



**Emergency Preparedness Planning Council (EPPC) Meeting
Agenda
NCTCOG – Microsoft Teams
August 19, 2021
9:30 AM - 11:30 AM**

- Pledge to United States and Texas Flags** EPPC Council
- Opening Remarks** Rick Grady, EPPC Chair
- Welcoming of New Members / Guests** Rick Grady, EPPC Chair
- Mike McQuinston, Mayor, City of Decatur
 - Tina Henderson, Councilmember, City of Corinth
 - Gerald Cook, Councilmember, City of Stephenville
 - Gregory Glover, Councilmember, City of Cedar Hill
 - Rusty Pendleton, Councilmember, City of Carrollton
 - Shona Huffman, Councilmember, City of Frisco
 - Steven Harrison, Commissioner, Hunt County
 - Brandon Jones, Councilmember, Lewisville
 - Kathy Wheat, Councilmember, Colleyville
- Approval of May Meeting Minutes**  EPPC Members
- Administrative Business** NCTCOG Staff
- EPPC Bylaws Review
 - Addition of Code of Conduct per the OOG recommendation
 - Discussion on Member Attendance and Alternates
- Business Items**  Marcie Bruner, NCTCOG
- Approval of REPAC Seats
 - Public Works - Gary Enna, City of Rowlett
 - Communications - John Chaney, City of Irving
 - Emergency Management - Tonya Hunter, City of Midlothian
 - Cyber Security - Todd Landrum, Denton County
 - Johnson County - Jamie Moore, Johnson County
 - Erath County - Cyndi Smith, Erath County
 - Chair - David McCurdy, Tarrant County
 - Vice Chair - Irish Hancock, City of Arlington
 - REPAC Handbook Approval
 - Added pg. 9 – Failure to adhere to the code of conduct may result in removal from committee by the Chair and Vice-chair.
 - Added pg. 15 – Designate a scribe who will take notes during each meeting and send to the working group via listserv within one (1) week of the meeting.
 - Added pg. 18 – Cyber Security as a recognized working group

- FY22 SHSP Grant Applications Marcie Bruner, NCTCOG
 - Nomination of Special Committee for Grant and Budget subcommittee

Information Items

- Special Events Data Call Candice Forsyth, NCTCOG
 - Opens on August 2nd and closes on September 10th
 - Events are for December 1, 2021 – November 30, 2022
- CI/KR Data Call Update Marcie Bruner, NCTCOG
- Public Education Working Group Update Daniel Ringhauser, City of Grand Prairie
- Training & Exercise Update Candice Forsyth, NCTCOG

COG Updates/ Announcements

NCTCOG Staff

Upcoming Events

National Homeland Security Conference, Las Vegas August 30 – September 2, 2021
 International Association of Emergency Managers, Grand Rapids, MI October 15-22, 2021

Member Comments/ Public Comments

Resources

May meeting minutes
 EPPC Roster
 Alternate nomination form
 EPPC Bylaws
 REPAC Seat Nominations
 REPAC Handbook
 Special Events information
 Training & Exercise Schedule

Emergency Preparedness: www.nctcog.org/ep/
 State Training Website: www.preparingtexas.org

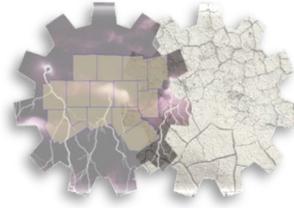
Next Meeting

December 2, 2021

Location TBD

Networking: 9:00 AM

Meeting: 9:30 AM – 11:30 AM



**Emergency Preparedness Planning Council (EPPC) Meeting
Minutes
NCTCOG, Microsoft Teams
May 20, 2021
9:30 AM - 11:30 AM**

Pledge to United States and Texas Flags (9:30 AM)

EPPC Council

Welcoming of Members / Guests (9:32 AM)

Rick Grady, EPPC Chair

- Rick Grady allowed Guests to introduce themselves

Rollcall (9:34 AM)

NCTCOG Staff

- Quorum was met

EMAT Award Recognitions (9:38 AM)

Molly McFadden, NCTCOG

- Excellence in Emergency Management Award
 - Tonya Hunter, Emergency Management Coordinator, City of Midlothian
- Rising Star Award
 - Daniel Ringhauser, Assistant Emergency Management Coordinator, City of Grand Prairie

Approval of October 29, 2020, Meeting Minutes (9:44 AM)



Rick Grady, EPPC Chair

- **Motion:** Rick Grady made a motion to approve the October 29, 2020, EPPC meeting minutes. The motion was seconded by Kit Marshall. The motion carried at 9:45 a.m.

Administrative Business (9:45 AM)

NCTCOG Staff

- EPPC Open Seat Nominations
 - Nominations will be accepted through 5:00 PM on June 18, 2021
 - New Members will be sat at the August 19 meeting

| Population | Number of Seats Available | Seats up for Appointment |
|-------------------|---------------------------|---------------------------|
| 5,000 - 14,999 | 1 | Decatur |
| 15,000 – 29,999 | 3 | Addison, 2 Vacant Seats |
| 30,000 – 49,999 | 2 | Cedar Hill, 1 Vacant Seat |
| 120,000 – 169,999 | 1 | Carrollton |
| 170,000 – 249,999 | 1 | Frisco |
| Counties | 2 | Hood, Navarro |

Comprehensive Economic Development Strategy Update (9:47 AM)

Prit Patel, NCTCOG

- Prit Patel did a presentation on Regional Economic Development.
- Rick Grady requested that the presentation be shared in the notes.
- The Regional Economic Development presentation and the North Central Texas Economic Development District Board information was emailed to EPPC members on May 20, 2021. The Regional Economic Development presentation was also posted in the chat.
- The next District Board meeting is Monday.
- Molly stated that recovery is a need and is delighted to have this resource available.
- Kit Marshall wanted to know what is the term commitment and eligibility requirement for a board member? Prit responded the commitment is to attend three to four meetings, and the eligibility is to have your county mayor or judge write a letter of recommendation nominating you to an empty seat.
- Kit requested for Prit's contact information be posted in the chat.
- Rocky Vaz wanted to know if there is representation for the City of Dallas/Dallas County? Prit will get back to Rocky on this.
- The NCTCOG Economic Development Resource page and funding information link was provided in the email to EPPC members.

Information Items (10:14 AM)

Marcie Bruner, NCTCOG

- FY21 Projects
 - There are some HSGD program changes – see power point presentation for program changes.
 - The state took a 4% cut from the overall funding for the Homeland Security grant program.
 - This year they added Combating Domestic Violence – 5%.
 - The Cyber Security project is for a contract to conduct a risk assessment for the jurisdictions.
 - We may be able to use 2020 reallocation funds to fund 2 of the projects.
 - Rick thanked everyone for their hard work on scoring the projects.
 - Kit concurred with Rick. She stated she seen more requirement changes this year, that this was the hardest year trying to manage virtually.
 - Kit commended COG staff for making a difficult job easier with the project scoring meeting virtually.
 - When the state evaluated the projects, they tried to make all their projects fit.
 - The state felt there were 10 projects that would fit the Domestic Violence category.
 - Braydon Williams left the COG to go to work for FEMA.
 - We must fund 9, 10, and 11 because they are a part of the Domestic Violence program, Hazardous Material, Public Education, and Fusion.
 - OOG has worked with us because we have a process that is transparent.
 - Molly thanked everyone for their hard work.

Open Discussion (10:32 AM)

EPPC Members

- **Lessons learned from Pandemic and Texas Reopening**
 - Rick thanked Larry Woolley for how he added the Pandemic and Winter storm to our emergency planning lessons learned.
 - Larry stated there were some frustrations with communication, Kit concurred.
 - Molly worked with county judges and Mike Eastland because the support they received from the state created a challenge.
 - Want to create an informal network to support counties that weren't supported.
 - Kit stated that Parker County has a very strong local health authority. There were mix

messages coming out that were confusing and was hard to determine who was in charge, DSHS or TDEM. There were challenges, however, Parker County didn't experience what some of the other counties had experienced.

