

**Michigan Emergency Management Association**  
**Board of Director's Meeting**  
**February 20, 2007 – Lansing**  
**Meeting Summary**

Call to Order 10:08 a.m.

**Present:** 2<sup>nd</sup> Vice President Jack Messer, 5<sup>th</sup> District Liaison Jim Gorka, President Jim VanBendegom, Secretary Pamela Boody, 6<sup>th</sup> District Liaison Dan Dowdy, 7<sup>th</sup> District Liaison Jay Gliwa, Treasure Paul Baker, 3<sup>rd</sup> Vice President Roger Garner, 1<sup>st</sup> District Liaison Trent Atkins, 3<sup>rd</sup> District Liaison Mary Stikeleather

**Guests:** Ken Marshall Kalamazoo EM/911, Lloyd McIntire Marathon Petroleum

Approval of Agenda

**Motion by Paul Baker, Support Jack Messer. Motion passed.**

Approval of Minutes of January 16, 2007

**Motion by Jay Gliwa, Support Dan Dowdy. Motion passed.**

**Treasurer's report:**

Checking:	\$ 6,089.34
Petty Cash:	<u>\$ 0.00</u>
Total Assets:	\$6,089.34

All expenses paid. This includes the summit bill of \$2,200.

Only 68 unpaid members, about 200 paid members.

**Motion by Jack Messer, seconded by Roger Garner. Motion passed.**

**President's Report**

- **Spring Conference Update:** Taking information in for the spring conference.
- **Fall Conference Update:** The fall conference will be in Boyne Highlands in Petoskey. The dates for the conference will be October 15-18.
- **3rd District Liaison:** Jim Vanbendegom would like to appoint Mary Stikeleather as the 3<sup>rd</sup> District Liaison. Mary was appointed at the meeting for the 3<sup>rd</sup> District Liaison position.
- **PEM Board:** The board met for the first time in about 8 years. Jim and Paul will be looking for input from the group to make suggestions to the board. At the first meeting, the focus was an overview of the program. Paul Baker and Jim Vanbendegom are on the committee from MEMA Board.
- **State Standards:** The standards have not been reviewed in a long time and one of the priorities for this year is to review the standards and see where we are at. A committee should be forming from the state.
- **Awards Committee:** We would like someone for each district to be on the committee to help vote for the nominations. At this point we have only one person from the first on the committee. This committee will look at the structure of the awards to see if the standards are still current. Our group

still struggles with not receiving nominations. Jack suggested emailing the group the criteria for the awards and the board can come back with suggestions. Nomination information should go out May-early June to receive the information back in August. Jack Messer moved the at the President email out the standards to the entire board and the board comes back at the next meeting to make recommendations. Jim Gorka supports. Motion Carried.

### **Board Members' Reports:**

**1<sup>st</sup> Vice President Mike Perez** – No Report.

**2<sup>nd</sup> Vice President Jack Messer** – Email went out to the membership regarding Article 4 Section 2. Jack will now draft language for the By Laws and bring it back to the board then on to the annual membership for vote.

- Thursday and Friday of last week Lori Hornbeck put on a new coordinator's class. Jim Porcello told the group that everyone in the EOC will have to take ICS 300 and 400. According to Jim someone has made that decision. MEMA needs to take a stand on the ICS 300 and 400 issue. The training is too long and too expensive for the amount of people that need to take the courses. Jack has concerns that this training is not applicable to EOC staff, as well as expensive and time consuming.

**3<sup>rd</sup> Vice President Roger Garner** – Roger co-instructed the last new coordinator's training that the State held.

- Working on regionalization like everyone else has been.

**Website:** Jim noted that several changes need to be updated on the web. The Board of Directors, newsletter, weather page, membership, current award winners, award button that contains criteria for awards, and front page letter from the President.

We had discussion about having the MEMO posted on the newsletter. The group agreed to have it posted.

### **District Liaisons:**

**1<sup>st</sup> District Liaison Trent Atkins** –Working regionalization. Some of the money has been spent to take care of the airport. Steve Rand, EM for Jackson County is leaving and the position has been opened.

- 1<sup>st</sup> district is still struggling with the benchmarks for the regionalization.
- Buffer zone protection monies were received in District 1 for the Bioport Company since they are one the 12 Title one companies in the country.

**2N District Liaison Frank Coutts**– No Report

**2S District Liaison Brad Smith** – The 2S is scheduling tons of training for its CERT members, Dearborn and Dearborn Heights are teaming up with Ford Motor Company and Henry Ford Community College, between the two cities they have over two hundred and forty CERT members. Wayne County is working on a regional approach to the CERT grant. Police and Fire depts. are looking into training collaborations as well.

**3<sup>rd</sup> District Liaison Mary Stikeleather**– There was retreat for the Region in January and sub groups were formed.

- The CERT program is looking at writing both a regional grant and a few are going on their own for submission.
- Grace Ranger will be retiring in March.

**5<sup>th</sup> District Liaison Jim Gorka** – Working on the resource committee that will be meeting in March.

- The 5<sup>th</sup> district meeting was canceled due to weather.
- The WMD task force has met and is realigning some policies.
- Regional planners are struggling on where to go and what to work on; they are in the process of getting started.
- The 5<sup>th</sup> district funded 2 positions to work on the fusion center.

**6<sup>th</sup> District Liaison Dan Dowdy**– Regionalization is moving along well. At the retreat we identified a focus for year. On Monday the sub committees will present projects and costs to be funded in accordance with the priorities identified at the retreat.

- District 6 would like MEMA lobby for free memberships at the fall conference.
- District 6 would like to know if the website could be updated more often.
- Dan was asked to revisit raising the dues from \$30 to \$40.
- Dan was asked if Capt. Eddie Washington or any state members have attended any of the MEMA members.
- Mac from Lake County wanted to MEMA to know that the County has signed onto the MEMAC.
- Citizen Corps grant has been written and will be submitted as a regional grant.
- Mason County has hired a new Emergency Manager.

**7<sup>th</sup> District Liaison Jay Gliwa**– Regionalization process is on going. The 7<sup>th</sup> district has asked for more information on any denials that they receive on projects.

- The coordinator for Benzie County is now the undersheriff. They will be getting a new emergency manager, Bill Sholton.

#### **Old Business:**

- Discussion on dues being rolled into the fall conference. In the past we have not utilized the discount. Several of the board members would like to go ahead with the discount.
- Discussion took place about hosting a MEMA conference if the State does not have 2 conferences next year.

#### **New Business:**

- District 1 is holding a PIO conference, more details to follow.
- Future meetings:
  - March 20-Isabella County
  - April 17-Collins Road
  - May 15-Petoskey
  - June 19-Dearborn
  - July 17-Collins Road
  - August 21- Mason

September 18-Midland  
October 16- Boyne Highlands-Petoskey  
November 20- Grand Rapids

- MEMO-Pamela talked to the group about the deadlines for the MEMO and about obtaining articles for the MEMO. Pamela will send out deadlines for the year. The MEMO will go out on time regardless of articles being turned in. The MEMO will no longer be mailed to individuals. It will be posted to the web.

**Action Items:**

<b>Person Responsible</b>	<b>Item</b>
Jim VanBendegom	Email the group the criteria for the awards and the board can come back with suggestions.
Jack Messer	Will bring back information to the board regarding Article 4 Section 2
Pamela Boody	Ask Jerry about applications
Pamela Boody	MEMO deadlines

Meeting Adjourned

**Motion by Paul Baker, Support Dan Dowdy. Motion passed.**

**Next Meeting: March 20, 2007, 10:00am in Isabella County**