

PANHANDLE REGIONAL PLANNING COMMISSION

BOARD OF DIRECTORS

Minutes

February 26, 2015

The regular meeting of the Board of Directors of the Panhandle Regional Planning Commission was held on Thursday, February 26, 2015, at 1:30 p.m. in the PRPC Board Room, 415 South West Eighth Avenue, Amarillo, Potter County, Texas.

Judge John James, Chair, presided.

MEMBERS PRESENT:

- Don Allred, Oldham County Judge
- Cleo Castro, Cactus
- Paul Harpole, Mayor, City of Amarillo
- Saul Hernandez, Amarillo
- Dr. John Howard, Donley County Judge
- Ernie Houdashell, Randall County Judge
- John James, Collingsworth County Judge
- Harold Keeter, Swisher County Judge
- Dan Looten, Carson County Judge
- Karen Price, Pampa
- Winston Sauls, Borger
- Phillip Self, Greenbelt Municipal & Industrial Water Authority
- Kerry Symons, Mayor Pro-Tem, City of Perryton
- Nancy Tanner, Potter County Judge
- Ricky White, Mayor, City of Friona

MEMBERS ABSENT:

- Juan Cantu, Lipscomb County Commissioner
- Irene Favila, Hereford
- Brian Gillispie, Mayor, City of Spearman
- Bob Gober, Councilman, City of Canadian
- Ronnie Gordon, Hartley County Judge
- Dr. William Hallerberg, Canadian River Municipal Water Authority
- Zelda Lang, Councilwoman, City of Dalhart
- Jay Mayden, Childress County Judge
- Wayne Nance, Briscoe County Judge
- Walter "Four" Price, Texas State Representative, District 87
- Sal Rivera, Sheriff, Castro County
- Amelia Salazar, Alderwoman, Palisades Village

STAFF PRESENT: Ms. Lori Gunn, Regional Services Program Specialist; Mr. John Kiehl, Regional Services Director; Mr. Marin Rivas, Workforce Development Director; Ms. Cindy Boone, CPA, Finance Director; Ms. Rebecca Rusk, Executive Assistant; Mr. Gary Pitner, Executive Director

1. CALL TO ORDER

Judge John James, Chair, called the meeting to order and noted that a quorum was present.

2. INVOCATION

Mayor Ricky White gave the invocation.

3. MINUTES

Judge Dan Looten moved to approve the minutes from the meeting held on January 22, 2015, as received. Mayor Ricky White seconded the motion; the motion carried by unanimous vote.

4. VOUCHERS

Mayor Paul Harpole moved to approve the vouchers for the month of January, 2015. Mr., Phillip Self seconded the motion; the motion carried by unanimous vote.

5. **2015 REGIONAL CRIMINAL JUSTICE PLAN APPROVAL**

Ms. Lori Gunn stated that each year, the PRPC enters into a contract with the Criminal Justice Division of the Governor's Office (CJD) to administer the Panhandle Regional Criminal Justice Program. Part of that process is the development of a strategic plan that will outline the PRPC's vision related to criminal justice issues within the region.

In the past, CJD required each jurisdiction to complete a community plan to identify local priorities and help foster relationships between agencies. CJD rescinded the jurisdictional community plans and began asking the regional Council of Governments (COGs) to develop strategic plans at the regional level. CJD continued the strategic planning requirement and placed weight at the state level by adding the results to the new CJD score sheet for prioritizing grants. The Executive Summary from each region's strategic plans will be compiled into a state-wide report for Texas.

Essentially, the Strategic Plan is an administrative document summarizing the priorities in the region as well as the services currently available to help identify program gaps. The plan is utilized as a guide for agencies applying under the four funding opportunities administered by the COGs (VOCA, VAWA, JAG & JJDP). It also assists CJD in developing strategies for other funding streams administered through their office. PRPC staff has conducted planning sessions and worked with local jurisdictions to develop our regional plan. Ms. Gunn reviewed the 2015 Regional Criminal Justice Plan in detail with the Board.

Mr. Cleo Castro moved to approve the PRPC's 2015 Regional Criminal Justice Plan – "A Strategic Plan for Meeting the Criminal Justice Needs of the Panhandle Region", as presented. Judge Harold Keeter seconded the motion; the motion carried by unanimous vote.

