

# MINUTES

## Nevada State Emergency Response Commission (SERC)

### Planning and Training Subcommittee Meeting

Monday, February 24, 2014 – 9:00 a.m.

*Washoe County Regional Emergency Operations Center  
Central Conference Room  
5195 Spectrum Boulevard  
Reno, NV*

#### Members Present

Carolyn Levering, Chair  
Aaron Kenneston (teleconferenced)  
Cherie Nevin  
Patty Polish  
Richard Brenner, Ex-Officio

#### Members Absent

Gary Corona

#### Staff

Suzie Adam  
Karen Pabón

#### Guests

Lynn Garrett  
Joe Nishikida  
Chris Smith

#### 1. CALL TO ORDER

Carolyn Levering called the meeting to order at 9:08 a.m.

#### 2. INTRODUCTIONS

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

#### 3. PUBLIC COMMENT

Ms. Levering called for public comment. There was none.

#### 4. APPROVAL OF MARCH 26, 2013 MINUTES

Cherie Nevin made a motion to approve the minutes of the March 26, 2013 Planning and Training Subcommittee meeting. Richard Brenner seconded the motion which was approved unanimously.

## 5. EXECUTIVE DIRECTOR REPORT

Karen Pabón advised a number of items had been brought up by this Subcommittee and were addressed by the SERC Policy Committee. The SERC approved policy on January 9 and notification of the changes/requirements was forwarded to the Local Emergency Planning Committees (LEPCs) after that. Generally, LEPCs were already working on the annual submission or already submitted them, so the changes may not have been included in the updates submitted. Ms. Pabón summarized the changes as follows:

- a. The SERC modified the Level of Response Questionnaire form to include a designation of a different level of response when other entities are involved. The hazmat plan will need to include an explanation of the different levels of response as applicable.
- b. The SERC will continue to require updated equipment and contact lists annually. A LEPC will need to provide current dated pages to the plan to indicate they have been reviewed and updated as applicable.
- c. The SERC considered the LEPC declaration of a “confidential” plan due to Homeland Security laws and found a public plan must be submitted in compliance with the Emergency Planning and Community Right-to-Know Act (EPCRA). The SERC did not revise policy and continues to require a public version of hazardous materials response plans pursuant to EPCRA.

## 6. REVIEW OF EXERCISE/INCIDENT REPORTS SUBMITTED BY LEPCS AND STATE AGENCIES

Ms. Pabón advised the Subcommittee exercise reports submitted earlier during the year were already forwarded to Subcommittee members so the LEPC would have time to schedule another exercise if the submitted one was found to not comply with the intent of EPCRA.

The Subcommittee was in recess from 9:20 a.m. to 9:50 a.m. to review exercise reports.

*Carson City* – Ms. Pabón read Aaron Kenneston’s comments describing the exercise into the record. Mr. Kenneston made a motion to approve the exercise report. Mr. Brenner seconded the motion which was approved unanimously.

*Churchill* – Mr. Brenner described the exercise and made a motion to approve the exercise report. Ms. Nevin seconded the motion which was approved unanimously.

*Clark* – Mr. Kenneston described the exercise and made a motion to approve the exercise report. Mr. Brenner seconded the motion which was approved unanimously.

*Douglas* – Ms. Levering described the exercise and made a motion to approve the exercise report. Mr. Brenner seconded the motion which was approved unanimously.

*Elko* – Ms. Pabón read Mr. Kenneston’s comments describing the exercise into the record. This was an active shooter scenario. There was a discussion of combining hazardous materials with other exercises. Mr. Kenneston made a motion to approve the exercise report. Ms. Nevin seconded the motion which was approved unanimously.

*Esmeralda* – Ms. Nevin advised the exercise report did not address whether or not there were corrective actions determined from the exercise. Ms. Nevin made a motion to approve the exercise report contingent on submission of an updated report which addresses corrective actions and provided 45 days to come into compliance pursuant to SERC policy 8.1. Mr. Brenner seconded the motion which was approved unanimously.

*Eureka* – Ms. Levering advised of the scenario of the actual incident. Eureka County utilized the hazmat plan until they discovered there were no hazardous materials involved in the accident. Ms. Levering made a motion to approve the exercise report. Mr. Brenner seconded the motion which was approved unanimously.

*Humboldt* – Ms. Nevin described the exercise and made a motion to approve the exercise report. Patty Polish seconded the motion which was approved unanimously.

*Lander* – Mr. Brenner described two exercises that were reported. He added he would like to see a better narrative of the scenarios, the activities of the exercises and the corrective actions. Mr. Brenner made a motion to approve the exercise reports. Ms. Nevin seconded the motion which was approved unanimously.

*Lincoln* – Mr. Brenner described the exercise and made a motion to approve the exercise report. Ms. Polish seconded the motion which was approved unanimously.

*Lyon and Storey* – Ms. Levering noted these LEPCs submitted the same report as they are both members of the Quad County Hazmat Team. She described the exercise and noted the reports could be used as “best practices” documentation. Ms. Levering made a motion to approve the exercise reports for Lyon and Storey. Mr. Brenner seconded the motion which was approved unanimously.

