

**Minutes**  
**Nevada State Emergency Response Commission (SERC)**

**Funding Committee Meeting**

**Professional Engineers & Land Surveyor's State Board Room**  
**1755 E. Plumb Lane, Suite 130**  
**Reno, Nevada**

**July 7, 2008**

**Members Present**

Susan Crowley  
Larry Farr  
John Helmreich

**Staff**

Suzanne Adam  
Karen Pabón

**Guests**

David Albert  
Joe Curtis  
Alex Echo  
Shalene Ferreira (teleconferenced)  
John McCormick  
Kathi Menath  
Reese Tietje  
Jim Wright

**I. Call to Order**

Larry Farr called the meeting to order at 9:05 a.m.

**II. Introductions**

Members, staff, and guests introduced themselves as shown above. A quorum was present.

**III. \*Approval of March 26, 2008 meeting minutes**

Susan Crowley made a motion to approve the minutes of the March 26, 2008 meeting. John Helmreich seconded the motion which was approved unanimously.

**IV. New Business**

**A. \*Discussion/Review/Approval of U.S. Department of Transportation Hazardous Materials Emergency Preparedness (HMEP) mid-cycle grant applications submitted by Local Emergency Planning Committees (LEPCs)**

Karen Pabón advised an HMEP mid-cycle grant application was received from Washoe LEPC July 2, 2008. Washoe LEPC is requesting \$4,280 to send four people to Continuing Challenge training conference in Sacramento, CA.

Ms. Pabón stated there is \$20,324 available in HMEP Training.

Mr. Helmreich made a motion to approve the HMEP mid-cycle grant request from Washoe County LEPC contingent on becoming administratively compliant. Ms. Crowley seconded the motion which was approved unanimously.

**B. \*Discussion/Review/Recommendation of fiscal year 2009 United We Stand grant applications submitted by the LEPCs and State agencies to the SERC**

Ms. Pabón advised there will be an anticipated \$384,000 available that will be balanced forward for this fiscal year. In addition, there will be another \$400,000 coming in during the course of next fiscal year.

Mr Farr recommended reviewing the grant applications for the State agencies and LEPCs attending this meeting.

*Supreme Court* – Mr. Farr advised the Supreme Court is requesting \$21,950 for screening equipment. John McCormick stated the Supreme Court is requesting a portable parcel x-ray scanner for narcotics and weapons for use when having high profile cases at the Supreme Court and scanning mail (mail bombs).

Ms. Pabón advised the United We Stand (UWS) grant is for preparedness to combat terrorism. The application asks for the applicants to address the three evaluation factors. The three evaluation factors are 1) threat and risk/mitigation, 2) infrastructure protection/mitigation and 3) accomplishment of objectives of initiatives in the State Enhancement Plan for Homeland Security A discussion ensued. Mr. Farr stated the Supreme Court's request addressed the evaluation factors.

Mr. Helmreich made a motion to recommend approval of the Supreme Court's request for \$21,950 for an x-ray scanner. Ms. Crowley seconded the motion which was approved unanimously.

Ms. Pabón stated SERC policy is that no more than 20% of the money available be awarded to State agencies, which totals approximately \$156,800. The committee might have to reduce awards to keep within the 20%.

*Department of Administration/Budget* – Mr. Farr advised the Department of Administration is requesting \$30,000 for a security gate. Reese Tietje advised the security gate will restrict access to the parking lot behind the Capitol

building. Mr. Tietje also stated UWS funds were awarded to the Dept. of Administration last year and deobligated because the cost was determined to be more than the requested amount. Ms. Crowley asked Mr. Tietje to explain how the security gate fits into the criteria for preparedness to combat terrorism. Mr. Tietje advised the security gate would reduce the threat to the structure by banning access to the Capitol building and the Blasdel building. The Capitol building houses the Governor, the State Controller, the Secretary of State and the Treasurer. It also represents a prime target just as a landmark and symbol of State government. The Dept. of Administration fits into the State Emergency Plan because it oversees Purchasing, Motor Pool, Buildings and Grounds, agencies that would help the State to respond to an emergency should it occur. The Department of Administration is based in the Blasdel building. The security gate is designed to negate these risks. David Albert stated the Department of Homeland Security (DHS) conducted a study and found that one of the highest security priorities was to restrict access to the driveways on the Capitol building campus.

Ms. Crowley made a motion to recommend approval of the Department of Administration's request for \$30,000 for a security gate. Mr. Helmreich seconded the motion which was approved unanimously.