- Rick stated there were a lot of colliding information from the state, local, federal governments. A significant amount of lack of material provided.
- Molly stated that we have been in response since 2020, and that she need help from the elected officials with emergency management relief after a major event. There are a couple that have retired. Maybe look at offering paid time leave after a major event or some type of an incentive.
- Kit thinks it's important to stir the political pot, that we are all impacted from the same events, and we should take care of the ones that take care of us.
- Molly would like to include documentation in the regional plan.
- **Lessons learned from Winter Storm Uri**
 - Larry wants Johnson County to have a "Know-What-We-Know" meeting.
 - There was no water for 2 days. Coordinated with water companies, such as Nestle to distribute water.
 - There was little cooperation from Oncor regarding the water issue.
 - United Coop worked well with assisting Johnson County.
 - Some of the major issues were:
 - Communication tours that were powered by diesel.
 - Back-up generators worked well but had some trouble with getting propane trucks.
 - There were in-home oxygen shortages.
 - Ambulances were called to take residents somewhere warm.
 - There were 8,000 residents without electricity.
 - Officials having daily briefing calls would have been valuable.
 - Major livestock feed stores were bare due to no water and lights – coordinated an effort to secure livestock with 1400 – 1500 bales of hay.
 - Rick stated that Plano experienced:
 - Electrical shortages.
 - Building code need to be reviewed.
 - Need to educate staff with the Parks and Wastewater departments on how to shut off water.
 - Need to look at older apartment complexes and how to shut the water off to prevent pipes from bursting.
 - Molly captured information from E&D's Code Coordination Group.
 - Molly stated that all of us learned that we have a lot more critical infrastructure facilities in our jurisdictions and in our region than we realized. The Emergency Management folks have submitted a project to update our critical infrastructure list.
 - Nicole Raphiel from Desoto stated that apartment complexes seem to be in silos, they were taught how to reach out to Emergency Management on how to access emergency services and stay connected. This goes for senior living facilities also, which was in silos as well. Wellness checks was performed. They made sure that all members of the community would be included.
 - Many apartment complexes had water outages, and had to evacuate, and had to facilitate emergency evictions.
 - It was a very daunting task.
 - They didn't realize how important American Red Cross is.
 - There need greater outreach in our community with regards to emergency services.

- We are rethinking and thinking about some of the things that transpired.
- Should be a priority.

- **COG Updates/Announcements (11:13 AM)**

NCTCOG Staff

- COG building is in the process of reopening.
- Expect to have EPPC and REPAC August meetings in-person at COG.
- COG staff will begin to come back into the office beginning in July.
- We are now down to six employees in Emergency Preparedness.
- As mentioned previously, Braydon left to take a job with FEMA.
- We are planning to hire someone to take Braydon's place as well as a mitigation intern.
- We want to continue to ensure deliverables are met.

- **Upcoming Events (11:16 AM)**

- Collaborative Adaptive Sensing of the Atmosphere (CASA Ex) Open House June 2, 2021
- REPAC Quarterly Meeting June 3, 2021
- Emergency Management Working Group Meeting June 10, 2021
- Cyber Security Working Group Meeting June 17, 2021
- Collaborative Adaptive Sensing of the Atmosphere (CASA Wx) Open House July 7, 2021
- National Homeland Security Conference, Las Vegas, NV August 30 – September 2, 2021

Member Comments/ Public Comments (11:19 AM)

- COG staff will work to have the next EPPC meeting virtual for those that are not ready to come in, and in-person.

Resources:

October meeting minutes
 New member nomination forms
 Alternate nomination forms

Emergency Preparedness: www.nctcog.org/ep/
 State Training Website: www.preparingtexas.org

No Motion was made to adjourn the meeting.

Meeting was adjourned at 11:20 AM

Next Meeting

August 19, 2021

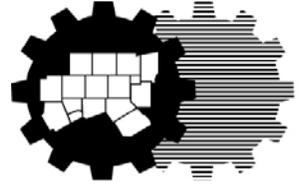
Meeting Location: NCTCOG Transportation Council Room / Virtual

Meeting time: 9:30 AM – 11:30 AM

2021-2022 Emergency Preparedness Planning Council Members

| First Name | Last Name | Jurisdiction | Position | Title | Email | Seat Expires |
|------------|-------------|-------------------|---------------------|--------------------------|--|--------------|
| Rick | Grady | Plano | Chair | Councilmember | rickgrady@plano.gov | August 2022 |
| Larry | Woolley | Johnson County | Vice-Chair | Commissioner, Precinct 4 | lwoolley@johnsoncountytexas.org | Permanent |
| Rickie | Allison | | Past - Chair | | rkbd@charter.net | August 2022 |
| Rusty | Pendleton | Carrollton | Member | Councilmember | rusty.pendleton@cityofcarrollton.com | August 2023 |
| Gregory | Glover | Cedar Hill | Member | Councilmember | gregory.glover@cedarhilltx.com | August 2023 |
| Kathy | Wheat | Colleyville | Member | Councilmember | kwheat@colleyville.com | August 2023 |
| Chris | Hill | Collin County | Member | County Judge | chill@collincountytx.gov | Permanent |
| Tina | Henderson | Corinth | Member | Councilmember | tina.henderson@council.cityofcorinth.com | August 2023 |
| Adam | McGough | Dallas | Member | Councilmember | adam.mcgough@dallascityhall.com | August 2022 |
| Clay Lewis | Jenkins | Dallas County | Member | County Judge | clay.jenkins@dallascounty.org | Permanent |
| Mike | McQuinston | Decatur | Member | Mayor | mayor@decaturtx.org | August 2023 |
| Bobbie | Mitchell | Denton County | Member | Commissioner, Precinct 3 | bobbie.mitchell@dentoncounty.com | Permanent |
| Nicole | Raphiel | DeSoto | Member | Councilmember | nraphiel@desototexas.gov | August 2022 |
| Kyle | Bulter | Ellis County | Member | Commissioner, Precinct 4 | kyle.butler@co.ellis.tx.us | Permanent |
| Jason | Schipper | Erath County | Alternate | Constable | constable@co.erath.tx.us | Permanent |
| Ray | Richardson | Everman | Member | Councilmember | mayor@evermantx.net | August 2022 |
| Shona | Huffman | Frisco | Member | Councilmember | shuffman@friscotexas.gov | August 2023 |
| Nin | Hulett | Granbury | Member | Mayor | nhulett@granbury.org | August 2022 |
| Ron | Jensen | Grand Prairie | Member | Mayor | mayorronjensen@gptx.org | August 2022 |
| Roger | Deeds | Hood County | Member | Sheriff | rdeeds@co.hood.tx.us | Permanent |
| Steven | Henderson | Hunt County | Member | County Commissioner | shenderson@huntcounty.net | Permanent |
| Mike | Hunt | Kaufman County | Member | Commissioner, Precinct 1 | mhunt@kaufmancounty.net | Permanent |
| Carol | Strain-Burk | Lancaster | Member | Councilmember | cstrainburk@lancaster-tx.com | August 2022 |
| Brandon | Jones | Lewisville | Member | Deputy Mayor Pro Tem | bjones@cityoflewisville.com | August 2022 |
| Jim | Olk | Lucas | Member | Councilmember | jolk@lucastexas.us | August 2022 |
| Marc | Moon | Palo Pinto County | Member | Constable, Precinct 2 | marc.moon@co.palo-pinto.tx.us | Permanent |
| Pat | Deen | Parker County | Member | County Judge | pat.deen@parkercountytexas.com | Permanent |
| Jeff | Hodges | Prosper | Alternate | Councilmember | jeff.hodges@prospertx.gov | August 2022 |
| David | Sweet | Rockwall County | Member | County Judge | dsweet@rockwallcountytexas.com | Permanent |
| Brownie | Sherrill | Rowlett | Member | Councilmember | bsherrill@rowlett.com | August 2022 |
| Danny | Chambers | Somervell County | Member | County Judge | cojudge@co.somervell.tx.us | Permanent |
| Gerald | Cook | Stephenville | Member | Councilmember | gcook@stephenvilletx.gov | August 2023 |
| B. Glen | Whitley | Tarrant County | Member | County Judge | gwhitley@tarrantcounty.com | Permanent |
| J.D. | Clark | Wise County | Member | County Judge | cojudge@co.wise.tx.us | Permanent |
| | | | | | | |
| | | | | | | |
| | | Fort Worth | | | | |
| | | Navarro 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

Revised July 2021

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.

