
Panhandle Regional Emergency
Management Advisory Committee's (PREMAC)
FY18 Operating Procedures

Dated: September 28, 2017

ARTICLE I: GENERAL

Section 1. **Name**

This committee is named the Panhandle Regional Emergency Management Advisory Committee (PREMAC).

Section 2. **Authority**

The PREMAC is established and authorized by the Panhandle Regional Planning Commission's (PRPC) Board of Directors under PRPC Administrative Regulation No. 36, as amended. These procedures are intended as a supplement to Administrative Regulation No. 36 which is attached here as Exhibit 1 and made part of these procedures.

Section 3. **Purpose**

The scope of the PREMAC includes:

- a) Advise the PRPC Board of Directors on regional emergency management and all-hazard preparedness issues and facilitate the coordination of regional emergency planning in the Texas Panhandle.
- b) Provide general direction to the PRPC staff regarding emergency management, homeland security, and all-hazard preparedness issues in the Texas Panhandle.
- c) Assist the Panhandle region with the development of programs intended to enhance the region's all-hazard preparedness levels.
- d) Support the conduct of multi-jurisdictional training and drills to exercise local/regional emergency management plans
- e) Maintain and update, as needed, the Panhandle Regional Response Plan and the Panhandle Regional Mutual Aid Agreement.
- f) Support the Panhandle's Multi-Agency Coordination Center (MACC) and update, as needed, the MACC activation protocols.
- g) Develop and annually update the Panhandle region's Threat and Hazard Identification and Risk Assessment (THIRA), State Preparedness Report (SPR) and Texas Homeland Security Strategic Plan (THSSP) Regional Implementation Plan.
- h) Develop recommendations to the PRPC Board of Directors concerning the utilization of the Panhandle region's annual allocations of federal State Homeland Security Program (SHSP) to achieve the preparedness goals of the THIRA, SPR and THSSP Regional Implementation Plan.
- i) Provide direction for the development and maintenance of the regional interoperable communications system – PANCOM.
- j) Promote regional collaboration on homeland security and all-hazard preparedness strategies, programs, and funding.

ARTICLE II: MEMBERSHIP

Section 1. **Membership**

PREMAC membership will be composed as described in PRPC Administrative Regulation No. 36; attached hereto as Exhibit 1.

Section 2. **Nominations**

The PRPC staff will solicit recommendations for appointments to the PREMAC from the PREMAC membership and from interested stakeholder agencies/groups in the Panhandle. As PREMAC member terms expire or as membership vacancies appear, PRPC staff will develop and present a candidate slate to the PRPC Board of Directors for consideration of appointment.

Section 3. **Appointments**

Each PREMAC member will be appointed to serve on the committee by the PRPC Board of Directors.

Section 4. **Alternates**

There are no PREMAC member alternates. PREMAC members may send a representative to a PREMAC meeting to sit in their place. Attendance records will indicate that the representative attended the meeting in the member's stead but the representative will not be able to vote on behalf of the PREMAC member.

Section 5. **Terms**

PREMAC members will serve a term of three (3) years from the time of appointment or until their successor is appointed or the member is reappointed. Members will be appointed in staggered terms beginning each June with one-third of committee replaced or reappointed each year. Term expiration dates will be maintained in the PREMAC Membership Roster by PRPC staff.

Memberships are not limited as to numbers of terms, but individuals will participate in a reappointment process every three years. Reappointment will be subject to approval by the PRPC Board of Directors.

Section 6. **Vacancies**

Each PREMAC member is expected to participate in regular and special meetings of the committee. If a member does not participate or is not represented in 50% of the regular committee meetings held in a calendar year, the member's position will be considered vacant, unless there are reasonable excuses for meeting absences. Reasonable excuses require prior approval from the PREMAC Chairman.

Section 7. **Ad Hoc Participants**

The PREMAC may invite ad hoc participants from time to time to assist in the proceedings of the committee. Ad hoc participants will not have a vote on the PREMAC.

Section 8. **Officers**

The officers of the PREMAC are the Chairperson and the Vice-Chairperson. The PREMAC will elect officers on an annual basis each June. In the event the Chairperson cannot fulfill his/her duties, the Vice-Chairperson shall assume the Chair and elections to fill the Vice-Chairperson position will be held as soon as practical.

