Regional Emergency Preparedness Advisory Committee (REPAC) Meeting
Virtual Microsoft Teams Meeting
June 3, 2021 / 9:30 a.m. – 11:30 a.m.

Meeting Reminders	Marcie Bruner
Opening Remarks	Chairs
Roll Call	NCTCOG Staff
Approval of Notes from Last Meeting	Committee Members
Action Items	NCTCOG Staff

REPAC SME Seat **-** Nominations will be accepted through 5:00 PM on July 16th and will be presented to EPPC on August 19th.
- Public Works (1) – Urban
- Communications (1) – Urban or Rural
- Emergency Management (1) – Rural
- Cyber Security (1) – Urban or Rural

REPAC Chair / Vice Chair Seat
- To allow for continuity while returning to normal, we recommend keeping David McCurdy and Irish Hancock in their current position for 1 more year.

FY20 Grant Reallocations

Discussion Items
FY 21 SHSP Funding Allocations
- Review of EPPC funding subcommittee results and conditional state funding

FY22 Grant Application Update
After-Action Report Update

Upcoming Events

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
REPAC Meeting (NCTCOG)	August 3, 2021
EPPC Meeting (NCTCOG)	August 19, 2021
National Homeland Security Conference, Las Vegas	August 30 – September 2, 2021

NCTCOG Updates

Committee/Public Comment

Resources
March Meeting notes
New member nomination form
REPAC Operating Guidelines

Next Meeting:
August 3, 2021
NCTCOG
Transportation Council Room
9:30 – 11:30 AM

Mission: Enhancing lasting partnerships and proactive Emergency Preparedness initiatives through advocacy, communication, and collaboration.

Regional Emergency Preparedness Advisory Committee (REPAC)
Teams Meeting Notes
March 12, 2021 / 1:30 p.m.

Meeting Reminders   NCTCOG Staff

Opening Remarks   Chairs
    Welcome

Roll Call   NCTCOG Staff

Approval of Notes from the October 6, 2020 Meeting   Committee Members
    - Qurom was not met. October 6, 2020, meeting notes will be approved at the next REPAC meeting.

Discussion Items
FY20 Homeland Security Grant Update   NCTCOG Staff
    - FY20 grant projects are currently active.
    - COG staff are currently working to reach out to working group chairs to establish deliverables for projects containing contracts. We are already 6 months into the projects and meetings will be scheduled to get the projects going to meet the period of performance deadlines.
    - Due to the ongoing response operations, we understand the difficulties with attending working group meetings. However, to ensure the SHSP programs continuity, it is essential to maintain regular participation amongst the working group members.

Cybersecurity Working Group   NCTCOG Staff
    - The Cybersecurity Working Group is struggling to maintain regular participation from regional jurisidictions.
    - Recent cyber attacks not only affected multiple jurisdictions across the state of Texas, but also across the US. There have been past cyber attacks in the region that are still working to get back to normal.
    - DHS has placed increased importance on the identification of cyber security capability gaps.
    - The Cyber Security Working Group is putting together an RFP for a contractor to facilitate the creation of an incident response recovery template that consist of a consolidated list of standards and a maturity model for jurisdictions.
    - Let Candice know if your IT department would like to be added to the cyber listserv.

HSGD Program Changes
    - On February 19th, DHS released the "Notice of Funding" opportunity for the Homeland Security Grant program.
    - Program changes are as follows:
        o Enhancing Cyber Security requires 7.5% of our overall allocation.

Mission: Enhancing lasting partnerships and proactive Emergency Preparedness initiatives through advocacy, communication, and collaboration.

