

Emergency Preparedness Advisory Commission (EPAC) Charter
 (Date of County Board action to adopt or update Charter)

Introduction: The Arlington Emergency Preparedness Advisory Commission (Arlington EPAC or "EPAC") is created as an advisory body by the County Board of Arlington County, Virginia. It will act as the County's overarching emergency preparedness advisory group and will serve as the defacto Arlington Citizen Corps Council (CCC) as well as satisfy the requirements in law for the County to have a Local Emergency Planning Committee (LEPC). The Commission is created in recognition that preparedness efforts must be collaborative and, when confronted with a crisis, the County and community must respond as a system in order to ensure the greatest service to those in need.

Mission: The EPAC will provide policy and policy implementation (i.e., planning, strategy, budget and improvement) advice to the County Board on Arlington's emergency preparedness and ability to respond to all hazard emergencies. Focus will be to ensure that Arlington is a safe, well-prepared and resilient place to live, work, and visit. EPAC will be a community forum focused on assisting with providing preparedness information to residents, the business community, and visitors and coordinating and integrating the efforts of Arlington's schools, civic and service organizations, businesses, and other government and non-government organizations located in Arlington with County, state and federal emergency preparedness organizations.

Governing Documents:

Functions and Scope: The EPAC shall carry out the following functions:

1. Recommend to the County Board measures to integrate community groups, businesses and individual citizen activities with government emergency planning activities.
2. Review and advise the County Board on Arlington County emergency preparedness policies as well as those related to the implementation of policy such as planning, strategy, budget, staffing and opportunities for improvement related to policy areas.
3. Execute the functions of a Local Emergency Planning Committee in compliance with SARA Title III, the Emergency Planning and Community Right-to-Know Act of 1986.
4. Participate, as appropriate, with the Planning Commission's Site Plan Review Committees and Long Range Planning Committee. Provide policy and policy implementation recommendations as may be appropriate to guide emergency preparedness and safety issues in the overall consideration of long range plans and site plans.
5. Review and advise the County Board on budget and staffing planning related to emergency preparedness, mitigation, response, and recovery.
6. Provide a periodic forum for community input to local emergency planning, mitigation, preparedness, response, and recovery activities.
7. Bring matters to the Board's attention related to policy implementation or the need for new or revised policies.
8. Provide direct recommendations and advice on specific agenda items coming before the Board or policy matters.
9. Ensure that all external communication is vetted with the County Board Liaison.
10. Be emergency preparedness ambassadors within the community.
11. Convene community dialogues, as appropriate, to help educate the Arlington community about important emergency preparedness decisions and actions facing the County.
12. Work cooperatively with, and serve as a sounding board for, staff as ideas and proposals are developed.

Comment [SV1]: *Include any additional context for the creation of the group which you believe is pertinent to its on-going purpose or federal or state requirements that the group must meet.*

Comment [SV2]: We need to find out more regarding these requirements and determine whether we meet them. <https://www.ready.gov/citizen-corps>

Comment [SV3]: Does CERT also tie in? <https://www.ready.gov/community-emergency-response-team>

How about COG, DC Metro, Virginia, and FEMA Emergency preparedness?

Comment [SV4]: We also need to find out more about this. It appears required composition may be different than EPAC. How it relates to the Emergency Policy Team listed on p 9 of the CEMP <https://arlingtonva.s3.dualstack.us-east-1.amazonaws.com/wp-content/uploads/sites/6/2017/04/CEMP-2017-FINAL.pdf>

A couple helpful resources: <http://www.vaemergency.gov/emergency-management-community/emergency-management-plans/local-emergency-planning-committee-toolkit/>

<https://www.alexandriava.gov/LEPC>
<http://www.pwcgov.org/government/dept/FR/documents/006698.pdf> ... [1]

Comment [SV5]: *The policy advice area should be clearly articulated as well as any obligation to interact with the broader Arlington community.*

Deleted: To

Deleted: ,

Comment [SV6]: *List all adopted policy documents that pertain to the advisory group's mission. Need to dete* ... [2]

Comment [SV7]: I have requested assistance from Sarah to obtain the Board-adopted policy documents. While there will be a list, we should also include th ... [3]

Comment [SV8]: *include annual activity requirements and other tasks or review functions that are part of the group's work. The insert group name shall keep coun* ... [4]

Comment [SV9]: This corresponds with the Communications Plan/Community Engagement Plan I mentioned at the February meeting. ... [5]

Deleted:

Comment [SV10]: Again, we need to know more about these requirements, whether EPAC has the ability { ... [6]

Deleted: and

Comment [SV11]: Items 7-12 are copied directly from the Advisory Group handbook, which states what the Board expects of Committees ... [7]

