

## MINUTES

### Nevada State Emergency Response Commission (SERC)

#### Funding Committee Meeting

Wednesday, June 25, 2014 – 1:30pm

State Emergency Response Commission  
107 Jacobsen Way, Small Conference Room  
Carson City, NV

#### Members Present

Richard Brenner, Chair\*  
Susan Crowley\*  
Stacey Giomi  
John Helmreich\*

#### Members Absent

#### Staff

Tami Beauregard  
Karen Pabón  
Lori Story

#### Guests

Travis Hughes  
Ken LeTourneau  
Cathy Ludwig\*  
Jason Manley\*  
Casey Micone\*  
Tracy Moore\*  
Tom Nelson\*  
Michael Pickern  
Charles Sparke

\*teleconference

#### 1. CALL TO ORDER

Richard Brenner called the meeting to order at 1:32pm.

#### 2. INTRODUCTIONS

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

#### 3. PUBLIC COMMENT

Mr. Brenner called for public comment.

Karen Pabón noted Larry Farr, previously a member of this Committee, has not reapplied for SERC membership and is no longer on the Committee or Commission. Ms. Pabón thanked him for all he has done.

**4. APPROVAL OF MARCH 26, 2014 MEETING MINUTES**

Susan Crowley made a motion to approve the minutes of the March 26, 2014 Funding Committee meeting. Stacey Giomi seconded the motion which was approved unanimously.

**5. REVIEW OF FY2015 SERC GRANT APPLICATIONS SUBMITTED BY LOCAL EMERGENCY PLANNING COMMITTEES (LEPCS) AND STATE AGENCIES**

Ms. Crowley asked if all applications were in compliance with the due date. Ms. Pabón stated all applications were received by the due date.

Ms. Pabón stated Clark LEPC's grant application was inadvertently left off of this agenda. This Committee will not be able to take action on this application. The SERC will have to consider it at the quarterly meeting. Ms. Pabón also noted the LEPC has been notified of this and has no issues.

Ms. Pabón noted when the Committee considers these applications to take into consideration the new SERC policy regarding Homeland Security priorities and the instruction given. Ms. Pabón stated the policy requires the application to address "... one or more of the Nevada Commission on Homeland Security priorities."

Ms. Pabón noted the information sent with the applications included documents titled State Preparedness Report (SPR) and Threat and Hazard Identification and Risk Assessments (THIRA) as provided by the Homeland Security office. Ms. Pabón recently discovered these documents encompass the whole Homeland Security core capabilities and in fact only five of them were designated as the "priorities". Ms. Pabón noted this continues to be a learning process.

Ms. Pabón stated she believes some of the applications have been justified to the core capabilities, based on the information sent out with the application kits.

Ms. Pabón noted with regards to funding, the current balance is \$102,232.20 with \$64,802.10 obligated. A conservative amount would show anticipated revenue of \$85,000 for the 4<sup>th</sup> quarter of the current fiscal year and \$340,000 for fiscal year 2015. Ms. Pabón stated this equals a balance of \$480,430.10 available for grants with \$463,790 requested from fourteen LEPCs and two state agencies.

Ms. Pabón noted a spreadsheet summarizing the applications, compliance issues and staff comments has been provided. Ms. Pabón stated there is one update: Washoe LEPC submitted new objectives which include the "who". This Committee will need to determine the appropriateness of the justifications for preparedness to combat terrorism and to the Homeland Security documents.

**Pershing** – LEPC is in compliance. The LEPC is requesting \$29,998 for equipment.

Charles Sparke stated several years ago under the UWS grant, the LEPC was able to purchase a command post trailer. Over the years and with various grants, radios have been purchased for the trailer, but not installed. This grant is to purchase the equipment to install the radios. The other part of the grant is a video surveillance system to provide both historical and real time coverage of several buildings.

John Helmreich asked Ms. Pabón the purpose of noting the “yes” responses to the Communications Questionnaire on the spreadsheet. Ms. Pabón stated this is a new requirement for communication equipment. The comment implies the Questionnaire was included in the application. The Questionnaire was developed by the Division of Emergency Management (DEM).

