



Emergency Preparedness Planning Council (EPPC) Meeting Minutes

Microsoft Teams

June 30, 2022

1:30 PM – 3:30 PM

Pledge to United States and Texas Flags (1:30 PM)

EPPC Council

Welcome & Opening Remarks (1:31 PM)

Larry Woolley, EPPC Vice-Chair

- Larry Woolley welcomed Maribel Martinez, Interim Director of Emergency Preparedness

Roll Call (1:32 PM)

Vanessa Hooker, NCTCOG

- Quorum was met

Approval of March Meeting Minutes (1:37 PM)



EPPC Members

- Darrell Hale made a motion to approve the March 2022, EPPC minutes. The motion was seconded by Danny Chambers. The motion carried at 1:38 PM.

Administrative Business (1:38 PM)

Candice Forsyth, NCTCOG

- EPPC Open Seat Nominations
 - Nominations will be accepted through 5:00 PM on July 19, 2022.
 - New members will be approved at the August 25th Executive Board meeting, and the 1st meeting will be September 15th.

Population	Number of Seats Available	Seats up for Appointment
1,000 – 4,999	1	1 Vacant Seat
5,000 - 14,999	3	Everman, Lucas, 1 Vacant Seat
15,000 – 29,999	1	1 Vacant Seat
30,000 – 49,999	3	Lancaster, Prosper, 1 Vacant Seat
50,000 – 79,999	1	DeSoto, Rowlett
80,000 – 119,999	1	Lewisville
170,000 – 249,999	1	Grand Prairie
250,000 – 399,999	1	Plano
750,000 – 999,999	1	Fort Worth
1,000,000 +	1	Dallas
Counties	1	Navarro

- Considerations for Council seat selection will include regional geographic balance, emergency preparedness related experience, and opportunity for different jurisdictions to represent their population.
- Larry Woolley will be moving in to EPPC’s Chair position as Rick Grady moves in to Past EPPC Chair. We will be seeking a Vice Chair from an urban jurisdiction.

Information Items (1:41 PM)

Candice Forsyth, NCTCOG

- New HSGP Guidance
 - Our HSGD Guidance was received later than anticipated this year.

- LETPA requirement is increasing from 25% to 30%.
 - Minimal impact expected because Texas has over 30% LETPA projects.
- National Priority Areas have increased from 5 to 6
- We are still required to dedicate 30% of SHSP allocations to National Priority Areas (NPAs)
- 12% is accounted for below but the remaining 18% can be filled by any NPA.
 - Addressing Emerging Threats was **eliminated** as an NPA
 - Community Preparedness & Resilience: 3% Minimum (NEW)
 - Combating Domestic Violent Extremism: 3% Minimum
 - Protection of Soft Targets & Crowded Places: 3% Minimum
 - Information & Intelligence Sharing and Cooperation: 3% Minimum
 - Enhancing Cybersecurity: No Required Minimum
 - Enhancing Election Security: No Required Minimum (Not considered for funding in Texas)
- The state did not hold us to the 30% because they had enough projects, giving us more flexibility.
- FY22 Funding Update
 - Actual amounts may vary
 - 30% of funds go towards Law Enforcement (LETPA) projects.
 - 30% of funds go towards National Priorities (can count towards LETPA projects).
 - Total Allocation: \$1,593,401.25
 - There are two projects that did not get funded, DVE and Cybersecurity.
- Special Events Data Call
 - Open August 1 – September 9
 - Events must occur between December 1, 2022 – November 30, 2023
 - We will work with the Fusion centers to collect and enter the information.

COG Updates/ Announcements (1:51 PM)

NCTCOG Staff

- Molly has officially announced her resignation.
- Two staff members have also resigned from EP, Alayna Payne and Donna Insixiengmay. We will be hiring 2 new full-time employees for Mitigation and Training and Exercise.
- We are getting ready to send out FY23 Budget notices, within the next week or so.

