

Agenda
Alamo Area Council of Governments
Regional Emergency Preparedness
Advisory Committee Meeting
July 18, 2018 - 1:30 p.m.
Al J. Notzon Board Room
8700 Tesoro Drive, Suite 100
San Antonio, TX 78217-6228

Please Silence All Electronic Devices

1. Meeting called to Order.
2. Roll Call.
3. Public Comments
This time is for anyone to comment to the Advisory Committee on issues and items of concern. There will be no deliberation or action on these comments. Time allowed is at the discretion of the Chairman, with three (3) minutes being customary.
4. Consider and act upon approval of the June 20, 2018 minutes.
5. Discussion and appropriate action on subcommittee reports.
 - A. Critical Infrastructure and Key Recourses
Chair: Chris Stokes
Co-Chair: Jeffery Moore
 - B. Emergency Management and Community Preparedness
Co-Chair: Keith Lutz
Co-Chair: Carey Reed
 - C. Emergency Response - Fire
Chair: Douglas Meckel
Co-Chair: Kade Long
 - D. Emergency Response - Law Enforcement
Chair: Al Ballew
Co-Chair: Luis Lopez
 - E. Inter-Operable Communications
Chair: Robert Adelman
Co-Chair: Jeff Wendling
 - F. IT/Fusion Center
Chair: Victor Wells
Co-Chair: Jeffery Fincke
 - G. Hospital/EMS/Medical
Chair: Eric Epley
Co-Chair: Scott Hitchman
 - H. Public Health and Agriculture
Chair: Sammy Sikes
Co-Chair: Roger Pollok
 - I. Strategic Planning
Chair: Jeffrey Dean
Co-Chair: Leigh Middleton
6. Review and discussion of the Regional Emergency Preparedness Advisory Committee Bylaws.
7. Review and discussion of the Regional Emergency Preparedness Advisory Committee Policies and Procedures.

8. Program Updates.
 - A. FY2019 State Homeland Security Projects Funding
9. Upcoming Events, Trainings and/or Exercises.
10. Items to be placed on next meeting agenda.
11. Next Meeting Date: **Tuesday, August 14, 2018**
12. Adjournment.

This meeting is accessible to people with disabilities. The accessible entrance is located at the front entrance of 8700 Tesoro Drive. Accessible parking spaces are also available. Please contact AACOG for auxiliary aids and services for the hearing impaired, including interpreters for the deaf, at (210) 362-5200 at least 48 hours prior to the meeting or by calling Texas Relay at 7-1-1 for assistance.

**Regional Emergency Preparedness Advisory
Committee**

4.

Meeting Date: 07/18/2018

Title:

AGENDA ITEM DESCRIPTION:

Consider and act upon approval of the June 20, 2018 minutes.

Attachments

June 2018 Minutes

**Alamo Area Council of Governments
Regional Emergency Preparedness Advisory Committee Meeting
Wednesday, June 20, 2018 – 1:30 p.m.
Al J. Notzon III Board Room
8700 Tesoro Drive, Suite 100, San Antonio, Texas 78217-6228**

MEETING MINUTES

MEMBERS PRESENT:

<ol style="list-style-type: none">1. Manuel Casarez2. Kyle Coleman3. Jason Cooper4. John Culpepper5. Walton Daugherty6. Victor Wells for Eric Epley7. Jeffery Fincke8. Tony Gross9. Cindy Stafford for Leann Hosek10. Jeff Kelley11. Bryce Houlton for Kyle Kutscher12. Kyle McAfee for Chief Kade Long13. Keith Lutz	<ol style="list-style-type: none">14. Ray Hacker for Chief Doug Meckel15. Patrick Murnin & Rachelle Littlefield16. David Prasifka17. Chief Dan Pue18. Carey Reed19. Sammy Sikes20. Roger Lampman for Dannie Smith21. Chief Edwin Baker for Mayor Johnny Stahl22. Danny Taylor23. William Thomas24. Scott Lampright for Judge Nelson Wolff25. Chief Patrick Zepeda & Jeffrey Dean
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MEMBERS ABSENT:

<ol style="list-style-type: none">1. Shelby Dupnik2. Chief Duane DuBose3. Christopher Filline4. Ray Kallio5. William "Vance" Meade	<ol style="list-style-type: none">6. Patrick O'Connell7. Braxton Roemer8. Luis Valdez9. Brian Valenzula
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STAFF PRESENT:

<p>James Minze- Homeland Security Coordinator Cumorah Eldredge- Homeland Security Planner Marcela Medina- Public Safety Director Laura Richardson- Public Safety Specialist</p>

1. Opening

Chairman Jeffery Fincke called the meeting to order at 1:37 p.m.