Mr. Helmreich noted a component to be addressed in the application is the broader goal of preparedness to combat terrorism. Mr. Helmreich does not believe this was addressed in the goal section, but was mentioned in one of the objectives. Mr. Helmreich would like to see terrorism specifically noted in the goals section.

Mr. Giomi stated the SERC by-laws [should be policy] were changed to reflect the requirement of LEPCs to comply with the Nevada Commission on Homeland Security Priorities. Mr. Giomi noted this is an affirmation of the LEPC addressing terrorism, which is the goal of the Homeland Security Commission (HSC).

Ms. Crowley questioned the \$82 difference. Mr. Sparke stated on two items the original quotes have rebates. If the LEPC is awarded the full amount and the items are ordered in time to receive the rebates, the money will be de-obligated.

There was a discussion regarding the justification of all items requested in the application.

Mr. Brenner made a motion to recommend approval of Pershing LEPC’s grant request for the submitted amount. Ms. Crowley seconded the motion which was approved unanimously.

Mr. Brenner noted this is just a recommendation to the SERC. The SERC will meet in July and the Commission must approve the grant.

**Washoe** – LEPC is in compliance. The LEPC is requesting \$30,000 for equipment.

Cathy Ludwig stated the Washoe LEPC put in a request for \$30,000. Ms. Ludwig noted REMSA is not present, but has requested ballistic vests w/accessories.

Tracy Moore stated the School District is requesting a rapid breach tool kit to assist getting into locked doors and will go in all patrol vehicles.

Casey Micone stated the Reno-Tahoe Airport Authority is requesting SCBA's to meet new standards against terrorism.

Mr. Brenner questioned the Affidavit of Publication. Ms. Ludwig noted it is scheduled to go into the Reno-Gazette Journal on July 1<sup>st</sup>.

Mr. Brenner made motion to recommend approval of Washoe LEPC's grant request as submitted. Mr. Giomi seconded the motion.

Mr. Helmreich asked if the commission needs to relate the items requested to the five Homeland Security Priorities. Mr. Giomi stated the items listed fall within the SPR and THIRA.

Mr. Giomi noted the SERC cannot just use the five Homeland Security Priorities to relate requested items to terrorism as the LEPCs were not given the information. Ms. Pabón stated the five priorities are not in addition to the SPR and THIRA, but part of the reports.

The motion was approved unanimously.

**6. REVIEW OF U.S. DEPARTMENT OF TRANSPORTATION, HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) MID-CYCLE GRANT APPLICATIONS SUBMITTED BY LEPCS (taken out of order)**

Ms. Ludwig noted the Washoe LEPC submitted a grant application for \$19,763 for 23 people to attend Continuing Challenge in September.

Mr. Brenner asked Ms. Pabón if there was enough money to cover the grant request. Ms. Pabón stated there is with \$55,000 available leaving \$35,000 for FireShowsReno (FSR) if the grant is awarded.

Mr. Brenner made a motion to approve this grant application as submitted. Ms. Crowley seconded the motion which was approved unanimously.

**5. REVIEW OF FY2015 SERC GRANT APPLICATIONS SUBMITTED BY LOCAL EMERGENCY PLANNING COMMITTEES (LEPCS) AND STATE AGENCIES (continued)**

***Humboldt*** – LEPC is in compliance. The LEPC is requesting \$28,911 for equipment.

Jason Manley stated the LEPC is requesting a thermal image camera and remote controlled camera to be used by the Sheriff's Office and Winnemucca Police Department.

Mr. Brenner questioned the minutes needed. Ms. Pabón noted minutes were submitted with the application but had no indication of what items were approved or how much money was approved, updated minutes were requested.

Mr. Giomi made a motion to recommend approval of Humboldt LEPC's grant request as submitted contingent on submission of minutes approving the grant application. Mr. Brenner seconded the motion which was approved unanimously.

**Legislative Counsel Bureau (LCB) Police** – LCB Police is in compliance. LCB Police is requesting \$27,340 for equipment.

