming Courses

Mr. Calhoun reported the following courses will be offered, G-191 in Grand Traverse on April 15, Allegan on April 16, and Kinchloe on July 16. L-105 in Grand Rapids on June 11-13 and Houghton Lake on August 4-6. L-146 in Bay City on April 17-18, Mason on May 28-29, and Cadillac on August 26-27. MI-CEMKR will be offered virtually on April 30 and July 30. The PEM exam will be offered in Charlotte on March 27, Mason on June 26, and Negaunee on September 24.

Roundtable

Captain Oslund has nothing to report.

Mr. Becker has nothing to report.

Mr. Kasper has nothing to report.

Mr. Wilkinson has nothing to report.

Ms. Boyer reported that they are scheduling their annual strategy session and hoping to have it next month. They are working on scheduling the May member meeting at GLHSC. Currently have 120 members. Normally have around 200 members at conference time but they did raise their dues and know it is affecting it. They are trying to do some virtual lunch and learns. The 2025 conference dates are October 13-15 at Shanty Creek.

Mr. Calhoun suggested having the October PEM board meeting at MEMA.

Ms. Whaley reported that Region 3 has a new Emergency Manager and has a lot of changeovers at the Health Department, she is helping them during this time.

Captain Sweeney agreed to move the October meeting.

Public Comment

Captain Oslund has been working with Ms. McKayla Bates and Captain Sweeney on behalf of the colleges and universities in the state to host a meet and greet the Tuesday morning before GLHSC. Also, as of January 27, he is now the captain of Emergency Management for MSU.

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Adjournment

Captain Oslund moved to adjourn the meeting. The motion was seconded by Ms. Boyer. The meeting adjourned at 10:58 a.m.

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