2. Roll Call

A quorum was established with Twenty five (25) members present.

3. Public Comments

There were no public comments.

4. Consider and act upon approval of minutes for May 14, 2018.

A motion was made by **Mr. Scott Lampright** and seconded by **Mr. Bryce Houlton** to approve the minutes.

All Approved, Motion Carried.

5. Discussion and appropriate action on subcommittee reports.

A. Critical Infrastructure and Key Recourses

Please read email sent out from Chris Stokes.

B. Emergency Management and Community Preparedness-

Keith Lutz: Nothing to report, have not met

C. Emergency Response - Fire

Walton Daugherty: Nothing to report.

D. Emergency Response - Law Enforcement- NA

E. Inter-Operable Communications

Robert Adelman: RICP discussion later in meeting. Nothing else to report.

F. IT/Fusion Center

Victor Wells: On June 13th, they did a WAVE demo as well as show their family reunification tracking system. Explanation with visuals was given using the Asset Track within WebEOC. This system allows a real-time visual of all the ambulances in the San Antonio region. Carey Reed is also working on getting the i-INFO numbers to Victor.

G. Hospital/EMS/Medical

Victor Wells: reminded everyone of STRAC training coming up

Kyle Coleman- talked about the STEER program coming up.

H. Public Health and Agriculture

Sammy Sikes: Nothing to report.

I. Strategic Planning

Jeffrey Dean: FEMA is in town to do a THIRA/SPR/IP workshop for our region. It will be Thursday, June 21st from 9-11:30 (go over response) and 1-3:30 (go over recovery) at the EOC. The purpose of this meeting is to start having each jurisdiction utilizing the THIRA regularly when updating their plans. There will be 3-4 follow up meetings over the next 6 months. The State wants to see the link with the THIRA and how we are spending the grant funds.

6. Overview of the Threat and Hazard Identification Risk Analysis (THIRA) and Stakeholder's Preparedness Report (SPR) planning documents-Bryan Ellis, FEMA Region VI.

The THIRA is now on a 3 year cycle, and as such, will only have to be updated every three years; however, that will not start until 2 years from now, because we will be focusing on updating the Response and Recovery sections of the THIRA this year and the remaining sections next year. The purpose of the SPR is to determine gap analysis. This will be used to determine/prove that our HLS grant money is being used towards our identified gaps.

7. Review and discussion of the Alamo Area Regional Interoperable Communications Plan (RICP)- Jeff Wendling.

This is a planning document for all jurisdictions to help list priorities and deficiencies for each jurisdiction. It also lists timelines. It is a way to review key personnel in jurisdiction.

You need to check the document and make changes if needed for your counties. Please look at deficiencies and goals. **Please also go down to Section 5 Priorities and fill in your Point of Contact.** This priority section needs to be as complete as possible. You can save any changes on a word document and send to Jeff Wendling at jwendling@lycos.com. You can also call him at 830-377-7834 if you have any questions at all.

There may be a ½ day workshop to go over one more time before it is due in September. If it is not submitted on time, it *could* impact any possible funding coming to our region. Before it is turned into the state, it will have to go before the AACOG Board of Directors. James will send out an email with specific due dates by Friday of this week.

John Havenstrite with LCRA also spoke briefly of the importance of interoperability, and their willingness to assist anyone in that manner at no charge. There has to be an MOU already in place. There is no limit on the number of talk groups designed. There will just be an initial fee of \$25. His office number is 512-578-1862 and cell is 713-446-0904. His email is john.havenstrite@lcra.org. Please feel free to reach out to him with any questions as well.

8. Discussion and appropriate action on the following membership items.

A. Member Attendance Discussion. Letters will be sent out by James to re-nominate someone to fill the unused seats, and protocol will be followed during this process. Each seat that fell below the attendance requirement over the past 12 months will have 3 months to re-nominate someone before the seat is given to someone else.

B. Member Replacement:

i. Andy Cardiel, Emergency Management Coordinator-City of New Braunfels -replacing Patrick O’Connell

ii. Samuel McDaniel, Director of Environmental Health, Safety & Risk Management-University of the Incarnate Word- Education Seat Nominee

A **motion** was made by **Kyle Coleman** and **Seconded** by **David Prasifka** to approve the above changes in membership.

