

AGENDA NOTE – HRPDC ANNUAL COMMISSION MEETING

ITEM #4: EMERGENCY MANAGEMENT SUSTAINABILITY

SUBJECT:

Emergency management stakeholders will present a recommendation to reorganize emergency management/homeland security committees within the region and sustain regional emergency management capabilities.

BACKGROUND:

Hampton Roads was designated a high risk urban area eligible to receive UASI funding in FY 2007. In FY 2012, the region was removed from the UASI eligibility list and remained ineligible to apply for UASI grants thru FY 2011. The region has been reinstated and was allocated \$1 million for FY 2014. While these funds will greatly assist preparedness efforts in the Hampton Roads region, the funding is still insufficient to meet regional preparedness needs.

In addition to the UASI funds, the Hampton Roads region has benefited from Homeland Security Grants and Sub-Grants, including Regional Catastrophic Planning Grants (RCPG), Port Security Grants and Communications and Interoperability Program Grants. These programs have been successful in fostering communication and greater coordination among local, state and federal representatives to improve the region's capacity to plan, coordinate, equip, and ultimately respond and recover from natural and manmade threats and disasters.

Many of these grants have been reduced, eliminated or will be closed within the next twelve months. They have resulted in the acquisition of millions of dollars of assets that have depreciated service life and need to be maintained and replaced over time. In addition, multiple regional emergency planning organizations, created for various programs have resulted in duplication of effort, requiring many hours of staff time and creating unintended program inefficiencies.

Consolidating and sustaining these highly effective grant program capabilities and assets will improve efficiencies and produce many tangible benefits for member jurisdictions and the region.

The Chair of the Hampton Roads Urban Areas Working Group obtained approval from the HRPDC Executive Committee in June 2014 to bring a recommendation to the Commission. Mr. Stephen Best (RCPGP Program Manager and Former Fire Chief) will brief the Commission on this recommendation.

Attachment 4

NOTE: This will be presented for action under Consent Agenda Item #11-H.

HAMPTON ROADS ALL HAZARDS ADVISORY COMMITTEE

CHARTER AND BYLAWS

ARTICLE I ORGANIZATION

1.01 Name

The committee is named the Hampton Roads All Hazards Advisory Committee, herein after referred to as AHAC.

1.02 Consolidation

The AHAC will be a consolidated organization comprised of the Regional Emergency Management Technical Advisory Committee, the Hampton Roads Urban Area Working Group, the Hampton Roads Regional Catastrophic Planning Team, the Hampton Roads Metropolitan Medical Response System Oversight Committee (program is managed under contract with Tidewater Emergency Medical Services Council) and the Hampton Roads Interoperable Communications Advisory Committee.

1.03 Scope

The AHAC will foster communication and greater situational awareness among local, state and federal stakeholders to improve the region's capacity to plan, collaborate, equip and ultimately respond to and recover from natural and human-caused threats and disasters.

1.04 Purpose

1. Provide policy direction and oversight for the development and maintenance of a coordinated and integrated regional approach to emergency management planning and response systems and identify ways for the region to work together and combine resources to address planning gaps.
2. Make annual recommendations for funding and budget requirements to the HRPDC Board and administer all funds appropriated to accomplish the work of the AHAC.
3. Develop and maintain interoperable and operable communications capabilities and associated emergency communications activities.
4. Foster regional collaboration and communication for various preparedness stakeholder groups.
5. Foster regional communication and coordination for community education and citizen preparedness.
6. Strengthen mass casualty response, medical surge and mass prophylaxis capabilities.

7. Develop and coordinate hazard mitigation programs among the member jurisdictions.
8. Develop and acquire Federal, State and private grant funding opportunities on behalf of the region and make recommendations as to how the region can most efficiently and effectively utilize financial assistance made available for disaster planning, mitigation and recovery.
9. Provide technical guidance and serve as a clearinghouse for homeland security issues for the Hampton Roads Planning District Commission.
10. Develop a “whole of community” approach to planning and preparedness by including jurisdictions outside the HRPDC region and representation from critical entities such as the military, VOADs, non-governmental organizations and private service agencies and industry.
11. Conduct Threat and Hazard Identification and Risk Assessments (THIRA) on behalf of the region on a periodic basis as recommended by the Federal Emergency Management Agency (FEMA) through the National Preparedness System and the Commonwealth of Virginia Emergency Operations Plan (COVEOP).