Mr. Brenner asked if the LCB Police have received grants in the past on the items requested. Ms. Pabón noted the Legislative Police have received grants in the past few years for the system in the grant request.

Michael Pickern stated the LCB Police is requesting equipment to upgrade their camera system from analog to digital. They currently have 103 cameras with only 10 being digital. This grant adds additional cameras to an office building with limited surveillance and replaces older cameras in and around the properties.

Ms. Crowley made a motion to recommend approval of Legislative Police's allocation request as submitted. Mr. Giomi seconded the motion which was approved unanimously.

**Supreme Court** – Supreme Court is in compliance. Supreme Court is requesting \$25,986 for equipment and \$2,980 for supplies.

Ken LeTourneau stated the Supreme Court Marshals is a new agency as of July 2012. The Supreme Court is requesting items to get the agency up and running and keep current. The Supreme Court Marshals work, train and respond with the LCB Police and Capitol Police. This equipment will help the whole Capitol complex to be safe. Mr. LeTourneau noted the Supreme Court Justices are concerned with threats coming in.

Ms. Crowley asked if firearms and bullets had been approved in the past. Ms. Pabón stated they have been approved in the past through the UWS grants.

Mr. LeTourneau noted the Marshals need to carry the same firearms as the LCB and Capital Police. This will bring the Capitol Complex into compliance and safer. This will enable the three agencies to use each other's firearms because all weapons will be the same.

Mr. Giomi noted the HSC has also funded firearms and bullets in years past.

Travis Hughes stated the reason for the request is based on the court's capability of on scene security and protection; this is why those weapons were chosen. This will give a more organized and interoperable response within the three agencies on the complex.

Mr. Brenner asked about the mathematical errors. Ms. Pabón noted the Supreme Court agrees the corrected amount is to be \$28,860.

Mr. Giomi made a motion to recommend approval of Supreme Court's allocation request for \$28,860. Ms. Crowley seconded the motion which was approved unanimously.

**Churchill** – LEPC is in compliance. The LEPC is requesting \$29,909 for equipment.

Mr. Brenner asked if the items fall within the HSC reports. Mr. Giomi noted it looks like the LEPC is putting together a Special Response Team, specifically addressing SPR issues relating to prevention. Mr. Giomi also noted the HSC has looked at similar items in the past and Mr. Giomi does not have any issues with how the items were tied to the documents sent out.

Mr. Giomi made a motion to recommend approval of Churchill LEPC's grant request as submitted contingent on submission of minutes approving the grant application. Ms. Crowley seconded the motion which was approved unanimously.

**Douglas** – LEPC is in compliance. The LEPC is requesting \$30,000 for equipment.

Mr. Brenner asked if the door items would be in the HSC priorities. Mr. Giomi noted those items have been granted in the past and this is a continuation of the LEPC project.

Mr. Giomi made a motion to recommend approval of Douglas LEPC's grant request as submitted. Ms. Crowley seconded the motion which was approved unanimously.

**Elko** – LEPC is not in compliance. The LEPC is requesting \$24,654 for equipment and \$1,629 in supplies.

Mr. Giomi asked if the LEPCs are aware of this meeting. Ms. Pabón stated the LEPCs are aware of this meeting.

Mr. Giomi stated the LEPC addresses training in the goals but requests no training money and the goals do not tie to the SPR or THIRA. Ms. Pabón believes the LEPC is tying to the old priorities.

Mr. Brenner stated the LEPC needs to rewrite the application noting how the equipment relates to the HSC priorities. Mr. Giomi also noted the LEPC needs to clarify the training portion.

Mr. Giomi made a motion to recommend to the SERC that Elko LEPC clarify goals and objectives regarding training. Also, clarify the HSC priorities to the SPR or THIRA. If completed to the satisfaction of the SERC this Committee recommends approval of Elko LEPC's grant request in the amount of \$26,203 contingent on submission of Affidavit of Publication, 3<sup>rd</sup> quarter report on 2014 SERC grant and minutes approving the grant application.