All Approved, Motion Carried

C. Alternate Replacement:

i. Patrick O’Connell, Assistant Fire Chief-City of New Braunfels Fire Department- Replacing Joe Vargas as alternate for Andy Cardiel with City of New Braunfels.

ii. Denis Kelly, EMS Director-Karnes County-Replacing Robert Ebrom as alternate for Shelby Dupnik with Karnes County.

A **motion** was made by **Kyle Coleman** and **Seconded** by **Scott Lampright** to approve above changes in membership.

All Approved, Motion Carried

9. Discussion and appropriate action on the reallocation of \$6,815.75 in de-obligated funding from FY16 HSGP SHSP Funding.

Kyle Coleman suggested that we use the de-obligated funds to purchase more Stop the Bleed kits. It was determined the kits cost roughly \$40/each, so we would be able to purchase around 170 more kits. Bexar County will go ahead and do the ordering and distributing.

A **motion** was made by **Kyle Coleman** and **Seconded** by **David Prasifka** to use the de-obligated funds to purchase more Stop The Bleed kits to be distributed by Bexar County.

All Approved, Motion Carried

10. Program Update:

We need to get more signatures for the Regional Mutual Aid Agreement. Please encourage your neighbors to sign on the agreement if they haven't already.

James and Cumorah will be having their phone call with the OOG after the National Homeland Security Conference to learn of our funding disbursement. This should happen before the July REPAC.

Cliff Herberg, the new AACOG Senior Director of Public Safety as of June 1st, was introduced. He is also the AACOG General Counsel.

IPAWS training coming next month. We will have this date sent out before the next REPAC meeting.

11. Upcoming Training/Exercises:

Water Rescue Team was activated with Asset Tracks for the Kendall County flooding. STRAC Conference June 25-27.

SAMC exercise in October with family reunification.

STEER Program will now function alone. People can login when needing rescue.

12. Items to be placed on next meeting's agenda:

RICP/LCRA update as well as ByLaws discussion. Get with James if you have anything else.

13. Next Meeting Date: July 18, 2018, 1:30pm.

14. Adjournment: A **MOTION** was made by **Kyle Coleman** and **SECONDED** by **David Prasifka** to adjourn.

All Approved, Motion Carried.

Meeting adjourned at 2:56pm.

**Regional Emergency Preparedness Advisory
Committee**

6.

Meeting Date: 07/18/2018

Title:

AGENDA ITEM DESCRIPTION:

Review and discussion of the Regional Emergency Preparedness Advisory Committee Bylaws.

BACKGROUND/HISTORY:

These Bylaws were last updated with minor changes in October 2017. This is the annual committee review of its bylaws.

DISCUSSION:

FINANCIAL IMPACT:

N/A

STAFF RECOMMENDATION:

Attachments

REPAC Bylaws 2017

Regional Emergency Preparedness Advisory Committee By-Laws



Revised and adopted by REPAC on October 18, 2017
Revised and adopted by AACOG Board of Directors October 25, 2017

1.0 Authority

The Board of Directors of the Alamo Area Council of Governments (AACOG) has, through its Executive Director, established a Homeland Security (HLS) Division, which consists of an Advisory Committee - the Regional Emergency Preparedness Advisory Committee (REPAC) and AACOG HLS staff. REPAC is the advisory committee in the area of Emergency Preparedness and Homeland Security.

The REPAC By-laws are revised and amended herein to conform to the Policies and Regulations of the Alamo Area Council of Governments, the Texas Division of Emergency Management and with pertinent statutes.

2.0 Vision and Purpose

To formulate strategies and recommendations to affect an approach to accomplish coordinated and integrated emergency preparedness planning so the best possible response to a disaster or incident may be achieved. With guidance from the AACOG Homeland Security Planning staff, establish and carry out grant administration procedures for the State Homeland Security Program (SHSP) Grant. Annually these duties include but are not limited to: recommending regional priorities, project review and prioritization, and project monitoring.