Section 9. **Officers**

The PREMAC Chairperson will preside over the committee meetings and in his/her absence, the Vice-Chairperson will preside. The Chairperson and Vice-Chairperson will establish the meeting agendas with the assistance of PRPC staff.

The PREMAC Chairperson, or in their absence the Vice-Chairperson, will appoint ad hoc or subcommittees as necessary, act as official spokesperson for the PREMAC or delegate others from the PREMAC as appropriate, and ensure that the PREMAC accomplishes its primary meeting objectives.

The PREMAC Chairperson will serve as the Panhandle region's Incident Commander (IC) in the event of a large-scale declared disaster. The Chairperson will serve in this IC capacity during any event considered to be a regional catastrophic event (as defined by the Stafford Act and state law). If for some reason, the Chairperson becomes incapacitated or is unable to serve in this role during a given major disaster, he/she may designate another member of the PREMAC to serve as the event's IC. The Chairperson's designation shall continue until he/she re-assumes his/her role as IC or until the given regional catastrophic disaster event no longer exists.

ARTICLE III: MEETINGS

Section 1. **Regular Meetings**

The PREMAC will meet at least 3-4 times a year on a schedule determined by the members. The Chairperson may change the date, time and location of any meeting, when appropriate. At least ten calendar days' prior notice shall be given.

Section 2. **Special Meetings**

Special meetings may be called by the Chairperson when necessary, and require at least five calendar days' prior notice.

Section 3. **Staff**

PRPC will provide staff support to the PREMAC, including taking minutes, maintaining attendance records and distributing notices, agendas and minutes.

Section 4. **Minutes/Agendas**

Minutes of all PREMAC meetings shall be kept by PRPC staff and distributed to the members prior to their next regular meeting. Meeting minutes shall be approved by a majority vote of members present.

Agendas shall be approved by the Chairperson and distributed to members at least seven (7) calendar days in advance of any regularly scheduled meeting. Notice of any special meeting shall include the business to be transacted at the special meeting.

Section 5. **Open Meetings**

All PREMAC meetings will be open to the public and conducted in a manner consistent with the Texas Open Meetings Act; with meeting notices posted with the Office of the Texas Secretary of State, at the Potter County Courthouse and on the community bulletin board located outside of the PRPC offices.

The Chairperson, at his/her discretion, may close a meeting when national security matters need to be discussed.

Section 6. Quorum and Voting Procedures

For the purposes of the transaction of the business by the PREMAC, a quorum shall be a simple majority of the members present. Whenever possible, decisions will be reached through consensus. When consensus is not possible, a vote will be taken. In the event of a tie vote, the tie will be broken by the presiding officer.

All members have voting privileges. Members of the committee may not designate another member to vote on their behalf. No secret ballot or secret voting is allowed. Votes will be reflected in the meeting minutes. Members may register their abstention on any vote. The abstention shall be reflected in the minutes. Members are required to abstain on matters that pose a conflict for them.

Section 7. Governing Rules

Except where stated otherwise in these procedures, Robert's Rules of Order will govern the conduct of PREMAC meetings.

Section 8. Conflict of Interest

Any member that has a conflict of interest concerning any matter before the PREMAC will inform the committee before participating in a discussion and shall refrain from voting on the matter.

For the purpose of the preceding paragraph, a conflict of interest will be defined as any issue in which a member is in a position to derive personal benefit for themselves or for their agency or employer from actions or decisions made in their official capacity.

ARTICLE IV: SUBCOMMITTEES/AD HOC COMMITTEES

Section 1. Subcommittees

Subcommittees may be formed as needed for the purpose of exploring issues before the PREMAC in more detail than regular committee meetings may allow. Subcommittees are defined as a standing subset of the PREMAC that has been assigned a specific, on-going purpose. PREMAC members are appointed to serve on a subcommittee by the Chairperson with the approval of the PREMAC membership. Chairs of subcommittees will be appointed by the PREMAC Chairperson.

