

Minutes

Nevada State Emergency Response Commission (SERC)

First Quarterly Meeting

Thursday, January 9, 2014 – 9:00 a.m.

Video Conference

Carson City

*Western Nevada College
Reynolds Center for Technology, Room 101
2201 West College Parkway
Carson City, NV*

Elko

*Great Basin College
Greenhaw Technical Arts Bldg., Room 124
1500 College Parkway
Elko, NV*

Las Vegas

*College of Southern Nevada
Cheyenne Campus, Room 2647(Conference Room B)
3200 East Cheyenne Avenue
North Las Vegas, NV*

Members Present

Richard Brenner, Co-Chair
Barbara Cegavske
Susan Crowley*
Matt DeBurle
Larry Farr
Stacey Giomi
Clinton Hayes
Mike Hecht
John Helmreich
Karen Luna
Eric Matus
Peter Mulvihill, Co-Chair
Jim Reagan
Chris Smith
Doug Webb
Jeff Whitesides

Members Absent

Tom Burns
Paul Enos

Staff

Suzie Adam
Karen Pabón
Lori Story

Guests

Jamie Borinio
Cherie Nevin

*teleconferenced

1. **CALL TO ORDER**

Peter Mulvihill called the meeting to order at 9:00 a.m.

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 10, 2013 MEETING MINUTES

Jeff Whitesides advised on Page 4 of the minutes, the third paragraph down where it states “Mr. Smith advised DEM is updating the web-Emergency Operations Center (EOC)”, it should read “Web-EOC” referring to a software application.

Susan Crowley stated regarding White Pine’s grant application discussion on page 6, end of the paragraph, the statement the Funding Committee did approve the grant application needs clarification. A discussion ensued. Karen Pabón suggested changing the last sentence in the paragraph stating she advised the Committee found the resubmitted application sufficient and awarded the grant.

Mr. Whitesides made a motion to approve the October 10, 2013 SERC meeting minutes with the two changes. Jim Reagan seconded the motion which was approved unanimously.

5. LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) UPDATE

Storey LEPC – Cherie Nevin advised Storey LEPC held its first LEPC meeting of 2014 on January 8, which was well attended. They approved items for compliance with SERC policies and items for future grants.

Storey LEPC will have a hazmat drill on May 9 involving Wal-Mart.

Ms. Nevin’s position has been reclassified to that of Community Services Officer.

Carson City LEPC – There was nothing to report.

Elko LEPC – Mike Hecht advised there is a LEPC meeting today and there will be discussion of upcoming grants. The LEPC secretary is going to be resigning due to a new job. There will be an election of officers to find a replacement to assist Mr. Hecht.

Clark LEPC – Mr. Brenner advised the LEPC co-chairs are both resigning this month.

The next LEPC meeting is in February. The Union Pacific Railroad will be giving a presentation.

A Gasoline Tanker Truck class scheduled for this month has been rescheduled for March.

Washoe LEPC – Mr. Reagan advised the LEPC met and approved some of the grants they are going to be submitting.

Mr. Matus advised he was asked to speak to the Washoe LEPC because of public concern about certain websites indicating there were levels of radiation that would qualify to be at hazardous levels. Mr. Matus stated they also discussed the current year's plans from the Department of Energy (DOE) for shipping waste from California through Nevada on Interstate 80. There are upcoming training classes available in Reno, Winnemucca, and Elko for first responders along that route. The classes will be coordinated by the Division of Emergency Management and scheduled for January and February.

Elko LEPC (revisited) – Mr. Hecht added Elko LEPC held a Hazardous Materials Technician class and has approximately 15 new technicians.

6. U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA) UPDATE

Ms. Pabón stated Mike Ardito was unable to attend the meeting, but sent his written update. The update includes information regarding the Presidential Executive Order. He has been keeping SERC updated on all the meetings and listening sessions, which have been forwarded to the LEPCs and Commissioners. Also forwarded were the referenced solicitation for public input and the first quarterly progress report.

7. FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) UPDATE

Ms. Pabón advised SERC submitted the \$20,000 invoice to FEMA for the FireShowsReno Conference.

8. OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) UPDATE

Ms. Pabón advised there is no representative from OSHA appointed to SERC at this time. John Wanamaker has been appointed as administrator for OSHA. Mr. Wanamaker's name has been submitted to the Governor's Office for appointment to the SERC. He has been notified of the SERC meetings. Ms. Pabón has not heard from Mr. Wanamaker or the Governor's Office.

