

Minutes

Nevada State Emergency Response Commission (SERC)

Information Technology (IT) Committee Meeting

**Professional Engineers and Land Surveyor's State Board
1755 E. Plumb Lane, Suite 130
Reno, NV**

March 26, 2008

Members Present

Richard Brenner, Chair
Susan Crowley
Carolyn Levering
Steve Noyes (Teleconferenced)

Members Absent

Jeff Page
Doyle Sutton
Doug Webb

Staff

Suzanne Adam
Karen Pabòn

Guests

Danny Brennan
Dana Howry
Sandy Smith
Jim Wright

I. Call to Order

Richard Brenner called the meeting to order at 2:08 p.m.

II. Introductions

Members, staff and guests introduced themselves as shown above.

III. *Approval of the April 5, 2007 Meeting Minutes

Carolyn Levering made a motion to approve the minutes of the April 5, 2007 meeting. Susan Crowley seconded the motion which was approved unanimously.

IV. New Business

A. *Discussion/Review/Recommendation regarding prioritization and funding of the Hazardous Materials Database enhancements

Mr. Brenner explained the hazardous materials database enhancement priority sheet (handout).

Jim Wright, State Fire Marshal, gave a brief background of what brought the State Fire Marshal's Office (SFM) and SERC to this point. The joint

database project has been ongoing for several years and SERC and SFM are now at a point of accepting the basic program. As both SERC and SFM began testing and utilizing the database, the items listed in the handout are needed to improve upon the base program to enable both the SERC and SFM to do those behind the scene functions to make the program successful. Mr. Wright further stated the behind the scenes administrative and financial structure needs these enhancements to properly follow through. Mr. Wright advised SFM found the prioritized items to be interconnected.

Ms. Crowley stated this Committee and SERC need to be generous in recognizing all the items listed will make managing this program easier.

Sandy Smith, Dept. of Information Technology (DOIT), stated SERC and SFM are in a very strong position from a technology standpoint with this browser-based program.

Steve Noyes, Dept. of Public Safety/Information Technology, asked if the program was compatible with the National Information Exchange Model (NIEM). Ms. Smith advised the system was not compatible as that is not a requirement. In terms of data exchanging, it is where SERC and SFM need to be technology-wise. Any needed data mapping changes are external to the vendor.

In discussion of the enhancement KJP008, Ms. Crowley suggested the Committee recommend approval of the enhancement. A discussion ensued as to how this Committee would address the items.

Ms. Smith advised there are two ways deciding what gets paid; cost benefit or return on investment. She advised doing enhancements over and over will get expensive. Going through the testing process, disrupting the system over and over, every time the system is opened there is a potential to create a new problem.

Ms. Pabòn advised whenever there are enhancements requested, the funding issues need to go through the contract process, i.e., the Board of Examiners for contract approval, the Interim Finance Committee to get funds, and/or go through the whole budget process of the Legislature. Ms. Crowley asked if SERC could add enhancement costs as line items to the budget and each year there would be funds set aside that go toward the maintenance of the hazardous materials database. Ms. Pabòn advised maintenance and enhancements were two different items. Support and maintenance will be under a contract with the vendor for the regular problems that need to be fixed and budgeted through the State budget process.

Mr. Brenner advised maintenance costs are approximately \$3,600 per year. Initially, the LEPCs gave money out of the grant process to help pay for this system. In the future, the LEPC budgets are not going to increase but, in fact, may get reduced. He also advised ongoing costs of hardware such as servers, routers and switches need to be reviewed for budgeting purposes.

Ms. Levering asked what sources, outside of operating budgets, is accessible to pay for these enhancements. Ms. Pabón advised the outside source is the SERC fee funds.

Mr. Noyes asked if there was a disaster recovery scenario set up for this application. Ms. Pabón stated SERC has a disaster recovery server built into the project which will be housed in Las Vegas.

Ms. Levering asked if the United We Stand grant funds could be utilized for these enhancement items. Ms. Crowley advised the database is not going to be used for combating terrorism.

SFM staff explained most enhancement items identified are intertwined. Ms. Pabón explained most items stand alone. Mr. Wright explained that he has had to change the organization of staff recently for a “helpdesk” for the program, that had not been previously planned.

Ms. Levering recommended funding all or, if a compromise is needed, fund the items acknowledged as high priority by both SERC and SFM.

Ms. Smith advised this is a large number of program enhancements and can be categorized into three groups: audit concerns, printing concerns, and user interface.

The Committee recommended \$45,000 from the SERC fee funds for hazardous materials database enhancements. Part of these funds will be used for the hiring of a project manager to assist through the rollout of the program. The hiring of the project manager should be done as soon as possible.

No action was necessary.

V. Public Comment

There was no public comment.

VI. *Adjournment

Ms. Levering made a motion to adjourn the meeting at 3:35 p.m.