Upcoming Events (1:55 PM)

- Training-Exercise Meeting – Pitstick Conference Room July 5, 2022
- Interop Working Group Meeting- Microsoft Teams July 6, 2022
- National Homeland Security Conference - Cleveland, Ohio July 11 – 14, 2022
- Public Education Working Group Meeting – Microsoft Teams July 19, 2022
- Cyber Security Working Group Meeting – Hybrid July 21, 2022
- Training-Exercise Meeting – Pitstick Conference Room August 3, 2022
- Emergency Management WG Meeting – Pitstick Conference Room August 4, 2022
- Regional Emergency Management Meeting – TBD August 5, 2022
- Regional Emergency Preparedness Advisory Committee – TCR August 9, 2022
- Regional Citizen Corps Council Meeting – Regional Forum Room September 7, 2022

Member Comments/ Public Comments (1:59 PM)

- Mike Eastland complimented EP staff and announced that Maribel Martinez is doing a wonderful job as Interim EP Director. Molly has requested that this is the action to pursue.
 - Commissioner Darrell Hale wanted to know how to fill competitive seats. Once nominations are received, EP staff will review them and decide based on regional geographic balance, emergency preparedness related experience, and opportunity for different jurisdictions to represent their population. To be eligible for EPPC/REPAC, it is required that the jurisdiction pay the Emergency Preparedness Planning dues. The notices will go out in October.
- Larry thanked Mr. Eastland for his comments, and thanked Maribel for all that she does.

Adjournment (2:03 PM)

- Marcus Ray made a motion to adjourn the meeting. The motion was seconded by Tina Henderson. The motion carried at 2:03 PM.

Resources

June Meeting Minutes EPPC Roster

FY23 Jurisdictions by Population

Emergency Preparedness: www.nctcog.org/ep/

State Training Website: www.preparingtexas.org

Next EPPC Meeting

September 15, 2022

Location: NCTCOG/Hybrid
Transportation Council Room

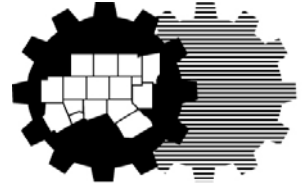
Networking: 9:00 A.M. – 9:30 A.M.

EPPC Meeting: 9:30 A.M. – 11:30 A.M.

