



EMPG Steering Committee

Meeting notes from Monday, March 02, 2015.

ATTENDANCE

Billy Ted Smith	Sarah Somers	Mike Fisher
Juan Ortiz	Lawrence Trevino	Michelle Carnahan
Joe Ferro	Mike Miller	Kevin Starbuck
Lisa Resendez	Frank Patterson	Lauren Allen
Richard Gonzalez	Kim Jones	

WELCOME & INTRODUCTIONS

Committee Chair Frank Patterson called the meeting to order. Roll call taken.

REPORTS FROM STAFF

- Several committee members indicated they had not yet had the opportunity to see the minutes from the last meeting. Review and approval of those minutes tabled until next meeting.
- Minutes from this meeting and the previous meeting will be submitted to the committee at least one week prior to the next meeting for review.

COMMITTEE MEMBERSHIP

- Shari Ramirez-MacKay is now in charge of the new Regional Disaster Finance program within TDEM Field Response Section.
- Lisa Resendez is moving from a facilitator role to an active participant and advisor for the committee.
- Kim Jones will now be serving as the committee's facilitator and main point of contact within TDEM.
- Committee requested further guidance from TDEM on how the membership composition of the committee should look. Understanding from the committee was that the current membership makeup was locked in two years ago. Look to TDEM leadership to answer whether or not new committee members should be added.
- Committee members with suggestions on what they believe the committee membership should be may send them to Frank Patterson and Kim Jones for consideration at the next meeting.

ITEMS FOR TDEM

- The committee seeks guidance from TDEM leadership on the following items:
 - **Committee purpose and mission**
Several members articulated a desire for greater clarity on the mission and purpose of the committee. Specifically, what is the role of the committee once the funding formula is set for the year? Are there other items upon which the committee might focus?
 - **EMPG Program status report and steering committee recommendation follow – up.**
Committee members requested TDEM periodically provide a status report about the EMPG program as a whole. TDEM staff present indicated they did not believe providing a status report would be an issue. The committee also requested more communication from TDEM when decisions are reached on committee recommendations. This includes

an ability to view the final approved funding formula before the award letters are sent out.

- Committee will create a list of suggestions or concerns for TDEM leadership, including items raised by the committee in the past that may still require adjudicating.

AEL CODES

- Issue was settled during the last meeting.

OUTREACH TO PARTICIPATING, INTERESTED, OR STRUGGLING JURISDICTIONS

- Committee is interested in finding ways to increase visibility and transparency about both the EMPG program and the committee for participating jurisdictions.
- Consider increasing clarity about the role of committee members in conducting outreach to jurisdictions within their region.
- What resources are available to help struggling participating jurisdictions?
 - TDEM has several resources available for struggling jurisdictions, including the ability to send staff to the jurisdiction for in person help and providing a “what to expect” guide for jurisdictions about to receive a monitoring visit. In previous years, the DCs were able to also support local outreach, however recent travel restrictions have made this a less probable option at the moment.
- Decision was made during this meeting to restructure the theme of this year’s EMPG briefing at the Texas Emergency Management Conference (TEMC). Rather than providing an in-depth overview of the funding formula, as in years past, the presentation this year will now focus on providing helpful information for jurisdictions such as how to prepare for a monitoring visit or help in completing EMPG paperwork.

2015 FUNDING FORMULA

- Committee will address the 2015 Funding Formula during the next meeting at TEMC.
- TDEM will provide the committee with the base funding formula prior to the next meeting.
- The committee requests the opportunity to view the final approved funding formula before award letters are sent to recipients.

THREAT HAZARD WEIGHTS

- Follow-up discussion from last meeting. Continued concern that calculating weight for threats is difficult and vague.
- Believe threat and risk were added as considerations by TDEM leadership and request clarification from TDEM if that is correct. If yes, the committee will not remove it from consideration unless requested by TDEM leadership.
- Will consider this issue further at the next meeting, after the committee has had the opportunity to review the new base formula.

FUTURE AGENDA ITEMS

- TDEM leadership responses to the committee’s requests for additional guidance on purpose, membership, and status report.
- Updating current governance documents.
- 2015 Funding Formula.
- IAEM EMPG survey. Currently only 38 of 117 participating jurisdictions in Texas have completed the survey. How can the committee help encourage increased participation?
- Jurisdiction recognition program. Can TDEM or the committee create a certificate or something similar recognizing a jurisdiction’s participation in the program?
- Create a list of suggestions or concerns for TDEM leadership, including any unresolved items mentioned in past meetings.

ACTION ITEMS

- Everyone:
 - Suggestions related to committee membership organization should be sent to Frank Patterson and Kim Jones prior to the next meeting.
- Kim Jones:
 - Compile an information packet including the last two meeting minutes and the funding formula for committee review. Packet to be sent out to committee members no less than one week before the next meeting.
- TDEM Staff:
 - Relay committee concerns and requests discussed in these notes to TDEM leadership for review and response.

NEXT MEETING

- Texas Emergency Management Conference
- Date/Time: TBD
- Location: San Antonio, TX
- Note: Committee members agreed there was no pressing need to meet prior to TEMC. However, the possibility remains that Chief Kidd may wish to speak with the committee prior to TEMC, which might necessitate an additional meeting.