- o Enhancing the protection of soft targets/crowded places changed from 7.5% to 5% of our overall allocation.
- o Enhancing information and intelligence sharing and cooperation with federal agencies, including DHS was reduced to 5% of our overall allocation.
- o Addressing emerging threats was reduced to 5%.
- o Combating Domestic Violent Extremism (DVE) was set at 7.5% of our overall allocation.
- o EPPC was provided this information during the EPPC Sub-committee Funding meeting.
- o Based on the discussion with the OOG, we feel strongly that the Fusion and Public Education projects submitted would qualify to be moved to the Domestic Violent Extremism National priority area with minor adjustments.
- o What is Domestic Violent Extremism:
  - ▪ Open source analysis of misinformation campaigns, targeted violence and threats to life.
  - ▪ Sharing and leveraging intelligence and information, including open-source analysis
  - ▪ Execution and management of threat assessment programs to identify, evaluate and analyze indicators and behaviours indicative of domestic violent extremists.
  - ▪ Training and awareness programs (through social media, suspicious activity reporting [SAR] indicators and behaviours) to help prevent radicalization.
  - ▪ This also applys to the UASI side of projects.
  - ▪ Any projects submitted under Fusion, Intel, or DBE must remain separate.

FY21 SHSP Timeline and Path Forward
- Project scoring results from the REPAC Scoring Meeting is posted in the power point presentation.
- On March 15th, the OOG will batch the applications back to the COG (already received).
- For prioritization and funding based on the EPPC Funding Sub-committee, recommendations which will then be submitted back to the OOG by March 31st.
- We expect the OOG to make some adjustments to our projects due to the national priorities changes.
- The project funding amounts will be released once the OOG has finalized the funding allocations at a later date. After Action Review Committee Meeting Sign-up
- Meeting Date: Tuesday, May 11, 2021, 1:30 – 3:30 PM
  - o Please sign-up via the link posted in the chat.
  - o The link will also be sent out via email after today's meeting.
  - o Cody Powell had a question about project priorities criteria.
  - o Doug Bass found some information on the DHS website regarding the National Terrorism Advisory System that was very good. It was dated January 27, 2021.

THIRA/RIP/SPR Update
- COG staff successfully completed the Regional Implementation Plan (RIP) and the Stakeholder Preparedness Report (SPR) with the assistance of regional partners, no updates were made to the THIRA this year due to DHS' move to the three year updates.
- These documents will be maintained by the COG and are available upon request.

Regional Complex Coordinated Terrorist Attack Grant Update
- No updates were available.

COVID-19 Vaccination Efforts
- No updates were available.

NCTCOG Updates   **NCTCOG Staff**
- Vaccination sites – will continue to get busy in the near future.
- Anna Piaseka left COG/Emergency Preparedness to take a job with Denton County.
- Chase Wheeler wants to know where we are with the T&E projects.
    - Marcie Bruner – We will need to have a meeting to decide what T&E trainings you want to have.
- COG building re-opening – we are currently still closed to the public. We will have more information on the re-opening in a couple of months. All meetings will continue to be virtual.
- REPAC meeting will continue to be virtual until further notice.

Committee/Public Comment
- As stated, all of the counties and cities are busy with vaccinations.
    - If you need some assistance with vaccination clinics, the Emergency Operations Centers are there for you.
- DSOs are due March 21st – the Texas State Assessment tool is available this year.
- The Public Assessment State of Texas Assistance Tool (pSTAT) is out there for your use this year.
- There is an opportunity for Hazard Mitigation Grant Program (HMGP) funding for the winter storms.
    - The application period will be open from May 10, 2021 through September 7, 2021.
    - David will forward additional information to Candice and Braydon for distribution.
- DVE project – Tarrant and Dallas counties will do a combination training and exercise event to cover the requirement.
    - Seeking places to host large crowds.
    - Will be bringing in a contractor to do a workshop sometime next March.

Upcoming Events

April 8, 2021	Emergency Management Working Group meeting
April 15, 2021	Cyber Security Working Group meeting
May 13-14, 2021	Texas Volunteer Management Conference (Virtual)
May 20, 2021	EPPC meeting
August 30–September 2, 2021	National Homeland Security Conference (Las Vegas)

<u>Next Meeting</u>
TBD
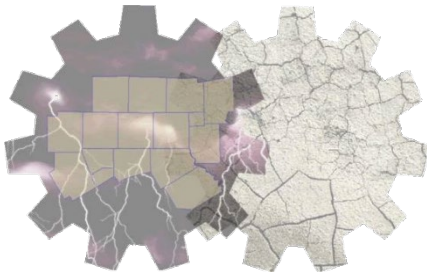
Regional Emergency Preparedness Advisory Committee (REPAC)

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 Candice Forsyth

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

North Central Texas Council of Governments

Regional Emergency Preparedness Advisory Committee (REPAC)

Handbook

2019

Table of Contents

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. All Nomination Forms must be sent to the REPAC COG staff lead who will then send the forms to EPPC for review.