2022-2023 Emergency Preparedness Planning Council Members

First Name	Last Name	Jurisdiction	Position	Title	Email	Population	Seat Expires
Larry	Woolley	Johnson County	Chair	Commissioner, Precinct 4	lwoolley@johnsoncountytexas.org	County	Permanent
Ray	Richardson	Everman	Vice-Chair	Mayor	mayor@evermantx.net	5,000-14,999	August 2024
Rick	Grady	Plano	Past Chair	Councilmember	rickgrady@plano.gov	250,000-399,999	August 2024
Rusty	Pendleton	Carrollton	Member	Councilmember	rusty.pendleton@cityofcarrollton.com	120,000-169,999	August 2023
Gregory	Glover	Cedar Hill	Member	Councilmember	gregory.glover@cedarhilltx.com	50,000-79,999	August 2023
Kathy	Wheat	Colleyville	Member	Councilmember	kwheat@colleyville.com	15,000-29,999	August 2023
Darrell	Hale	Collin County	Member	Commissioner, Precinct 3	dhale@collincountytx.gov	County	Permanent
Tina	Henderson	Corinth	Member	Councilmember	tina.henderson@council.cityofcorinth.com	15,000-29,999	August 2023
Adam	McGough	Dallas	Member	Councilmember	adam.mcgough@dallascityhall.com	1,000,000+	August 2024
Clay Lewis	Jenkins	Dallas County	Member	County Judge	clay.jenkins@dallascounty.org	County	Permanent
Mike	McQuinston	Decatur	Member	Mayor	mayor@decaturtx.org	5,000-14,999	August 2023
Bobbie	Mitchell	Denton County	Member	Commissioner, Precinct 3	bobbie.mitchell@dentoncounty.com	County	Permanent
Kyle	Bulter	Ellis County	Member	Commissioner, Precinct 4	kyle.butler@co.ellis.tx.us	County	Permanent
Jason	Schipper	Erath County	Member	Constable	constable@co.erath.tx.us	County	Permanent
Perry	Bynum	Eules	Member	Councilmember	pbynum@eulesstx.gov	50,000-79,999	August 2024
Laura	Rummel	Frisco	Member	Councilmember	lrummel@friscotexas.gov	170,000-249,999	August 2023
Ron	Jensen	Grand Prairie	Member	Mayor	mayorronjensen@gptx.org	170,000-249,999	August 2024
Roger	Deeds	Hood County	Member	Sheriff	rdeeds@co.hood.tx.us	County	Permanent
Steven	Harrison	Hunt County	Member	County Commissioner	sharrison@huntcounty.net	County	Permanent
Chuck	Mohnkern	Kaufman County	Member	County Treasure	cmohnkern@kaufmancounty.net	County	Permanent
Carol	Strain-Burk	Lancaster	Member	Councilmember	cstrainburk@lancaster-tx.com	30,000-49,999	August 2024
Brandon	Jones	Lewisville	Member	Deputy Mayor Pro Tem	bjones@cityoflewisville.com	80,000-119,999	August 2024
Jim	Olk	Lucas	Member	Mayor	jolk@lucastexas.us	5,000-14,999	August 2024
Marc	Moon	Palo Pinto County	Member	Constable, Precinct 2	marc.moon@co.palo-pinto.tx.us	County	Permanent
Pat	Deen	Parker County	Member	County Judge	pat.deen@parkercountytx.com	County	Permanent
Steven	Deffibaugh	Princeton	Member	Councilmember	sdeffibaugh@princetontx.us	15,000-29,999	August 2024
Marcus	Ray	Prosper	Member	Councilmember	mray@prospertx.gov	30,000-49,999	August 2024
David	Sweet	Rockwall County	Member	County Judge	dsweet@rockwallcountytexas.com	County	Permanent
Danny	Chambers	Somervell County	Member	County Judge	cojudge@co.somervell.tx.us	County	Permanent
Gerald	Cook	Stephenville	Member	Councilmember	gcook@stephenvilletx.gov	15,000-29,999	August 2023
B. Glen	Whitley	Tarrant County	Member	County Judge	gwhitley@tarrantcounty.com	County	Permanent
J.D.	Clark	Wise County	Member	County Judge	cojudge@co.wise.tx.us	County	Permanent
						1-4,999	
						5,000-14,999	
						30,000-49,999	
						250,000- 399,999	
		Fort Worth				750,000-999,999	
		Navarro County				County	Permanent

North Central Texas Emergency Preparedness Planning Council



Alternate Representative and Staff Contact Information

I. ALTERNATE REPRESENTATIVE DESIGNATION:

EPPC Member: _____ Title: _____

Designated Alternate: _____
(Alternate representative must be an elected official)

Alternate Title: _____

Alternate Email: _____ Phone: (____) ____ - _____

II. STAFF MEMBER CONTACTS:

EPPC Member Staff Contacts (e.g. emergency management coordinator, administrative assistant) to receive EPPC information and notifications.

Name _____ Phone: (____) ____ - _____

Email _____

Name _____ Phone: (____) ____ - _____

Email _____

EPPC MEMBER COMMUNICATIONS:

- Communications will be sent by email.
- Meeting announcements and reminders will be sent via Outlook calendar invites.
- For those not using Outlook, calendar invites will arrive as regular emails.

EPPC Member Signature: _____ Date: _____

**NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS
EMERGENCY PREPAREDNESS PLANNING COUNCIL
BYLAWS**

Primary Responsibility of the Council

The EPPC serves in an advisory role to the North Central Texas Council of Governments (NCTCOG) Executive Board. The Council has the responsibility to provide policy direction and oversight for the development of regional emergency planning and response systems. The Council may also recommend how to best utilize financial assistance for regional emergency planning, mitigation, and recovery.

