Emergency Preparedness Planning Council (EPPC) Meeting
NCTCOG Transportation Council Room
December 1, 2022 / 9:30 AM – 11:30 AM
Minutes

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

Welcome & Opening Remarks (9:32 AM)   Larry Woolley, EPPC Chair

Roll Call (9:35 AM)   Vanessa Hooker, NCTCOG

Administrative Business (9:36)   Candice Forsyth, NCTCOG

Approval of September Meeting Minutes (9:37 AM) 🔨   EPPC Members
- **Motion:** Bobbie Mitchell made a motion to approve the September 2022, meeting minutes. The motion was seconded by Carol Strain-Burk. The motion carried.

Business Items (9:38 AM) 🔨   Larry Woolley, EPPC Chair
- **Approval of 2023 Meeting Dates (9:38 AM)**
  - **Motion:** Kathy Wheat made a motion to approve the EPPC meeting dates. The motion was seconded by Darrell Hale. The motion carried.
- **Nomination of Special Committee for Funding Subcommittee (9:41 AM)**
  - **Motion:** Ray Richardson made a motion to approve Nomination of Special Committee for Funding Subcommittee. The motion was seconded by Kathy Wheat. The motion carried.
- **Nomination for Chairs to Approve Funding Subcommittee Recommendations (9:44 AM)**
  - **Motion:** Bobbie Mitchell made a motion for Chairs to Approve Funding Subcommittee Recommendations. The motion was seconded by Perry Bynum. The motion carried.
- **Approval of REPAC Seats – Dallas County & Hood County (9:45 AM)**
  - **Motion:** Steve Harrison made a motion for the approval of REPAC Seats – Dallas County & Hood County. The motion was seconded by Danny Chambers. The motion carried.
- **Voting on Carve Out Projects (9:46 AM)**
  - **Motion:** Perry Bynum made a motion to approve Carve Out Projects. The motion was seconded by Carol Strain-Burk. The motion carried.
- **Voting on Scoring Criteria (10:03)**
  - **Motion:** Patrick Kelly made a motion to approve the Scoring Criteria. The motion was seconded by Steve Harrison. The motion carried.
- **THIRA / SPR / RIP Approval by Chairs (10:05)**
  - **Motion:** Perry Bynum made a motion to approve the Chairs to approve THIRA / SPR / RIP. The motion was seconded by Steven Deffibaugh. The motion carried.
- **REPAC Handbook Updates & SME Transitions (10:06 AM)**
  - **Motion:** Steven Deffibaugh made a motion to revise the REPAC Handbook. The motion was seconded by Steve Harrison. The motion carried.
  - **Motion:** Patrick Kelly made a motion to approve the SME seat transition. The motion was seconded by Kathy Wheat. The motion carried.

Information Items (10:14 AM)

- SHSP Process Changes
    - The COG will no longer be able to de-obligate and reallocate unused SHSP funds to projects that need additional funding. All unused funds will now go back to the state for de-obligation.
- GY22 SHSP Project Update
    - The region received $1,593,401.25 and most projects began October 1, 2022 however there are some that will begin in January 2023.
    - The nationwide Cybersecurity review process is a 4-hour long process and must be completed by Chief Cybersecurity Officer by February 28th. The Cybersecurity training is required by any governmental employees, especially if they are working in eGrants.
- GY23 Process
    - National Priorities
        - Projects to begin October 1, 2023. The priorities are 30% Law Enforcement, 30% National Priorities (Soft Targets / Crowded Places – 3%, Intel & Information Sharing – 3%, Community Preparedness (New) – 3%, Domestic Violent Extremism – 3%, Election Security (New) – No minimum, and Cyber Security – no minimum).
        - Emerging Threats was removed as a national priority area.
        - The State intends to take 6% of our funding to go towards Cyber Security and Domestic Violent Extremism and those projects will be competitive at the state level.
        - For GY22 four priorities had a minimum spend of 12% total and recipients had the flexibility to allocate the remaining 18% across any of the 6 priority areas.
    - Grant Timeline
        - The grant timeline was reviewed.
- THIRA / SPR / RIP Update
    - Once the THIRA/SPR is approved by the chairs, we will submit it in the FEMA portal.

