

MINUTES

Nevada State Emergency Response Commission (SERC)

Policy Committee Meeting

Friday, December 19, 2014 – 10:00am

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

Members Present

Peter Mulvihill, Chair
Susan Crowley*
Paul Enos
Jim Reagan

Members Absent

Staff

Karen Pabón
Tami Beauregard
Nathan Hastings

**Teleconferenced*

1. CALL TO ORDER

Peter Mulvihill called the meeting to order at 10:00am.

2. INTRODUCTIONS

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

3. PUBLIC COMMENT

Mr. Mulvihill called for public comment. There was none.

4. APPROVAL OF OCTOBER 30, 2013 MINUTES

Jim Reagan made a motion to approve the minutes of the October 30, 2013 Policy Committee meeting. Paul Enos seconded the motion which was approved unanimously.

5. REVIEW OF SERC POLICY 8.13 WITH REGARDS TO THE REQUIREMENT OF ORIGINAL SIGNATURES

Mr. Mulvihill noted at the last SERC meeting the Commission expressed an interest for the LEPCs to submit documents to the SERC electronically verses hard copy with original signatures.

Karen Pabón stated current policy is that SERC will accept anything for time and date stamping purposes via electronic submission with certain documents to be followed with hardcopy and original signatures. Ms. Pabón added every LEPC can meet the due date. Ms. Pabón stated the question is what documents need original signatures and when are they needed.

Susan Crowley asked if there is a requirement from the federal government for original signatures. Ms. Pabón stated when this policy was created the federal government did require original signatures; however the federal government no longer requires them. Ms. Pabón also noted there is a NRS designating electronic signatures as official.

Mr. Reagan stated the SERC can change the policy to accept electronic signatures. Mr. Reagan noted the LEPC would need to be familiar with the NRS regarding electronic signatures.

Mr. Mulvihill noted the SERC is trying to update the policy to be current with the way business is conducted.

Mr. Mulvihill asked staff what specific areas can be modified to come in line with the way the federal government does grant processing. Ms. Pabón noted in B.2. the second sentence, "The hard copy must include original signatures of the Local Emergency Planning Committee (LEPC) Chair or Co-chair and representative of the governing unit as applicable" can be removed. Ms. Pabón added from the stand point of ease for staff the hard copy is still required but the original signatures are not necessary.

A discussion ensued as to why a hard copy is needed, how the grant files are maintained, computer issues within the state, what the current policy states and the electronic signature statute.

Mr. Mulvihill stated the second sentence in B.2. and B.3. can be removed in the both the LEPC and State Agency section.

Mr. Mulvihill asked if the number of pages can be changed in B.5.

Ms. Pabón stated part B.5. of the policy has not been an issue and should not change.

Mr. Mulvihill recapped the second sentence in B.2. and B.3. is to be removed in both the LEPC and State Agencies section. Mr. Mulvihill noted this is a progression towards an eventual objective of electronic file management; however the state information technology is not there yet.

Mr. Reagan noted the policy was written in accordance with NRS 719 and an electronic signature will be accepted as defined in the statute.

Mr. Mulvihill suggested an additional sentence to A.1. to be: "Electronic signatures must conform to NRS chapter 719. Mr. Reagan added "in a form recognizable by the SERC Commission".

A discussion ensued with regards to what NRS chapter 719 encompasses and what is to be required by the SERC.

Ms. Pabón asked if A. in the Procedures is still needed.

A discussion ensued with regards to why A. in Procedures was added to the policy.

Mr. Mulvihill summarized under A.1. LEPC and State Agencies to add a sentence for the requirements of NRS 719, under B.2. and B.3. LEPC and State Agencies to remove the second sentence and remove A. under procedures. Mr. Mulvihill stated this will be the draft proposed to the SERC Commission.

Mr. Reagan moved to recommend to the SERC the changes outlined regarding electronic signatures in policy 8.13. Mr. Enos seconded the motion which was approved unanimously.

6. PUBLIC COMMENT

Mr. Mulvihill called for public comment. There was none.

7. ADJOURNMENT

Mr. Enos made a motion to adjourn the meeting at 10:52am. Ms. Crowley seconded the motion which was approved unanimously.