Membership: The EPAC shall be comprised of twelve to seventeen Commission members who shall be appointed for three-year terms by the County Board. If reappointed, they shall be permitted to serve no more than six (6) consecutive years. Commission members will include:

- 7-12 members – At-Large
- 1 member – representing the Arlington Chapter, American Red Cross
- 1 member – representing the Civic Federation
- 1 member – representing the Chamber of Commerce or Arlington NVBIA/NAIOP/AOBA
- 1 member – representing the Arlington School Board
- 1 member – representing Virginia Hospital Center – Arlington

Note: 2 of the “at large” members must serve on the LEPC and will be appointed by the County Board to the commission for that purpose - 1 Chair, LEPC and 1 Vice Chair, LEPC.

At-Large members must be Arlington County residents. The Arlington County Advisory Group Handbook will be followed for member recruitment, application, appointment and orientation. Preference will be given to candidates who have

All members serve at the pleasure of the Board.

EPAC members are expected to serve a liaison function to interested parties in Arlington including any group who has formally submitted their name for membership. A member of the Commission who fails to attend three (3) EPAC meetings in a single year without notice or explanation to the Chair, or staff, may be asked to resign his or her remaining term on the Commission. The Commission Chair, after consultation with the County Board liaison, shall notify the member if such an action is warranted. Should a vacancy arise mid-term, the County Board may appoint a replacement to serve out the remainder of that departing member’s term.

In addition, local, state or federal organizations with an interest in Arlington emergency preparedness may, upon request, receive notice of meetings and designate a liaison (non-voting) to EPAC. Similarly, EPAC may designate Committee members as liaisons to other Arlington County Committees and/or local, state or federal emergency preparedness organizations.

Members are expected to perform their duties and responsibilities relating to Arlington’s wide array of potential emergencies. The EPAC shall keep the County and community leadership apprised of issues and actions regarding the preparedness and resilience of Arlington to potential natural and man-made disasters. The Commission will self-monitor its activities and progress in fulfilling this mission.

Chair and Committee Membership: The County Board shall appoint a Chair. The Commission will choose the Vice Chair to serve when the Chair is not available. The EPAC may create committees to accomplish specific Commission missions. The Chair shall appoint committee leadership.

Comment [SV12]: The *insert name* shall be comprised of *insert #* members. These members are drawn from *insert pertinent information – commissions, neighborhoods, advocacy groups, at large* are all categories that have been used. The County Board will appoint and maintain a roster of members including:

Insert requirements including geographic, and if appropriate, demographic specifics. For example, Members will be appointed for two-year terms, and with reappointment, shall be permitted to serve no more than six (6) consecutive years (unless term limits directed by the State).

All members serve at the pleasure of the Board *Insert Group name* members are expected to serve a liaison function to interested parties in Arlington including any group who has formally submitted their name for membership. A member of the Commission who fails to attend three (3) *insert Group name* meetings in a single year without notice or explanation to the Chair, or staff, may be asked to resign his or her remaining term on the Commission. The Commission Chair, after consultation with the County Board liaison, shall notify the member if such an action is warranted. . Should a vacancy arise mid-term, the County Board may appoint a replacement to serve out the remainder of that departing member’s term.

Chair, Vice Chair (if applicable) and Committees (if applicable): The County Board shall appoint a Chair of ... [8]

Comment [SV13]: This is from the charter template. Do we want this?

Deleted: to serve at the pleasure of the County Board:

Comment [SV14]: I don’t understand this paragraph. It needs to be reviewed along with the earlier LEPC requirements.

Comment [SV15]: I don’t see this listed anywhere but could have missed it.

Comment [SV16]: <https://arlingtonva.s3.dualstack.us-east-1.amazonaws.com/wp-> ... [9]

Comment [SV17]: Do we include that they need to have attended at least one EPAC meeting, provide(... [10]

Deleted: A member of the Commission who fails to attend three (3) Commission meetings in a single year without providing advance notice to the Commission Chair, ... [11]

Deleted: identification of preparedness needs and planning for response to a

Deleted: that the County could face

Comment [SV18]: *Example: The insert group name may create committees, as necessary, to accomplish specific Group Name missions and the Chairman shall appo(... [12]*

Deleted: Chair and Committees. A Chair shall be designated by the County Board.

Deleted: , as necessary,

Deleted: and t

Deleted: man

Committee membership may include persons who are not on the Commission with approval from the Chair.

Staff Liaison: The County Manager shall appoint a member of staff from the Department of Public Safety Communications and Emergency Management (DPSCEM) to serve as liaison to the EPAC.