COG Updates/ Announcements (10:27 AM)   NCTCOG Staff

- Hazardous Mitigation grants are closing.
- CASA donations for radars are encouraged.
- 2026 World cup

Member Comments/ Public Comments Upcoming

Events

REM Meeting - TBD	December 2, 2022
O-305 Course – Collin County College	December 5-9, 2022
SHSP / UASI Project Writing Assistance Day – NCTCOG	December 6, 2022
EM Working Group Meeting – NCTCOG	December 8, 2022
Logistics Section Chief Course – Coppell, TX	December 12-16, 2022
THIRA / SPR /RIP Final Planning Meeting – NCTCOG	December 13, 2022
Christmas Holiday – NCTCOG Closed	December 23 – 26, 2022

Resources
December Meeting Minutes 2023
Meeting Dates
GY23 Timeline REPAC
Handbook

Meeting Adjourned (10:35 AM)

Next Meeting
March 2, 2023
North Central Texas Council of Governments
Transportation Council Room
9:30 AM – 11:30 AM

Emergency Preparedness Planning Council (EPPC) Meeting
NCTCOG Transportation Council Room
May 18, 2023 / 9:30 AM – 11:30 AM
Minutes

Pledge to United States and Texas Flags (9:35 AM)   EPPC Council

Welcome & Opening Remarks (9:36 AM)   Larry Woolley, EPPC Chair

Roll Call (9:37 AM)   Vanessa Hooker, NCTCOG

Approval of December 2022 Meeting Minutes (9:39 AM)   EPPC Members
- Could not vote on item. Did not make quorum.

Business Items (9:41 AM)   Larry Woolley, EPPC Chair

Approval of New REPAC Scoring Process, Criteria, and Priorities   Candice Forsyth, NCTCOG
- REPAC scored on different criteria's such as: Nexus to Terrorism, Regional Scope, on-going sustainment, etc. We are changing up the REPAC Scoring process, by moving to a ranking process. We will still have the Nexus to Terrorism and Regional Scope questions as yes or no choice.
- Could not vote on item. Did not make quorum.

Administrative Business (9:43 AM)   Candice Forsyth, NCTCOG
- **EPPC Open Seat Nominations**
  - EPPC seats will be rotating. Seats are 2-year commitment. Candice will send nominations for seats on Monday. New members will be approved at the August 2023 Executive Board meeting, with their first meeting on September 21, 2023. Due to staff transition, new members will now be approved at the October 2023 Executive Board meeting, with their first EPPC meeting on December 7, 2023.

Information Items (9:45 AM AM)   Candice Forsyth, NCTCOG
- **Grant Dashboard and Project**
  - EPPC and REPAC Chairs will have access to all the dashboards. The working group chairs will have access to their dashboard for individual projects. This allows transparency in how the grant funding is going, and how the funding will be spent between the different working groups. We can no longer reallocate funds. We are keeping a close eye on funding to prevent giving any money back to the state. It is important to spend allocated funds.
- **GY24 Timeline**
  - REPAC has requested to move up the timeline to get everything done before the Thanksgiving and Christmas holidays.
  - Beginning in August, we will begin working with the working groups to determine what they plan to apply for this year.
  - In September, we will provide a grant writing assistance workshop to assist with writing their projects.
  - Mid-October, all projects will be due to the COG portal.
  - We will send out the packet that has the PowerPoint and all the projects at the end of October.
  - REPAC will score the packets on November 1st. Normally this is done in January.
  - At the September EPPC meeting, we will set up a Funding Sub-committee. The Funding sub-committee consists of EPPC Chairs and some of its council members that want to be a part of prioritizing and putting together funding allocations for the SHSP projects.
  - The funding and prioritized list will be released in November. We anticipate the egrant portal opening in

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

December. We should receive grant guidance around this time as well. If grant guidance has some changes of our funding allocations, the EPPC Funding sub-committee will reassess the projects.

- o In February, egrants will close and we will wait to hear from the state.
- o Larry recommends looking at the timeline. It is very important to attend the REPAC Scoring meeting, and possibly serve on the EPPC funding sub-committee.

- **Solar Eclipse Planning Discussion**   Maribel Martinez, NCTCOG
  - o The predicted solar eclipse may impact rural counties more. It will take place in North Texas on Monday, April 8, 2024, beginning at 12:23 p.m. It will be over the Dallas area by 1:42 p.m. and will end by 3:02 p.m. There will be lots of planning with the state for people that will be in the metroplex for this event. TDEM is doing a lot of planning also for this. They are working with local jurisdictions and county judges to get the word out. A lot of area hotels are already booked. Population estimation is between 302,000 and 1.2 million people to come to the area for the event. We will have several planning meetings to better prepare for the event.