Ms. Crowley seconded the motion noting the SERC needs to review the Elko LEPC separately.

Ms. Pabón asked when the information would need to be received by the SERC. Mr. Giomi amended his motion so that information needs to be submitted to the SERC by noon on July 8, 2014.

The motion was approved unanimously.

**Lander** – LEPC is not in compliance. The LEPC is requesting \$28,105 for equipment.

Ms. Crowley noted this application is similar to Elko LEPC's application with no tie to the HSC priorities. Lander LEPC will need to resubmit an amended application.

Mr. Helmreich noted he believed the goals and objectives did tie to the HSC priorities.

Mr. Helmreich asked about the budget narrative on the spreadsheet. Ms. Pabón noted it is part of the application to describe how the equipment is to be used.

Mr. Helmreich made a motion to recommend approval of Lander LEPC's grant request as submitted contingent on submission of the 3<sup>rd</sup> quarter report on 2014 SERC grant, budget narrative and signed LEPC Compliance Certification, prior to the next SERC meeting. Ms. Crowley seconded the motion.

Ms. Pabón asked if all contingent items need to be received by July 8, 2014. Mr. Helmreich stated all items. Mr. Giomi commented the LEPC's are usually given 90 days for compliance issues.

Mr. Helmreich amended his motion to have only the budget narrative received by the SERC by July 8, 2014.

Ms. Crowley asked if the other compliance items would be received prior to the grant being awarded. Ms. Pabón stated yes and noted if the compliance items are not received by the SERC meeting, the SERC can award the grant contingent on the compliance items and the grant would not begin until the contingent items are received by the SERC.

The motion was approved unanimously.

**Lincoln** – LEPC is not in compliance. The LEPC is requesting \$29,990 for equipment.

Ms Crowley made a motion to recommend approval of Lincoln LEPC's grant request as submitted contingent on submission of 3<sup>rd</sup> quarter on 2014 SERC grant. Mr. Brenner seconded the motion which was approved unanimously.

**Lyon** – LEPC is not in compliance. The LEPC is requesting \$30,000 for equipment.

Mr. Giomi asked how many meetings the LEPC needs to become compliant. Ms. Pabón stated they need two, one for July through September and one for October through December. Mr. Giomi asked if the LEPC is aware of this. Ms. Pabón noted they are aware of this contingency as the SERC grant is also on hold until the LEPC is compliant.

Mr. Giomi made a motion to recommend approval of Lyon LEPC's grant request as submitted contingent on submission of minutes from four consecutive quarterly meeting minutes. Ms. Crowley seconded the motion which was approved unanimously.

**Mineral** – LEPC is in compliance. The LEPC is requesting \$27,854 for equipment.

Mr. Giomi made a motion to recommend approval of Mineral LEPC's grant request as submitted contingent on submission of minutes from the April 10, 2014 LEPC meeting. Ms. Crowley seconded the motion which was approved unanimously.

**Nye** – LEPC is in compliance. The LEPC is requesting \$29,443 for equipment.

Mr. Brenner asked about the HSC priorities. Ms. Pabón noted the LEPC numbered the items and did not tie to the SPR or THIRA. Mr. Giomi noted he believes the LEPC was not looking at the right document.

Mr. Giomi stated for the Elko LEPC and Lander LEPC the Committee recommended approval to the SERC for the grant applications. Mr. Giomi noted this Committee should not recommend approval when the LEPC is not clear on the justification. Mr. Giomi asked if the Committee can go back to Elko LEPC and Lander LEPC grant applications. Lori Story noted this Committee can go back.

Mr. Giomi made a motion to direct staff to contact Elko LEPC, Lander LEPC and Nye LEPC and have the LEPCs provide missing information with regards to the SPR or THIRA by July 8, 2014 and to remove recommended approval of Elko LEPC and Lander LEPC grant applications to the SERC. The three LEPC's grant applications would go un-recommended to the full SERC meeting on July 10, 2014. Ms. Crowley seconded motion with the understanding the SERC is aware this Committee did not have enough information to take action at this meeting.