*Mineral* – Mr. Kenneston described the exercise and made a motion to approve the exercise report. Ms. Nevin seconded the motion which was approved unanimously.

*Pershing* – Mr. Kenneston advised he would have to leave the meeting. Pershing was taken out of order. Mr. Kenneston described the exercise and made a motion to approve the exercise report. Mr. Brenner seconded the motion which was approved unanimously.

*Nye* – Ms. Levering described the actual incident. She noted the report indicated this was a functional exercise, but explained it was an incident. Ms. Levering made a motion to approve the incident report. Ms. Polish seconded the motion which was approved unanimously.

*Washoe* – Ms. Levering described the exercise. She noted it was an earthquake exercise with a hazardous materials scenario. Ms. Levering made a motion to approve the exercise report contingent on submission of an updated report to include corrective actions on the hazardous materials elements of the exercise and provided 45 days to come into compliance pursuant to SERC policy 8.1. Mr. Brenner seconded the motion which was approved unanimously.

*White Pine* – Mr. Brenner described the incident and made a motion to approve the incident report. Ms. Polish seconded the motion which was approved unanimously.

*University of Nevada at Las Vegas (UNLV)* – Ms. Nevin advised of the exercise report stating there was no narrative of the scenario of the exercise or corrective actions. Since he attended the exercise, Mr. Brenner described the scenario and activities. Mr. Brenner made a motion to approve the exercise report contingent on submission of specific corrective actions and provided 45 days to come into compliance pursuant to SERC policy 8.1. Ms. Nevin seconded the motion. Mr. Brenner amended his motion to approve the exercise report contingent on submission of an updated report including a narrative of the scenario and the corrective actions and provided 45 days to come into compliance pursuant to SERC policy 8.1. Ms. Nevin seconded the amended motion which was approved unanimously.

**7. REVIEW OF LEVEL OF RESPONSE QUESTIONNAIRES AND UPDATES TO HAZARDOUS MATERIALS EMERGENCY RESPONSE PLANS SUBMITTED BY LOCAL EMERGENCY PLANNING COMMITTEES (LEPCS) AND STATE AGENCIES**

Ms. Levering called this item. Ms. Pabón provided a review policies and procedures:

- a. SERC policy requires plans include the nine elements of the National Response Team Guidance, NRT-1a and that the plan be reviewed annually.
- b. Updates to the contact list, equipment list and letter of promulgation are required pursuant to SERC policy. Depending on how the training and exercise schedules are written in the plan, updates may be required to them as well.
- c. The LEPC must approve the updated plan and submit minutes of that meeting.
- d. Members may use the completed NRT-1a form to assist in their review. This is a guideline as to where in the plan the nine elements can be found.
- e. Members will review to confirm the elements are met and that the plan is usable, ie. Page numbers, tabs, annexes, etc.

The Subcommittee was in recess from 10:46 a.m. to 12:51 p.m. to review hazmat plans and level of response questionnaires.

*Carson City* – Ms. Pabón read Mr. Kenneston’s comments into the record. Mr. Kenneston recommended the LEPC include a link or phone number in the hazardous materials response plan to obtain a current training events schedule. Ms. Levering made a motion to approve the Level of Response Questionnaire and the plan updates. Ms. Nevin seconded the motion which was approved unanimously.

*Churchill* – Mr. Brenner described the hazardous materials response plan updates and made a motion to approve the plan updates contingent on submission of an updated Tier II facilities list and provided 45 days to come into compliance pursuant to SERC policy 8.1. Ms. Polish seconded the motion which was approved unanimously.

*Clark* – Ms. Pabón read Mr. Kenneston’s comments into the record. Mr. Kenneston recommended removing specific names in the contact list and noted Mr. Fernandez retired.

*Churchill* – The Subcommittee revisited Churchill’s documentation. Mr. Brenner made a motion to approve the Level of Response Questionnaire. Ms. Polish seconded the motion which was approved unanimously.

*Clark* – The Subcommittee returned to consider Clark’s documentation. Ms. Levering made a motion to approve the Level of Response Questionnaire and the hazardous materials response plan updates. Mr. Brenner seconded the motion which was approved unanimously.

The Subcommittee recommended removing specific names in the contact list.

*Douglas* – Ms. Nevin described the hazardous materials response plan updates and made a motion to approve the Level of Response Questionnaire and plan updates contingent on submission of an updated contact list and provided 45 days to come into compliance pursuant to SERC policy 8.1. Mr. Brenner seconded the motion which was approved unanimously.

*Elko* – Mr. Brenner described the hazardous materials response plan updates and made a motion to approve the Level of Response Questionnaire and plan updates contingent on submission of an updated Letter of Promulgation, Tier II facilities list and equipment list and provided 45 days to come into compliance pursuant to SERC policy 8.1. Ms. Polish seconded the motion which was approved unanimously.