Meetings: The EPAC will meet as needed to adequately fulfill its role and responsibilities outlined in this charter. The EPAC will meet at least quarterly. All meetings will comply with Virginia Open Meeting requirements and the Freedom of Information Act. All meetings of the full Commission will be advertised on the County-maintained website of the Commission, with meeting time and location, and are open to the public. All materials distributed to the Commission members, meeting agendas, and meeting minutes will be made available to the public in a timely manner through publication on the Commission website.

The Advisory Group Handbook provides additional information on the conduct of meetings as well as communication protocols that should guide all members in their advisory group work.

Reporting to the Board: The EPAC will provide recommendations to the County Board about emergency preparedness. The EPAC will at a minimum submit an annual report to the County Board after consultation with the Board Liaison. EPAC may, from time to time, be asked to provide comment at a regular Board meeting or Board worksession. This may include, but is not limited to, testimony on budget and capital spending priorities. The Chair will consult with the staff liaison and review the published public hearing schedules.

Update of this Charter: From time to time, EPAC shall review this charter to assure that it meets current needs. Any requests for changes must be processed through the Board Liaison.

Comment [SV19]: The County Manager shall appoint a member of staff from the *insert department* to serve as liaison to the *insert name of Group*.

Formatted: Comment Text

Comment [SV20]: The *Group name* will meet as needed to adequately fulfill its role and responsibilities outlined in this charter. *Provide guidance on minimum frequency of meetings.*

All meetings will comply with Virginia Open Meeting requirements and the Freedom of Information Act. All meetings of the full Commission will be advertised on the County-maintained website of the Commission, with meeting time and location, and are open to the public. All materials distributed to the Commission members, meeting agendas, and meeting minutes will be made available to the public in a timely manner through publication on the Commission website. The Advisory Group Handbook provides additional information on the conduct of meetings as well as communication protocols that should guide all members in their advisory group work

Formatted: Font:Not Italic

Deleted: All meetings will be conducted in accordance with applicable laws, including FOIA. All meetings shall be open to the public, minutes will be taken and all minutes will available for public review.

Formatted: Font:Calibri, 11 pt, Italic

Comment [SV21]: The *group name* will provide recommendations to the County Board about *area of responsibility*. The *group name* will at a minimum submit an annual report to the County Board after consultation with the Board Liaison. *Group Name* may, from time to time, be asked to provide comment at a regular Board meeting or Board worksession. In addition, testimony from advisory groups on budget and capital spending priorities is always welcome. The Chair should consult with the staff liaison and review the published public hearing schedules.

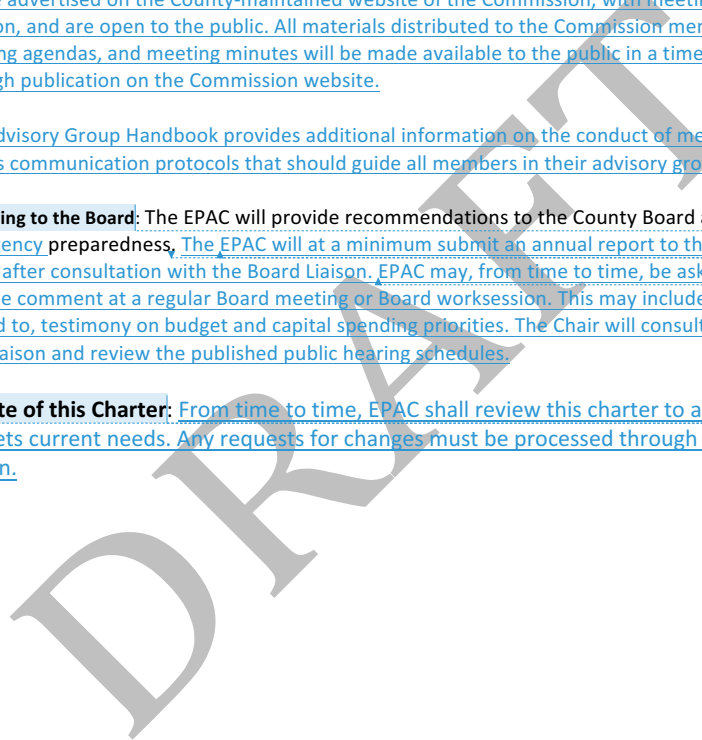
Deleted: goals

Formatted: Font:Not Italic

Formatted: Font:Not Italic

Comment [SV22]: From time to time, the *group name* shall review this charter to assure that it meets current needs. Any requests for changes must be processed through the Board Liaison.

Deleted: The EPAC will submit annual reports to the County Board about County preparedness. .



