





**Emergency Preparedness Planning Council (EPPC) Meeting
Minutes**

**NCTCOG, Microsoft Teams
October 29, 2020
9:30 AM - 11:30 AM**

- Meeting Reminders (9:32 AM)** Candice Forsyth
- Opening Remarks (9:33 AM)** Rick Grady, EPPC Chair
- Moment of silence in honor of Mayor Curtistene McCowan
- Pledge to United States and Texas Flags (9:35 AM)** Larry Woolley, EPPC Council
- Welcoming of Members / Guests (9:37 AM)** Rick Grady, EPPC Chair
- Quorum was met
 - Rick Grady allowed Guests to introduce themselves
- Approval of December & February Meeting Minutes  (9:41 AM)** Rick Grady, EPPC Chair
- **Motion:** Ivan Hughes made a motion to approve the December 5, 2019, and February 20, 2020 meeting minutes. The motion was seconded by Nicole Raphiel. The motion carried at 9:42 a.m.
- Approval of 2021 Meeting Schedule  (9:42 AM)** NCTCOG Staff
- **Motion:** Kit Marshall made a motion to approve the 2021 meeting schedule. The motion was seconded by Larry Woolley. The motion carried at 9:43 a.m.
- Informational Item (9:44 AM)** Bryan Gray
- Community Lifelines
 - The functions within a community that are essential to health, safety, and economic security. These are the pillars within a community that must be stabilized or reestablished following any adverse effect to allow a community to resume normal operations.
- Administrative Business (9:58 AM)** NCTCOG Staff
- EPPC Bylaws
 - Discussion on EPPC Bylaw changes that were approved by NCTCOG Executive Board on September 24, 2020.
 - Appointment of council had a slight wording change
 - Member attendance with the pandemic will now count virtual attendance
 - Added an entire section on quorum and voting procedures with physical restrictions
 - Grant guidance conflict of interest entire section added

- Compensation added an entire section

Business Items (10:02 AM)

NCTCOG Staff

- REPAC Handbook Updates
 - Addition of language that allows nomination of SME as non-voting members however allows for paying EP members to be able to vote
 - Conduct review to conduct future meetings concurrent virtual/ in-person meeting and allow REPAC members to attend in person or virtually
 - **Motion:** Ivan Hughes made a motion for approval of recommendations. The motion was seconded by Adam McGough. Motion carried at 10:03 a.m.
- REPAC Subject Matter Expert Seat Recommendations – Vote for approval of seat recommendations
 - Claude Locke SME Police
 - Manny Palacios SME Public Works
 - Mariah Phipps SME Higher Education
 - Steve Malley SME Higher Education
 - Richard Esparza SME Medical/ Mass Prophylaxis
 - **Motion:** Bobbie Mitchell made a motion to approve the seat recommendations. The motion was seconded by Larry Woolley. The motion carried at 10:06 a.m.

FY21 SHSP Grants (10:09 AM)

- The FY21 Grant and Budget subcommittee and allowing the chairs to approve the subcommittee recommendations and send the recommendations to the State with a follow up email to the council.
 - Sign-up link was posted in chat and will be sent out via email as well
 - **Motion:** Ivan Hughes made a motion to approve recommendations. The motion was seconded by Nicole Raphiel. The motion carried at 10:15 a.m.

Informational Items (10:16 AM)

NCTCOG Staff

- FY21 SHSP Program Changes
 - Grant Timeline
 - eGrants opens for applications on December 14, 2020.
 - All projects must be submitted and certified by the Authorized Official by January 22, 2021.
- FY20 Project Final Allocations
- Nationwide Cybersecurity Review
 - The survey is now open. Every jurisdiction that has submitted their own project for funding must complete the survey by December 31, 2020. (Whether the project was funded or not.)

COG Updates/ Announcements (10:30 AM)

NCTCOG Staff

- Staff reduction: Shad Lancaster has moved on to a position with FEMA Region 6. Melanie Devine retired and due to COVID Alex Clark, and Donna Jackson have been laid off.

Upcoming Events (10:36 AM)

- Public Safety Cyber Security Working Group Meeting – November 4th, 2020
- Dallas Love Field Airport Landslide Security Workshop – November 18th, 2020
- IAEM Reimagined 68th Virtual Conference – November 16-18th, 2020
- EM working Group Meeting – December 10th, 2020
- eGrants opens for Applications – December 14th, 2020
- National Cyber Security Review Access Closes – December 31st, 2020
- Project certified by the Authorized Official in eGrants – January 22, 2021
- Citizen Corps / MRC Exercise – March 6th, 2021

Member Comments/ Public Comments (10:40 AM)

- Carol Strain Burk: TEX21 is having a review November 6 and it is open virtually on the review about transportation RSVP at TEX21 website
- **Motion:** Kit Marshall motions to adjourn the meeting. The motion is seconded by Brownie Sherrill. The motion carries at 10:42 a.m.

Meeting adjourned (10:42 AM)

Resources:

December & February meeting minutes

2021 EPPC Schedule

EPPC Bylaws

REPAC Handbook

SME Seat Nominations

FY21 SHSP Timeline

Emergency Preparedness: www.nctcog.org/ep/

State Training Website: www.preparingtexas.org

NCTCOG Training Webpage: www.nctcog.org/ep/training/

DHS Cybersecurity and Infrastructure Security (CISA) Homepage: <https://www.cisa.gov/>

For free tools and resources visit: <https://www.dhs.gov/cisa/hometown-security>

Next Meeting

March 18, 2021

Meeting: 9:30 AM – 11:30 AM