9. NEVADA DIVISION OF EMERGENCY MANAGEMENT (DEM) UPDATE

Chris Smith advised the State Comprehensive Emergency Management Plan (SCEMP) is in its final stages of review with the Director's Office and Governor's Office. They should have a new electronic version available soon.

Over the New Year's holiday Mr. Smith and DEM staff had the opportunity to participate in an exercise with the National Guard. Mr. Smith's key observation for that exercise was in protecting critical infrastructure and in working closely with multiple public safety officials. He did see there are still radio interoperability issues. DEM will work on that issue.

Mr. Smith advised the CST is currently located in Las Vegas at the North Las Vegas Airport. The National Guard has been made aware that the National Guard Bureau (NGB) headquarters in Washington, D.C. is going to be making cuts nationwide and the CST may be eliminated. The National Guard is looking to move the CST to northern Nevada in order to be involved in more activities. There is a meeting scheduled with the Governor and the Adjutant General. They will make the decision as to whether CST moves to northern Nevada in the next federal fiscal year.

Mr. Smith stated, if the Commission approves, he can contact the CST and have them give a presentation at a SERC meeting.

Mr. Smith advised there is no update on the Homeland Security grants. There is speculation of a further reduction of those funds at a federal level. The Emergency Management Performance Grant program (EMPG) is expected to remain at current funding levels.

The Firstnet, the Public Safety broadband network, awarded a grant to each state. It is called a State and Local Implementation Grant Program. It is for the states to produce a recommendation for every governor to either opt into this public safety broadband network or opt out. DEM is looking forward to sharing data nationally.

Mr. Giomi asked how the Firstnet is going to be rolled out in the state. Mr. Smith stated there will be a project manager who will be the lead in communicating with cities, counties and tribes. Mr. Giomi is concerned because in the past the focus was on the core system and not the legacy systems in the rural areas.

Mr. Farr asked if the CST is available to participate with the LEPCs stating a presentation to the SERC would be good but to the LEPCs would be better. Mr. Smith advised CST does interact with the LEPCs. They have conducted exercises with the larger jurisdictions. In order to solicit a CST exercise, the local entity would make the request to DEM. The DEM would then coordinate with the CST. CST is federally funded and is of no cost to the State.

10. NEVADA DIVISION OF ENVIRONMENTAL PROTECTION (NDEP) UPDATE

Matt DeBurle advised there was nothing to report.

11. NEVADA STATE FIRE MARSHAL (SFM) UPDATE

Mr. Mulvihill advised a third technician course under the current contract is tentatively set for Las Vegas next state fiscal year. SFM has options on the contract to continue to offer one technician course per fiscal year built into SFM's budget.

Mr. Mulvihill advised the Legislative Counsel Bureau, Fiscal Audit Unit, presented their findings on the audit they did on the State Fire Marshal's Division. SFM received comments regarding the hazardous materials permit compliance. Of the several thousand businesses they felt should have a permit, 16% are in the 14 counties where SFM has enforcement authority. Only 3% were in Carson City. Since the presentation

of the findings Carson City has addressed most of their items. Another 16% were in the Washoe County jurisdiction. And 65% were in Clark County. The Fiscal Audit Subcommittee is concerned that the largest county in the state is not enforcing hazardous materials permits.

Mr. Mulvihill stated the revenues generated by this permit are in large part the funds used for SFM hazmat training and SERC grants.

Mr. Mulvihill stated he has meetings next week in southern Nevada to follow up with a few of the jurisdictions to work on compliance. The LCB auditors estimated there is \$400,000 in missed revenue opportunities.

The Nevada Threat and Analysis Center (NTAC) is hosting a workshop for fire and Emergency Medical Services (EMS) agencies on February 6 and 7, 2014.

In the last quarter, SFM provided investigative assistance to the Fallon Fire Department for the incident at the Bango Oil facility in Churchill County.

Mr. Mulvihill reported there were 22 fire fatalities in 2013. The leading causes of fire fatalities were from smoking, especially smoking while on medical oxygen, and improperly installed or improper use of heating appliances.

Mr. Brenner asked Mr. Mulvihill if, when he is in Las Vegas, he will be discussing the Silver Flume database. Mr. Mulvihill advised he will. Mr. Mulvihill stated he will be discussing how SFM will be progressively integrating its contractor licensing and hazmat permitting over time into Silver Flume. Initially, there will be referral connections. Eventually there will be automated links between the Silver Flume and SFM's license systems. One advantage to doing that is, particularly with permit renewals, the renewal becomes more automated. The concept is the business will go to the Silver Flume database and renew all of its state and, eventually, local licenses and annual operating permits once with one credit card number.