Page 1: [1] Commented **S Valencia** **3/14/18 7:32:00 PM**

We also need to find out more about this. It appears required composition may be different than EPAC. How it relates to the Emergency Policy Team listed on p 9 of the CEMP <https://arlingtonva.s3.dualstack.us-east-1.amazonaws.com/wp-content/uploads/sites/6/2017/04/CEMP-2017-FINAL.pdf>

A couple helpful resources:

<http://www.vaemergency.gov/emergency-management-community/emergency-management-plans/local-emergency-planning-committee-toolkit/>

<https://www.alexandriava.gov/LEPC>

<http://www.pwcgov.org/government/dept/FR/documents/006698.pdf>

[http://www.pwcgov.org/government/dept/FR/Pages/Local-Emergency-Planning-Committee-\(LEPC\).aspx](http://www.pwcgov.org/government/dept/FR/Pages/Local-Emergency-Planning-Committee-(LEPC).aspx)

<http://www.pwcgov.org/government/dept/FR/Documents/LEPC%20Membership%20List%207-13.pdf>

Page 1: [2] Commented **S Valencia** **3/14/18 10:07:00 AM**

List all adopted policy documents that pertain to the advisory group's mission. Need to determine whether Board approves all policies.

Page 1: [3] Commented **S Valencia** **3/14/18 9:55:00 AM**

I have requested assistance from Sarah to obtain the Board-adopted policy documents. While there will be a list, we should also include that governing documents will include EP policies developed after the charter is approved even if they are not listed.

Page 1: [4] Commented **S Valencia** **3/14/18 10:08:00 AM**

include annual activity requirements and other tasks or review functions that are part of the group's work. The insert group name shall keep county, schools (if applicable) and community leadership apprised of issues and actions regarding the insert a few word summary of the mission

Page 1: [5] Commented **S Valencia** **3/14/18 2:14:00 PM**

This corresponds with the Communications Plan/Community Engagement Plan I mentioned at the February meeting.

Page 1: [6] Commented **S Valencia** **3/14/18 7:30:00 PM**

Again, we need to know more about these requirements, whether EPAC has the ability to meet them, the role of the Emergency Policy Team (see CEMP p 9), etc

Page 1: [7] Commented **S Valencia** **4/20/18 3:07:00 PM**

Items 7-12 are copied directly from the Advisory Group handbook, which states what the Board expects of Committees <https://arlingtonva.s3.dualstack.us-east-1.amazonaws.com/wp-content/uploads/sites/5/2014/02/Advisory-Group-Handbook-2014.pdf> p 6 except that I added "emergency preparedness".

The *insert name* shall be comprised of *insert #* members. These members are drawn from *insert pertinent information – commissions, neighborhoods, advocacy groups, at large are all categories that have been used*. The County Board will appoint and maintain a roster of members including:

Insert requirements including geographic, and if appropriate, demographic specifics. For example, Members will be appointed for two-year terms, and with reappointment, shall be permitted to serve no more than six (6) consecutive years (unless term limits directed by the State).

All members serve at the pleasure of the Board

Insert Group name members are expected to serve a liaison function to interested parties in Arlington including any group who has formally submitted their name for membership. A member of the Commission who fails to attend three (3) *insert Group name* meetings in a single year without notice or explanation to the Chair, or staff, may be asked to resign his or her remaining term on the Commission. The Commission Chair, after consultation with the County Board liaison, shall notify the member if such an action is warranted. . Should a vacancy arise mid-term, the County Board may appoint a replacement to serve out the remainder of that departing member's term. Chair, Vice Chair (if applicable) and Committees (if applicable): The County Board shall appoint a Chair *or per their bylaws, the Group shall elect a chair and forward the name to the Board for formal appointment*

Also, one member of the group may be appointed by the County Board *or the Group* to serve as Vice- chair when the Chair is unavailable.

<https://arlingtonva.s3.dualstack.us-east-1.amazonaws.com/wp-content/uploads/sites/5/2014/02/Advisory-Group-Handbook-2014.pdf>

Reference: p5

Do we include that they need to have attended at least one EPAC meeting, provided input, etc? The handbook suggests that people attend prior to submitting application but does not require it.

A member of the Commission who fails to attend three (3) Commission meetings in a single year without providing advance notice to the Commission Chair, or staff, of a legitimate reason for the absence may be asked to resign his or her remaining term on the Commission. The Commission Chair, after consultation with the County Board liaison, shall notify the member if such an action is warranted.

Example: The insert group name may create committees, as necessary, to accomplish specific Group Name missions and the Chairman shall appoint committee leadership. Committee membership may include persons who are not on the group name.