Section 2. Ad Hoc Committees

Ad hoc committees may be appointed by the Chairperson with the approval of the PREMAC membership for time and/or issue specific purposes. When the issue is resolved or the timeline expires, the Ad Hoc Committee will be disbanded. Members are not limited to PREMAC members. Chairs of the Ad Hoc committees will be appointed by the PREMAC Chairperson.

ARTICLE V: AMENDMENTS

Section 1. **Operating Procedures**

These procedures may be amended at any meeting of the PREMAC by a majority vote of the members present, provided that at least seven (7) days' written notice is provided to the membership setting forth the proposed amendments. Amendments will become effective upon final approval by the PRPC Board of Directors.

Section 2. **PRPC Administrative Regulation No. 36**

PRPC Administrative Regulation No. 36 may be amended or modified, as needed, at the pleasure of the PRPC Board of Directors.

ARTICLE VI: SHSP FUNDING RECOMMENDATIONS

Section 1. **Purpose of Article VI**

This Article is for the sole purpose of describing the PREMAC's process for identifying projects to be recommended for funding under the SHSP; in any year in which the Panhandle region receives an allocation of SHSP funding, for the benefit of informing the Panhandle region's emergency preparedness stakeholder agencies and the Homeland Security Grants Division (HSGD) of the Office of the Governor as to how those decisions are made.

Section 2. **Role of the HSGD**

The HSGD currently serves as the State Administrative Agency (SAA) for the SHSP in Texas. The HSGD SAA determines and informs the Panhandle of its annual allocation of SHSP funding, enforces the federal SHSP program requirements and establishes any non-federal procedural conditions the PRPC must satisfy, on behalf of the Panhandle, to facilitate the in-region utilization of those funds.

The HSGD SAA sets the deadline by which the Panhandle's annual SHSP funding decisions must be made, determines how those decisions will be communicated to the HSGD SAA, observes the in-region funding decision-making process, finally approves the Panhandle's funding decisions and ultimately, governs the implementation of any projects or programs funded with the Panhandle's annual allocation(s) of SHSP funding.

Section 3. **Purpose of the SHSP**

The Federal Emergency Management Agency (FEMA) supplies the federal funding necessary to support the Texas SHSP for the purpose of achieving the National Preparedness Goal of a secure and resilient Nation. In turn, the SHSP supports the implementation of risk-driven, capabilities-based THSSP strategies to address targets set in the Panhandle's THIRA, critical capability target gaps identified with the Panhandle's SPR and regional priorities established in the Panhandle's Implementation Plan.

Section 4. Role of the PREMAC in the SHSP Funding Process

In any year in which the Panhandle receives SHSP funding, the PREMAC will develop prioritized SHSP funding recommendations for the PRPC Board's consideration. In utilizing the Risk-Informed SHSP Sub-Allocation Methodology, attached hereto as Exhibit 2, to support their project prioritization process the PREMAC will take the following factors into consideration.

- Higher priority will be given to programs or projects that meet critical preparedness needs, as identified in the THIRA, SPR and Implementation Plan, on a region-wide basis.
- Higher priority will be given to sustaining existing programs or projects that continue to meet critical preparedness needs, as identified in the THIRA, SPR and Implementation Plan.
- Higher priority will be given to programs or projects that sustain or enhance the capabilities of existing response teams; whose response area includes the entire Panhandle region.
- Any State strategies or funding preferences identified by HSGD.
- FEMA's requirement to direct at least 25% of the region's annual allocation toward regional programs or projects that support Law Enforcement Terrorism Prevention Activities (LETPA) deemed eligible for the year by the HSGD SAA.
- Per the HSGD SAA, ensure that an appropriate amount of SHSP funding is designated to supporting the PRPC's required homeland security strategic planning activities and other terrorism preparedness planning deemed critical for the region.

In this way, the PREMAC can maintain continuity of progress toward capability targets deemed essential to the Panhandle's preparedness levels, help to assure a commensurate return on each SHSP investment made, increase the likelihood of long-term project or program sustainability and ensure that each project or program funded provides a benefit to the entire Panhandle region.

Section 5. Role of the PRPC Board of Directors in the SHSP Funding Process

The PRPC Board of Directors considers and acts on the funding recommendations developed by the PREMAC and finally approves the list of projects or programs that will be submitted to the HSGD SAA for funding under the SHSP; in any year in which the Panhandle receives SHSP funding.