12. REPORT OF LEGISLATIVE COMMITTEE

Mr. Reagan advised the Committee has not met and there is nothing to report.

13. REPORT OF FUNDING COMMITTEE

Ms. Pabón advised the Committee has not met and there is nothing to report.

14. REPORT OF POLICY COMMITTEE

a. Discussion of possible revision to SERC policy 8.1, Hazardous Materials Response Plan and Exercise, with regard to the Local Emergency Planning Committees' (LEPCs) or State Agency's Level of Response Declaration when Mutual Aid Agreements are in place

Ms. Pabón gave a brief background on this issue. The Planning & Training Subcommittee was trying to determine the appropriate level of equipment requested compared to the declared level of response. If a LEPC had a Mutual Aid Agreement with another entity such as a quad county or a mine, should it be considered at its own declared level of response or would it take the level of the other entity into consideration.

The Policy Committee found current policy does not require any changes. They recommended modification of the Level of Response Questionnaire form which is included in the Commissioners' packets and a clarification of the requirements sent to the LEPCs to include the hazmat plan will address any mutual aid agreements and explain the declared level of response if they are in this situation. A modification would also be made to the grant application kits to clarify this.

Mr. Farr made a motion to accept the Policy Committee's recommendation. Mr. Matus seconded the motion which was approved unanimously.

b. Discussion of possible revision to SERC policy 8.1, Hazardous Materials Response Plan and Exercise, with regard to LEPC review of equipment and contact lists

Ms. Pabón stated SERC implemented the current policy many years ago. The policy reflects that contact information and equipment list updates are required annually because LEPCs were continually sending notice that no updates were necessary without reviewing the plan. It was discovered many plans were out of date with the contact and equipment lists.

Ms. Pabón advised the Policy Committee considered this and found the current policy to be adequate in requiring current updates. They recommended the SERC send an interpretation to the LEPCs requiring submission even if no changes are required. The LEPC would need to submit the pages with the current date to document the required sections of the plan have in fact been reviewed.

Mr. Whitesides made a motion to approve the Policy Committee's recommendation. Clinton Hayes seconded the motion which was approved unanimously.

c. Discussion of possible revision to SERC policy 8.2, Grant Application, Grant Awards, and SERC policy 8.2a, License Plate Funding Grant Application, Grant Awards with regard to required quotations for items requested in grant applications

Ms. Pabón stated this item was recommended for consideration after a LEPC submitted one quote and notification they requested two others and received no positive responses. The LEPC received a letter from one declining to bid and no response from the other.

The Committee recommended adding wording to the policies to allow explanation if two quotes are not received. The Funding Committee would then review the explanation when determining the reasonableness of the grant application.

Mr. Farr made a motion to approve the Policy Committee's recommended changes. Mr. Giomi seconded the motion which was approved unanimously.

d. Discussion of possible revision to SERC policy 8.2, Grant Application, Grant Awards, and SERC policy 8.2a, License Plate Funding Grant Application, Grant Awards regarding inclusion of questionnaire for radio purchases

Ms. Pabón advised this item was addressed during the process of awarding SERC grants last spring. The question was raised regarding ensuring radio purchases are compliant with the various emergency response/homeland security criteria. The suggestion was made to include a questionnaire in the application kit to ensure compliance. Current policy includes the requirement "Radio communications equipment requested must conform with the Nevada Interoperability Plan".

The Committee found this item did not require a change to the policy. The Policy Committee recommended the questionnaire be administratively included in the SERC and United We Stand grant application kit and be required. The Committee noted that communication vendors should be able to assist with the answers to the questions.

Mr. Farr made a motion to approve the Policy Committee's recommendation. Ms. Crowley seconded the motion which was approved unanimously.

e. Discussion of possible revision to SERC policy 8.2a, License Plate Funding Grant Application, Grant Awards with regard to evaluation factors for grant applications

Mr. Mulvihill stated he worked with Mr. Smith from DEM and the Homeland Security Commission in regards to this item and came up with the changes on Page 2, about 3 quarters of the way down.

Ms. Pabón advised the evaluation factors have been a continued concern when the applicants submit and the Funding Committee considers UWS applications. The wording of the factors is not understood by all. She questioned if a response is required for each factor.

