

Minutes

Nevada State Emergency Response Commission (SERC)

Planning & Training Subcommittee Meeting

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

October 2, 2008

Members Present

Carolyn Levering, Chair
Marge Gunn – Teleconferenced
Aaron Kenneston
Richard Brenner, Ex-Officio

Members Absent

Gary Corona
Steve Tognoli

Staff

Suzie Adam
Shelley Fleming
Karen Pabón

Guests

Joe Curtis
Tammy James
Mark Langston
Cherie Nevin

I. Call to Order

Carolyn Levering called the meeting to order at 9:00 a.m.

II. Introductions

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

III. *Approval of the March 26, 2008 Meeting Minutes

Aaron Kenneston made a motion to approve the minutes of the March 26, 2008 meeting. Marge Gunn seconded the motion which was approved unanimously.

IV. New Business

- A. *Discussion/Review/Recommendation of fiscal year 2009 U.S. Department of Transportation (USDOT), Hazardous Materials Emergency Preparedness (HMEP) grant applications received from Local Emergency Planning Committees (LEPCs) and State agencies**

Ms. Levering stated the purpose of the Committee, with respect to the HMEP grant applications, was to determine the training requested meets the level of response stated by the LEPC in its hazmat response plan. The majority of the training is for Hazmat Explo. There are some other training and planning requests the Committee needs to review and make recommendations to the Funding Committee.

Carson City LEPC – Ms. Levering advised Carson City LEPC’s grant request includes grant funds for additional training for a flammable liquids course that has been denied by the Department of Public Safety (DPS), State Fire Marshal’s Division (SFM), in addition to Hazmat Explo,

Ms. Gunn made a motion to recommend approval of Carson City LEPC’s grant request. Mr. Kenneston seconded the motion which was approved unanimously.

Churchill LEPC – Ms. Levering advised Churchill LEPC did not submit a budget narrative with its grant request. The grant request is for Hazmat Explo training.

Clark LEPC – Ms. Levering advised Clark LEPC’s grant request is for Hazmat Explo training.

Douglas LEPC – Ms. Levering advised Douglas LEPC’s grant request is for Hazmat Explo training. Tammy James stated Douglas LEPC will only be sending 14 people to the Hazmat Explo, instead of the 20 requested in the application.

Elko LEPC – Elko LEPC did not submit a grant application.

Esmeralda LEPC – Ms. Levering advised Esmeralda LEPC’s grant request is for Hazmat Explo training.

Eureka LEPC – Ms. Levering advised Eureka LEPC’s grant request is for Hazmat Explo training.

Humboldt LEPC – Humboldt LEPC did not submit a grant application.

Lander LEPC – Ms. Levering advised the training portion of Lander LEPC’s request is for Hazmat Explo. The planning portion of the request is for funds to update the evacuation requirements of the Emergency Operations Plan (EOP) – hazmat response plan. Mr. Kenneston stated there are Emergency Management Performance Grant (EMPG) funds from the Federal Emergency Management Agency (FEMA) for updating the EOP. He advised Mark Langston of Lander LEPC to contact the DPS, Division of Emergency Management (DEM) regarding EMPG grants. A discussion

ensued. Mr. Langston stated the funds are for the hazmat response plan portion of the EOP.

Lincoln LEPC – Ms. Levering advised Lincoln LEPC’s grant request is for Hazmat Explo training.

Lyon LEPC – Lyon LEPC did not submit a grant application.

Mineral LEPC – Ms. Levering advised Mineral LEPC’s grant request is for Hazmat Explo training.

Nye LEPC – Ms. Levering advised Nye LEPC’s grant request is for Hazmat Explo training.

Pershing LEPC – Ms. Levering advised Pershing LEPC’s grant request is for the Hazmat Explo.

