

**Emergency Preparedness Planning Council (EPPC) Meeting Agenda**  
**NCTCOG – Pitstick Conference Room**  
**March 3, 2022**  
**9:30 AM - 11:30 AM**

**Pledge to United States and Texas Flags** EPPC Council

**Opening Remarks** Rick Grady, EPPC Chair

**Roll Call** Vanessa Hooker, NCTCOG

**Welcoming of New Members/Guests** Rick Grady, EPPC Chair

**Approval of December Meeting Minutes**  EPPC Members

**Business Items**  Marcie Bruner, NCTCOG

- FY2022 SHSP Grant Projects
  - Prioritizations and Funding Allocations
  - These projects were presented to REPAC for scoring on January 28<sup>th</sup> and funding was allocated by the EPPC funding subcommittee on March 17<sup>th</sup>.

**Information Items**

- Fusion Update Jeff Keck, City of Fort Worth
- SERI Grant Information Candice Forsyth, NCTCOG
- Cybersecurity Projects Update Candice Forsyth, NCTCOG
- Mass Casualty Attack Response Workshop Candice Forsyth, NCTCOG
- UASI Timeline Marcie Bruner, NCTCOG
- Nonprofit Security Grant Program (NSGP) Donna Insixiengmay, NCTCOG

**COG Updates/ Announcements** NCTCOG Staff

**Upcoming Events**

ICS 300/400, Lewisville, TX March 14 – 18, 2022  
ICS 300/400, Lake Worth, TX March 14 – 18, 2022  
REPAC Meeting March 22, 2022  
Joint CERT / MRC Exercise March 26, 2022  
Mass Casualty Attack Response Workshop March 30, 2022  
REPAC Meeting May 10, 2022  
HSEEP Class, NCTCOG May 17-18, 2022  
Texas Emergency Management Conference, San Antonio May 31 – June 4, 2022

**Member Comments/ Public Comments**

**Resources**

December Meeting Minutes  
Alternate Member Form  
Code of Conduct Form

2022 Meeting Schedule  
EPPC Roster

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

**Next Meeting**  
June 16, 2022  
Location TBD  
Networking: 9:00 AM  
Meeting: 9:30 AM – 11:30 AM



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

**Rollcall (9:30 AM)**

NCTCOG Staff

- Quorum was met

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

Rick Grady, EPPC Council

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

Rick Grady, EPPC Chair


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

EPPC Members

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

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


NCTCOG Staff

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

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


Marcie Bruner, NCTCOG

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

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

- **SHSP Scoring Guidelines**


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

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

- **THIRA/SPR/RIP**

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

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

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

## Information Items (10:18 AM)

Marcie Bruner, NCTCOG

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

Eric Yancy, City of Denton

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

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

NCTCOG Staff

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

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

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

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

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

#### **Resources:**

August meeting minutes  
EPPC Code of Conduct Form  
2022 Meeting Dates

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

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

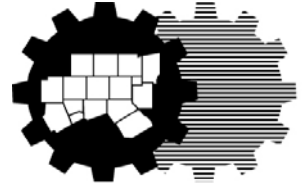
#### **Next Meeting**

March 3, 2022

Meeting Location: NCTCOG William Pitstick Conference / In-Person

Meeting time: 9:30 AM – 11:30 AM

# North Central Texas Emergency Preparedness Planning Council



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## 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: \_\_\_\_\_

**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

# Emergency Preparedness Planning Council | 2022 Meeting Schedule

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Meetings are held at the North Central Texas Council of Governments (NCTCOG), 616 Six Flags Drive, Centerpoint II, in Arlington, Texas. The meeting room is dependent on room availability and will be included in the calendar invite.

## Schedule

Networking: 9:00AM - 9:30AM

Meeting: 9:30AM - 11:30AM

**March 3, 2022**

**June 16, 2022**

**September 15, 2022**

**December 1, 2022**

- Contact Candice Forsyth by phone at 817-608-2311 or via email at [cforsyth@nctcog.org](mailto:cforsyth@nctcog.org) if you have agenda requests, questions, or concerns.
- If an emergency meeting needs to be called, or a meeting needs to be cancelled, members and alternates would be contacted via email and/or phone.
- For the most up to date information regarding each meeting, please check the website: <http://www.nctcog.org/ep/eppcl>.

### *EPPC Bylaws Member Attendance Clause:*

*Regular meeting attendance is required of Members. Forms will be provided for members to select another elected official as their alternate. Elected alternates may be selected from interested nominees who were not appointed to the Council.*

*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 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.*