*Esmeralda* – Ms. Nevin described the hazardous materials response plan updates and made a motion to approve the Level of Response Questionnaire and plan updates contingent on submission of updated Tier II facilities and equipment lists and provided 45 days to come into compliance pursuant to SERC policy 8.1. Ms. Polish seconded the motion which was approved unanimously.

*Eureka* – Ms. Levering advised a new hazardous materials response plan had been submitted. Ms. Levering made a motion to approve the Level of Response Questionnaire and plan. Ms. Nevin seconded the motion which was approved unanimously.

The Subcommittee recommended the LEPC separate the contact and equipment lists from each other instead of the currently intertwined version.

*Humboldt* – Ms. Nevin described the new hazardous materials response plan and made a motion to approve Level of Response Questionnaire and the plan contingent on submission of the declaration of the level of response in the plan; to include specific agency/business telephone numbers rather than, or in addition to, 911 for emergency contacts; and provided 45 days to come into compliance pursuant to SERC policy 8.1.

*Lander* – Mr. Brenner described the hazardous materials response plan updates and made a motion to approve the Level of Response Questionnaire and the plan contingent on submission of an updated Tier II facilities list and provided 45 days to come into compliance pursuant to SERC policy 8.1.

The Subcommittee recommended the plan include tabs to make it easier to navigate.

*Lincoln* – Mr. Brenner described the hazardous materials response plan updates and made a motion to approve the Level of Response Questionnaire and plan contingent on submission of updated Tier II facilities and provided 45 days to come into compliance pursuant to SERC policy 8.1. Ms. Levering seconded the motion which was approved unanimously.

*Lyon* – Ms. Levering described the hazardous materials response plan updates and made a motion to approve the Level of Response Questionnaire and plan. Ms. Nevin seconded the motion which was approved unanimously.

*Mineral* – Ms. Pabón read Mr. Kenneston’s comments into the record and noted incorrect contact telephone numbers in the updated hazardous materials response plan. Ms. Levering made a motion to approve the Level of Response Questionnaire and plan contingent on submission of an updated contact list and LEPC minutes approving the plan and provided 45 days to come into compliance pursuant to SERC policy 8.1. Ms. Nevin seconded the motion which was approved unanimously.

*Nye* – Ms. Levering described the hazardous materials response plan updates and made a motion to approve the Level of Response Questionnaire and plan contingent on submission of more information regarding the community and facility coordinator contact information and provided 45 days to come into compliance pursuant to SERC policy 8.1. The Subcommittee noted there are lists of agencies, names and phone numbers, but there is no designation of who is in charge of what. Mr. Brenner seconded the motion which was approved unanimously.

*Pershing* – Ms. Pabón read Mr. Kenneston’s comments into the record. This item was tabled pending the possibility of Mr. Kenneston rejoining the meeting by telephone.

*Storey* – Ms. Pabón read Mr. Kenneston’s comments into the record. Mr. Kenneston recommended the LEPC include a link or phone number in the hazardous materials response plan to obtain a current training events schedule. Ms. Levering made a motion to approve the Level of Response Questionnaire and hazardous materials response plan. Ms. Polish seconded the motion which was approved unanimously.

*Washoe* – Ms. Levering described the hazardous materials response plan updates and made a motion to approve the Level of Response Questionnaire and the plan. Mr. Brenner seconded the motion which was approved unanimously.

The Subcommittee recommended including explanatory narratives for the maps in section 7.

*White Pine* – Mr. Brenner described the hazardous materials response plan updates and made a motion to approve the Level of Response Questionnaire and the plan contingent on submission of updated Tier II facilities and equipment lists and provided 45 days to come into compliance pursuant to SERC policy 8.1. Ms. Levering seconded the motion which was approved unanimously.

*UNLV* – Ms. Nevin described the new hazardous materials response plan and made a motion to approve the Level of Response Questionnaire and the plan. Mr. Brenner seconded the motion which was approved unanimously.

The Subcommittee recommended updating the plan to include contact telephone number external to UNLV and update the equipment list to spreadsheet format rather than paragraph format.

*Legislative Counsel Bureau (LCB) Police* – Ms. Pabón noted LCB Police had come into compliance during the last several years. Based on no submissions this year, they are out of compliance. Ms. Levering made a motion to find the LCB Police non-compliant and provided 45 days to come into compliance pursuant to SERC Policy 8.1. Ms. Nevin seconded the motion which was approved unanimously.

*Pershing* – The Subcommittee returned to consider the submissions by Pershing LEPC. There was a discussion regarding the updated pages and the page/annex numbering sequence. Ms. Levering made a motion to approve the Level of Response Questionnaire and the plan. Ms. Polish seconded the motion which was approved unanimously.

**8. PUBLIC COMMENT**

Ms. Levering called for public comment. Ms. Nevin thanked Suzie Adam for her service to the SERC and the LEPCs as this was Suzie's last meeting before retirement.

**9. ADJOURNMENT (Discussion/For Possible Action)**

Mr. Brenner made a motion to adjourn the meeting. Ms. Levering seconded the motion. The meeting adjourned at 2:07 p.m.