1.05 Meetings

The AHAC shall meet bi-monthly in February, April, June, August, October and December each year or at such other times determined by the Chair to effectively conduct the business of the AHAC. Meetings may be suspended or altered by the Chair, or by vote of the members, if necessary for the efficient conduct of business.

ARTICLE II MEMBERSHIP

2.01 Voting Membership for HRPDC Member Jurisdictions

The Chief Administrative Officer for each HRPDC member jurisdiction will appoint a primary and an alternate member as a voting member for the AHAC. Each primary voting member shall be the official representative of the member jurisdiction in all matters to be decided by the AHAC. An alternate voting member shall be authorized to act in the absence of a primary voting member of their respective jurisdiction.

2.02 Voting Membership for Non-HRPDC Member Jurisdictions

Pursuant to §15.2-1300 of the Code of Virginia, and in order to provide for catastrophic events affecting a greater area of the Commonwealth and/or Northeastern North Carolina, the AHAC will permit Non-HRPDC jurisdictions in the Commonwealth and the State of North Carolina to join the AHAC. All jurisdictions admitted for membership shall pay an annual assessment established by the HRPDC Board.

2.03 Non-Voting Membership

1. Non-Voting Members

In addition to the voting member jurisdictions, the following State and Regional Departments and Organizations will provide representation as non-voting members for the Committee:

- A. Fire Department (Hampton Roads Fire Chiefs Association)
- B. Law Enforcement (Hampton Roads Police Chiefs Association)
- C. Emergency Management
- D. EMS (TEMS Year 1 - PEMS to alternate representative annually beginning Year 2.)
- E. Virginia Department of Emergency Management
- F. Virginia Department of Health
- G. Virginia Port Authority
- H. Interoperable Communications

2. Strategic Partners and Subject Matter Experts

A. Subject Matter Experts

In addition to the non-voting members, a representative(s) from the following disciplines will be appointed as Subject Matter Experts. These Subject Matter Experts will be invited to participate in Committee activities on an as needed basis. These Subject Matter Experts will be recommended by an established regional organization or group, and if none exists, will be recruited by the AHAC. The disciplines and Subject Matter Experts may be amended and modified as future needs require.

The Disciplines and their related Subject Matter Experts are:

- 1. Department of Defense/Military
- 2. Eastern Virginia Healthcare Coalition
- 3. FBI/Fusion Center
- 4. Transportation
- 5. Higher Education

6. Public Utilities
7. HRMMRS
8. Citizen Corps
9. Cyber Security
10. Department of Homeland Security
11. Critical Infrastructure and Key Resources (CIKR)
12. Virginia Modeling Analysis and Simulation Center (VMASC)
13. National Weather Service
14. Non-Governmental Organizations

B. Emergency Support Functions

In addition to the Subject Matter Experts, the Committee may add additional non-voting memberships contained within any of the Federal Emergency Management Agency's "National Response Framework Emergency Support Function Annexes" (ESF) or any subsequent plans or publications.

C. Non-Governmental, Commercial/Industrial and Related Organizations

In order to provide for an effective "Whole-of-Community" approach to planning, preparedness, response and recovery, the AHAC will encourage non-governmental organizations and private commercial/industrial entities and trade organizations to provide representatives to serve as non-voting members in the Hampton Roads Region.

2.04 Voting

1. Each member jurisdiction shall have one (1) vote.
2. A simple majority of those in attendance, either by physical presence or by AHAC approved electronic means, will determine the outcome of the vote.
3. All votes will be reflected in the meeting minutes.