**2022 Emergency Preparedness Planning Council Members**

| First Name | Last Name   | Jurisdiction      | Position            | Title                    | Email                                    | Phone                    | Population      | Seat Expires |
|------------|-------------|-------------------|---------------------|--------------------------|--|--------------------------|-----------------|--------------|
| Rick       | Grady       | Plano             | <b>Chair</b>        | Councilmember            | rickgrady@plano.gov                      | (972) 941-7107           | 250,000-399,999 | August 2022  |
| Larry      | Woolley     | Johnson County    | <b>Vice-Chair</b>   | Commissioner, Precinct 4 | lwoolley@johnsoncountytexas.org          | (817) 558-9400           | County          | Permanent    |
| Rickie     | Allison     |                   | <b>Past - Chair</b> |                          | rkbd@charter.net                         | (817) 996-9593           | Non-Voting      | August 2022  |
| Rusty      | Pendleton   | Carrollton        | Member              | Councilmember            | rusty.pendleton@cityofcarrollton.com     | (972) 466-3001           | 120,000-169,999 | August 2023  |
| Gregory    | Glover      | Cedar Hill        | Member              | Councilmember            | gregory.glover@cedarhilltx.com           | (972) 291-5100           | 30,000-49,999   | August 2023  |
| Kathy      | Wheat       | Colleyville       | Member              | Councilmember            | kwheat@colleyville.com                   |                          | 15,000-29,999   | August 2023  |
| Darrell    | Hale        | Collin County     | Member              | Commissioner, Precinct 3 | dhale@collincountytx.gov                 | (972) 424-1460 ext. 4631 | County          | Permanent    |
| Tina       | Henderson   | Corinth           | Member              | Councilmember            | tina.henderson@council.cityofcorinth.com | (214) 604-8655           | 15,000-29,999   | August 2023  |
| Adam       | McGough     | Dallas            | Member              | Councilmember            | adam.mcgough@dallascityhall.com          | (214) 670-4068           | 1,000,000+      | August 2022  |
| Clay Lewis | Jenkins     | Dallas County     | Member              | County Judge             | clay.jenkins@dallascounty.org            | (214) 653-7949           | County          | Permanent    |
| Mike       | McQuinston  | Decatur           | Member              | Mayor                    | mayor@decaturtx.org                      | (940) 627-3684           | 5,000-14,999    | August 2023  |
| Bobbie     | Mitchell    | Denton County     | Member              | Commissioner, Precinct 3 | bobbie.mitchell@dentoncounty.com         | (972) 434-4780           | County          | Permanent    |
| Nicole     | Raphiel     | DeSoto            | Member              | Councilmember            | nraphiel@desototexas.gov                 | (214) 500-0344           | 50,000-79,999   | August 2022  |
| Kyle       | Bulter      | Ellis County      | Member              | Commissioner, Precinct 4 | kyle.butler@co.ellis.tx.us               | (972) 825-5305           | County          | Permanent    |
| Jason      | Schipper    | Erath County      | Member              | Constable                | constable@co.erath.tx.us                 | (254) 965-1445           | County          | Permanent    |
| Ray        | Richardson  | Everman           | Member              | Councilmember            | mayor@evermantx.net                      | (817) 293-2923           | 5,000-14,999    | August 2022  |
| Shona      | Huffman     | Frisco            | Member              | Councilmember            | shuffman@friscotexas.gov                 | (972) 898-8461           | 170,000-249,999 | August 2023  |
| Ron        | Jensen      | Grand Prairie     | Member              | Mayor                    | mayorronjensen@gpbc.org                  | (972) 237-8062           | 170,000-249,999 | August 2022  |
| Roger      | Deeds       | Hood County       | Member              | Sheriff                  | rdeeds@co.hood.tx.us                     | (817) 579-3330           | County          | Permanent    |
| Steven     | Harrison    | Hunt County       | Member              | County Commissioner      | sharrison@huntcounty.net                 |                          | County          | Permanent    |
| Mike       | Hunt        | Kaufman County    | Member              | Commissioner, Precinct 1 | mhunt@kaufmancounty.net                  | (972) 932-0285           | County          | Permanent    |
| Carol      | Strain-Burk | Lancaster         | Member              | Councilmember            | cstrainburk@lancaster-tx.com             | (214) 957-9666           | 30,000-49,999   | August 2022  |
| Brandon    | Jones       | Lewisville        | Member              | Deputy Mayor Pro Tem     | bjones@cityoflewisville.com              | (469) 322-9432           | 80,000-119,999  | August 2022  |
| Jim        | Olk         | Lucas             | Member              | Councilmember            | jolk@lucastexas.us                       | (214)850-5077            | 5,000-14,999    | August 2022  |
| Marc       | Moon        | Palo Pinto County | Member              | Constable, Precinct 2    | marc.moon@co.palo-pinto.tx.us            | (940) 659-8409           | County          | Permanent    |
| Pat        | Deen        | Parker County     | Member              | County Judge             | pat.deen@parkercountytx.com              | (817) 598-6148           | County          | Permanent    |
| Jeff       | Hodges      | Prosper           | Member              | Councilmember            | jeff.hodges@prosper.tx.gov               | (469) 569-1011           | 30,000-49,999   | August 2022  |
| David      | Sweet       | Rockwall County   | Member              | County Judge             | dsweet@rockwallcountytexas.com           | (972) 204-6001           | County          | Permanent    |
| Brownie    | Sherrill    | Rowlett           | Member              | Councilmember            | bsherrill@rowlett.com                    | (469) 651-9070           | 50,000-79,999   | August 2022  |
| Danny      | Chambers    | Somervell County  | Member              | County Judge             | cojudge@co.somervell.tx.us               | (254) 897-2322           | County          | Permanent    |
| Gerald     | Cook        | Stephenville      | Member              | Councilmember            | gcook@stephenvilletx.gov                 |                          | 15,000-29,999   | August 2023  |
| B. Glen    | Whitley     | Tarrant County    | Member              | County Judge             | gwhitley@tarrantcounty.com               | (817) 884-1441           | County          | Permanent    |
| J.D.       | Clark       | Wise County       | Member              | County Judge             | cojudge@co.wise.tx.us                    | (940) 627-5743           | County          | Permanent    |
|            |             |                   |                     |                          |  |                          | 5,000-14,999    |              |
|            |             |                   |                     |                          |  |                          | 1-4,999         |              |
|            |             |                   |                     |                          |  |                          | 15,000-29,999   |              |
|            |             | Fort Worth        |                     |                          |  |                          | 750,000-999,999 |              |
|            |             | Navarro County    |                     |                          |  |                          | County          | Permanent    |