Code of Conduct

Added per Office of the Governor Desk Review

1. Each EPPC member and their designated alternate must sign a code of conduct at the beginning of each term of office to ensure ethical and behavioral standards are understood by all members and interested parties.
2. Council members shall not:
 - a. Appear before EPPC while acting as an advocate for any other person or business entity.
 - b. 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.
 - c. Accept or solicit any gift or favor that could influence that individual in the discharge of official duties.
3. The Chair and Vice Chair, in agreement, have the authority to remove an EPPC member if the member fails to adhere to the code of conduct.

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.

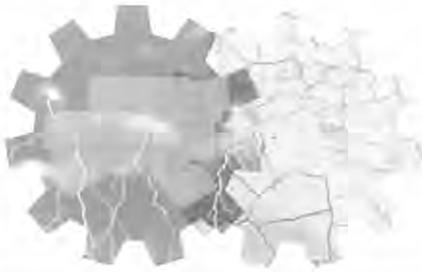
Committee members shall not:

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



Regional Emergency Preparedness Advisory Committee (REPAC)

REPAC Member Nomination Form

North Central Texas Council of Governments
Department of Emergency Preparedness

Name of Nominee: Gary Enna Date: 7-21-21

Title: Public Works Director

Organization: City of Rowlett

Mailing Address: 4310 Industrial Street

City: Rowlett State: TX Zip: 75088

E-Mail: genna@rowlett.com Work Phone: 972-463-3913

Cell Phone: 469-278-2253 Fax: _____

Discipline: Public Works

Relevant work experience (may attach bio and/or documentation): Combined 16 years of Public Works service at

Collin County and the City of Rowlett as the ADPW and DPW. Gary is a strategic servant leader that currently directs

Engineering, Streets, Water/Wastewater, Facilities, Stormwater, Fleet and Solid Waste departments.

What contributions could the nominee make to the committee and region? Gary has many years of experience in diverse

disciplines and has coordinated many PW's recovery efforts from tornados, floods, ice storms, and evacuee transportation.

Current or previous service on any NCTCOG committee and year appointed: REPAC 2018, RCC 2009 two terms,

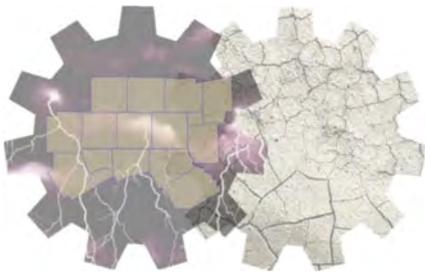
PWERT 2005 to present

Nominated By: Barry Fulfer Title: PWERT Chair

Signature:  Date: 7-21-21

All Nomination Forms must be sent to Candice Forsyth

Candice Forsyth
cforsyth@nctcog.org
817-608-2113



Regional Emergency Preparedness Advisory Committee (REPAC)

REPAC Member Nomination Form

North Central Texas Council of Governments
Department of Emergency Preparedness

Name of Nominee: John T. Chaney Date: 7/23/2021

Title: IT Communications Manager

Organization: City of Irving

Mailing Address: 158 N. Briery Rd (gate 5)

City: Irving State: TX Zip: 75061

E-Mail: jchaney@cityofirving.org Work Phone: 972-721-2266

Cell Phone: 713-298-7490 Fax: _____

Discipline: Information Technology

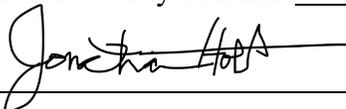
Relevant work experience (may attach bio and/or documentation):

Worked for Motorola for 7 years in the following roles. Installer, field technician, and system technician. Did component level repairs on pagers radios and system infrastructure. Worked for Harris County for 23 years in the following roles; system technologist, radio system supervisor, Mobility Architect. Responsible for UASI grants and Port Security Grant programs. Presently working for City of Irving since Oct 2017 as IT Communications Manager; Team responsibilities, 25 miles of fiber our 4 site simullcast radio system, Microwave network, and over 500 subscribers. Police, Fire, and general government vehicle make ready. Chaired numerous technical committees for local and state. During the Gulf oil spill worked to help create the largest connected LMR networks covering 3 states for operational support and coordination between local, state and federal agencies. Was the technical support for the Port Security District board for our Port Security Network and responsible for over 130 cameras and sensors that monitored port security. Had the role of liaison to the state for the UASI.

What contributions could the nominee make to the committee and region? Brings a vast background in communications and broadband.

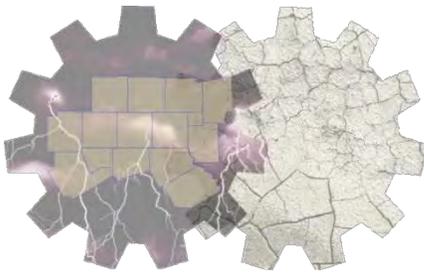
Current or previous service on any NCTCOG committee and year appointed: _____

Nominated By: C.J. Holt – City of Dallas Title: 7/23/2021 Radio System Manager

Signature:  Date: 07/23/2021

All Nomination Forms must be sent to Candice Forsyth

Candice Forsyth
cforsyth@nctcog.org
817-608-2113



Regional Emergency Preparedness Advisory Committee (REPAC)

REPAC Member Nomination Form
North Central Texas Council of Governments
Department of Emergency Preparedness

Name of Nominee: Todd Landrum Date: 06/08/2021

Title: Information Security Officer, LASO & HIPAA Sec. Officer

Organization: Denton County

Mailing Address: 701 Kimberly Dr.

City: Denton State: Texas Zip: 76208

E-Mail: todd.landrum@dentoncounty.gov Work Phone: 940-349-4548

Cell Phone: 469-387-8382 Fax: N/A

Discipline: Cyber Security

Relevant work experience (may attach bio and/or documentation): Twenty years in IT and nine years in security operations, audit, and compliance specifically. Stood up multiple security programs.

What contributions could the nominee make to the committee and region? Continues to push for greater participation across the region with IT, Emergency Management, and the State. Actively working on all levels of SLTT to address Security and best practices.

Current or previous service on any NCTCOG committee and year appointed: N/A

Nominated By: Eric M. Gildersleeve Title: EMC

Signature:  Date: 06/08/2021



Regional Emergency Preparedness Advisory Committee (REPAC)

REPAC Member Nomination Form
North Central Texas Council of Governments
Department of Emergency Preparedness

Name of Nominee: Jamie Moore Date: 07/23/2021

Title: Emergency Management Director

Organization: Johnson County Emergency Management

Mailing Address: 810 E. Kilpatrick

City: Cleburne State: Texas Zip: 76033

E-Mail: jmoore@jocotx.org Work Phone: 8175566346

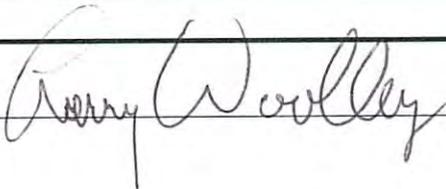
Cell Phone: 8179336261 Fax: _____

Discipline: Emergency Management

Relevant work experience (may attach bio and/or documentation): 20yr EM professional

What contributions could the nominee make to the committee and region? Previous service on REPAC, 15yrs in region

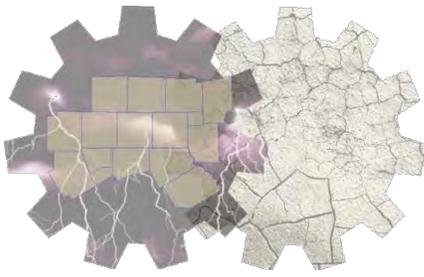
Current or previous service on any NCTCOG committee and year appointed: REPAC 2017-18

Nominated By: Larry Woolley  Title: Commissioner Pct. 4

Signature: _____ Date: 07-27-21

All Nomination Forms must be sent to Candice Forsyth

Candice Forsyth
cforsyth@nctcog.org
817-608-2113



Regional Emergency Preparedness Advisory Committee (REPAC)