6. **APPRAISAL SERVICES AGREEMENT APPROVAL**

Mr. John Kiehl informed the Board that this year, the PRPC received a grant under the State Administrative Agency's (SAA) 2014 State Homeland Security Program (SHSP) competitive grants program to erect two new PANCOM radio towers. As proposed, one tower will replace an existing tower in Briscoe County, the other; an existing tower in Dallam County. The reason why we're relocating off of the existing towers is because the new tower locations currently being considered are higher in elevation and therefore, would provide better coverage in the areas they serve. The towers we would be abandoning are privately-owned sites and by moving off of them, we also anticipate a reduction in PANCOM operating costs of approximately \$15,000 - \$18,000 per year.

In order to move forward with the tower construction, the PRPC will first have to procure the land on which they'll be built. In each case, we'll need approximately 6 acres of land. The towers won't take up that much space but the guy wires that anchor them in place will.

PRPC staff has identified the two tracts we believe to be the ideal sites for these new towers. Each is within 2-3 miles of the tower it will be replacing. However, if we're able to secure the land, in both instances we'll be able to raise our antennas anywhere from 100' – 200' above their current height. PRPC staff has contacted both landowners and at this time; they're both open to selling their property - at the appropriate price. Before those discussions can go any further; we first need to establish a fair market value for each tract.

Earlier this month, PRPC staff published a Request for Proposals (RFP) for appraisal services; the RFP responses are due by February 20. Mr. Kiehl informed the Board that the response to the RFP was minimal. He recommended this item be tabled and allow staff to explore other options.

Judge Don Allred moved to table this agenda item. Mayor Paul Harpole seconded the motion; the motion carried by unanimous vote.

7. **FY2015 STATE HOMELAND SECURITY PROGRAM PROJECT PRIORITIZATION APPROVAL**

Mr. John Kiehl stated that on December 16, 2014, the president signed the Consolidated and Further Continuing Appropriations Act, 2015 (H.R. 83), completing the budget process for FY15 for most federal departments. The omnibus included all appropriations bills, except the one for the Department of Homeland Security (DHS). DHS is currently covered by a short-term continuing resolution (CR) that expires February 27, 2015.

Despite the fact that the FY15 DHS budget is still in limbo, the State of Texas and more particularly, the Department of Public Safety's State Administrative Agency (SAA), has to begin implementing the FY15 State Homeland Security Program (SHSP). The federal SHSP

guidelines contain hard/fast deadlines as to when certain grant-making activities will occur. So even though the SAA is still uncertain what the State's final allocation amount will be; the agency has to press ahead with the process of sub-allocating the funding down to the regional level.

On January 21, the SAA issued the PRPC guidance on 2015 State Homeland Security Grant Program (SHSP) which included an initial allocation range for the region. As has been done for the past several years, the range was presented as a not less than (Minimum) amount and a not more than (Maximum) amount. The final FY15 allocation to the region will probably come in somewhere between the two amounts and that determination will depend largely on what Congress decides to do with the FY15 DHS budget on/before February 27. As of now however, the figures we have to work with are shown on the table below. In comparing the FY15 allocation range to the one received in FY14, the Minimum range has decreased by 9.3% while the Maximum range has fallen by 5.4%.

Source	Minimum	Maximum
SHSP	\$372,988.25	\$526,571.65
SHSP LEPTA	\$133,210.09	\$188,061.30
SHSP M&A	\$26,642.02	\$37,612.26
Estimated Total	\$532,840.36	\$752,245.21

By March 6, all the projects to be supported by the Panhandle under the FY15 SHSP must be submitted to the SAA. On February 10, the Panhandle Regional Emergency Management Advisory Committee (PREMAC) met to develop project recommendations for the Board's consideration. Now unlike the process we've followed for the past two years, this year instead of prioritizing projects as either Minimum or Maximum projects, the region will submit one prioritized project list to the SAA that totals to \$752,245.21. Mr. Kiehl discussed in detail the eligible investment areas with the Board. The PREMAC recommended project priority list is shown on the table below.