The Committee felt the evaluation factors should be updated, but did not recommend or approve specific wording. Working with DEM and Homeland Security staff, the recommended change is noted in the proposed policy for the Commission's consideration.

Mr. Giomi made a motion to approve the Policy Committee's recommended changes to SERC Policy 8.2a. John Helmreich seconded the motion which was approved unanimously.

f. Discussion of possible revisions to SERC policy 8.3, Certified Assurances and Compliance Certification, with regard to LEPC membership

Ms. Pabón gave a brief background of this item. EPCRA requires representation from each of five groups: 1) elected state and local officials; 2) law enforcement, civil defense, fire-fighting, first aid, health, local environmental, hospital and transportation personnel; 3) broadcast and print media; 4) community groups and; 5) owners and operators of facilities that are subject to EPCRA.

EPCRA urges the SERCs to appoint broad base LEPCs which include representatives from the 13 individual categories. A person may represent more than one category. The current SERC policy 8.3 requires representation from the 13 EPCRA categories. The problem is if the actual individual categories are counted, there would appear that there are 15. This matter was brought to the Policy Committee for review.

The Committee recommended continuation of the current policy for the 13 categories as documented in the SERC's membership form. A discussion ensued. Ms. Pabón recommended, in order to assist the LEPCs, SERC make this form a requirement.

Mr. Giomi made a motion to accept the recommendations by SERC staff for SERC policy 8.3. Mr. Matus seconded the motion. Ms. Pabón asked if the Commissioners wanted to require the membership form. Mr. Giomi withdrew his motion. A discussion ensued.

Mr. Farr made a motion to revise SERC policy 8.3 to include requirement of the membership form. Mr. Hayes seconded the motion which was approved unanimously.

g. Discussion of possible revision to SERC policy 8.3, Certified Assurances and Compliance Certification, with regard to the LEPCs ability to appoint alternate members

Ms. Pabón advised this item was discussed at previous SERC meetings with Will Geddes, DAG, weighing in on the changes during the last legislative session. The law restricts the use of alternate members by a public body. Many LEPCs currently include alternates and state it would be difficult to have a quorum for a meeting if they were not allowed to designate and use alternate members. In the case of LEPCs the alternate members are actually appointed by name and represent the same category as the original appointed member.

The Policy Committee recommended changes to allow the LEPCs to appoint the alternate members. Alternate members need to be allowable in the LEPC By-laws. Pursuant to Mr. Geddes' advice, this policy includes the basis for this decision as

NRS states alternates are allowable if it is designated in the body's enabling statute.

Mr. Mulvihill advised part of the Committee's discussion was that the alternates must be pre-designated in advance just the way LEPCs designate their principle members. A discussion ensued. Ms. Pabón recommended adding "may include designated alternate members as included on the membership submitted to SERC".

Mr. Giomi made a motion to approve the Policy Committee's recommendation as well as that of Ms. Pabón. Ms. Crowley seconded the motion which was approved unanimously.

h. Review management of Hazardous Materials Emergency Response Plans, specifically with regard to plans being marked confidential

Ms. Pabón gave a brief background of the EPCRA requirements to be included in the hazardous materials emergency response plans. The response plan shall be made available to general public and the LEPC shall annually publish a notice in the local newspapers that the emergency response plan has been made available.

Nevada Homeland Security laws at NRS 239C.250 state the response plan is required to be filed with the Division of Emergency Management and the response plan filed pursuant to this section is confidential. Based on this a LEPC declared its hazmat emergency response plan to be confidential.

Ms. Pabón advised the Policy Committee found the current policy does not need changes. In compliance with EPCRA, the Committee recommends the SERC continue to require a hazmat response plan that is available for public review and thereby meeting the requirements of EPCRA and NRS. This may be a separate document from the all hazards plan and includes the items that can be viewed by the public and the nine elements required by the National Response Team Guidance. The LEPCs should not file confidential plan information with the SERC. Mr. Mulvihill advised a LEPC can extract sensitive and confidential information.

No action was taken.

i. Discussion regarding the confidentiality of the Nevada Online Hazardous Materials Reporting System

Ms. Pabón advised this item has been discussed at several SERC meetings. EPCRA also requires the collection of chemical information to provide a repository for the general public to get facility information in their communities and to provide emergency responders with information for pre-planning of response. EPCRA specifically states a person may request Tier II information relating to the preceding calendar year with respect to a facility. The law states "Any such request shall be in writing and shall be with respect to a specific facility".