Section 6. Role of the PRPC Staff in the SHSP Funding Process

PRPC staff will be responsible for ensuring the HSGD Procedural Conditions outlined in Section 7 below are fully met

Section 7. HSGD SAA Procedural Conditions

The HSGD SAA does not mandate the process the PREMAC must follow in making its SHSP funding recommendations. However, in addition to the other provisions under this Article, the HSGD SAA does require that the PREMAC's procedures provide guidance concerning the following:

- a. Notification of potential applicants regarding grant application submission deadlines

In any year in which the Panhandle receives SHSP funding, PRPC staff will notify the following entities within the Panhandle of its availability.

- a. Current SHSP grantees;
- b. Other requestors from within the COG's region; and
- c. All city and county governments with a population of 2,500 or more including emergency management coordinators, police departments, fire departments, county sheriff's offices, and the executive branch for each governmental entity.

At a minimum, the notices will include:

- a. Name of the funding opportunity;
- b. Instructions for viewing the Request for Applications posted on HSGD SAA's eGrants website;
- c. HSGD SAA's eGrants website address: <https://egrants.gov.texas.gov/>;
- d. Due date(s) for the submission of applications to the COG and HSGD;
- e. A list of the PREMAC's current year prioritization considerations; and
- f. Point of Contact information for a PRPC staff member for questions or technical assistance.

b. Grant Application Workshops

In any year in which the Panhandle receives SHSP funding, PRPC staff will at a minimum, conduct at least one grant application workshop to provide technical assistance to potential Panhandle grant applicants. The workshop(s) will be held after the HSGD SAA has opened the SHSP application period with its Request for Applications (RFA); and within a span that allows sufficient time for applicants to complete and submit their proposal(s) by the HSGD SAA's application submission deadline. Workshop topics will at least include:

- a. A description of who can apply and what activities are eligible;
- b. A description of the HSGD SAA's eGrants application process, including requirements for the project summary, problem statement, existing capability levels, capability gaps, impact statement, homeland security priority action, project activity, performance measures, milestones, and budget categories and line items;
- c. The project period (or performance period) for each funding opportunity cited in the HSGD SAA's RFA;
- d. A description of the applicable rules, regulations and certifications required for each funding opportunity;
- e. A description of any prohibitions stated in the RFA issued by the HSGD SAA;
- f. A description of the civil rights rules related to applicant employees and projects or activities;
- g. A description of State strategies or funding preferences identified by the HSGD SAA;
- h. A description of the priorities identified by the PREMAC related to homeland security issues;
- i. A description of how the PREMAC will review and prioritizes projects, including but not limited to, local policies and procedures, the region's methodology for risk-informed scoring/prioritization, scoring instruments, the criteria used in scoring/prioritizing applications, and other relevant materials that affect the COG's prioritization process; and
- j. Due dates for applicants to submit and certify applications for the funding opportunities.

PRPC staff will offer assistance to applicant jurisdiction(s) or agency(ies) in completing and submitting their application(s) to the HSGD SAA by the deadline established for the receipt of SHSP applications.

c. Attendance requirements for prioritization meetings

The PREMAC will require jurisdiction(s) or agency(ies) applying for SHSP funding to attend the meeting during which the committee finalizes its funding recommendations to the PRPC Board of Directors.

d. Prioritization of grant applications

The PREMAC's SHSP project(s) or program(s) prioritization process will be based on the risk-based allocation methodology described under Exhibit 2. The PREMAC will develop its SHSP funding recommendations by group consensus. If consensus cannot be reached, a vote will be taken in accordance with Article III, Section 6 above.

e. COG governing body's review and approval process

The PREMAC will move to approve a final list of SHSP-funded project(s) or program(s) for recommendation of final approval by the PRPC Board of Directors. PRPC staff will be responsible for presenting that list to the PRPC Board of Directors. SHSP applicants will be notified of the PREMAC's funding recommendations by PRPC staff before they're presented to the PRPC Board of Directors. Applicants will be invited to attend the meeting at which the PRPC Board of Directors will consider the PREMAC's SHSP funding recommendations. The PRPC's Board of Directors will act on the PREMAC's SHSP funding recommendations, taking into account the conflict of interest (COI) policy described in Subpart g. of this Section.

f. Notification of applicants regarding funding decisions

PRPC staff will be responsible for notifying SHSP applicants of the PREMAC's funding recommendations within 72 hours of the recommendations being made. Notices will be sent by email or by facsimile.

