



**Emergency Preparedness Planning Council (EPPC) Meeting  
Minutes  
Microsoft Teams  
December 2, 2021  
9:30 AM - 11:30 AM**

**Rollcall (9:30 AM)**

NCTCOG Staff

- Quorum was met

**Pledge to United States and Texas Flags (9:32 AM)**

Rick Grady, EPPC Council

**Opening Remarks (9:33 AM)**

Rick Grady, EPPC Chair


**Approval of August, Meeting Minutes (9:36 AM)** 

EPPC Members

- **Motion:** Steven Harrison made a motion to approve the August 19, 2021, meeting minutes. The motion was seconded by Larry Woolley. The motion carried at 9:37 a.m.

**Administrative Business (9:38 AM)**


NCTCOG Staff

- Code of Conduct added to Bylaws
  - Included in your EPPC packet
- 2022 Meeting Dates
  - March 3, 2022
  - June 16, 2022
  - September 15, 2022
  - December 1, 2022
- **Motion:** Kathy Wheat made a motion to approve the 2022 meeting dates. The motion was seconded by Bobbie Mitchell. The motion carried at 9:42 a.m. 

**Business Items (9:43 AM)**


Marcie Bruner, NCTCOG

- **Carve-out Projects**
  - **National Priorities** -These are required and account for 30% of available funding
  - **Regional Planning**
  - **Citizen Corps**
  - REPAC recommended removing CCP from a carve-out project to be competitive with the rest of the working group and only have regional planning to be a carve-out. REPAC doesn't want to make the National Priorities a carve-out because you never know what the grant guidance will be. This year it was recommended to remove CCP as a carve-out and move into competitive project and leave Regional Planning as a carve-out project.

**Motion:** Ray Richardson made a motion to approve the removal of CCP as a 2022 Carve-out project and leave Regional Planning as a carve-out project. The motion was seconded by Kyle Butler. The motion carried at 9:54 a.m. 

- **SHSP Scoring Guidelines**


- Nexus to Terrorism
- Regional in Scope
- Ongoing Sustainment
- Capability Gap
- Reasonable Budget
- Overall Quality
- Rick Grady had a question regarding past and present funding, how will this impact the projects? Will this cause a decrease in project funding? And are the Factors measurable? Marcie answered that over the years, scoring has been refined to what qualifies as a 1 and what qualifies as a 5. Everyone must use the same scoring criteria. Will be sure and explain in the scoring meetings that although you may score the project high, it doesn't mean the state will fund it.

**Motion:** Bobbie Mitchell made a motion to approve the 2022 Scoring Guidelines. The motion was seconded by Steven Harrison. The motion carried at 10:09 a.m. 

- **THIRA/SPR/RIP**

We recently hired a contractor to conduct our THIRA and SPR. It was a condensed timeline this year because we are short of staff. We are required to do the THIRA every three years.

- Initial Planning Meeting – November 19, 2021
- Midterm Planning Meeting – December 2, 2021
- Final Review – December 9, 2021 (In-person)
- Deliver Final Documents – December 15, 2021
- Submit to FEMA – December 31, 2021
- Marcie will send out the old Executive Summary.

**Motion:** Tina Henderson made a motion to approve the 2022 THIRA/SPR/RIP documents. The motion was seconded by Kit Marshall. The motion carried at 10:18 a.m. 

## Information Items (10:18 AM)

Marcie Bruner, NCTCOG

- **FY2022 SHSP Grant Application Timeline**
  - State will open the portal on December 13, 2021. We are coordinating a grant writing assistance meeting for the grant writers on January 14, 2022.
  - Projects are due in e-Grant by January 21, 2022, (this is COG's due date, the state closes it out later).
  - REPAC Special Session for Project Scoring is January 28, 2022.
  - REPAC Quarterly Meeting is February 8, 2022.
  - EPPC Special Session for Project Funding is February 17, 2022.
  - OOG Batches Application Submissions to COG for Final Funding and Prioritization is February 28, 2022.
  - EPPC Meeting is March 3, 2022.
  - Project Prioritization List Due to the OOG is April 4, 2022.
- **Nationwide Cybersecurity Review**
  - Nationwide Cybersecurity Review is open and is due in February. This is required for Homeland Security grant funding. If your jurisdiction receives UASI or SHSP funding, then this is required. You will need to upload a screenshot of all your projects. Until this is done, the state can uphold your projects.
- **Cybersecurity Project Update**
  - Planning to create a template and a Regional Incident Response plan that will be available to all.

Eric Yancy, City of Denton

The vendor has leveraged the NIMS structure and framework and applied it into the Cyber Security Response systems that will allow an organization from an IT perspective to be able to support an Incident Response Plan within their municipality. Once the project is complete there will be a series of webinars to roll out the different pieces. This information will be posted on the NCTCOG website. NIST assessment is coming up in January 2022.

#### **COG Updates/Announcements (10:42 AM)**

NCTCOG Staff

- Hoping to have in-person meeting beginning in March 2022.
- We have a couple of new positions in Emergency Preparedness.
- Had a great meeting with Chief Kidd.
- TDEM is building a new EOC facility in Fort Worth.

#### **Upcoming Events (10:44 AM)**

- Emergency Management Working Group Meeting December 9, 2021
- Housing and Critical Infrastructure Workshop December 15, 2021
- MGT-348 Medical Preparedness & Response for Bombing Workshop January 11-12, 2022
- REPAC Project Scoring Special Session January 28, 2022
- REPAC Meeting February 8, 2022

#### **Member Comments/ Public Comments (10:47 AM)**

- Mayor Kit Marshall is running for State House Representative, District 60. March 3<sup>rd</sup> will be her last EPPC meeting.

#### **Resources:**

August meeting minutes  
EPPC Code of Conduct Form  
2022 Meeting Dates

Emergency Preparedness: [www.nctcog.org/ep/](http://www.nctcog.org/ep/) State  
Training Website: [www.preparingtexas.org](http://www.preparingtexas.org)

#### **Meeting was adjourned at 10:48 AM**

#### **Next Meeting**

March 3, 2022

Meeting Location: NCTCOG William Pitstick Conference / In-Person

Meeting time: 9:30 AM – 11:30 AM