The Council will specifically devote its attention to the following functions:

1. Recommending priorities for regional homeland security resources.
2. Providing advocacy for legal, regulatory, and legislative actions needed to ensure the most effective response to a major incident/disaster.
3. Providing assistance in assuring interagency communication capabilities.
4. Providing assistance in assuring planning and training opportunities for various regional stakeholders.
5. Facilitating regional preparedness and multi-agency planning for stakeholders, including interagency agreements and mutual aid.
6. Supporting coordination between medical, public health, and public safety.
7. Supporting assets for regional response.
8. Assisting in securing grant assistance for emergency management planning, equipment, personnel, and training requirements identified by stakeholders.

Recommendations of the Council

Recommendations of the Council will be accepted by the Executive Board through a simple majority vote.

Planning Area

The planning area includes all participating counties and cities in the 16 county NCTCOG region.

Eligibility to Participate

A county or city within the designated planning area is eligible to participate in the Regional Emergency Preparedness (EP) Program and to have Council representation if it submits its “membership dues” payment to the NCTCOG EP department for the limited purpose of funding the program. The Executive Board establishes the annual dues amount.

Jurisdictions must also be a member of the EP program to participate in special projects such as (CASA, Mitigation Planning, etc.) or pay an additional fee for service.

Council Membership

A review of population breakdowns and representation on the Council will be reviewed annually. Population statistics will be gathered from NCTCOG's Regional Data Center population estimates data beginning January 1 of each year and generally approved by the Executive Board each Spring. This information will be used to determine which population range cities are classified by.

All members of the Council shall be elected officials who represent participating counties and cities within the designated planning area. Each participating county is entitled to one permanent Council seat.

Membership Population Range (Counties)	Annual Dues
750,000+	\$12,500
400,000-750,000	\$7,500
Less than 399,999	\$5,000

Participating cities within the planning area will be grouped according to population, and representation for cities within certain population ranges will be assigned as shown below.

Membership Population Range	Number of EPPC Representatives	Annual Dues
1,000,000 and above	1	\$15,000
750,000-999,999	1	\$12,000
400,000-749,999	1	\$10,500
250,000-399,999	1	\$9,000
170,000-249,999	2	\$8,000
120,000-169,999	1	\$7,000
80,000-119,999	1	\$6,000
50,000-79,999	2	\$5,000
30,000-49,999	3	\$4,000
15,000-29,999	4	\$3,000
5,000-14,999	4	\$2,000
1-4,999	1	\$1,000
*Special Districts / Universities	n/a	\$5,000
*DFW Airport	n/a	\$7,000

Special districts, universities, and airports are not currently eligible for EPPC representation; however, these entities are eligible for working group participation.

Appointment of Council

The Executive Board will appoint Council members for a two-year term of office every August or as soon as possible thereafter. Council members will be appointed from nominations received from each eligible county and eligible cities within population range categories with open seats. Considerations for Council seat selection will include regional geographic balance, emergency preparedness related experience, and opportunity for different jurisdictions to represent their population category.

- **Officers**

- The Executive Board appoints the Chair and Vice-Chair biannually, considering staff recommendations.