The notice will include a statement to the effect, "After the PREMAC prioritizes the grant applications and the PRPC Board approves the priority listing, the PRPC submits the priority listing to HSGD SAA. Based upon the PRPC's priority listing, the HSGD SAA will verify the eligibility, reasonableness and cost-effectiveness strategy of the proposed project, and the availability of funding, and will render final funding decisions on these grant applications. The PRPC staff will notify grantees of any changes in the funding recommendations."

g. Notification of the HSGD SAA

PRPC will provide the HSGD SAA with a copy of the PRPC's priority listing within the timeframe established by the HSGD SAA. In addition, PRPC staff will supply the HSGD SAA with:

- 1) The date of the PREMAC's prioritization meeting;
- 2) A list of the PREMAC members in attendance at that meeting;

- 3) Documentation of how each PREMAC member scored, prioritized, and/or voted on each eligible application; if not done by consensus vote as described under Section 7 Part d. above; and
- 4) A list of the PREMAC members who abstained from scoring and/or voting pursuant to the Conflict of Interest requirements found in Part i. below; along with a list of the applications affected.

h. COG's strategic vision related to homeland security issues

The PREMAC, as supported by the PRPC Board of Directors, believes homeland security encompasses all-hazards vulnerabilities and that no part of the region is sheltered from the potential threats of terrorism, natural or man-caused disasters. The PREMAC desires that all Panhandle jurisdictions receive a direct or indirect benefit from each SHSP investment made in the region. Therefore, every project recommended for SHSP funding must help to fill or sustain a critical capability gap; identified with the PREMAC's annual update of the region's THIRA, SPR and Implementation Plan and must demonstrate that the investment will have regional benefit.

i. SHSP Conflicts of interest;

This COI policy applies solely to the PREMAC's prioritization of projects or programs to be recommended for funding out of the Panhandle region's annual allocation of SHSP funds. For the purpose of this section, the PRPC is obliged to impose the HSGD SAA's definition of COI on the SHSP prioritization and recommendation process. The HSGD SAA requires the following:

The COG [the PRPC] shall ensure that members of the COG's governing body [PRPC Board of Directors], the HSAC [the PREMAC], and COG staff abstain from scoring and voting 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:

- a. *Is employed by the applicant agency and works for the unit or division that would administer the grant, if awarded;*
- b. *Serves on any governing board that oversees the unit or division that would administer the grant, if awarded;*
- c. *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; or*
- d. *Receives any funds, or a substantial amount of tangible goods or routine services, from the applicant agency as a result of the grant, if awarded.*

If any applicant, HSAC member, COG personnel or other individual has reason to believe that favoritism or inappropriate actions were displayed during the scoring or prioritization of HSGD [SHSP] projects, the COG shall ensure that the concerns are shared with the HSGD as soon as possible.

j. Compliance with the requirements described in Texas Government Code, Chapter 551 (Texas Open Meetings Act)

Shall be in accordance with the provisions of Article III; Section 5.

- k. Local funding recommendation limitations, including but not limited to minimum or maximum application requested amounts, competition cycles, or decreasing fund ratios, if applicable.

No such stated limitations will be imposed. Ultimately when developing their funding recommendations to the PRPC Board of Directors, the PREMAC will determine the amount of funding appropriate to each project or program being recommended; adjusting the project amounts as necessary to ensure the greatest beneficial impact to the Panhandle.

ARTICLE VII: CERTIFICATION

Section 1. **PREMAC**

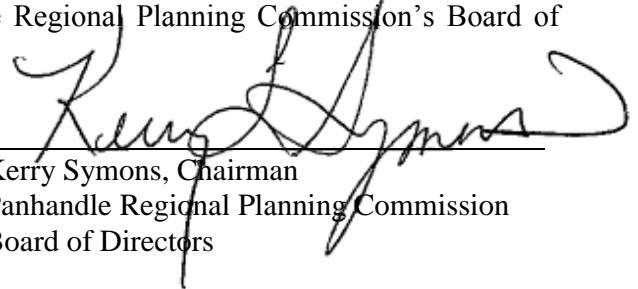
These operating procedures of the Panhandle Regional Emergency Management Advisory Committee are hereby recommended for approval by the Panhandle Regional Planning Commission's Board of Directors on this 24th day of August, 2017.