REPAC Member Nomination Form
North Central Texas Council of Governments
Department of Emergency Preparedness

Name of Nominee: _____ Date: _____

Title: _____

Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-Mail: _____ Work Phone: _____

Cell Phone: _____ Fax: _____

Discipline: _____

Relevant work experience (may attach bio and/or documentation): _____

What contributions could the nominee make to the committee and region? _____

Current or previous service on any NCTCOG committee and year appointed: _____

Nominated By: _____ Title: _____

Signature: _____ Date: _____

All Nomination Forms must be sent to Braydon Williams, EP Specialist

Braydon Williams
bwilliams@nctcog.org
817-608-2318

North Central Texas Council of Governments



**Regional Emergency Preparedness Advisory
Committee (REPAC)**

Handbook

2021

Table of Contents

| | |
|--|----|
| Record of Changes | 3 |
| Introduction | 4 |
| Acronyms | 5 |
| REPAC Operating Guidelines | 6 |
| SHSP Operating Guidelines | 10 |
| Working Group Operating Guidelines | 14 |
| Key Dates Overview | 20 |
| Attachment A: REPAC Code of Conduct Form | 21 |
| Attachment B: Working Group Chair Acknowledgement of Responsibilities Form | 22 |
| Attachment C: REPAC Nomination Form | 23 |
| Attachment D: REPAC Alternate Form | 24 |
| Attachment E: External Travel Policy for Regional Partners | 25 |

Record of Changes

| Change # | Date of Change | Entered By | Date Entered |
|----------|----------------|------------|--------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Introduction

The North Central Texas Council of Governments (NCTCOG) established the Emergency Preparedness (EP) Department in 2002 after regional elected officials expressed interest in a coordinated, regional effort to address natural disaster and terrorism prevention programs. Their interest, brought on as a direct result of the September 11, 2001, terror attacks, helped establish the department with a mission to support regional governments and address issues focused on mitigation, preparedness, response, and recovery of natural or manmade disasters. The vision of these elected officials, the NCTCOG Executive Board, and agency leadership helped ensure the EP Department established a collaborative and coordinated effort throughout the 16-county region while considering both rural and urban jurisdictions.

Established in November 2004, the Regional Emergency Preparedness Advisory Committee (REPAC) is a Technical Committee of the Emergency Preparedness Planning Council (EPPC). The scope of the REPAC is to assist the Council in carrying out its duties and responsibilities and to formulate strategies and recommendations to affect an approach to accomplish coordinated and integrated emergency preparedness planning. The initial focus was on reviewing and approving regional homeland security projects. Subsequent activities will include strategic planning, project implementation, evaluation of ongoing regional projects, and other current and future issues facing our region.

REPAC membership consists of sixteen county representatives, three urban area representatives, fourteen subject matter expert representatives, and leadership. The subject matter expert representatives come from a wide range of disciplines, including police, fire, emergency management, public works, communications, medical/public health, and education.

Acronyms

| | |
|--------|--|
| AAR | After Action Review |
| EP | Emergency Preparedness Department |
| EPPC | Emergency Preparedness Planning Council |
| HSGD | Homeland Security Grants Division |
| NIMs | National Incident Management System |
| NCTCOG | North Central Texas Council of Government |
| OOG | Office of the Governor |
| PPOC | Principles Points of Contact |
| REPAC | Regional Emergency Preparedness Advisory Committee |
| RIP | Regional Implementation Plan |
| SOGs | Standard Operating Guidelines |
| SHSP | State Homeland Security Grant Program |
| SPR | State Preparedness Report |
| SME | Subject Matter Expert |
| THIRA | Threat Hazard Identification and Risk Assessment |
| UASI | Urban Area Security Initiative |

REPAC Operating Guidelines

A. General

1. The Regional Emergency Preparedness Advisory Committee (REPAC) is a technical subcommittee of the Emergency Preparedness Planning Council (EPPC).
2. REPAC's purpose is to:
 - a. Assist EPPC in carrying out its duties and responsibilities.
 - b. To lead collaborative regional planning, formulate strategies, and make recommendations to ensure the best possible approaches to emergency management are achieved in North Central Texas.
3. With guidance from EPPC, REPAC will also establish and carry out grant administration procedures for the State Homeland Security Program Grant Program (SHSP). These grant-related procedures can be found in the REPAC SHSP Standard Operating Guidelines.

B. Membership Nomination Form

1. Those interested in becoming REPAC Members must complete the REPAC Nomination Form.
 - a. Please see Attachment C: REPAC Nomination Form and Attachment D: REPAC Alternate Form.
2. Nominees must have a minimum of three years of work experience in the designated SME seat or a related field.
3. Only REPAC recognized working groups can nominate individuals for Police, Fire, Interoperable Communications, Public Works, or Emergency Management SME Chairs.
4. All Nomination Forms must be sent to the REPAC COG staff lead who will then send the forms to REPAC for nomination and EPPC for approval.
5. Anyone can nominate someone for all other seats on REPAC. Individuals may not nominate themselves.

C. Membership and Voting

1. REPAC membership shall be comprised of 38 seats in the following manner:
 - a. Sixteen (16) county seats will provide geographical representation throughout the region. County seat positions are nominated by corresponding county representatives on EPPC.
 - b. Fourteen (14) Subject Matter Expert (SME) seats will provide discipline-specific representation and expertise.
 - 1) Eight (8) SME disciplines shall be represented on the committee. These disciplines include Police, Fire, Interoperable Communications, Higher Education, Medical and Mass Prophylaxis, Public Works, Cybersecurity and Emergency Management.
 - 2) Each discipline-area (with the exception of cybersecurity) will have (2) seats.

- 3) Police, Fire, Interoperable Communications, Public Works, and Emergency Management SME Chairs will each seat one (1) member from jurisdictions within the four (4) urban counties and one (1) member from jurisdictions within the twelve (12) rural counties.
 - 4) Medical and Mass Prophylaxis and Higher Education SME Chairs will each seat two (2) members from jurisdictions within the sixteen (16) counties.
 - 5) Cybersecurity SME Chairs will seat one (1) member from jurisdictions within the sixteen (16) counties.
- c. Three (3) Urban Area seats will provide representation from each of the region's core cities: Dallas, Fort Worth, and Arlington. Nominations for the three Urban Area seats will only be accepted from the Urban Area Security Initiative (UASI) Executive Committee.
 - d. Two (2) non-voting seats will be provided for committee officers. These include one Chair and one Vice-Chair. Chairs can be the determining vote in the event of a tie.
 - e. One (1) seat will be provided to a liaison between EPPC and REPAC. The seat will be filled by the Vice-Chair of EPPC and is a non-voting seat.
 - f. One (1) seat will be provided to a liaison to the State of Texas. The seat will be filled by REPAC Chairs' recommendations and EPPC approval. The State liaison is a non-voting seat.
 - g. One (1) seat will be provided to a liaison to the North Central Texas Trauma Regional Advisory Council (NCTTRAC). The seat will be filled by REPAC Chairs' recommendations and EPPC approval. The State liaison is a non-voting seat.
 - h. REPAC maintains the right to approve any deviations from guidance.
2. To maintain a seat on REPAC, members must remain employed by the agency and subject matter area that they were nominated to represent.
 - a. If a SME Chair changes their employment agency and remains within the discipline, they may maintain their position on REPAC for the remainder of their term with REPAC approval.
 - b. REPAC Chairs may make modifications to the membership at their discretion.
 - c. If a seat becomes vacant, the designated alternate may complete the remainder of the term if approved by REPAC Chairs.
 3. Members may only vote on the committee if their jurisdiction is a member of the Regional Emergency Preparedness Program at NCTCOG.
 4. New Member recommendations for all seats will be presented to and voted on by EPPC twice a year.
 5. REPAC Chairs can appoint liaison seats on an as-needed basis. Any liaison seat appointed to REPAC will be a non-voting seat. The Chairs will review the necessary liaisons during the Chair rotation to determine the need.
 6. REPAC members are allowed to attend meetings in person or virtually in order to meet the attendance requirement to maintain their seat.
 7. REPAC Members must designate their authorized alternate(s) via an alternate nomination form. Only the designated alternate(s) will count towards the attendance of a REPAC member. The alternate is allowed voting privileges.
 - a. REPAC members are allowed up to two alternates: a primary and a secondary.