- A Chair and Vice-Chair shall be the officers for the Council and serve approximate two-year terms. To allow for balanced regional representation, the Chair and Vice Chair shall consist of one Urban Representative and one Rural Representative.
 - An Urban representative may be a county or city representative from within the four largest counties (Collin, Dallas, Denton, and Tarrant). A Rural representative may be a county or city representative from the smaller counties.
 - The Chair and Vice-Chair must be the primary member on EPPC. At the end of a term, the Chair shall hold the position of Immediate Past Chair, a non-voting position. In the event of a mid-term officer vacancy, a replacement shall be appointed to serve for the remainder of the replaced officer's term.
- **Duties of the Officers**
 - The Chair shall lead Council meetings and meet as needed with various working groups, subcommittees, and regional partners to ensure excellence in all phases of regional emergency preparedness.
 - The Vice-Chair shall be the appointed liaison of the Regional Emergency Preparedness Advisory Committee (REPAC). This duty may be delegated to another Council member or appointee should the Vice-Chair be unable to attend. The Vice-Chair shall take over Chair duties when the Chair is not available, and will also meet with the various working groups, subcommittees, and regional partners to ensure excellence in all phases of regional emergency preparedness.
 - The Past Chair will perform the duties of the Chair or Vice Chair in conjunction with or in their absence.
- **Member Attendance**
 - Regular meeting attendance is required of Members. Forms will be provided for Members to select another elected official as their Alternate. Alternates should attend meetings if Member attendance is not possible. Alternates meeting eligibility requirements may vote on behalf of the Member. Elected Alternates may be selected from interested nominees who were not appointed to the Council.
 - In person attendance is preferred and recommended. In the event an in-person meeting cannot be held, Teleconference or video conference services will be held with the approval of EPPC Chairs and Director. Confirmed online attendance will count toward meeting attendance requirements.
 - Member stand-ins, or non-elected alternates, will not count toward attendance and will not have voting privileges.
 - Non-Attendance: Missing two consecutive meetings will result in a letter to the Member requesting that an alternate be sent. A carbon copy (CC) to the jurisdiction's secretary or equivalent will be included.
 - Repeated non-attendance will result in a letter of inquiry as to the intent of the Member to remain on the Council.
- **Council Vacancies**
 - Vacancies occurring during the regular term of a member will be filled for the remainder of the term by an elected official from the same jurisdiction. If the jurisdiction relinquishes the seat, a replacement will be chosen from another jurisdiction in the same population category to fill the unexpired term.

Quorum and Voting Procedures

- A quorum is defined as a simple majority of the current committee membership.
- Action items requiring Council vote shall be decided through a simple majority of the quorum.

- Each member of the Emergency Preparedness Planning Council shall be entitled to one vote, except for the Chair who will only vote in the event of a tie. EPPC Members and alternate(s) may not share voting privileges simultaneously.
- If a teleconference or video conference is available, members are counted as present and may vote via teleconference or video conference.
- Electronic voting by email will be deemed binding if a remote decision is needed.

Conflict of interest

- Any member or organization that has a conflict of interest concerning any matter before the committee shall inform the committee before participating in a discussion
- A conflict of interest shall be defined as any issue in which there is a conflict between members or an organization's public obligation and private interests such as financial or other interests.

Compensation

EPPC members and alternates shall not be compensated in any way for the performance of their duties as members of EPPC.

Meeting Schedule

Council meetings are scheduled quarterly according to business needs. Emergency meetings may be required, and the council will be given ample notification.

Staff Support

Staff support for the Council will be provided by NCTCOG EP staff.

Code of Conduct
Regional Emergency Preparedness Planning Council (EPPC)

I, _____, do hereby affirm that I will follow the guidelines set forth by the North Central Texas Council of Governments' Regional Emergency Preparedness Planning Council (EPPC) as outlined in the EPPC bylaws. As stated in the EPPC bylaws, each EPPC Member and Alternate must sign a new Code of Conduct form at the beginning of each two (2)-year term of membership to assure ethical and behavioral standards are maintained consistently throughout the committee.

Committee members shall not:

1. Appear before EPPC while acting as an advocate for any other person or business entity.
2. Knowingly use their position on the committee for their own private gain or for the financial gain of their or any other business or agency.
3. Accept or solicit any gift or favor that could influence that individual in the discharge of official duties
4. Failure to adhere to the code of conduct may result in removal from council.

As stated in the EPPC Bylaws, a member organization will be considered to have resigned its position on EPPC when its representative or designated alternate misses 50% of all the meetings held or two (2) meetings in a twelve (12)-month period.

Signature

_____/_____/_____
Date