Kevin Starbuck, Chairperson
Panhandle Regional Emergency
Management Advisory Committee

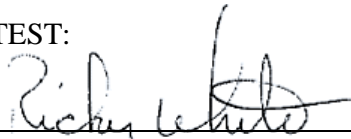
Section 2. **PRPC Board of Directors**

These operating procedures of the Panhandle Regional Emergency Management Advisory Committee are hereby duly adopted by the Panhandle Regional Planning Commission's Board of Directors on this 28th day of September, 2017.



Kerry Symons, Chairman
Panhandle Regional Planning Commission
Board of Directors

ATTEST:



Ricky White, Secretary/Treasurer
Panhandle Regional Planning Commission
Board of Directors

PANHANDLE REGIONAL PLANNING COMMISSION

Administrative Regulation
Number 36

Adopted: May 22, 2003
Amended: Aug. 28, 2003
Amended: Apr. 27, 2006
Amended: Apr. 22, 2010

PANHANDLE REGIONAL EMERGENCY MANAGEMENT
ADVISORY COMMITTEE

PROCEDURES AND POLICIES

I. PURPOSE

The purpose of this administrative regulation is to formally establish the Panhandle Regional Emergency Management Advisory Committee and to establish procedures necessary for its operation.

II. PANHANDLE REGIONAL EMERGENCY MANAGEMENT ADVISORY
COMMITTEE

A. Establishment and Scope of Authority

1. The Board of Directors of the Panhandle Regional Planning Commission hereby establishes the Panhandle Regional Emergency Management Advisory Committee to provide general guidance and direction in regard to regional all-hazard preparedness efforts in the Texas Panhandle. The Panhandle Regional Emergency Management Advisory Committee's specific responsibilities shall include but not be limited to the following:
 - a. To establish working rules and procedures for the Advisory Committee.
 - b. To coordinate and promote the implementation of the Panhandle Regional Response Plan.
 - c. To develop, review and approve updates and amendments to the Panhandle Texas Homeland Security Strategic Plan Regional Implementation Plan.
 - d. To develop recommendations for consideration by the PRPC Board concerning the use of regionally-allocated state/federal funds earmarked for all-hazard preparedness purposes.
 - e. To provide general direction to foster the development and maintenance of a region-wide system of Mutual Aid.
 - f. To provide general direction to promote regional interoperability in the area of communications and where practical, equipment interchangeability.
 - g. To provide direction for the development and maintenance of the Panhandle's Regional Interoperability Communications Plan (RICP).

- h. To provide direction for the development and maintenance of regional communications Standard Operating Procedures (SOPs) in support of the RICP and for the development of more localized communications procedures as deemed appropriate by the PREMAC.
 - i. To provide direction for the development and maintenance of the regional interoperable communications system - PANCOM
 - j. To support, and as needed, assist in coordinating, the conduct of training and multi-jurisdictional drills to exercise local/regional emergency management plans.
 - k. To provide general direction to promote inter-regional/interstate coordination of regional all-hazard preparedness efforts.
 - i. To provide general direction to the Panhandle Regional Planning Commission staff regarding emergency management, homeland security, and all hazard preparedness issues in the Texas Panhandle.
 - j. To oversee the development and maintenance of the ~~Regional Resource Coordination Center (RRCC)~~ Multi-Agency Coordination Center (MACC) and the protocols that will be followed when the ~~RRCC~~ MACC is activated. This would include providing direction for the development and maintenance of the Panhandle Medical Operations Center (PMOC) which would operate as a function of regional response on an as-needed basis.
 - k. To develop working relationship with non-PREMAC working groups that could provide input into the PREMAC's decision-making processes.
2. The responsibilities of the Panhandle Regional Planning Commission's Board of Directors and the Planning Commission's Executive Director shall include but not be limited to the following:
- a. Contracting matters;
 - b. Budgeting;
 - c. Financial reporting;
 - d. Personnel matters; and
 - e. Approval of regional plans, regional agreements, regional procedures and regional systems

B. Membership

1. The Panhandle Emergency Management Advisory Committee shall be composed as follows:
- a. Six to Nine (6 - 9) Panhandle area local government representatives (local government elected officials or local government professional staff).
 - b. Two to Four (2 – 4) local government representatives from the field of Emergency Management Coordination.