PREMAC Prioritized Projects List	Proposed Funding
#1. Regional Planning/Coordination	\$ 79,926.05
#2. Regional SHSP Administration	\$ 26,642.02
#3. Regional PANCOM Project	\$218,413.09
#4. Amarillo Enhancement of Hazardous Materials Response Capabilities	\$103,300.00
#5. Amarillo Enhancement of Explosive Ordinance Response Capabilities	\$ 12,859.20
#6. Regional Non-EMPG EOP Planning	\$ 40,000.00
#7. Regional PARIS System Maintenance	\$ 51,700.00
MINIMUM SUBTOTAL:	\$532,840.36
#8. Regional PANCOM Project (Phase II)	\$144,214.60
#9. Amarillo Enhancement of Explosive Ordinance Response Capabilities (Phase II)	\$ 36,584.80
#10. Amarillo Enhancement of Search & Rescue Response Capabilities	\$ 9,650.00
#11. Regional Non-EMPG EOP Planning Supplement	\$ 2,000.00
#12. Regional Planning/Coordination Supplement	\$ 15,985.21
#13. Regional SHSP Administration Supplement	\$ 10,970.24
MAXIMUM TOTAL:	\$752,245.21

Judge Don Allred moved to approve the regional projects as prioritized under the FY2015 State Homeland Security Program and authorize PRPC staff to submit these projects in order listed to the State Administrative Agency. Judge Dan Looten seconded the motion; the motion carried by unanimous vote.

8. **EMERGENCY PLANNING CONSULTING SERVICES CONTRACT AMENDMENT**

Mr. John Kiehl reminded the Board that Emily Nolte has been working as contract planner to the PRPC since 2004 when at the time; the Governor's Division of Emergency Management required that jurisdictions in Texas maintain a local Emergency Operations Plan (EOP) that was at the Basic level or higher. Since then, Emily has continuously worked with counties in the region that do not receive Emergency Management Performance Grant (EMPG) funding helping them to maintain their plans and meet the State's EOP planning requirements.

Each year since she's come on board as a contract planner, Emily's original contract has been amended to allow her to continue providing her EOP planning assistance to the non-EMPG counties for the coming year. Over the past 10 years, the planning requirements have increased and jurisdictions are now required to maintain their plans at the Intermediate level. She's also been engaged to perform other regional planning duties. With the 2011 RRAP, Emily assisted in developing the local plan annex to the regional FMD protection plan. Last year, she facilitated the creation of local Community Emergency Response Plans under the PRPC's Hazardous Materials Emergency Preparedness (HMEP) grant and is currently working to develop a local EOP Mass Fatality Response attachment to support the regional mass fatality response plan. Emily is also providing assistance on the PRPC's regional hazard mitigation planning effort.

Emily has become an integral part of the region's emergency management program. So much so that each year, whenever the Panhandle Regional Management Advisory Committee (PREMAC) meets to develop recommendations as to how the Panhandle's SHSP funding ought to be prioritized, her EOP planning work is always ranked at the top of the list. This continued to be the case with the 2014 SHSP program.

The EOP Basic Plan and the Intermediate Plan annexes have to be updated at least once every five years. Emily has done a good job in getting the non-EMPG counties on a schedule but in the coming year, a number of counties will be obliged to update 5-6 of their plan annexes. In addition, two new counties are being added to the region's non-EMPG roster. An amendment to Emily's contract will allow her to provide a variety of EOP planning services during the coming year.

Judge Harold Keeter moved to authorize the Executive Director to execute an amendment to an existing consulting services contract with Emily Nolte to assist area counties and municipalities in the on-going process to maintain local emergency operations plans. Mr. Cleo Castro seconded the motion; the motion carried by unanimous vote.

9. EMERGENCY PLANNING CONSULTING SERVICES CONTRACT AMENDMENT

Mr. John Kiehl informed the Board that last June, the PRPC Board reviewed and authorized the submission of an application under the State Administrative Agency's (SAA) 2014 State Homeland Security Program Economic Recovery Planning, Training and/or Exercise competitive grants program. The PRPC's proposal was approved for funding in September. Mr. Kiehl explained the premise for the project which was described in the grant application.

The grant budget included a line item in the amount of \$36,000 for contracted planning services; specifically naming Emily as the proposed contractor. The key deliverables for the contracted planning services were listed in the application as follows.