3.0 Advisory Committee Duties

- 3.1** In the performance of its functions, the Advisory Committee shall:
 - 3.1.1** Advise the AACOG Board of Directors on program and policy matters pertaining to the First Responder, Homeland Security or Emergency Preparedness areas.
 - 3.1.2** Serve as focal point for leadership, guidance, coordination, development, and implementation of AACOG planning programs and activities in the Emergency Preparedness and Homeland Security areas.
 - 3.1.3** Develop, review and make recommendations to the AACOG Board of Directors on any and all required HLS or Emergency Management Plans, including the priorities for the purchase of equipment, training and communications. This will include any other issues related to Homeland Security or the Emergency Management system.
 - 3.1.4** Review and evaluate Homeland Security funding grant applications or funding changes and make funding recommendations to the Board of Directors for action.

- 3.1.5** Promote inter-governmental and interagency cooperation and coordination of resources among jurisdictions within the AACOG region.
- 3.1.6** Analyze the regional implication of the proposed project or program to ensure compliance with any State and Federal regulations and to promote a regional standardization of equipment, training and policies.
- 3.1.7** Provide technical assistance to project sponsors or agencies in the preparation, development and implementation of programs in the First Responder, Homeland Security or Emergency Management areas.
- 3.1.8** Promote public awareness of Homeland Security or Emergency Management initiatives throughout the region.

4.0 Membership

- 4.1** The Regional Emergency Preparedness Advisory Committee (REPAC) shall be composed of members nominated to represent the areas specified in these Bylaws in the following manner:
 - 4.1.1** Three Bexar County representatives nominated by the county judge and approved by the REPAC, at least one of whom shall be a member of the County's Office of Emergency Management.
 - 4.1.2** Three City of San Antonio representatives nominated by the mayor or the mayor's designee and approved by the REPAC. One of whom shall be a member of the COSA Office of Emergency Management, one of whom shall be a member of the COSA Fire Department, and one of whom shall be a member of the COSA Police Department.
 - 4.1.3** One representative from each County, other than Bexar County, nominated by the respective county judge and approved by the REPAC.
 - 4.1.4** Representatives of member cities other than San Antonio as follows:
 - 4.1.4 a.** Three representatives for Cities situated in Bexar County.

- 4.1.4 a.1.** AACOG will disseminate a letter to all eligible cities that are members of AACOG, in coordination with the Greater Bexar County Council of Cities (the GBCCC). The letter will contain a list of all eligible jurisdictions and member qualifications based on the disciplines needed. The letter will request that cities nominate their individual for consideration. The nominations will be presented to the REPAC for a vote. The representative with the highest number of tallied votes will be the designee.
- 4.1.4 b.** Nine representatives for Cities situated outside of Bexar County within the following counties; Atascosa, Bandera, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, Medina, Wilson, and McMullen.
 - 4.1.4 b.1** AACOG will disseminate a letter to all eligible cities that are members of AACOG. The letter will contain a list of all eligible jurisdictions and member qualifications based on the disciplines needed. The letter will request that cities nominate their individual for consideration. The nominations will be presented to the REPAC for a vote. The representative with the highest number of tallied votes will be the designee.
- 4.1.5** One representative from Southwest Texas Regional Advisory Council (STRAC) to represent regional medical response. AACOG will coordinate and disseminate a letter to the Executive Director of STRAC, requesting a nomination to the committee. The nomination will be presented to the REPAC for approval.
- 4.1.6** One representative from Department of State Health Services (DSHS) Region 8 to represent public health. AACOG will coordinate and disseminate a letter to the Director of DSHS requesting a nomination to the committee. The nomination will be presented to the REPAC for approval.

- 4.1.7** One representative from education, either k-12 or Higher Education, selected by the committee. AACOG will coordinate and disseminate a letter to the School Districts/University and Colleges that are members of AACOG, requesting a nomination to the committee. The nominations will be presented to the REPAC for a vote. The representative with the highest number of tallied votes will be the designee.
- 4.1.8** One representative from the Texas Department of Public Safety. AACOG will coordinate and disseminate a letter to Director of the Texas Department of Public Safety, requesting a nomination to the committee. The nomination will be presented to the REPAC for approval.
- 4.1.9** One representative from a Local Emergency Planning Committee (LEPC). AACOG will coordinate and disseminate a letter to the Chairs of the Local Emergency Planning Committees, requesting a nomination to the committee. The nominations will be presented to the REPAC for a vote. The representative with the highest number of tallied votes will be the designee.
- 4.1.10** One representative from the Bexar County Hospital District. AACOG will coordinate and disseminate a letter to the President of the Bexar County Hospital District, requesting a nomination to the committee. The nomination will be presented to the REPAC for a vote.
- 4.2** The REPAC shall consist of no more than 36 members and all membership positions shall have voting privileges.
- 4.3** REPAC members shall serve for a term of two years. Each member is eligible to be appointed for more than one term.
- 4.4** In the event of a vacancy, AACOG will coordinate and contact all appropriate entities and request nominations for the REPAC vote.