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- c. Two to Four (2 – 4) representatives of area Law Enforcement agencies.
 - d. Two to Three (2 – 3) local government representatives from the field of Public Works.
 - e. Two to Three (2 - 3) Panhandle area residents representing area Fire Service organizations.
 - f. Two to Three (2 - 3) Panhandle area residents representing EMS Service organizations.
 - g. One to Two (1 - 2) Panhandle area residents representing Public Utilities or Public Communications.
 - h. Two to four (2 – 4) Panhandle area residents representing Public Health/ Medical Services.
 - i. One to Two (1 – 2) Panhandle area residents representing Major Industry interests.
 - j. Two to four (2 – 4) area residents representing Panhandle Agricultural interests.
 - k. One to Two (1 – 2) area residents representing Panhandle Water Districts or Water Authorities.
 - l. One to Two (1 – 2) representatives of the Panhandle’s Transportation system (local government or privately-run).
 - m. One to Two (1 – 2) individuals representing a related federal agency.
 - n. Two to Four (2-4) individuals representing related state or regional agencies.
 - o. Two to Four (2-4) individuals representing Community Support or Volunteer Groups.
 - p. Two – Three (2 – 3) individuals representing area schools or the region’s school system.
2. Members of the Panhandle Regional Emergency Management Advisory Committee shall be appointed by the Panhandle Regional Planning Commission's Board of Directors for staggered three-year terms beginning each June. One-third of the Advisory Committee members shall be reappointed or replaced each year.
 3. A Chairperson and Vice Chairperson of the Panhandle Regional Emergency Management Advisory Committee shall be elected by vote of the Advisory Committee. The Chairperson and Vice Chairperson shall serve one-year terms beginning each June.
 3. In any given year, the Chairperson shall serve as the Panhandle region’s Incident Commander (IC) in the event of a large-scale declared disaster. The Chairperson shall serve in this IC capacity during any event considered to be a regional catastrophic event (as defined by the Stafford Act and state law).

PRPC Administrative Regulation No. 36

If for some reason, the Chairperson becomes incapacitated or is unable to serve in this role during a given major disaster, he/she may designate another member of the PREMAC to serve as the event's IC. The Chairperson's designation shall continue until he/she re-assumes his/ her role as IC or until the given regional catastrophic disaster event no longer exists.

5. A representative of the state agency in Texas charged with emergency management oversight authority shall serve as an ex-officio member of the Panhandle Emergency Management Planning Advisory Committee.

C. Meetings

1. Meetings of the Panhandle Regional Emergency Management Advisory Committee shall be held as needed but no less frequently than twice per year.
2. All Advisory Committee meetings shall be open to the public. Meetings shall be recorded on audio tape and minutes prepared.
3. A simple majority of those Advisory Committee members present and voting at any meeting is sufficient to approve any motion.

PREMAC's Risk-Informed SHSP Sub-Allocation Methodology

For FY18

Background:

This document was prepared in response to SAA Information Bulletin No. 12-002 requiring each Council of Governments (COG) to develop a 1-2 page summary of the methodology used by the COG to determine how their annual allocation of SHSP funding will be distributed down to the individual project level.

Organization:

The PRPC's Regional Homeland Security Program is directed by the Panhandle Regional Emergency Management Advisory Committee (PREMAC); a 38+ member committee comprised of individuals representing the various disciplines that make up the Panhandle's emergency preparedness community. The PREMAC serves as an advisory committee to the PRPC Board of Directors; its members are appointed by the Board. Ultimately, the PRPC Board of Directors, acting on recommendations provided by the PREMAC, is responsible for making all final funding decisions related to the Panhandle's Regional Homeland Security Program. The PREMAC is governed by and operates within the constraints of PRPC Administrative Regulation No. 36 (adopted May 22, 2003; last amended April 22, 2010).