COG Updates/ Announcements (9:59 AM)   NCTCOG Staff

- Working groups and emergency managers are doing great work in the region.
- EMWG is working on the Critical Infrastructure project.
- EMWG will be hosting a CI/KR workshop in June. Expecting about 150 people.
- CASA is looking to add more sites and bringing in more donations to sponsor radars. We have been working with our agency administration to set up an information page for donations.
- Exercises have picked-up.
  - o CERT Teams supported Denton with their Family Assistance Center exercise.
  - o Additional exercises that we will be supporting:
    - North Richland Hills, City of Rowlett, City of Mesquite
    - NCT Hurricane Framework for Reception Centers
    - National Complex in Collin County, in October 2024
    - Training and Exercise, Cyber and Fusion working groups are planning an exercise working with different EOCs.
    - These will be available when funds come in the next fiscal year.
  - o There have been discussions on the Multi Area Coordination Centers (MACC) – first meeting will be June 23rd. Thirty-five emergency managers are interested in participating in this project.
- Today is Candice's last EPPC meeting. Her last day is June 7th.
- The TDEM Conference is May 30th – June 2nd.
- Molly was nominated to receive an award at the TDEM Awards Luncheon on June 1st.
- Homeland Security Conference is July 24th – 27th in Chicago, Il.
- Grants – Marcie and Candice will meet the state on Tuesday morning regarding allocation.
- The next EPPC meeting is on September 21st. We will vote on new members, recognize members that are rotating off, vote on the December 2022 minutes, and request members for the Funding Sub-committee.

Member Comments/ Public Comments (10:10 AM)
No Member Comments/ Public Comments reported.

Upcoming Events (10:10 AM)
No Upcoming Events reported.

Meeting Adjourned (10:11 AM)

Next Meeting
December 7, 2023
North Central Texas Council of Governments
Transportation Council Room
9:30 AM – 11:30 AM