Storey LEPC – Ms. Levering advised Storey LEPC’s training funds request is for Hazmat Explo. The planning funds requested are for updating the hazmat response plan with the National Incident Management System (NIMS) typing of the resource directory. Joe Curtis stated Storey LEPC had submitted an HMEP mid-cycle grant request for funds for this item several months ago, but was not awarded the funds. Ms. Levering advised this resource typing was a federal requirement. A discussion ensued. Ms. Pabón stated the decision as to whether or not this is an appropriate use of funds will be made by the Funding Committee.

Washoe LEPC – Ms. Levering advised Washoe LEPC’s grant request is for Hazmat Explo training.

White Pine LEPC – Ms. Levering advised White Pine LEPC’s grant request is for Hazmat Explo training.

Ms. Levering advised there were two State agencies requesting HMEP grant funds. The Division of Emergency Management is requesting eight people attend the Hazmat Explo. The SERC’s request is to send staff to Hazmat Explo and to the National Association of SARA Title III Program Officials (NASTTPO) conference.

Ms. Gunn stated Churchill LEPC did not have a break down of costs and recommended it be updated. Ms. Pabón advised it would be subject to the Funding Committee to recommend any award be made contingent on the LEPC submitting a budget narrative.

Ms. Gunn made a motion to recommend to the Funding Committee approval of funding for all the planning and training requests submitted by the LEPCs

and State agencies. Mr. Kenneston seconded the motion which was approved unanimously.

Mr. Kenneston was concerned about the staff's recommendations to the Funding Committee regarding per diem costs for the Hazmat Explo, i.e., two people per room and two people per vehicle. Ms. Pabón explained the two people per room and two people per vehicle was the basis used in past years for funding all the requested attendees.

B. *Discussion/Review of hazardous materials emergency response plan submitted by Elko LEPC

Ms. Levering stated she reviewed the hazmat response plan for Elko LEPC and found there were some deficiencies in the plan. She contacted Gary Corona and made some recommendations.

Ms. Levering advised the Committee of the following deficiencies: there were no schedules of drills/exercises listed; the phone directory needed updating; the identification of facilities subject to reporting requirements did not list the chemical or quantity (this is not required but would be useful); there was no name or contact information associated with the emergency management coordinator; the notification procedures needed to be expanded; and there was nothing in the hazmat response plan that included methods for determining occurrence of release and possible affected areas. Ms. Levering is not recommending Elko LEPC's hazmat response plan be approved. Ms. Pabón stated staff will advise Elko LEPC of the need for further updates.

C. *Discussion/Review of exercise/incident reports submitted by LEPCs including, but not limited to, Carson City, Clark, Douglas, Lincoln, Nye, Storey, Washoe and White Pine

Ms. Levering advised the Committee would take a break to review the exercises.

The Committee recessed at 9:45 a.m. to review the exercises

The Committee reconvened the meeting at 9:55 a.m.

Carson City LEPC – Ms. Levering advised Carson City LEPC has met the administrative requirement and used their hazmat response plan.

Ms. Levering made a motion to approve Carson City LEPC's exercise report. Mr. Kenneston seconded the motion which was approved unanimously.

Clark LEPC – Mr. Kenneston advised Clark LEPC’s exercise was functional.

Mr. Kenneston made a motion to approve Clark LEPC’s exercise report. Ms. Gunn seconded the motion which was approved unanimously.

Douglas LEPC – Ms. Levering advised Douglas LEPC’s exercise report did not include the exercise report form or corrective action narrative. Ms. Levering stated in reviewing the exercise, she could not determine if the hazmat response plan was utilized.

Ms. Levering made a motion to table this until the next Planning and Training Subcommittee meeting and notify the Douglas LEPC of the deficiencies, and provide the LEPC the opportunity to include the exercise report form and any corrective action as a result of this exercise. In addition, the exercise information does not show the hazmat plan was exercised. Mr. Kenneston seconded the motion which was approved unanimously.

Lincoln LEPC – Richard Brenner advised Lincoln LEPC’s exercise was an actual incident with a fatality.