History:

One over-arching principle that has guided the PREMAC's SHSP sub-allocation distribution decision-making process since 2004, when the State discontinued the practice of making direct allocations to jurisdictions and empowered each region to self-determine how their annual funding was to be used, is regional impact. Every SHSP dollar spent in the Panhandle since that time has served as a force multiplier, benefiting not only the jurisdiction receiving the funding but also jurisdictions across the region that now share in an enhanced capability through regional mutual aid. Traditionally, the four basic questions asked by the PREMAC when discerning how a particular project should be prioritized are:

1. What is the need for this project and how does that need compare to other regional needs?
2. Will this project benefit a multi-jurisdictional area?
3. Who will operate the project and how will it be operated?
4. How will this project be sustained?

Rooted in these four questions are the chief elements of a risk-informed methodology. In determining the need for a project; threat, risk, vulnerability and consequence are weighed. They must be in order to establish the necessity for using limited resources on a specific project. Program effectiveness has been measured on a jurisdiction's expressed ability to carry out a project and then maintain it thereafter. Return on investment has been defined as the extent of the capability enhancement that will have regional benefit.

In previous years, the sub-allocation process was initiated with the development of the annual Texas Homeland Security Strategic Plan (THSSP) Regional Implementation Plan. In creating that document, the PREMAC assessed/reassessed the region's risks and vulnerabilities within the framework of the THSSP's goals and objectives and identified regional strategies for addressing those risks/vulnerabilities most critical to the Panhandle in a cost-effective manner. The annual plan was referenced heavily during the sub-allocation decision-making process.

PREMAC's Risk-Informed SHSP Sub-Allocation Methodology

Risk-Informed Overview:

Three planning steps now lead up to and inform the region's sub-allocation process. Those are: 1) the Threat and Hazard Identification and Risk Assessment [THIRA]; 2) the State Preparedness Report [SPR]; and, 3) the annual THSSP Regional Implementation Plan [Implementation Plan]. The THIRA is used to identify the region's capability targets and desired outcomes across the 32 National Preparedness Goal core capabilities. The SPR is used to identify gaps in the region's ability to achieve those outcomes. The Implementation plan is used to establish Performance Measures for meeting the most essential gaps; culminating with a list of Primary Implementation Focus Areas for the year.

This information is then rolled up into the "group think" of the PREMAC as they weigh their annual investment options. The factors described below are also considered as the PREMAC's final SHSP funding recommendations are developed for the PRPC Board's consideration.

1. **Identify Threats** The THIRA is used to accomplish this step.
2. **Estimate Risk** A risk informed funding decision is one made to reduce, manage or intentionally accept risk. In this case, the PREMAC will consider the risk value of one action versus another where Risk Value = Probability¹ X Impact². The matrix below depicts how the values of a risk can be plotted.

Probability of Occurrence	High	Medium-level Risk	High-level Risk
	Low	Low-level Risk	Medium-level Risk
		Low	High

Impact of Risk

Explanation:

- *Low impact/low probability* – [bottom left corner]. The PREMAC will consider risks falling into this quadrant as being low level risks where the impact is presumed to be negligible.
 - *Low impact/high probability* – [top left corner]. These risks would be considered of moderate concern by the PREMAC. The region should be able to cope with them in the normal course of business.
 - *High impact/low probability* – [bottom right corner]. Risks falling into this quadrant would be of high concern if they occur, but based on current threats and conditions, they're highly unlikely to occur.
 - *High impact/high probability* – [top right corner] The PREMAC will consider the risks falling into this quadrant of critical importance.
3. **Rate Return** Having identified and prioritized risks, the PREMAC then assesses the return on grant investment(s) taking into account the level of SHSP funding available and the benefits that would be yielded by one outlay versus the benefits lost by not investing in another.
 4. **Manage Risks** For those priorities, which due to funding limitations cannot be addressed in a given year, the PREMAC will consider alternative funding or non-grant funded measures for managing those risks until they become higher priorities or until additional SHSP or other grant funding becomes available.

¹ The probability of a given event (or hazard) occurring.

² Considers size of impact in terms of cost and effects on health, public safety and critical infrastructure