5.0 Officers and Election of Officers

- 5.1** The officers of this committee shall be a Chair and a Vice-Chair.
- 5.2** The officers shall be elected by the members of the Committee and shall serve for a period of two years. A member may not hold the same office for more than two successive terms.

- 5.3** Elections shall be held at the last meeting of the appropriate calendar year of the Committee and the terms of office shall begin the following January. The nominations will occur in October and the elections will occur in November.

6.0 Duties of Officers

- 6.1** The Chair shall preside at all meetings of the committee and shall conduct same according to Parliamentary Procedure providing that said rules are applicable and not inconsistent with these Bylaws.
- 6.2** The Chair shall perform all duties inherent to the office of Chair and such other duties as may be prescribed by the AACOG Board of Directors or REPAC.
- 6.3** The Chair may appoint a member to fill any vacancy in the office of Vice-Chair for the unexpired portion of the term, or call for an election to fill such vacancy.
- 6.4** In the event of a vacancy in the office of Chair, the Vice-Chair shall succeed to and fill that office for the unexpired portion of the term and a new Vice-Chair will be elected for the remainder of that term.
- 6.5** The Vice-Chair shall preside in the absence of the Chair and when so acting shall have all the powers of and be subject to all the restrictions upon the Chair.

7.0 Meetings

- 7.1** Meetings of the committee shall be held on a regular basis, usually once each month, on a day designated by AACOG staff with the approval of the Chair, in the AACOG Boardroom, 8700 Tesoro, Suite 100, San Antonio, Bexar County, Texas.
- 7.2** Special meetings of the Committee may be convened at the direction of the Chair, at the time and place so directed.
- 7.3** Forty percent (40%) of members of the committee must be in attendance at a meeting to constitute a quorum.
- 7.4** Each Member or their alternate shall have one vote. A simple majority of those present and voting will be sufficient to decide any question before the Committee.

- 7.5 The use of proxy votes is disallowed in accordance with the AACOG Board of Directors bylaws and will not be accepted.
- 7.6 In the event of the absence of both the Chair and the Vice-Chair, the senior staff member present may act as Chair Ex-officio, for the sole purpose of designating a member as Chair Pro-Tempore and the member so designated shall have all the powers of the Chair for that particular meeting.
- 7.7 Any member who misses three or more regularly scheduled meetings in a 12 month period without a duly recognized alternate in attendance may be considered by the Chair as having resigned and the vacancy filled in the normal manner.
 - 7.7.1 Membership will be reviewed by AACOG staff during the month of June each year. Nominations for new members will be accepted and voted on quarterly. This is done in order to allow for vacant seats to be appropriately filled in the manner previously discussed in section 4.0 Membership.
 - 7.7.2 In addition, any member who fails to attend three or more regularly scheduled meetings, the REPAC will deem the agency or entity in which the member represents as ineligible to apply for funds for that grant year.
- 7.8 All meetings will be open to the public with agendas posted in accordance with Federal and State Law, pertaining to open meetings.
- 7.9 The Chair with the assistance of the AACOG staff shall prepare and distribute to all members the agenda for each meeting at least one week prior to the date thereof. Written requests to place items on the agenda should be submitted to the Chair and AACOG staff at least 10 working days prior to the next scheduled meeting.
- 7.10 The official minutes of the meetings shall be recorded and maintained by the Homeland Security staff of the Alamo Area Council of Governments. The approved minutes will be posted on the AACOG website.

8.0 Application Review

- 8.1 **Regional and State Plans:** A proposed project must be aligned with Regional, State and Federal HLS Strategic Plans and Initiatives.

8.2 Notification of Grant Application Deadlines: Applications are due at the location, date and local time designated by AACOG. The official time of receipt will be determined by the email date and time.

8.2.1 Late Application Policy: Late grant applications will not be accepted.

8.3 REPAC Review: REPAC will use the review form provided by the Homeland Security staff to review, evaluate and rank each grant application. The rank given by REPAC will be used to determine each grant application's placement. The review, evaluation and ranking must take into account the priorities set forth in the relevant First Responder Strategic Plan or any other Homeland Defenses Strategy disseminated by the State or Federal governments.