*Controller's Office* – Mr. Farr advised the State Controller's Office is requesting \$29,836 for a card key entry system. Alex Echo stated the Controller's Office houses the computing systems for the State of Nevada's financial system. The Controller's Office prepares checks for the school system, state and city governments. In case of a terrorist attack, the Controller's Office needs to keep commerce going. The DHS also did a study of the Controller's Office and having a card key entry system was the top priority as this office is a high profile target.

Mr. Helmreich made a motion to recommend approval of the State Controller's Office request for \$29,836 for a card key entry system. Ms. Crowley seconded the motion which was approved unanimously.

*Storey LEPC* – Mr. Farr advised the Storey LEPC is requesting \$29,786 for a radio, a generator and communications equipment. Joe Curtis stated for the past several years the LEPC has been building up a communications and mobile command unit and the UWS money has funded some of that in the past. The mobile command unit is functional but Storey LEPC is continually upgrading it so that if the Emergency Operations Center (EOC) is compromised for whatever reason, the mobile command unit can take on the functions of the EOC. Mr. Curtis stated the mobile command unit was used in their last exercise on June 14, 2008. The LEPC utilized it in terms of hazardous materials, mass casualty incident, preliminary damage assessment incident and an EOC incident. The LEPC wants the mobile command unit to be able to function in the environments of any of the State's counties, which is why the LEPC is request the 800 mhz radios. The generator this is for

purposes of providing backup capabilities for Storey County's primary public works facility, which includes all of the LEPC's public works equipment and fueling capabilities, and being able to maintain the equipment. It will be a fixed generator for fueling without having to go outside Storey County.

Ms. Crowley made a motion to recommend approval of Storey LEPC's grant request for \$29,786 for a radio, a generator and communications equipment. Mr. Helmreich seconded the motion which was approved unanimously.

*Clark LEPC* – Mr. Farr advised the Clark LEPC is requesting \$30,000 for a robot gas detector and radiation detector. Shalene Ferreira stated the North Las Vegas Police Department is requesting the robot gas detector for their SWAT team for response to domestic terrorism. A discussion ensued.

Ms. Crowley made a motion to recommend approval of Clark LEPC's grant request for \$29,994 for a robot gas detector and radiation detector contingent on submission of quotes. Mr. Helmreich seconded the motion which was approved unanimously.

A discussion ensued regarding taking agenda Item C out of order as Jim Wright, State Fire Marshal's Office, was present. Mr. Wright indicated he planned to stay for the entire meeting so the committee could continue with review of the UWS grant requests.

*Department of Conservation and Natural Resources* – Mr. Farr advised the Department of Conservation and Natural Resources is requesting \$30,000 for nine concrete planter boxes and unknown cost of shipping. The cost of the concrete planter boxes is \$6,094. A discussion ensued about the cost of the shipping.

Ms. Crowley made a motion to recommend approval of the Department of Conservation and Natural Resources request for \$6,094 for the concrete planter boxes with no award for shipping as no amount or quote was provided. Mr. Helmreich seconded the motion which was approved unanimously.

*Legislative Police* – Mr. Farr advised the Legislative Police is requesting \$29,501 for bollards and an electric security gate. Ms. Pabón stated originally they did not have quotes for shipping and cement. An amended application and quote were received by staff on July 3, 2008. A discussion ensued.

Ms. Crowley made a motion to recommend approval of the Legislative Police's amended request for \$30,000 for bollards and an electric security gate. Mr. Helmreich seconded the motion which was approved unanimously.

*UNLV Police* – Mr. Farr advised the UNLV Police is requesting \$23,230.64 for surveillance cameras. A discussion ensued regarding use of the funds for

anti-terrorism. Mr. Farr stated UNLV had not identified the second and third factors of the grant application.

Ms. Crowley made a motion to recommend denial of UNLV Police's request for \$23,230.64 due to not addressing the evaluation factors set forth in the grant application and in SERC Policy 8.2a, and for not addressing aspects of anti-terrorism. Mr. Helmreich seconded the motion which was approved unanimously.

*The Committee took a break at 10:37 a.m.*

*The Committee reconvened at 10:45 a.m.*

*Carson City LEPC* – Mr. Farr advised Carson City LEPC is requesting \$29,475 for an emergency weather network. Mr. Helmreich stated it was difficult to relate this request to combating terrorism. A discussion ensued.