Mr. Giomi stated the grant applications need clarifications, the deadlines were met and the items the LEPCs are asking for seem to qualify but this Committee could not make a decision. Ms. Crowley agreed.

Ms. Story stated to keep the record clear this Committee needs to make a motion to reconsider the recommendations of the Elko LEPC and Lander LEPC applications, vote and reconsider each LEPC's grant application individually.

Mr. Giomi made a motion to individually reconsider the Elko LEPC and Lander LEPC Committee recommendations. Ms. Crowley seconded the motion which was approved unanimously.

**Elko revisited** – Mr. Giomi made a motion to ask staff to seek clarification from Elko LEPC on the training request under goals and objectives and delineate how the HSC priorities are addressed and to send the grant application to the full SERC for consideration at the July 10, 2014 meeting, if the requested information is received by the SERC by July 8, 2014.

A discussion ensued regarding the clarification of training.

Mr. Giomi amended his motion to ask Elko LEPC to clarify the HSC priorities by July 8, 2014 so the full SERC can consider this grant application.

Mr. Brenner seconded the motion which was approved unanimously.

**Lander revisited** – Mr. Giomi made a motion to recommend approval of Lander LEPC's grant request as submitted contingent on submission of the 3<sup>rd</sup> quarter report on 2014 SERC grant, signed LEPC Compliance Certification and provide the budget narrative for the grant application by July 8, 2014. Mr. Brenner seconded the motion which was approved unanimously.

**Nye revisited** – Mr. Giomi made a motion to direct staff to seek clarification from Nye LEPC on HSC priorities by July 8, 2014 and have the full SERC consider this application at the July 10, 2014 meeting. Ms. Crowley seconded the motion which was approved unanimously.

**Storey** – LEPC is in compliance. The LEPC is requesting \$22,115 for equipment and \$5,000 in planning.

Mr. Helmreich made a motion to recommend approval of Storey LEPC's grant request as submitted. Ms. Crowley seconded the motion which was approved unanimously.

**White Pine** – LEPC is not in compliance. The LEPC is requesting \$30,000 for equipment.

Ms. Crowley made a motion to recommend approval for White Pine LEPC's grant request as submitted contingent on submission of the Affidavit of Publication and minutes approving the grant application. Mr. Helmreich seconded the motion which was approved unanimously.

## **7. REPORT ON GRANT CHANGE REQUESTS ALREADY APPROVED**

Ms. Pabón stated no new project changes were approved. The Clark LEPC requested an extension of its HMEP grant. However, the project has been completed and it is just the reporting that is pending. Ms. Pabón noted the LEPC does not feel there will be a problem submitting the reports on time.

## **8. REVIEW OF THE MAXIMUM DOLLAR AMOUNT OF GRANTS FROM THE SERC**

Ms. Pabón noted this item was brought up at the last SERC meeting. In trying to assure funds are available, the SERC used to hold money in the bank and run the program based on the funds available at the time grants were awarded. This way the SERC did not need to rely on future revenues to cover current obligations. After the Legislative sweep of funds in 2010, the SERC has been operating the grant programs based on anticipated revenues.

Ms. Pabón has provided graphs to show the increase/decrease of revenue since 2008. For the SERC fees, the graph reflects current actual revenue and fees continue to be collected through the end of June.

Ms. Pabón noted the SERC grants almost evened out this year. Based on anticipated revenue balanced forward from FY2014 of \$636,811.23 and FY2015 grant obligations of \$643,730, the SERC has a deficit of \$6,918.77. Ms. Pabón also noted revenue collected in FY2015 will be available for FY2016 grants. Ms. Pabón stated while the SERC is now operating a year after collections, the SERC is still operating on a year to year basis with all money obligated and nothing in the bank. Ms. Pabón asked if the Funding Committee would like to recommend to the SERC a reduction in the maximum amount of grant requests for next year in order build a bank.

Ms. Crowley asked if the SERC is obligated to hold back a percentage of revenue. Ms. Pabón stated the fee program is up to the decision of the SERC. There is no need to keep money in the bank; however the SERC would not want to award grants and not have the money to cover them.