8.4 Requesting Additional Information: REPAC and/or the Homeland Security staff reserve(s) the right to request additional information to clarify the grant application, forms or attachments. Failure to comply with this request may result in the application not being recommended for funding.

8.5 Conflict of Interest: The REPAC and/or the COG staff must abstain from reviewing, voting, commenting, or taking any action on any grant application, other than a grant application submitted by a COG, during the prioritization process if the member or an individual related to the member within the third degree by consanguinity or within the second degree by affinity:

Is employed by the applicant agency and works for the unit or division that would administer the grant, if awarded;

Serves on any board that oversees the unit or division that would administer the grant, if awarded;

Owns or controls any interest in a business entity or other non-governmental organization that benefits, directly or indirectly, from activities with the applicant agency;

Receives any funds from the applicant agency as a result of the grant, if awarded; or

Uses or receives a substantial amount of tangible goods, services, or funds from the applicant agency.

For purposes of this section, “agency”, when applied to Municipalities or Counties, shall mean any division of said Municipality or County, and “unit or division” shall be a smaller component of that division.

8.6 Tabulation and Ranking: The Homeland Security staff will establish the rank order rendered by the REPAC and report the priority ranking for the grant applications. Planning staff will dismiss the highest and lowest rank number submitted by REPAC members in formulating the REPAC average rank order to further address areas of conflict.

8.6.2 Notification of Priority Ranking: The Homeland Security Staff shall provide notification of rankings to all grant applicants.

8.7 Ineligible Proposed Projects: Applications identified as ineligible for funding by the Homeland Security staff will be submitted and reported as ineligible to REPAC. Determination of ineligibility for funding will be based upon the State Administrative Agency guidelines.

8.8 Reasonable Budget Expectation: REPAC may recommend an amount less than the amount requested by the applicant due to the availability of funding or for any other reason that it deems necessary and appropriate within guidelines.

8.9 Determination of Project Recommendation: REPAC has the latitude to determine which applications will be recommended for funding and which will not be recommended for funding.

8.10 Appeal Process: The decision to deny an application for funding may be appealed to the Alamo Area Council of Governments Board of Directors.

8.11 Grant Funding: REPAC may develop and, adopt policies and procedures for funding recommendations and forward the policies and procedures to the AACOG Board of Directors for approval and adoption. The approved and adopted policies and procedures will be included in the AACOG Regional Emergency Preparedness Advisory Committee Policies and Procedures Manual and will be distributed to all REPAC members and interested persons.

8.12 Administrative Requirements: REPAC will be notified of the available funds, if such information is available from the State Administrative Agency.

8.13 Amendments to the Bylaws:

- 8.13.1** REPAC Bylaws will be reviewed every July. The Bylaws may be amended by a majority vote of the Committee and approval by the Board of Directors.
- 8.13.2** Any proposed amendment must be submitted to REPAC at least thirty days prior to the meeting at which they may be acted on.
- 8.13.3** An amendment to any one section of the Bylaws does not necessarily invalidate the remainder.
- 8.13.4** The AACOG Board of Directors must expressly approve these Bylaws, as well as, any revision.

**Regional Emergency Preparedness Advisory
Committee**

7.

Meeting Date: 07/18/2018

Title: REPAC Policies and Procedures Review

Presented by: James Minze, Homeland Security Coordinator

AGENDA ITEM DESCRIPTION:

Review and discussion of the Regional Emergency Preparedness Advisory Committee Policies and Procedures.

BACKGROUND/HISTORY:

This document was last updated in December 2015 and adopted in January 2016.

DISCUSSION:

Two sections are in need of updates to reflect changes to the sub committee structure and ranking process.

FINANCIAL IMPACT:

NA

STAFF RECOMMENDATION:

Attachments

REPAC Policies and Procedures



**Alamo Area Council of Governments
Regional Emergency Preparedness Advisory Committee
Policies and Procedures Guidelines**

**Adopted by AACOG Regional Emergency Advisory Committee
December 16, 2015**

**Approved by AACOG Board of Directors
January 27, 2016**

REPAC Policy and Procedures Guidelines

Introduction

The AACOG Board of Directors and the REPAC have accepted responsibility for the effective and efficient utilization of the grants authorized by the Governor's Office – Homeland Security Division.

In addition to the REPAC bylaws, the Committee has authorized the establishment of these Policies and Procedures to serve as a guideline.