Ms. Crowley made a motion to recommend approval of Carson City LEPC's grant request for \$29,475 for an emergency weather network. Mr. Farr seconded the motion. A vote was taken with Mr. Helmreich opposing. The motion was carried.

*Churchill LEPC* – Mr. Farr advised Churchill LEPC is requesting \$30,051.37 for a radio, satellite phone, and communications equipment. The LEPC has not approved this grant request in a meeting and is noncompliant. A discussion ensued.

Mr. Helmreich made a motion to recommend denial of Churchill LEPC's grant request for \$30,051.37 due to not addressing the evaluation factors set forth in the grant application and in SERC Policy 8.2a. Ms. Crowley seconded the motion which was approved unanimously.

*Douglas LEPC* – Mr. Farr advised Douglas LEPC is requesting \$22,908 for radio repeaters, is not administratively compliant and did not address the evaluation factors. A discussion ensued.

Ms. Crowley made a motion to recommend denial of Douglas LEPC's grant request for \$22,908 due to not addressing the evaluation factors set forth in the grant application and in SERC Policy 8.2a. Mr. Farr seconded the motion. A vote was taken with Mr. Helmreich opposing. The motion was carried.

Ms. Crowley recommended having another grant cycle to allow compliance with the grant application. A discussion ensued. The committee decided not to recommend another UWS grant cycle.

*Esmeralda LEPC* – Mr. Farr advised Esmeralda LEPC is requesting \$30,000 for spare equipment for communications. A discussion ensued.

Mr. Helmreich made a motion to recommend denial of Esmeralda LEPC's grant request for \$30,000 due to not addressing the evaluation factors set forth in the grant application and in SERC Policy 8.2a. Ms. Crowley seconded the motion which was approved unanimously.

*Lander LEPC* – Mr. Farr advised Lander LEPC is requesting \$29,726 for classroom disaster kits, projectors, a generator, atmospheric detectors, laptops, binoculars and spotting scopes. Ms. Pabón stated Lander LEPC is missing the quote for the classroom disaster kit. The LEPC had the meeting approving the grant application on June 10, 2008 but have not submitted a copy of the minutes to staff. A discussion ensued.

Ms. Crowley made a motion to recommend approval of Lander LEPC's grant request for \$29,726 contingent on submission of a quote for the classroom disaster kit and meeting minutes. Mr. Helmreich seconded the motion which was approved unanimously.

*Lincoln LEPC* – Mr. Farr advised Lincoln LEPC is requesting \$30,000 for Ethernet connection, fire truck equipment, laptop with Bluetooth and supplies. They have partial quotes. The LEPC is noncompliant for not meeting the 45 day deadline to submit an updated emergency response plan. A discussion ensued. Ms. Pabón stated the printer and cartridges requested should come from Operating funds of the SERC grant.

Mr. Helmreich made a motion to recommend denial of Lincoln LEPC's grant request due to not addressing the evaluation factors set forth in the grant application and in SERC Policy 8.2a. Ms. Crowley seconded the motion which was approved unanimously.

*Lyon LEPC* – Mr. Farr advised Lyon LEPC is requesting \$30,000 for night vision devices, SCBA bottles, radios, a response trailer and equipment. They are noncompliant for not having a signed incident report for the Fernley levee incident, no meeting minutes from November 2007 meeting and no current dated Letter of Promulgation. A discussion ensued.

Ms. Crowley made a motion to recommend denial of Lyon LEPC's grant request for \$30,000 due to not addressing the evaluation factors set forth in the grant application and in SERC Policy 8.2a. Mr. Helmreich seconded the motion which was approved unanimously.

*Mineral LEPC* – Mr. Farr advised Mineral LEPC's is requesting \$29,859 for a propane generator and an extendo bed for a command vehicle. Some quotes were received for equipment; however, staff needs a complete quote for the extendo bed. Mr. Farr stated there was no indication of who would be paying for propane lines. Ms. Pabón advised it was noted in the application that the request did not include propane lines. A discussion ensued.

Mr. Helmreich made a motion to recommend denial of Mineral LEPC's grant request for \$29,859 due to not addressing the evaluation factors set forth in the grant application and in SERC Policy 8.2a. Ms. Crowley seconded the motion which was approved unanimously.

*Nye LEPC* – Mr. Farr advised Nye LEPC is requesting \$29,747 for interface and radio equipment, Level A suits and testers. A discussion ensued.