Ms. Crowley stated it would be in the SERC's best interest to not have any money left in the bank. Mr. Giomi noted the SERC consciously decided to spend this way because of the Legislative sweep. The SERC is operating in the arrears and is also seeing a decrease in the UWS funds. Mr. Giomi asked if it would make sense to decrease the grant request to \$25,000, as in the past. Mr. Giomi stated if all the LEPCs submitted a grant request, there would not be enough money to cover them. Mr. Giomi asked if just the UWS grant request needs to be decreased.

Mr. Helmreich asked about UWS grants funding timeline. Ms. Pabón stated FY2014 runs from July 1, 2013 to June 30, 2014. The revenue balance forward recommended for FY2015 is based on FY2014 projected revenue. Mr. Giomi stated this motion would be for FY2016 grant applications.

Ms. Pabón stated \$480,000 is available and \$463,000 came in for the grant requests which did not include three counties and other state agencies.

Ms. Crowley made a motion to recommend to the SERC to reduce the UWS application grant from \$30,000 to \$25,000 for the FY2016 grant year. Mr. Giomi seconded the motion which was approved unanimously.

Mr. Helmreich asked about the graph handout for the SERC grants. Ms. Pabón stated the 312 and 313 graph is the revenue sources for the SERC grants and all monies are allocated for grants. Ms. Pabón also noted not all grants have closed, so money could be de-obligated and revenue is still coming in.

Mr. Giomi noted all money received is being allocated to grants and this year more money was requested than the SERC actually has. Mr. Helmreich asked what fiscal year the SERC grants just awarded are in. Ms. Pabón noted the April SERC grants are for FY2015.

Ms. Crowley stated in the past when grant requests were more than the anticipated revenue, this Committee would reduce the grant awards.

Mr. Giomi made a motion to recommend to the SERC to reduce the SERC application grant from \$30,000 to \$25,000 for the FY2016 grant year. Ms. Crowley seconded the motion which was approved unanimously.

Ms. Pabón noted the HMEP grant is only \$222,000 this year with the maximum amount of the grant request being \$30,000, the SERC still has not obligated all of the funds. Ms. Pabón suggested leaving the HMEP grant request at \$30,000 with the remaining balance going into the mid-cycle grant applications.

## **9. PUBLIC COMMENT**

Mr. Brenner called for public comment.

Ms. Crowley thanked staff for meeting handouts which made the meeting easy and go smoothly.

Mr. Brenner asked if the LEPCs are aware of the availability of the HMEP mid-cycle grants. Ms. Pabón noted Washoe LEPC has informed her they are considering putting in another mid-cycle grant application. Ms. Pabón stated the FireShowsReno (FSR) grant is \$35,000 with grant requests usually coming in around \$60,000. Ms. Pabón stated John Woytak at the April 10, 2014 SERC quarterly meeting noted he is working with Ms. Pabón on a \$20,000 allocation from the Federal Emergency Management Agency (FEMA). Ms. Pabón stated with the FEMA grant, \$55,000 is available for FSR minus the possible Washoe LEPC grant request. Ms. Pabón also noted the SERC approved \$40,000 for FSR. Ms. Pabón asked if the Committee would like her to put out a notice to the LEPCs or hold the money for FSR. Mr. Brenner noted he does not want to return any money to the federal agency.

Ms. Pabón noted the application for FSR is out right now, it is a mid-cycle grant and this Committee has the authority to award those grants; it is due July 18, 2014. Ms. Pabón stated this Committee will need to meet again at the end July or beginning of August to review the HMEP mid-cycle grant applications.

Ms. Pabón noted the federal fiscal year is from October to September. The HMEP grant money is awarded to the SERC in September and the LEPC applications will go out prior to that. This Committee will need to meet before the SERC October 9, 2014 meeting, either at the end of September or the beginning of October to review the HMEP grant applications.

## **10. ADJOURNMENT**

Ms. Crowley made a motion to adjourn the meeting. Mr. Giomi seconded the motion. The meeting was adjourned at 3:22pm.