This document will be updated whenever the REPAC changes, amends, or revises its policies and procedures. Such changes, amendments and revisions will be distributed at any grant workshops held by the AACOG Public Safety Division.

Policy #1 AACOG Homeland Security Regional Project Priorities

The Regional Emergency Preparedness Advisory Committee will establish and update the regional priorities of funding for projects applying for the State Homeland Security Grant funds. The priorities will be based upon prior state guidelines and regional planning assessments conducted by the REPAC.

The AACOG Homeland Security Grant Project Priorities are established by the prescribed working groups that include Strategic Planning, Interoperable Communications, IT/Fusion Center, Emergency Management and Community Preparedness; Regional Response (including Fire, Police and EMS), Public Health and Agriculture, and C/IKR:

The goals for each working group are listed as AACOG Regional Homeland Security Priorities.

For the purpose of this policy, the AACOG Regional Emergency Preparedness Advisory Committee defines the term “regional” as the following:

1. A project that is primarily intended to support multiple agencies through mutual aid with the following criteria:
 - Level 1: AACOG Region-wide majority covered
 - Level 2: Multiple counties covered
 - Level 3: Multiple agencies in one county covered
 - Level 4: Single agency covered
 - a. The region is defined as counties within the AACOG state planning area.
 - b. Effective FY 2017, any counties/jurisdictions shall have a current, signed AACOG Regional Mutual Aid Agreement on file in order to be eligible to submit and receive a grant funding.
 - c. The project should have an emphasis on existing gaps as identified in the AACOG Strategic Plan.
 - d. The project should receive priority if it has the capability to extend services to all counties/jurisdictions in the event of an emergency and includes a multi-discipline approach.

Procedure: The AACOG HLS Planning staff will initiate the establishment or update discussion items for REPAC on an annual basis.

Procedure: The HLS Grant Project Priorities will also extend to jurisdictions applying for communications equipment or any emergency management equipment through the Office of the Governor – Criminal Justice Division.

Policy #2 Project Prohibitions

The AACOG Regional Emergency Preparedness Committee will establish prohibitions, in addition to the prohibitions defined by the Office of the Governor – Homeland Security

REPAC Policy and Procedures Guidelines

Division and FEMA. These are disallowed costs, unless proven to be used in a regional effort. The REPAC will make the determination if these costs are necessary and meet the qualifications of a regional asset on a case by case basis. The current prohibitions are as follows:

1. Backfill and overtime for all projects that include personnel.
2. Subscriber Units for all projects.

Policy #3 Project Submission Procedures

A call for projects will be released annually. No late applications will be accepted.

Procedure: Applications must be submitted via email to HLS@aacog.com on the formatted application that is released by the AACOG HLS Planning staff.

Policy #4 Project Review Procedures

All applications submitted will be reviewed by the REPAC Working Groups, prior to REPAC prioritization.

Procedure: AACOG HLS staff will gather the applications that met the submission deadlines and will provide the applications to the members of each Working Group for initial review. The Working Groups will meet to review the applications to assess if the project requests meet the AACOG Regional Homeland Security Priorities.

Procedure: The Working Groups will evaluate, prioritize the applications and provide a list of recommended applications for scoring to the Regional Emergency Preparedness Advisory Committee.

Procedure: The Regional Emergency Preparedness Advisory Committee will meet to review the Working Group recommendations. The REPAC will **score** the applications.

Policy #5 Mandatory Grant Workshop Attendance

AACOG Homeland Security Planning staff will schedule and facilitate an annual grant workshop for jurisdictions applying for available funding through the Governor's Office – Homeland Security Division for Homeland Security Grant Program funding.

In order for a grant application to be considered for approval, a representative from an applying agency **must attend** the grant workshop that pertains to the respective source of funds.

Procedure: Upon notification of the grant workshop dates, agencies that are planning to submit a grant application **must** attend the workshop. It is strongly recommended that the person who will actually be writing the grant application be the one that attends

REPAC Policy and Procedures Guidelines

the grant workshop. Additionally, if the grant budget is going to be developed by a person other than the one writing the grant, it is strongly recommended that the fiscal/financial person from the applying agency also attend the grant workshop.

Policy #6 Benchmark definitions

The REPAC has the latitude to determine the amount to be recommended for funding, as approved by the AACOG Board of Directors, and submit to the Office of the Governor – Homeland Security Division. The amount recommended for funding by the REPAC may be different from the amount requested by the grant applicant.