8. To serve as an alternate, a potential representative must be employed in the same discipline as the primary delegate (in the case of subject matter expert seats) or represent a jurisdiction within the same county (in the case of county representative seats). Alternates for the Urban Area seats are assigned by the Urban Area representatives.
9. REPAC Nomination Forms are collected during membership voting.

D. Term of Membership

1. Membership is a three (3)-year term unless the elected member formally resigns their position.
2. Members can serve two (2) consecutive three (3)-year terms. After the member's 2nd term, they are required to step down from REPAC for a minimum of one (1) term before they are eligible to be nominated again.
3. Members elected during mid-term elections to fill interim vacancies will serve the remainder of the term available under the previous occupant's term of office.
4. REPAC members may resign by submitting a letter of resignation to the REPAC Chair. Primary membership changes must go before EPPC.
5. REPAC Chairs are able to excuse absences and will do so on a case-by-case basis.
6. Members may appeal in writing to the EPPC Chair within two (2) weeks of the date of notification for failure to attend. Appeals will be dealt with in a timely manner, and the member will be notified in writing of the decision.

E. Compensation

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

F. Code of Conduct

1. Each REPAC member and their designated alternate must sign a code of conduct at the beginning of each term of office to ensure ethical and behavioral standards are understood by all members and interested parties.
2. Committee members shall not:
 - a. Appear before REPAC while acting as an advocate for any other person or business entity.
 - b. 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.
 - c. Accept or solicit any gift or favor that could influence that individual in the discharge of official duties

3. Failure to adhere to the code of conduct may result in removal from committee by the Chair and Vice-chair.

G. REPAC Chairs

1. REPAC will nominate and recommend a committee member to serve as Vice-Chair every two (2) years. The recommendation must be approved by EPPC. Leadership is committed to a four (4)-

year term with succession from Vice-Chair to Chair. No person will fill the same leadership position for more than two (2) years within a four (4)-year consecutive term.

- a. The two (2) leadership positions (Chair and Vice-Chair) will be modified every other May by the Chair stepping down and Vice-Chair rotating up.
 - b. In the event the Vice-Chair resigns their duties, a new Vice-Chair will be nominated in the December or May election (whichever comes first) and will serve the remainder of the term. In the event the Chair resigns their seat, the Vice-Chair will rotate to the Chair seat during the next election; and a new Vice-Chair will be nominated during that election.
2. The Chair will preside over REPAC meetings, and in their absence, the Vice-Chair will preside. The Chair and Vice-Chair will establish the meeting agenda with the assistance of EP staff.
 3. The Chair, or in their absence the Vice-Chair, will appoint REPAC subcommittees as necessary, act as the official spokesperson for the committee or delegate others for the committee as appropriate to ensure that the work of the committee accomplishes the objectives.

H. Meeting Notes/Agendas

1. Notes of all REPAC meetings shall be retained by EP staff and posted to the REPAC webpage in a reasonable amount of time after regular meetings, when possible. Meeting minutes shall be approved by a simple majority of the entire current REPAC membership. Agendas shall be prepared by the Chair and Vice-Chair, with assistance from the EP staff and posted to the REPAC webpage in advance of any regularly scheduled meeting.

I. Quorum and Voting Procedures

1. A quorum is defined as a simple majority of the current committee members.
2. For voting purposes, a simple majority of the present committee membership is required to approve any proposed action item during meetings at which a quorum is present.
3. REPAC members and alternate(s) may not share voting privileges simultaneously.

J. Subcommittees

1. Subcommittees may be formed as needed for the purpose of exploring detailed issues before REPAC.

K. Conflict of Interest

1. 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.
2. 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.

L. Authority

1. The Chair and Vice-Chair, in agreement, have the authority to remove a REPAC member.
2. EPPC may vote to adjust the REPAC Operating Guidelines at their discretion.

SHSP Operating Guidelines

The Regional Emergency Preparedness Advisory Committee (REPAC) will oversee the administration of the State Homeland Security Program (SHSP) as outlined below.

A. The Office of the Governor (OOG) Homeland Security Grants Division (HSGD)

1. HSGD collaborates closely with each of the 24 Regional Councils of Governments (COGs) across the state and provides funding for the COGs to engage in regional and local planning efforts, including threat and preparedness assessments and planning to implement the state's homeland security strategy. These assessments are used by the COGs when making funding recommendations to HSGD and are also reviewed by the Texas Office of Homeland Security in preparing the state's annual Threat and Hazards Identification and Risk Assessment (THIRA) and State Preparedness Report (SPR).
2. Grant funding is used to address gaps identified through the annual State Preparedness Report (SPR) in achieving capability targets set through the annual Threat and Hazard Identification and Risk Assessment (THIRA). These assessments identify capability targets and Texas' current ability to meet those targets. Precedence is given to high-priority core capabilities where significant gaps exist.
3. eGrants
 - a. HSGD's online grant management system used to create and manage grant applications and projects.

B. Regional Priorities and Projects

1. REPAC, in conjunction with EP, will develop a Regional Implementation Plan (RIP).
 - a. The RIP will outline the future strategy of REPAC to enhance the preparedness level of the North Central Texas region through available grant funding.
 - b. The RIP is updated annually, as implemented by the State of Texas Office of the Governor (OOG).
2. Annually, REPAC will recommend regional priorities and projects to EPPC.
 - a. Projects and priorities will be based on the most pressing needs to enhance the preparedness level of the region.
 - b. Projects and priorities will take into consideration National and State guidance.

C. SHSP Project Applications: Creation and Submission Process

1. Annually, REPAC, in conjunction with the Emergency Preparedness Department, will accept project applications from the Regional Working Groups.
 - a. The EP department will create a grant timeline to be approved by REPAC
 - 1) Dates will take into consideration National and State timelines.
 - 2) Dates will allow adequate time for the Working Groups to submit a project(s).

- 3) EP staff will host a Technical Grants Workshop encouraging two working group members to attend. This is a one-day workshop where EP staff are available to answer any questions.
2. Regional Working Groups determine their top priorities based on the greatest needs and gaps in each subject matter area along with the regional priorities.
 - a. When applicable, Working Groups will be expected to participate in the regional Threat and Hazard Identification Risk Assessment (THIRA), State Preparedness Report (SPR), and the Regional Implementation Plan (RIP) process to help determine priorities.
 - b. Projects will go through REPAC and EPPC for review and approval; REPAC and EPPC are able to make changes or modifications to the submitted projects.
 - c. Working Group members are not allowed to lobby for their projects to REPAC and/or EPPC members.
 - d. Working Groups may submit up to two projects that are different in scope per grant year.
 - 1) Project(s) that have the same scope will be scored as one project
 - e. EP will work with the Working Groups to ensure eligibility of the jurisdictions involved.
 - 1) To be eligible, jurisdictions must certify they meet "Intermediate" planning requirements upon submission of the grant application. The OOG will use local planning records maintained by the Texas Division of Emergency Management (TDEM) to determine if these criteria have been satisfied.
 - 2) The jurisdiction or response organization's governing body must have formally adopted National Incident Management System (NIMS) standards by ordinance or court order and be implementing current NIMS compliance requirements.
 - 3) Jurisdictions are responsible for ensuring they have knowledge of and are in compliance with the laws, rules, and regulations of the grant(s), including compliance with all state and federal grant eligibility requirements.
 - 4) Working Groups are responsible for assigning a grant writer to assist them in writing their project application(s).
 - f. Executive Summary
 - 1) Working Groups, in conjunction with EP staff, will create an Executive Summary of their project(s). The Executive Summary will serve as a cover sheet to the projects and will provide a summary of the project.
 - 2) The one-page Executive Summary will include details such as the project description, regional impact, identified gap/need for the project, project timeline of completion, breakdown of project cost, and the jurisdiction who will receive funding/equipment.
 - g. REPAC will utilize a scoring method to help rank and prioritize projects
 - 1) Projects are categorized into different sections (e.g., law enforcement, carve out projects), and will be scored based on six (6) factors on a 1-5 scale.
 - (1) Nexus to Terrorism - Correlates to terrorism preparedness and/or prevention
 - (2) Regional in Scope - Benefits the region as a whole vs. few or one jurisdiction
 - (3) Ongoing Sustainment - One-time or sustained by subgrantee vs. continued SHSP funding
 - (4) Capability Gap - Need identified in exercise, gap analysis, or real-world event
 - (5) Reasonable Budget - Amount requested aligns with project