EPCRA also provides Tier II forms shall be made available to the general public consistent with provision of trade secret confidentiality and declaration by the facility of confidentiality of the location of the chemical on site.

The chemical information is subject to the same publication of the notice of its availability as noted for the emergency response plan. The forms are available for a person to go to a LEPC's office to review. They are not available to hand out, make copies of or send out.

Nevada public records law states "all public books and public records of a governmental entity, the contents of which are not otherwise declared by law to be confidential, must be open at all times during office hours to inspection by any person, and may be fully copied or an abstract or memorandum may be prepared from those public books and public records".

Ms. Pabón further stated the Nevada Homeland Security laws would appear to include Tier II chemicals as part of the response plan that is declared confidential under NRS 239C.250 by the law's inclusion of the "location of any unusually hazardous substances within the political subdivision."

Ms. Pabón advised the issue came up when the SERC received requests for the entire Tier II database from three news entities, one of which requested data for all calendar years from 2006 to the most recent available.

In the midst of these discussions occurring since May 2013, staff received two other requests which amount to requests for information for marketing purposes.

As noted in previous SERC meetings, staff received the positions of most of the LEPCs which has been documented in a spreadsheet included in the handouts. Most LEPCs are in favor of not providing the database information.

The Policy Committee found the current requests do not meet the intent of EPCRA. The Committee found the reporting system as a whole is not confidential, but that requests for information must be weighed in relation to EPCRA and public records requirement, homeland security concerns and the purpose for request.

Collection of chemical information is not gathered for purposes of marketing or global dissemination. It is gathered for neighborhood, community and responder use. The proposed responses to the pending requests are included in the Commissioners' packets.

Ms. Pabón stated the Policy Committee also considered the current protocol. There was a protocol developed with the assistance of the AG's Office many years ago. The Committee recommended the protocol be converted to a policy. SERC Policy 8.14 is included in the Commissioners' packets, although it is not separately agendized.

Mr. Mulvihill, following consultation with Ms. Story representing the AG's office, advised that SERC can discuss Policy 8.14 but cannot adopt the Policy since the published meeting agenda did not include this action. If it is of interest to the Commission, it can be agendaized for the April SERC meeting.

There was a discussion regarding the response letters drafted by Ms. Pabón to the individuals requesting the EPCRA information.

Mr. Giomi made a motion to authorize SERC staff to send the response letters. Mr. Farr seconded the motion. A discussion ensued. Mr. Giomi withdrew his motion. Mr. Giomi made a motion to approve the response letters presented and that they reflect the process of the SERC as it pertains to the broad release of information. Mr. Farr seconded the motion. A discussion ensued. A vote was taken and the motion was approved unanimously.

j. Discussion of the Presidential Executive Order regarding chemical safety

Ms. Pabón advised there was nothing specific to report regarding the Executive Order.

Ms. Pabón advised in the Commissioners' packets there is the successful practice document prepared by Mike Ardito of the U.S. EPA. This was submitted to EPA headquarters. Ms. Pabón stated this document is a "kudos" to SERC for how its program is run.

Mr. Brenner stated there are meetings on January 9 and 10 at UCLA regarding the progress of the Presidential Executive Order, with a meeting also in Sacramento.

15. REPORT OF BYLAWS COMMITTEE

Ms. Pabón advised the Committee has not met and there is nothing to report.

16. FY 2014 HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) MID-CYCLE GRANT APPLICATIONS SUBMITTED BY LEPCS AND STATE AGENCIES

Ms. Pabón stated LEPCs were advised there was approximately \$66,000 available after the initial 2014 HMEP grants were awarded. Staff received one application in the amount of \$17,113 from Washoe LEPC. Since this meeting was already scheduled, a separate Funding Committee meeting was not called, so this is agendaized for the Commission's consideration and action.

The LEPC is in compliance and the grant application previously forwarded is complete. Any SERC approval is subject to approval by USDOT.

Mr. Farr made a motion to approve Washoe LEPC's grant request for \$17,113. Mr. Giomi seconded the motion. A discussion ensued regarding whether to add it is subject to USDOT approval. Mr. Farr amended his motion to include subject to USDOT approval. Mr. Giomi seconded the revised motion. Mr. Hecht asked what the LEPC

was requesting. Ms. Pabón stated there were two trainings: Highway Emergency Response Specialist Advanced Training and Mass Transit Highway Training for Reno Police Department. Also they requested Hazwoper training for the Reno/Sparks Indian Colony. A vote was taken and the motion was approved unanimously.