Mr. Helmreich made a motion to recommend approval of Nye LEPC's grant request for \$29,747 for the radio equipment, Level A suits and testers. Ms. Crowley seconded the motion which was approved unanimously.

*Pershing LEPC* – Mr. Farr advised Pershing LEPC is requesting \$29,945 for CBRN packs, mass casualty and evacuation response trailer and radios. A discussion ensued.

Ms. Crowley made a motion to recommend approval for Pershing LEPC's grant request for \$29,945 for CBRN packs, mass casualty and evacuation response trailer and radios. Mr. Helmreich seconded the motion which was approved unanimously.

*Washoe LEPC* – Mr. Farr advised Washoe LEPC is requesting \$30,000 for respirators, coveralls, SCBAs, a laptop, radios, hazmat suits and gas mask cartridges. The LEPC is noncompliant with an exercise report. A discussion ensued.

Ms. Crowley made a motion to recommend approval of Washoe LEPC's grant request contingent on submission of an exercise report. Mr. Helmreich seconded the motion which was approved unanimously.

*White Pine LEPC* – Mr. Farr advised White Pine LEPC is requesting \$30,000 for a radio repeater, personal protective equipment and a laptop. A discussion ensued.

Ms. Crowley made a motion to recommend denial of White Pine LEPC's grant request due to not addressing the evaluation factors set forth in the grant application and in SERC Policy 8.2a. Mr. Helmreich seconded the motion which was approved unanimously.

**C. \*Discussion/Review/Recommendation of ongoing hardware, software and support/maintenance costs for the Nevada Online Hazardous Materials Reporting System**

Ms. Pabón stated this item was on the agenda for the last SERC meeting and was referred to this committee. Replacement hardware will cost more than \$50,000. There is an ongoing maintenance support contract, with the vendor

IDSi, Oracle software license and VeriSign license which are needed to support the database.

Jim Wright advised that with the budget instructions, neither SERC nor SFM will be able to budget additional funding for these costs. Mr. Wright stated the Department of Public Safety/Information Technology advised the four servers will need to be replaced.

Mr. Farr asked what the annual costs were for the hardware and software and support/maintenance costs. Ms. Pabón estimated the annual cost of operating licenses for the hazardous materials database to be approximately \$11,500.

A discussion ensued about the life span of the current servers and the possibility of the SERC funding the costs. Ms. Pabón recommended not replacing the servers at this time since they just went into use for this program in March 2008.

Mr. Farr recommended a Letter of Understanding between the SFM and SERC that defines parameters of money spent on the database program.

Ms. Crowley made a motion to recommend SERC fund up to \$12,000 for continuing operating costs on an annual basis and develop a Letter of Understanding between the SFM and SERC regarding the ongoing costs, labor input and that the letter would be reviewed in a two year cycle. Mr. Helmreich seconded the motion which was approved unanimously.

**D. \*Discussion/Recommendation regarding possible increase of maximum amount that can be requested by grantees when submitting the FY 2009 HMEP grant applications**

Mr. Farr advised currently the HMEP grant is capped at \$25,000, while SERC and UWS grants are capped at \$30,000. Ms. Pabón stated the HMEP grant is expected to increase this year. The Training grant will increase from \$91,000 to \$160,000. The Planning grant will increase from \$63,000 to \$103,000. Ms. Pabón added travel costs have increased so it would take more money to send the same amount of people to HazMat Explo.

Ms. Crowley made a motion to recommend to SERC the cap on the HMEP grant applications increase from \$25,000 to \$30,000, making it consistent with the other applications and to accommodate the higher cost of travel and the economy. Mr. Helmreich seconded the motion which was approved unanimously.

**E. \*Discussion/Recommendation regarding use of SERC grant funds for payment of supplies needed for delivery of the training of the hazardous materials database. Supplies include binders, copies of training manual, compact discs.**

Ms. Pabón advised this committee approved a \$10,000 contract for hiring an instructor from Truckee Meadows Community College. The contract is expected to be approved by the State Board of Examiners on July 8, 2008. A discussion ensued about the amount of training supplies needed. The estimated cost is \$3,750.

Ms. Crowley made a motion to recommend approval of up to \$5,000 for training materials for the hazardous materials database. Mr. Helmreich seconded the motion which was approved unanimously.

**V. Public Comment**

There was no public comment.

**VI. \*Adjournment**

Mr. Helmreich made a motion to adjourn at 1:00 p.m.

DRAFT