(6) Overall Quality – Overall assessment of project

- 1 – Not at all Effective
- 2 – Slightly Effective
- 3 – Moderately Effective
- 4 – Very Effective
- 5 – Extremely Effective

- 2) REPAC may change these factors depending on grant guidance and priorities.
 - 3) REPAC will receive scoring criteria definitions during the scoring meeting.
 - 4) A member from each Working Group will be allowed up to five (5) minutes in total to discuss all of their projects and to answer any questions to REPAC.
 - 5) Working Group members should utilize the standardized PowerPoint template provided by EP staff for their presentation.
- h. Changes or extensions to the application period will only be considered under extenuating circumstances
- 1) Any request for changes or extension must be approved by the EPPC and REPAC Chairs.
 - 2) Any changes or extensions must be announced three (3) business days before they take effect.
- i. EP will collect all project submissions
- 1) EP will maintain files of all projects submitted.
 - 2) EP will prepare projects for REPAC review.
- j. An EPPC Funding Subcommittee will meet to review all of the SHSP projects and make funding recommendations to EPPC.
- 1) EPPC retains the authority to fund any regional project(s) and to make all funding decisions for projects.
 - 2) Prior to official EPPC approval, no information regarding scores, ranks, funding amounts, etc., may be released to any Working Group Members, REPAC Members, or other regional partners.
- k. REPAC will conduct an annual After Action Review (AAR) meeting to discuss the current processes and procedures to ensure REPAC is as efficient and effective as possible. During the REPAC AAR, members will discuss and review all of the Working Groups and evaluate continued status.
- l.
- 1) All AAR items will be discussed and documented during the meeting.
 - (1) Any significant items will be taken to REPAC as a whole for a vote if needed.
 - 2) The REPAC Vice-Chair will facilitate the meeting.

D. SHSP Maintenance

1. Project Changes

- a. All project changes must be submitted to the EP Department through a designated online form. Please contact the NCTCOG REPAC staff lead for the form.
- b. Project changes are considered to be any modifications to the grant project that change the overall intent of the grant. For example, a training grant becoming an equipment grant.

- c. REPAC Chairs are able to approve project changes that are less than \$3,000; any project changes over \$3,000 must be presented to and approved by REPAC.

2. De-Obligated Funds

- a. EP is able to de-obligate and re-allocate funds twice a year during June and December following the OOG's process and procedures.
- b. During this process, re-allocated funds, "swept funds" will be prioritized towards unfunded or partially funded projects that have previously been scored by REPAC for the grant cycle the re-allocated funds originated from.

E. Close Out Policy

1. Extensions

- a. Jurisdictions will not be approved for an extension for SHSP funds past their original Sub Recipient Agreement performance period without prior OOG and REPAC Chair approval.
- b. Extension requests must be submitted by project to the EP REPAC staff lead in writing and must include detailed rationale.

2. Grant Close-Out

- a. Grant closeout will begin two (2) months prior to the end of the performance period of the grant.
 - 1) All de-obligated or swept funds during grant closeout will be allocated to EP to fund other approved projects in the region.
 - 2) EP is able to de-obligate and re-allocate remaining project funds twice a year; June and December.
 - 3) EP will report projects funded by de-obligated funds to REPAC and seek REPAC approval.
 - a) Factors determining the feasibility of projects, including legal purchasing policies, deadlines, eligibility, and the amount of funds will be reported.
 - b) The project receiving re-allocated funds must be able to complete all tasks in the project by the designated period of the performance date.

3. Exceptions

- a. The EPPC Chair, REPAC Chair, and EP Director, collectively and if in full agreement, have the authority to make exceptions to the process.
 - 1) Any changes to the process must be reported at the next EPPC and REPAC meetings.

Working Group Operating Guidelines

A. History of Working Groups

1. Working Groups were originally created as a requirement under the Urban Area Security Initiative (UASI) grant program to allow for an inclusive regional approach to the development and implementation of the UASI program.
2. Designated UASI counties are made up of the four core counties: Collin, Dallas, Denton, and Tarrant. Designated UASI cities are made up of the cities within the four core counties whose population is 100,000 or more.
3. The representatives from Dallas, Arlington, and Fort Worth meet to discuss UASI funding and projects as well as Working Groups.
 - a. The UASI Principle Points of Contact (PPOCs) retain control over the Chairs of the original UASI Working Groups which are:
 - 1) SWAT
 - 2) EOD
 - 3) HazMat
 - 4) Fusion
 - 5) USAR

B. Overview of Regional Working Groups

1. The Emergency Preparedness Planning Council (EPPC) and the Regional Emergency Preparedness Advisory Committee (REPAC) have created and implemented additional Regional Working Groups.
2. Working Groups are comprised of regional Subject Matter Experts (SME's) who together lead and execute regional planning goals and objectives as well as training and exercises.
3. Working Group Roles and Responsibilities
 - a. Working Groups are responsible for coordinating and collaborating with their group members on the creation, implementation, and execution of Urban Area Security Initiative (UASI) and State Homeland Security Grant Program (SHSP) projects, if and when applicable.
 - b. Any jurisdiction from the North Central Texas Region is able to attend and be involved in Working Group meetings; however, to be eligible for SHSP grant funds, a representative from a jurisdiction must attend 50% of the Working Group meetings during the year.
 - c. Each Working Group is comprised of a Chair and a Vice-Chair who are responsible for leading the Working Group, in collaboration with EP staff, toward the group's goals and objectives. If able, the Chair and Vice-Chair will represent Urban and Rural jurisdictions. Working Groups must meet a minimum of four (4) times a year.
 - 1) Working Group Chairs and Vice-Chairs are nominated by the group and approved by a simple majority vote.
 - 2) Working Group Chairs serve a two-year term and are eligible for re-appointment.
 - 3) Working Group Chairs must sign the Acknowledgement of Responsibilities form.
 - d. Working Group Chair and Vice-Chair responsibilities may include, but are not limited to:
 - 1) Lead Working Group meetings in collaboration with EP staff.
 - 2) Communicate Working Group meeting dates and availability with EP staff.
 - 3) Attend all scheduled Working Group meetings

- a) Representing the Working Group at other regional meetings such as the REPAC Scoring Meeting or other meetings, as required.
 - 4) ~~If desired, establish~~ Designate a scribe - a protocol(s) who will take notes during each meeting and send to the working group via the listserv within one (1) week of the meeting-
 - 5) Communicate with the EP Department on behalf of the group.
 - 6) Designate a Grant Writer who will lead the SHSP project for the Working Group.
- e. If REPAC believes a Chair(s) is not following items as listed in the REPAC Handbook, then REPAC can decide to change leadership prior to the two-year appointment period.
- f. If traveling on Homeland Security Grant funds, Working Group Chairs and members are to read Attachment E: External (Non-Cog) Travel Policy for Regional Partners.
- 1) All working group and member travel require REPAC Chair/ Vice Chair approval with the exception of the Regional Planning Project.
 - 2) All recipients of funding for travel utilizing SHSP funds must provide an AAR to their working groups regarding lessons learned. Failure to provide a presentation could result in denial of future travel.
 - 3) Individuals employed outside the NCTCOG Region are ineligible to receive SHSP funding for travel without REPAC Chair approval
4. Emergency Preparedness Department Roles and Responsibilities
- a. EP staff will assist and support the Working Groups in a joint effort towards meeting the group's goals and objectives.
 - b. EP staff will assist with managing Working Group project funds, if and when NCTCOG administers the grant project.
 - c. EP staff responsibilities may include, but are not limited to:
 - 1) Coordinate with the Working Group Chair(s) to schedule meeting room space and to draft Working Group meeting agendas.
 - 2) Maintain situational awareness regarding other regional events and communicate possible impacts to the Working Group.
 - 3) Process contracts, purchase requisitions, and invoices, if and when NCTCOG administers the Working Group's grant.
 - 4) Assist with training and exercise needs and planning initiatives.