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2023-2024 REPAC ROSTER

Seat	First Name	Last Name	Email	Title	Discipline	Jurisdiction	Term	Term Expires
Chairperson	Irish	Hancock	irish.hancock@arlingtontx.gov	Emergency Management Administrator, City of Arlington	Emergency Management	City of Arlington, Tarrant Co.	2 of 2	8/30/2024
Vice Chair	Cody	Powell	cody.powell@co.wise.tx.us	Emergency Management Coordinator	Emergency Management	Wise County	2 of 2	8/30/2024
EPPC Liaison	Larry	Woolley	lwoolley@johnsoncountytx.org	Johnson County Commissioner	Emergency Management	Johnson County	Does not expire	
NCTTRAC Liaison	Maurice	Murray	mmurray@ncttrac.org	Emergency Medical Response Supervisor	Medical/Public Health	NCT Trauma Regional Advisory Council	Does not expire	
State Liaison	Kevin	Starbuck	Kevin.Starbuck@tdem.texas.gov	TDEM Assistant Chief, Region 1	State Liaison	Texas Division of Emergency Management	Does not expire	
County Representatives								
Collin	Jason	Browning	jabrowning@co.collin.tx.us	Emergency Management Coordinator	Emergency Management	Collin County	Does not expire	
Dallas	Scott	Forster	scott.forster@dallascounty.org	Chief of Emergency Services	Emergency Management	Dallas County	Does not expire	
Denton	Eric	Hutmacher	eric.hutmacher@dentoncounty.gov	Emergency Management Coordinator	Emergency Management	Denton County	Does not expire	
Ellis *	Michaela	Sandefer	michaela.sandefer@co.ellis.tx.us	Emergency Management Coordinator	Emergency Management	Ellis County	Does not expire	
Erath *			eratheoc@co.erath.tx.us	Emergency Management Coordinator	Emergency Management	Erath County	Does not expire	
Hood *	Margaret	Campbell	mcampbell@co.hood.tx.us	Emergency Management Coordinator	Emergency Management	Hood County	Does not expire	
Hunt *	Jerome	Jones	huntcri@huntcounty.net	CRI Coordinator	Medical/ Public Health	Hunt County	Does not expire	
Johnson *	Jamie	Moore	jmoore@johnsoncountytx.org	Emergency Management Coordinator	Emergency Management	Johnson County	Does not expire	
Kaufman *	Steve	Howie	stevehowie@kaufmancounty.net	Emergency Management Coordinator	Emergency Management	Kaufman County	Does not expire	
Navarro *	Paul	Henley	phenley@ci.corsicana.tx.us	Fire Chief	Emergency Management	City of Corsicana, Navarro County	Does not expire	
Palo Pinto *	Ricky	Hunter	ricky.hunter@co.palo-pinto.tx.us	Emergency Management Coordinator	Emergency Management	Palo Pinto County	Does not expire	
Parker *	Sean	Hughes	Sean.Hughes@parkercountytx.com	Emergency Management Coordinator/Fire Marshal	Emergency Management	Parker County	Does not expire	
Rockwall *	Jarod	Rosson	jrosson@rockwallcountytexas.com	Emergency Management Coordinator	Emergency Management	Rockwall County	Does not expire	
Tarrant	Randy	Renois	rrenois@tarrantcounty.com	Fire Marshal	Fire	Tarrant County	Does not expire	
Wise *	Jennifer	Klemke	Jennifer.Klemke@co.wise.tx.us	Emergency Planner	Emergency Management	Wise County	Does not expire	
Urban Area								
UA - Dallas	Rocky	Vaz	rocky.vaz@dallascityhall.com	EMC, City of Dallas	Urban Area	City of Dallas, Dallas Co.	Does not expire	
UA - Ft. Worth	Robert	Medford	robert.medford@fortworthtexas.gov	EMC, City of Fort Worth	Urban Area	City of Fort Worth, Tarrant Co.	Does not expire	
UA - Arlington	Bryan	Hatfield	bryan.hatfield@arlingtontx.gov	Grants Coordinator, City of Arlington	Urban Area	City of Arlington, Tarrant Co.	Does not expire	
Fire Hazmat								
	Antoine	Dooley	antoine.dooley@dallascityhall.com	Section Chief - Special Operations	Fire	City of Dallas, Dallas Co.	2 of 3	8/30/2025
Fire USAR								
	Rodney	Smith	rodney.smith@cedarhilltx.com	Fire Chief	Fire	City of Cedar Hill, Dallas Co.	2 of 3	8/30/2025
Police SWAT								
	Delvon	Campbell	dcampbell@decaturpd.net	Lieutenant	Police	City of Decatur, Wise Co.	2 of 3	8/30/2025
EOD								
	Bryan	Couture	bcouture@hursttx.gov	Bomb Squad Commander	Fire	City of Hurst (NEFDA), Tarrant Co.	1 of 3	8/30/2026
Public Works PWERT								
	Brad	Harris	barris@cityofbalchsprings.com	EMC/ Asst. Director of Public Works	Public Works	City of Balch Springs, Dallas Co.	2 of 3	8/30/2025
Communications Interop								
	Michael	Baldwin	mbaldwin@weatherfordtx.gov	Captain / Asst. EMC	Communications	City of Weatherford, Parker Co.	2 of 3	8/30/2025
	John	Chaney	jchaney@cityofirving.org	IT Communications Manager	Communications	City of Irving, Dallas County	3 of 3	8/30/2024
Cyber Security Cyber								
	Todd	Landrum	Todd.Landrum@dentoncounty.gov	Information Security Officer, LASO & HIPAA Sec. Officer	Cyber Security	Denton County	3 of 3	8/30/2024
Higher Education *								
	Kwa heri	Harris	kwaheri.harris@uta.edu	Director of Emergency Management	Higher Education	University of Texas at Arlington, Tarrant Co.	2 of 3	8/30/2025
Fusion								
	Malcolm	McLaughlin	mmclaughlin@co.collin.tx.us	Director of North Texas Fusion Center	Fusion Center	Collin County	1 of 3	8/30/2026
T&E								
	Tonya	Hunter	tonya.hunter@midlothian.tx.us	Emergency Management Coordinator	Emergency Management	Midlothian, Ellis Co.	1 of 3	8/30/2026
UAS								
	Lee	Richardson	lrichardson@cityofsachse.com	Deputy Chief of Operations	Fire	City of Sachse, Dallas Co.	1 of 3	8/30/2026
Medical / Public Health *								
	Meredith	Nurge	mnurge@co.collin.tx.us	PHEP Coordinator	Medical/ Public Health	Collin County	2 of 3	8/30/2025
Emergency Management EM								
	Chase	Wheeler	cwheeler@gptx.org	Emergency Management Coordinator	Emergency Management	City of Grand Prairie, Dallas Co.	2 of 3	8/30/2025
	Thomas	Griffith	john.griffith@waxahachie.com	Emergency Management Coordinator	Emergency Management	City of Waxahachie, Ellis Co.*	2 of 3	8/30/2025

North Central Texas Council of Governments

Regional Emergency Preparedness Advisory Committee (REPAC)

Handbook

May 2023

Table of Contents

Record of Changes

Change #	Date of Change	Entered By	Date Entered
1	9/20/2022	Irish Hancock	Updated by CF 5/2023

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, and one representative from each Formal REPAC approved Working Group (Working Groups), and leadership.