- a) Identify sectors of the community to participate in pre- and post-disaster recovery planning; develop model roles/responsibilities of the Long-Term Recovery Committee.
- b) Through County-level meetings, identify principles to guide local recovery decision-making; create a matrix/checklist for each stage of recovery (short-term, intermediate, long-term).
- c) Assist the PRPC's Regional Services Director in assembling the draft local plan guide; participating in the PREMAC meetings where oversight direction is received.
- d) Assist the PRPC's Regional Services Director/PREMAC with the plan vetting, finalization and distribution process.

Mr. Kiehl stated that an amendment to Emily's consulting services contract is necessary to cover these planning services.

Mr. Phillip Self moved to authorize the Executive Director to execute an amendment to an existing consulting services contract with Emily Nolte to conduct Long-Term Economic Recovery Planning. Mr. Winston Sauls seconded the motion; the motion carried by unanimous vote.

10. FY2014 STATE HOMELAND SECURITY GRANT PROGRAM PURCHASE AUTHORIZATION AND EQUIPMENT DISTRIBUTION APPROVALS

Mr. John Kiehl informed the Board that the purpose of this agenda item is two-fold. First, PRPC staff is requesting Board's authorization to issue a purchase order for three new Automated Fingerprint Identification System (AFIS) workstations and two AFIS mobile look-ups. Second, the Board is being asked to confirm its approval of which agencies will receive this new AFIS equipment.

With regard to the first purpose of this item, SPEX Forensics, located in Edison, NJ, is the sole proprietor of the PrintQuest AFIS system on which the regional AFIS database and the AFIS workstations rely. We've been working with SPEX since the initial installation of

the region's AFIS system in 2005. That year, the PRPC went through an extensive procurement process to determine which make/model of AFIS would best serve the region's needs. The SPEX equipment was deemed to be the "lowest/best" of all the equipment proposed and evaluated.

Mr. Kiehl explained that in 2006, PRPC staff surveyed all 26 County Sheriffs and the Police Chiefs who had been using AFIS to determine if they wanted a new workstation. Every agency contacted responded with 15 stating that they would like to have a new workstation. Again, the workstation is only a tool; many of the agencies that declined the offer did so simply because they can't keep a trained analyst(s) on staff.

The ad hoc AFIS steering committee then prioritized the affirmative responses and that prioritized list was presented to the PRPC Board for approval in June 2012. Since then, State Homeland Security Program (SHSP) funding has been used to gradually work down that list. This year, with the funding available in the region's FY14 SHSP Regional Automated Fingerprint Identification System (AFIS) Replacement Project, we'll be able to fund the last three agencies – Dumas Police Department, Oldham County Sheriff's Office and Carson County Sheriff's Office – with the equipment.

As part of the FY14 AFIS project, we also proposed to begin piloting the use of mobile fingerprint look-up devices. The mobile devices can be used in the field, as warranted, to scan the prints of a person in custody to determine his/her identify and/or verify if the person has been previously booked. The AFIS steering committee and the PREMAC recommended that the Randall County Sheriff's Office and Amarillo Police Department each receive one of these portable devices.

We currently have \$40,542.00 in the FY14 AFIS Replacement Project Budget. Earlier this month, we received quotes from SPEX for the equipment we propose to purchase. The workstations will cost on average \$9,214.00 each and each of the mobile devices will cost \$5,995.00. Shipping will add another \$900 to the cost. SPEX will install the new workstations and train the local AFIS operators on the use of new equipment.

Dr. John Howard moved to authorize the purchase of Automatic Fingerprint Identification System workstations with State Homeland Security Grant Program funds and the distribution of workstations to the recommended local entities in the Panhandle region. Mayor Ricky White seconded the motion; the motion carried by unanimous vote.

11. **MISCELLANEOUS NON-ACTION INFORMATION ITEMS**

- A. Ms. Emily Nolte reported on the 2015 Panhandle Regional Preparedness Conference conducted at the Amarillo Civic Center on February 24, 2015.
- B. Mr. Gary Pitner reported on the recent and upcoming Planning Commission sponsored regional meetings.

12. **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:45 p.m.



Brian Gillispie, Board Member
Panhandle Regional Planning Commission
Board of Directors

ATTEST:



Rebecca Rusk, Executive Assistant
Panhandle Regional Planning Commission