17. POSSIBLE DEOBLIGATION OF FY 2014 UNITED WE STAND GRANT FUNDS FOR MINERAL LEPC

Ms. Pabón informed the Commission the Mineral LEPC was notified on June 27 that the Funding Committee's recommendation for approval included contingencies of submission of minutes approving the grant application. The SERC approved the recommendation at its July meeting and Mineral LEPC was notified of the contingency again on July 12, 2013. The notification advised of the requirement to meet the contingencies within 90 days pursuant to SERC policy 8.2a. The 90 days expired on October 10.

During this time the LEPC submitted a couple different versions of meeting minutes from the May meeting which simply approved a motion to pursue an application. The discussion for this motion on their minutes included many items that they might consider applying for, none of which were the actual items they did apply for. She advised the LEPC needed minutes that showed they were aware and approved the grant application submitted to SERC.

On October 7 Ms. Pabón received the July minutes which showed a motion to apply for the United We Stand grant as previously discussed. On October 11, after the due date, she received another set of minutes which were clearly modified May meeting minutes with the July date on them. Correct minutes have not been received.

Mr. Whitesides made a motion to deobligate Mineral LEPCs United We Stand grant funds. Mr. Brenner seconded the motion which was approved unanimously.

18. REVIEW OF HUMBOLDT LEPC'S NONCOMPLIANCE WITH PROGRAM AND ADMINISTRATIVE REQUIREMENTS

Ms. Pabón advised nothing had been submitted since August 2013. She sent an e-mail to the County Administrator, County Commission and the LEPC co-chairs requesting updates. Ms. Pabón received agendas, meeting minutes, etc. late yesterday afternoon. She believes Humboldt LEPC has finally come into compliance with their open meeting law issues, agendas and minutes.

Mr. Brenner worked significantly with one of the individuals from the EMS on the hazmat plan. They do have a new hazmat plan although SERC has not seen it yet. Mr. Brenner is also working with this individual on the NRT-1, Promulgation Letter, and Level of Response Questionnaire which are due January 31.

19. REPORT OF EXECUTIVE DIRECTOR

- a. Budget – Report on Budget activities occurring since the last SERC quarterly meeting and any future activities**

Ms. Pabón stated for the United We Stand grant there is a balance of \$129,871 with \$249,000 plus obligated. SERC receives payments from Department of Motor Vehicle quarterly at approximately \$90,000 each quarter. SERC still has three quarters of funding to collect.

Currently, SERC has approximately \$1,238,000 available in the SERC account with \$395,000 obligated. The bulk of this money is collected around March 1 for the Tier II reporting and July 1 for the Toxic Release Inventory reports.

b. SERC internal audit – Report on findings of SERC internal audit conducted by the Division of Internal Audits

Ms. Pabón advised the SERC had an internal audit by the Department of Administration's Division of Internal Audits for the review of SERC's post records. They made four findings and recommendations which will assist staff to improve documentation. The first two items were requirements staff were unaware of including staff has not maintained a separate contract log for SERC's one contract with IDSi. A contract log has since been prepared and maintained. There was one general ledger (GL) coding which was staff error, and one GL coding that was unknown to staff. There was another GL item audit finding which staff does not agree with after consultation with the Department of Public Safety fiscal staff.

c. LEPC compliance – Report on LEPC compliance issues occurring since the last SERC quarterly meeting and any future activities

Ms. Pabón stated there are no new compliance issues.

20. PUBLIC COMMENT

Mr. Mulvihill called for public comment. Mr. Matus advised the Commission he will be leaving State service so this will be his last Commission meeting.

Mr. Mulvihill added Suzie Adam will also be retiring from State service. February 28 will be her last day. Ms. Adam's contributions to the State were acknowledged and SERC members thanked her for her service.

Doug Webb stated he will not be reapplying for SERC Commissioner.

Ms. Pabón advised she is struggling with FireShowsReno financial reports from the LEPCs timing wise. She needs to get her report into the USDOT. Final claims were due December 15. One LEPC has not submitted a claim and two have not submitted the additional requested information. Mr. Mulvihill advised the Commission will address this item at the next SERC meeting.

21. ADJOURNMENT

Mr. Whitesides made a motion to adjourn the meeting at 11:10 a.m. Ms. Crowley seconded the motion which was approved unanimously.