2.05 Staff Support

Staff support for the AHAC will be provided by the Emergency Management Administrator and staff of the HRPDC.

ARTICLE III OFFICERS

3.01 Officers

1. The officers of the AHAC shall consist of a Chair and Vice Chair who shall serve a twelve-month term. Officers may serve one additional consecutive term if approved by a majority of the voting membership.
2. Officers must be an employee of a voting member jurisdiction.
3. The AHAC shall hold an annual organizational meeting for the purpose of electing officers at the June meeting to take effect the first day of July each year.
4. In the absence of the Chair, the Vice Chair shall act as Chair.
5. If a vacancy occurs in the office of the Chair, the Vice Chair will assume the office of the Chair and a new Vice Chair will be selected by a special election.
6. The Vice Chair position will be selected on a rotational basis between those jurisdictions situated south of the James River and jurisdictions north of the James River including the Eastern Shore.
7. The Chair and/or Vice Chair may be replaced at a special election by a majority of the AHAC.

3.02 Duties

1. Duties and responsibilities of the Chair include:
 - A. Approve the agenda, preside over and manage the discussion and decisions for each AHAC meeting.
 - B. Coordinate recommendations for the development and implementation of all program initiatives.
 - C. Ensure that minutes are kept by staff and distributed to the members prior to the next regular meeting.
 - D. The committee Chair, or in their absence the Vice Chair, will appoint workgroups as necessary, act as official spokesperson for the committee or delegate others from the committee as appropriate, and ensure that the work of the committee accomplishes the purpose of the organization as established in Article 1, Section 1.04.

**ARTICLE IV
SUBCOMMITTEES AND WORK GROUPS**

4.01 Subcommittees and Work Groups

1. Subcommittees and Work Groups may be formed as needed for the purpose of exploring issues before the committee in more detail than regular committee meetings may allow. Recommendations will be presented to AHAC for review and approval as needed.
2. Subcommittees are defined as an ongoing group that has a specific purpose.
3. Work Groups are time and/or issue specific. When the issue is resolved or the timeline expires, the Work Group will disband.
4. Members of Subcommittees and Work Groups are not limited to committee members.
5. The purpose, scope and membership of all Subcommittees and Work Groups will be defined by the AHAC.
6. Minutes and proceedings of all Subcommittees and Work Groups will be provided to the AHAC.

**ARTICLE V
CHARTER AND BYLAWS AMENDMENTS**

5.01 Bi-Annual Review

The AHAC Chair will appoint a Charter Review Committee at least bi-annually, or more frequently if needed, to review the Charter and Bylaws and make recommendations to the full Committee for necessary changes.

5.02 Procedure For Changes

1. The Charter Review Committee shall submit proposed changes to the Charter to the Chair one month prior to any action taken.
2. The changes will be distributed to the full membership for their consideration and discussion at the next regularly scheduled meeting.
3. Final consideration and adoption will be at the following scheduled meeting by roll call vote representing a simple majority of those in attendance.

ARTICLE VI MEETINGS AND PUBLIC DISCLOSURE

6.01 Meetings

Pursuant to §2.2-3711.A.19, Chapter 37 of Title 2.2 of the Code of Virginia titled "The Virginia Freedom of Information Act", all meetings of the AHAC are closed and not open to the public.

6.02 Planning Documents and Related Information

Pursuant to §2.2-3705.2.4, Chapter 37 of Title 2.2 of the Code of Virginia, planning documents, information products and data sets created by or on behalf of the AHAC, containing information that is critical and sensitive to public safety within the member jurisdictions and meeting the criteria set forth in the Public Safety Exemption of the Virginia Freedom of Information Act, are exempt from public disclosure.

6.03 Disclosure Not Authorized

Any Governmental or Nongovernmental Agency receiving documents, products and/or data sets from the AHAC, may use them to further the prevention, preparedness, response, recovery or mitigation planning capabilities of the HRAHAC program area and/or to enhance public education and awareness programs, but may not publicly disclose them to any non-affiliated person or organization without the express written permission from the AHAC or its successors.