C. Regional Working Group Creation and Implementation

1. A group that wishes to be considered as a formal Working Group must demonstrate that creating the Working Group will assist in filling a regional need and gap. The group must demonstrate their abilities to fill this need and gap to REPAC.
2. Those that are interested in becoming a formalized Working Group must be functioning as a regional planning group and assisting the region in regional activities for a minimum of one (1) year before presenting their group's abilities and the need to REPAC.
3. In order to be considered an official working group, the following requirements must be met:
 - a. Establish a Chair & Vice Chair
 - b. Be established for at least 1 year
 - c. Conduct a minimum of 6 meetings per calendar year
 - d. Must have a mission statement and executive summary.

- e. The working group must provide documentation of items a. – e. and present to REPAC for consideration.
- 4. REPAC may recommend approval or denial of the Working Group to EPPC after a discussion about the group's request occurs at REPAC.

D. Description of Recognized Regional Working Groups

1. Citizen Corps Council (CCP)
 - a. The mission of Citizen Corps is to harness the power of every individual through education, training, and volunteer service to make our communities safer, stronger, and better prepared to respond to threats of terrorism, crime, public health issues, and disasters of all kinds.
2. Emergency GIS Response Team (EGRT)
 - a. The Emergency GIS Response Team is a deployable resource comprised of volunteer members from local agencies. Each member is trained on emergency response mapping and becomes available to deploy to a disaster to assist in GIS functions within the EOC. The team brings necessary computer equipment, along with regional datasets to support general location mapping, printed map books for search and rescue, web-based mapping for display and analysis, and web applications for damage assessment, among other things. The team can also support pre-disaster planning maps and applications.
3. Emergency Management (EMWG)
 - a. The Emergency Management Working Group is composed of local emergency management stakeholders in North Central Texas who work toward establishing best practices, coordinating planning efforts, and identifying needs in regional emergency management. The Working Group plans and coordinates regional initiatives and assists in identifying gaps in emergency operations throughout the region using coordination and collaboration. Based on the gaps identified through trainings, exercises, and real world events, EMWG works to address regional needs and provide technical assistance and expertise to enhance emergency operations in North Central Texas.
4. Explosive Ordnance Disposal (EOD)
 - a. The goal of the EOD Working Groups is to increase the region's ability to respond to and adequately address the threat of an explosively-driven weapon being employed against a regional target. The goal is achieved through increased training, procurement of equipment, and information sharing between regional bomb squads. The EOD Working Groups is comprised of one representative from each of the area's accredited bomb squads. These squads all operate on the same set of guidelines, and each certified member meets the FBI Hazardous Devices School's standard for certification, ensuring interoperability among squads.
5. Fusion Center
 - a. The Fusion Working Group regularly meets to evaluate regional capabilities and resources, and discuss opportunities to collaborate, coordinate, prepare, plan and respond to regional threats and active incidents with the ultimate goal of ensuring citizen safety. The intent of the working group is to focus on individual community efforts to provide timely, accurate, and actionable information. Information is often derived from the planning, direction, collection, exploitation, processing, analysis, production, dissemination, evaluation, and feedback of available information concerning different threats to the United States, its people, property, or

interests. Information sharing is the ability to exchange intelligence, information, data, or knowledge in a coordinated, efficient, and secure method.

6. Hazardous Materials (HazMat)

- a. The objective of the Hazardous Materials (HazMat) Working Group is to enhance overall response effectiveness for all hazardous material incidents within the North Central Texas Region. The group holds regular meetings during which subject matter experts, primarily HazMat coordinators, evaluate discipline-specific information, unit capability, regional coverage, and projects. By providing recommendations to the Urban Area Working Group and the Regional Emergency Preparedness Advisory Committee, the Working Group is able to maximize homeland security funding opportunities to address capability gaps.
- b. This group participates in ongoing evaluation and categorization of unit capabilities, program request evaluations, and the creation of regional training opportunities to better train and equip our first responders with the knowledge, skills, and abilities to enhance HazMat response capabilities in this region and beyond. The Working Group coordinates with regional, state, and federal agencies to address HazMat aspects of chemical, biological, radiological, nuclear, and explosive (CBRNE) events.

7. Interoperable Communications (Interop)

- a. The Interoperable Communications Working Group goal is to continue enhancing communication throughout the North Central Texas Council of Governments (NCTCOG) 16-county region. The lack of Interoperable Communications has long been a barrier to effective inter-agency communications given the need for a multi-agency response, whether for a natural or manmade disaster or for day-to-day operational incidents calling for response from another department or agency or from another jurisdiction.
- b. These subject matter experts continue to enhance the regions interoperability communications through various trainings, exercises, and shared experiences. Throughout this region, public safety agencies operate over a number of different frequencies from the VHF, UHF, 800 MHz, and low bands. This often makes it very difficult for neighboring jurisdictions to request assistance on major incidents. It is not uncommon for emergency responders from the same jurisdiction to have difficulty communicating at the scene of fire, hazardous materials spill, or other incidents.

The Interoperability Working Group will provide local public safety agencies and local policy makers a direction by which agencies throughout the region may have effective interoperability.

8. Public Education (PubEd)

- a. KnoWhat2Do, our regional public education campaign, exists to educate and empower people in the 16-county North Central Texas Council of Governments region about the tools and resources available to help them prepare for any number of threats specific to this region. The KnoWhat2Do campaign is a year-round effort for the more than 200 participating municipalities focused on engaging public relations to support its fundraising initiatives and projects, increase visibility and credibility to key constituencies and key publics and maintain ongoing branding initiatives.

9. Public Safety Cyber (Cyber)

- a. The Public Safety Cyber Threat Work Group will serve as the regional, multi-agency unit for securing technologies, identifying training, and allocating personnel to support regional mitigation and recovery efforts for significant cyber and communications incidents. The group

will also support the integration and coordination of Law Enforcement, Information Technology, and Emergency Management activities by advocating for the adoption of technologies, techniques and procedures for sharing pertinent and actionable information related to cybercrime, terrorism, and threats to critical infrastructure.”

10. Public Works Emergency Response Team (PWERT)

- a. The North Central Texas Public Works Emergency Response Team was created to provide public works assistance when an emergency or disaster overwhelms local resources. The response team was created by and for local governments and operates on a voluntary quid pro quo basis. PWERT first deployed to calls for assistance during the April 3, 2012 tornado outbreak and continues to grow to meet regional needs.

11. Special Weapons and Tactics (SWAT)

- a. The objective of the Special Weapons and Tactics Working Group is to fortify counter-terror investigations and law enforcement, and enhance law enforcement's ability to respond to chemical, biological, radiological, nuclear, and explosive (CBRNE) incidents. Through regular meetings, the group's subject matter experts evaluate discipline-specific information, unit capability, regional coverage, and projects. By providing recommendations to both the Urban Area Working Group and the Regional Emergency Preparedness Advisory Committee, the group is able to maximize homeland security funding opportunities to address capability gaps.
- b. The group's subject matter experts continue to evaluate and categorize unit capabilities, program request evaluations, and create regional training opportunities to better train and equip our first responders with the knowledge, skills, and abilities to enhance SWAT response capabilities in this region and beyond.

12. Training and Exercise (T & E)

- a. The North Central Texas Training and Exercise Working Group strives to be the benchmark in all-hazards emergency management and homeland security that encompasses all organizations in the public and private sectors. Our Working Group focuses on the inclusion of citizens, government at the city, county, regional, state, and federal levels, school districts, higher education, hospitals, private sector businesses, and faith-based and volunteer groups. This group assists cities and counties in coordinating comprehensive training and exercises needs to ensure maximum efficiency and benefit from hazard prevention, preparedness, mitigation, response, and recovery in order to protect lives, property, and the environment.