Formal REPAC Approved Working Groups	
Citizen Corps Program (CCP)	Public Education (PubEd)
Public Cyber Security (Cyber)	Public Works (PWERT)
Emergency Management (EM)	Training and Exercise (T&E)
Emergency GIS Response Team (EGRT)	Special Weapons Attack Team (SWAT)
Explosive Ordnance Disposal (EOD)	Urban Search and Rescue (USAR)
Fusion	Unmanned Aerial Systems (UAS)
Hazardous Materials (Hazmat)	Interoperable Communications (Interop)

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.

4. The REPAC Handbook will be reviewed and revised as needed each year in the spring.

B. Membership Nomination

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 will be selected by working group chairs and approved by working group members. The working group may also select and approve up to two (2) alternates. Approval of the nominee and alternate(s) working group will be documented in meeting minutes.

3. Upon approval from the working group, 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.

New REPAC members and alternates must take a REPAC orientation within 90 days of appointment.If the orientation is not completed by the nominee, an alternate who has completed orientation will fill the seat until training is completed.

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 Judge or EMC.

   b. One (1) representative (chair or someone appointed by working group chair) from each formal working group (see page 4).

   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.

<ol type="d" start="4">
Two (2) non-voting seats will be provided for committee officers. These include one Chair and one Vice-Chair representing Urban and Rural jurisdictions. Chairs can be the determining vote in the event of a tie.
One (1) seat will be provided to a liaison between EPPC and REPAC. The seat will be filled by the Chair or Vice-Chair of EPPC and is a non-voting seat.
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.
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 NCTTRAC liaison is a non-voting seat.
REPAC maintains the right to approve any deviations from guidance.

<ol start="2">
To maintain a seat on REPAC, members must be employed by an Emergency Preparedness member jurisdiction within the North Central Texas Region.
<ol type="a">
If an individual representing a Working Group on REPAC changes their employment agency and remains within the discipline, they may maintain their position on REPAC representing the Working Group (unless that organization is not an Emergency Preparedness member).
REPAC Chairs may make modifications to the REPAC membership at their discretion.
If a seat becomes vacant, the designated alternate may complete the remainder of the term if approved by REPAC Chairs.
Nominees, upon approval from REPAC and EPPC will continue to be active in the working group and serve as a liaison to the working group regarding REPAC business. Additionally, they will serve as a liaison to REPAC regarding working group SHSP projects.

Members may only vote on the committee if their jurisdiction is a member of the Regional Emergency Preparedness Program at NCTCOG.
New Member recommendations for all seats will be presented to and voted on by EPPC twice a year.
REPAC Chairs can appoint liaison seats on an as-needed basis for as long as determined by the REPAC Chairs. 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.
REPAC members are allowed to attend meetings in person or virtually (if offered) to meet the attendance requirement to maintain their seat.
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.
<ol type="a">
REPAC members are allowed up to two alternates: a primary and a secondary.

To serve as an alternate, a potential representative must be employed in the same discipline as the primary delegate from the designated working group 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 every Summer for voting in August of each year. Forms must be sent to the Emergency Preparedness COG representative.

D. Term of Membership

1. Working Group representative membership is a two (2)-year term unless the elected member formally resigns their position. Elections will be held each year at the November/December meeting.

2. <mark>Working groups must renominate their REPAC representative/liaison every two (2) years.</mark>

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.

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

   d. Lobby for seat nomination or during project scoring.

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 August 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 at the next meeting 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 at the next meeting; a new Vice-Chair will also be nominated during that meeting.

2. The Chair will preside over REPAC meetings, and in their absence, the Vice-Chair will preside.

H. Meeting Notes/Agendas

1. Notes of all REPAC meetings shall be retained by EP staff and posted to the REPAC webpage after it is approved at the next meeting. 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.

   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 will be scored by REPAC members based on six (6) criteria and ranked from highest priority to least priority

         (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 per project, not to exceed ten (10) minutes. Questions and answers are not included in the time limit.==
    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 for processing.

    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.

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.

    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) EOD
      2) Fusion
      3) HazMat
      4) SWAT
      5) USAR

B. Overview of Formal REPAC approved 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. There are fourteen (14) REPAC approved working groups that 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. Each Working Group will nominate a primary and alternate representative from their membership to represent their Working Group as members on REPAC and attend REPAC meetings.

   b. 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.

   c. 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.

   d. 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.

e. 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) Designate a scribe 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.

f. 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.

g. 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) When an individual is requesting SHSP funds to travel, the travel policy from the individual's jurisdiction will be used to determine if they are eligible to utilize SHSP funds.

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 other 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 Program(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.

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 two (2)-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