4. Only REPAC recognized working groups can nominate individuals for Police, Fire, Communications, Public Works, or Emergency Management SME Chairs.

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) Seven (7) SME disciplines shall be represented on the committee. These disciplines include Police, Fire, Communications, Higher Education, Medical and Mass Prophylaxis, Public Works, and Emergency Management.
        2) Each discipline-area will have (2) seats.

3) Police, Fire, 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.

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 serve 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 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.

7. 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.

8. 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

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 make adjustments to 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 a protocol(s) for note-taking.
    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 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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
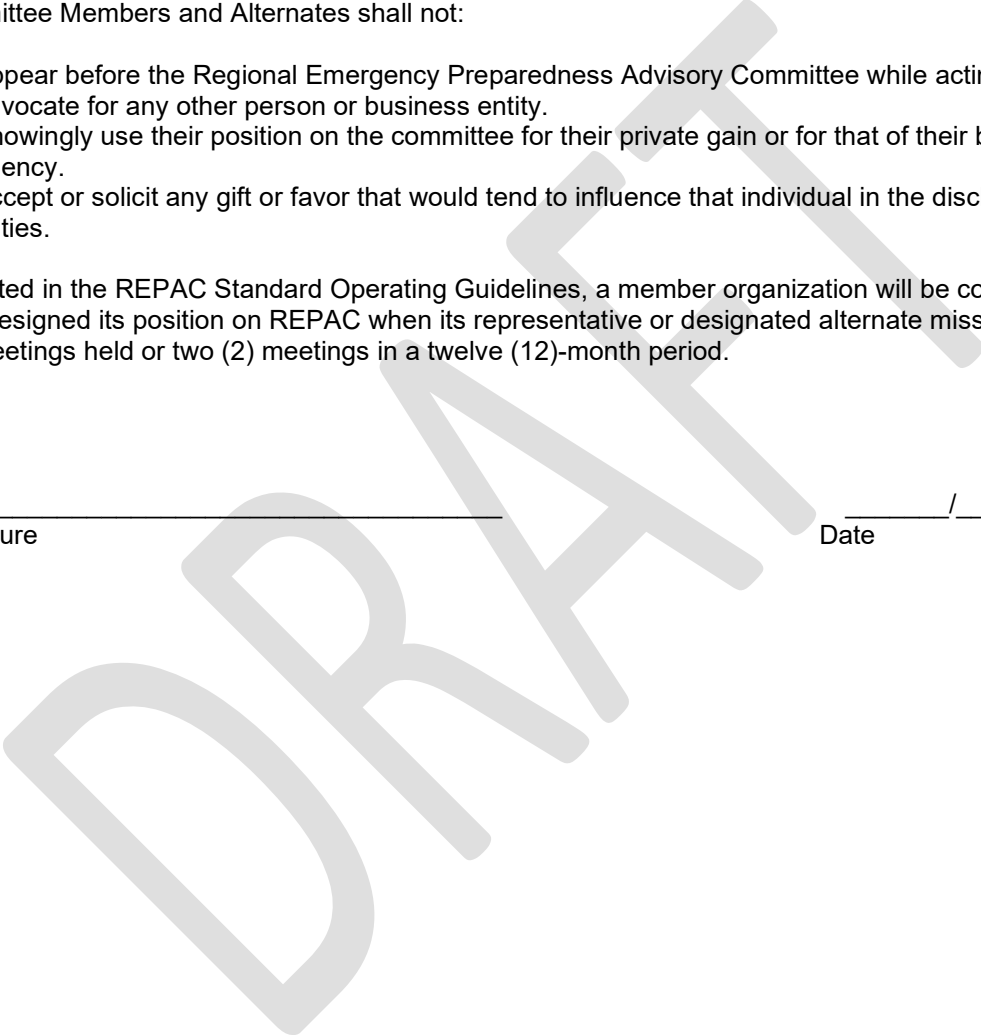
Working Group Leadership
Acknowledgment of Responsibilities Form

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