13. Unmanned Aerial Systems (UAS)

- a. The UAS Working Group has been established to improve Unmanned Aerial System response operations in North Texas. The primary goal of the group is to provide a forum for regional partners to discuss concerns and develop solutions regarding the complexity of UAS operations in urban and rural jurisdictions. The working group will also focus on assisting jurisdictional UAS program development, collaboration on regional policies, airspace coordination, technology implementation, and regional training standards.

14. Urban Search and Rescue (USAR)

- a. The objective of the Urban Search and Rescue Working Group is to enhance overall response effectiveness for search and rescue teams within the North Central Texas Region. This Working Group provides recommendations to both the Urban Area Working Group and the Regional Emergency Preparedness Advisory Committee to maximize homeland security funding opportunities to address capability gaps for missions on both water and land.

- b. This Working Group increases USAR capabilities by ensuring teams are equipped in accordance with National Incident Management System (NIMS) resource typing and training, so they have the knowledge, skills, and abilities necessary to protect life and respond to all-hazard events. Whether services are requested due to flash flooding, flooding, a building collapse, or other accidents/incidents, the North Central Texas Region has demonstrated an increased need in Urban Search and Rescue response. The USAR Working Group provides technical guidance and standardization to support the rapid deployment of Regional USAR Task Forces for terrorism events, natural disasters, or large-scale emergencies. This Working Group continues to advocate for, generate, and procure response resources, regional assessments, and increased training opportunities, which enhance the capability to conduct lifesaving USAR response efforts.

15. Wildland Fire (NCTWLF)

- a. The goal of the North Central Texas Wildland Fire Working Group is to increase the region's ability to respond to and adequately address the threat of wildland fire in the region. The goal is achieved through increased education and training, the organization of resources, procurement of equipment, and information sharing between the assets in the region. The NCTWLF Working Group is comprised of representatives from fire departments, the Texas Forest Service, and other interested parties.

REPAC Key Dates Overview by Month

January

- REPAC Scoring Meeting
- EPPC Funding Subcommittee Meeting

February – Quarterly REPAC Meeting

- EPPC Approval Meeting of SHSP projects

May - Quarterly REPAC Meeting

- Annual Handbook Update Meeting

August - Quarterly REPAC Meeting

- Elections for new SME and County Seats who term off or who need seats filled (annually)
- Elections for REPAC Chair and Vice-Chair (every other year); refer to REPAC Roster

October

- New Fiscal Year of SHSP Projects
- Working Group Chair and REPAC/EPPC joint chair collaboration meeting

November/December - Quarterly REPAC Meeting

- Elections for SME and County Seats who are unfilled
- SHSP Projects submitted by Working Groups

Code of Conduct
Regional Emergency Preparedness Advisory Committee (REPAC)

I, _____, do hereby affirm that I will follow the guidelines set forth by the North Central Texas Council of Governments' Regional Emergency Preparedness Advisory Committee (REPAC) as outlined in the REPAC Standard Operating Guidelines (SOG). As stated in the SOG, each REPAC Member and Alternate must sign a new Code of Conduct form at the beginning of each three (3)-year term of membership to assure ethical and behavioral standards are maintained consistently throughout the committee.

Committee Members and Alternates shall not:

1. Appear before the Regional Emergency Preparedness Advisory Committee while acting as an advocate for any other person or business entity.
2. Knowingly use their position on the committee for their private gain or for that of their business or agency.
3. Accept or solicit any gift or favor that would tend to influence that individual in the discharge of official duties.

As stated in the REPAC Standard Operating Guidelines, a member organization will be considered to have resigned its position on REPAC 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

**Working Group Leadership
Acknowledgment of Responsibilities Form**

I, _____, have received and read the Regional Emergency Preparedness Advisory Committee (REPAC) Handbook. I understand it contains important information regarding REPAC's Standard Operating Guidelines and my role as a Working Group Chair, that it is my responsibility to familiarize myself with the material in the handbook. I acknowledge and accept the responsibilities required to be a Working Group Chair. I understand that I will be required to attend Working Group meetings and other regional meetings, as necessary, to represent the Working Group.

I further understand the time commitment required to be a Working Group Chair and am able to perform the duties outlined in the REPAC Handbook.

Signature

____/____/____
Date

DRAFT



**National Special Events Data Call
Background Information
Office of Operations Coordination
Department of Homeland Security**

Last updated: June 10, 2021

The Department of Homeland Security (DHS) Special Events Program (SEP) manages the National Special Events Data Call (NSEDC). The NSEDC is an annual process that relies on the voluntary participation of the 56 states and territories to collect information on events occurring in their jurisdictions. The NSEDC covers the period from December 1 of the current year through November 30 of the following year. The primary data collection period opens in early August and remains open for six weeks before closing in mid-September. The NSEDC is conducted using the Special Events Working Group (SEWG) Community of Interest (COI) on the Homeland Security Information Network (HSIN), and Homeland Security Advisors (HSA) or their proxies are the ultimate authority for their state's participation in the NSEDC.

- The 2022 NSEDC will include events that occur between December 1, 2021 and November 30, 2022.
- The 2022 NSEDC will open on August 2, 2021 and close on September 10, 2021.

Using the data collected through the NSEDC, the Special Event Assessment Rating (SEAR) Methodology, a risk-based analysis is applied to all events submitted to the NSEDC. The five SEWG Co-Chairs review the event information and results of the analysis and adjudicate final SEAR levels for all special events. SEAR levels are used by the majority of the U.S. Government to inform policy decisions on support to special events. SEAR levels, in order of risk, are shared with the state where the event is occurring (but not across state lines), to inform state support decisions, the SEWG, and other federal partners. There is no federal funding attached to the SEAR however, the State Homeland Security Program (SHSP) and Urban Area Security Initiative (UASI) risk methodology, managed by the Federal Emergency Management Agency (FEMA), includes a special event metric as part of its Soft Target Index.

There are five SEAR levels:

- SEAR 1: A significant event with national and/or international importance that may require extensive federal interagency support.
- SEAR 2: A significant event with national and/or international importance that may require some level of federal interagency support.
- SEAR 3: An event of national and/or international importance that requires only limited federal support.
- SEAR 4: An event with limited national importance that is managed at the state and local level.
- SEAR 5: An event that may be nationally recognized but generally has local or state importance.

Events may be submitted outside of the NSEDC. These events are called short-notice events and include events that were unplanned at the time of the NSEDC. Short-notice events are submitted via the National Special Events Database accessed through the SEWG COI on HSIN and undergo the same analytical process and SEWG Co-Chair adjudication as those submitted during the NSEDC.

For questions regarding the NSEDC, please contact DHSSpecialEvents@hq.dhs.gov.

2021 Training & Exercise Calendar

| Class | Dates | Location | Address |
|--|--------------------------|--|--|
| E/L 973: All-Hazards Position Specific Finance/Admin. Section Chief (TFS) | August 10-13 | Southlake DPS North Training Center | 100 E Dove Rd., Southlake, TX 76092 |
| E/L 952: NIMS ICS All-Hazards Position Specific Public Information Officer (TFS) | August 16-20 | Fort Worth EOC | 275 W. 13 th Street, Fort Worth, TX 76102 |
| E/L 950: NIMS ICS All-Hazards Position Specific Incident Commander (TFS) | August 23-26 | Rowlett EOC | 8602 Schrade Road, Rowlett, TX 75088 |
| E/L 958: All-Hazards Position Specific Operations Section Chief (TFS) | September 14-16 | Waxahachie EOC | 630 Farley Street, Waxahachie, Texas 75165 |
| O-305 Type 3 All-Hazards IMT Course (TFS) | September 27 - October 1 | Dallas County EOC | 2121 Panoramic Circle Ste. 240, Dallas, TX 75212 |
| Command & Control (TCCD - 24 students) | October 12-15 | Southlake DPS North Training Center | 100 E Dove Rd., Southlake, TX 76092 |
| E/L 962: All-Hazards Position Specific Planning Section Chief (TFS) | October 26-28 | North Central Texas Council of Governments | 616 Six Flags Dr., Arlington, TX 76011 |
| Command & Control (TCCD - 24 students) | November 8-11 | Dallas County EOC | 2121 Panoramic Circle Ste. 240, Dallas, TX 75212 |