Ms. Levering made a motion to approve Lincoln LEPC’s exercise report. Mr. Kenneston seconded the motion which was approved unanimously.

Nye LEPC – Mr. Brenner advised Nye LEPC held a functional exercise.

Ms. Levering made a motion to approve Nye LEPC’s exercise report. Ms. Gunn seconded the motion which was approved unanimously.

Storey LEPC – Mr. Brenner advised Storey LEPC participated in the full scale Vigilant Guard exercise.

Ms. Gunn made a motion to approve Storey LEPC’s exercise report. Mr. Kenneston seconded the motion which was approved unanimously.

Washoe LEPC – Ms. Levering advised Washoe LEPC participated in the full scale Vigilant Guard exercise.

Ms. Levering made a motion to approve Washoe LEPC’s exercise report. Ms. Gunn seconded the motion which was approved unanimously.

White Pine LEPC – Mr. Kenneston advised White Pine LEPC exercised its hazmat response plan in response to an actual event. Mr. Kenneston stated the incident occurred in January 2008 but was not submitted to staff until June 2008.

Mr. Kenneston made a motion to approve White Pine LEPC's exercise report. Ms. Gunn seconded the motion.

Ms. Levering stated she was concerned about the lack of timeliness on submitting this report to staff. Ms. Pabón recommended this issue be referred to the Policy Committee.

Mr. Kenneston amended the motion and added a recommendation that staff notify White Pine LEPC of the administrative compliance associated with the exercise reports. Ms. Gunn seconded the amended motion which was approved unanimously.

D. *Discussion/Recommendation of projects to be funded with additional HMEP Planning grant

Ms. Pabón stated approximately \$8,500 will be reverted from last year's HMEP Planning grant. This year's grant is for \$40,000 more than prior years. Ms. Pabón asked if the Subcommittee had suggestions for projects to fund with the grant.

Ms. Pabón advised the planning monies may be used for exercises, updating the hazmat plans, management of the funds, commodity flow studies, assessment of regional response teams and assessment of local response capabilities. Ms. Pabón proposed asking the Funding Committee to eliminate the HMEP grant \$30,000 cap. A discussion ensued. Mr. Kenneston recommended raising the cap.

The Committee recommended a statewide commodity flow study.

E. *Discussion/Recommendation on developing criteria for plan review

Ms. Levering stated a handout is provided which is a list of suggestions of what to look for when reviewing each of the sections of the National Response Team plan (NRT1-A). A discussion ensued.

Stacy Giomi recommended using the HMEP planning funds for hiring a contractor to develop a template of a hazmat response plan.

Mr. Kenneston had additions to the criteria for reviewing the NRT1-A including routes, shelter, and training and exercises schedules.

Ms. Levering made a motion the Planning and Training Subcommittee recommend the criteria for plan reviews, to be applied in the next cycle of plan reviews, be adopted and the detailed information of this criteria be forwarded to all LEPCs in advance to their plans being submitted as part of

their annual requirement. In addition, this criterion be recommended to SERC to consider incorporating more detailed planning templates for the counties. Mr. Kenneston seconded the motion which was approved unanimously.

V. Public Comment

Ms. James of Douglas County advised Douglas County Emergency Management is in a transition period. They are in the process of filling the Emergency Manager position. Douglas LEPC is looking for assistance in increasing their LEPC membership. Ms. Levering stated grant funds might result in large attendance.

Ms. James asked the Subcommittee if training grant funds could be used for entities other than the county government. The Subcommittee advised funds could be used as determined and approved by the LEPC with approval of SERC.

Ms. Pabón asked Ms. James if the Emergency Manager will also be the LEPC Chair. Ms. James advised she did not have an answer to her question.

Ms. Pabón recommended Douglas LEPC review the section of membership recommended by the Emergency Preparedness Community Right-to-Know Act (EPCRA) to assist with obtaining the recommended membership.

VI. *Adjournment

Ms. Gunn made a motion to adjourn the meeting at 10:30 a.m.