



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

<b>Pledge to United States and Texas Flags</b>	EPPC Council
<b>Opening Remarks</b>	Rick Grady, EPPC Chair
<b>Approval of August Meeting Minutes</b> 	EPPC Members
<b>Administrative Business</b>	NCTCOG Staff
<ul style="list-style-type: none"><li>• Code of Conduct</li><li>• 2022 Meeting Dates</li></ul>	
<b>Business Items</b> 	Candice Forsyth, NCTCOG
<ul style="list-style-type: none"><li>• Carve-out Projects</li><li>• SHSP Scoring Guidelines</li><li>• THIRA / SPR / RIP</li></ul>	
<b>Information Items</b>	
<ul style="list-style-type: none"><li>• FY22 Grant Timeline</li><li>• Nationwide Cybersecurity Review</li><li>• Cybersecurity Project Update</li></ul>	
<b>COG Updates/ Announcements</b>	NCTCOG Staff
<b>Upcoming Events</b>	
Emergency Management Working Group meeting	December 9, 2021
Housing Critical Infrastructure Workshop	December 15, 2021
<ul style="list-style-type: none"><li>• Housing Workshop – 10:00 AM - 12:00 PM</li><li>• Critical Infrastructure Workshop – 1:00 PM - 3:00 PM</li></ul>	
MGT- 348 Medical Preparedness & Response for Bombing Workshop	January 11-12, 2022
<ul style="list-style-type: none"><li>• Denton County</li></ul>	
REPAC Project Scoring Special Session	January 28, 2022
REPAC Meeting	February 8, 2022
<b>Member Comments/ Public Comments</b>	
<b>Resources</b>	
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)

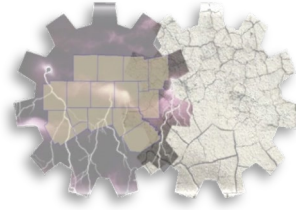
**Next Meeting**

March 3, 2022

Location TBD

Networking: 9:00 AM

Meeting: 9:30 AM – 11:30 AM



North Central Texas Council of Governments ▪ Emergency Preparedness Department

## Emergency Preparedness Planning Council (EPPC) Meeting

### Minutes

NCTCOG, Microsoft Teams

August 19, 2021

9:30 AM - 11:30 AM

#### Pledge to United States and Texas Flags (9:33 AM)

Larry Woolley, Vice Chair

#### Opening Remarks (9:34 AM)

#### Welcoming of Members / Guests (9:38 AM)

Larry Woolley, Vice Chair

- Larry Woolley welcomed new members and guests

#### Rollcall (9:39 AM)

NCTCOG Staff

- Quorum was met

#### Approval of May 20, 2021, Meeting Minutes (9:40 AM)

EPPC Members

- **Motion:** Kit Marshall made a motion to approve the May 20, 2021, meeting minutes. The motion was seconded by Bobbie Mitchell. The motion carried at 9:41 a.m.


#### Administrative Business (9:41 AM)

NCTCOG Staff

- EPPC Bylaws Review
  - Addition of Code of Conduct language per OOG recommendation
  - This was approved by Executive Board at the July 22<sup>nd</sup> meeting
- Discussion on Member Attendance and Alternates

#### Business Items (9:45 AM)

Candice Forsyth, NCTCOG

- Approval of REPAC Seats, single nominations with no contest 
- Kit Marshall made a motion to approve the REPAC seats. The motion was seconded by Jason Schipper. The motion carried at 9:47 AM.

#### REPAC Handbook Approval (9:48 AM)

- Added pg. 9 – Failure to adhere to the code of conduct may result in removal from committee by the chair and Vice-chair.
- Added pg. 15 – Designate a scribe who will take notes during each meeting and send to the working group via listserv within one (1) week of the meeting.
- Added pg. 18 – Cyber Security as a recognized working group
- Danny Chambers made a motion to approve the REPAC handbook changes. The motion was seconded by Kathy Wheat. The motion carried at 9:49 AM.

## **FY22 SHSP Grant Applications (10:14 AM)**

Marcie Bruner, NCTCOG

- Nomination of Special Committee for Grant and Budget subcommittee
  - The Appropriations bill H.R 4431 is anticipated to be signed on-time or early this year
  - This can cause grant applications to be due as early as January and could push the entire grant process up by 2-3 months. Projects might need to be scored by end of January.
  - We will work with the working groups to have projects ready by November 2021.
  - Due to grant timeline constraints, we have previously sought permission for the chairs to approve the FY22 Grant and Budget subcommittee recommendations.
- Kit Marshall made a motion for chairs permission to approve the subcommittee's recommendations and submit to State with a follow up email to council in the event we don't have a meeting prior to submission. The motion was seconded by Steve Harrison. The motion carried at 10:00 AM.

## **Information Items (10:00 AM)**

Candice Forsyth, NCTCOG

### • **Special Events Data Call**

- Opens on August 2<sup>nd</sup> and closes on September 10<sup>th</sup>
- Events are for December 1, 2021 – November 30, 2022
- Email spreadsheets to Donna Insixiengmay by September 4<sup>th</sup>, so all events can be loaded in the HSIN portal by September 10<sup>th</sup>.

### • **CI/KR Data Call Update (10:05 AM)**

Marcie Bruner, NCTCOG

- The CI/KR (Critical Infrastructure/Key Resources) data call opened and the EMCs of the 16 counties and the 100K population cities met to submit any infrastructure that they consider to be critical. We only have to submit one node to get credit from the state.
- They decided to submit two infrastructures:
  - Cotton Operations in Ellis County
  - Dairy Operations in Erath County
- Determine if additional Level 1 & 2 CI/KR can be submitted to FEMA next year
- The State wants to collect Level 3 & 4 CI/KR that affect our local region

### • **Public Education Working Group Update (10:15 AM)**

Daniel Ringhauser, Grand Prairie

- Daniel presented the PSA video and marketing campaign. The group did a social media campaign and local Spectrum programming spots. The goal is to drive audience to the website and analytics have shown to sessions have increased 39%, new users have increased 35% and total users have increased 36%.
- 152,928 people have seen Facebook Ad
- Next Steps: Create a new PSA video focused on Domestic Violent Extremism

### • **Training and Exercise Update (10:30 AM)**

Candice Forsyth, NCTCOG

- Upcoming trainings are listed in the presentation

### • **COG Updates/Announcements Update (10:32 AM)**

NCTCOG Staff

- Hiring of three positions, intern, specialist, and manager.
- Congratulations to Hunt County for the approved HazMap plan.

### • **Upcoming Events (10:35 AM)**

- National Homeland Security Conference, Las Vegas - August 30-September 2, 2021
- Texas Association of Regional Councils Meeting, Virtual – September 7-10, 2021
- International Association of Emergency Managers - Grand Rapids, MI October 15-22, 2021

### • **Member Comments/Public Comments (10:37 AM)** – No comments

Kit Marshall made a motion to adjourn meeting. Jason Browning seconded the motion.

**Meeting was adjourned at 10:37 AM**

**Next Meeting**

December 2, 2021

Meeting Location: TBD

Meeting time: 9:30 AM – 11:30 AM

**Resources:**

May meeting minutes

EPPC Roster

Alternate nomination forms

EPPC Bylaws

REPAC Seat Nominations

REPAC Handbook

Special Events Information

Training & Exercise Schedule

Emergency Preparedness: [www.nctcog.org/ep/](http://www.nctcog.org/ep/)

State Training Website: [www.preparingtexas.org](http://www.preparingtexas.org)

**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/eppc/>.

### *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.*