

MINUTES

Nevada State Emergency Response Commission (SERC)

Funding Committee Meeting

Wednesday, March 26, 2015 – 2:00pm

NV Department of Transportation
1301 Old Hot Springs Road
Room 112
Carson City

NV Department of Transportation
123 East Washington Avenue
Conference Room Building A
Las Vegas

Members Present

Richard Brenner, Chair
Tom Burns
Susan Crowley
John Helmreich*

*teleconferenced

Members Absent

Stacey Giomi

Staff

Karen Pabón
Tami Beauregard
Nathan Hastings

Guests

Kathryn Avena
Patrick Bowers
Bill Devine*
Dave Fogerson
Rob Loveberg
Cathy Ludwig*
Casey Micone*
Eric Millette*
Craig Romey
Mike Sullivan

1. CALL TO ORDER

Richard Brenner called the meeting to order at 2:02pm.

2. INTRODUCTIONS

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

3. PUBLIC COMMENT

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

4. APPROVAL OF DECEMBER 04, 2014 MEETING MINUTES

Susan Crowley made a motion to approve the minutes of the December 04, 2014 Funding Committee meeting. John Helmreich seconded the motion which was approved unanimously.

5. POSSIBLE DEOBLIGATION OF FY 2015 HMEP MID-CYCLE GRANT FUNDS FOR CLARK LEPC

Tami Beauregard reviewed the timeline of communication with the Clark County LEPC with regards to the HMEP mid-cycle grant application for Continuing Challenge Conference.

Mr. Brenner gave additional information with regards to the time line.

Ms. Pabón noted this agenda item is to finish the process of an awarded grant application not meeting contingencies. Ms. Pabón added the LEPC has submitted another grant application for the Continuing Challenge Conference.

Ms. Crowley made a motion to deobligate the FY 2015 HMEP mid-cycle grant funds for the Clark County LEPC. Mr. Helmreich seconded the motion which was approved unanimously.

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

Clark County LEPC – is not in compliance. The LEPC is requesting \$15,220 for the Continuing Challenge Conference. The LEPC's non-compliance issues are: signatures on Title Page, signatures on Certified Assurances and signatures on Compliance Certification.

Mr. Brenner gave a synopsis of the conference.

Mr. Helmreich made a motion to approve Clark County LEPC's mid-cycle grant application contingent on receiving signatures on the Title Page, signatures on the Certified Assurance and signatures on the Compliance Certification. Ms. Crowley seconded the motion.

Mr. Brenner asked Karen Pabón if there are enough funds to cover the requested HMEP mid-cycle grant applications. Ms. Pabón stated there are enough funds, however she does not have an exact dollar amount.

A discussion ensued with regards to the amount being requested, travel days and when arrangements should be made. Eric Millette added information on how many days the conference is and how Washoe County makes their arrangements.

Mr. Brenner called for a vote which was approved unanimously.

Clark County LEPC – is in compliance. The LEPC is requesting \$14,900 for Disaster Emergency Response Training.

Mr. Brenner gave a synopsis of the training and a discussion ensued with regards to how many days the training is.

Tom Burns made a motion to approve Clark County LEPC's mid-cycle grant application contingent on approval from US Department of Transportation (USDOT). Ms. Crowley seconded the motion which was approved unanimously.

Clark County LEPC – is not in compliance. The LEPC is requesting \$9,000 for Hazmat Training and Consulting. The LEPC's non-compliance issues are: need signatures on Title Page, signatures on Certified Assurances and signatures on Compliance Certification.

Mr. Brenner gave a synopsis of the training.

Ms. Crowley made a motion to approve Clark County LEPC's mid-cycle grant application contingent on receiving signatures on the Title Page, signatures on the Certified Assurance, signatures on the Compliance Certification and approval from USDOT. Mr. Burns seconded the motion which was approved unanimously.

Douglas County LEPC – is not in compliance. The LEPC is requesting \$5,584 for the Continuing Challenge Conference. The LEPC's non-compliance issues are: meeting minutes approving the grant application.

A discussion ensued with regards to the whether the meeting minutes showed the LEPC approving the grant application or not. David Fogerson stated he will submit corrected meeting minutes.

Mr. Helmreich made a motion to approve Douglas County LEPC's mid-cycle grant application from Training contingent on receiving meeting minutes approving the grant application. Ms. Crowley seconded the motion which was approved unanimously.

Washoe County LEPC – is in compliance. The LEPC is requesting \$2,966 for the Continuing Challenge Conference.

Cathy Ludwig gave a synopsis of what Washoe County was requesting.

Mr. Helmreich made a motion to approve Washoe County LEPC's mid-cycle grant application from Training. Ms. Crowley seconded the motion which was approved unanimously.

7. **REVIEW OF U.S. DEPARTMENT OF TRANSPORTATION, HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) MID-CYCLE GRANT ALLOCATION FOR SERC CO-CHAIR AND STAFF TO ATTEND THE NATIONAL ASSOCIATION OF SARA TITLE III PROGRAM OFFICIALS (NASSTTPO) CONFERENCE**

Mr. Brenner provided information about the NASSTTPO Conference noting why it is important for the Co-Chair and SERC staff to attend.

Ms. Crowley made a motion to approve an amount not to exceed \$4,500 in grant allocation for the SERC Co-Chair and staff to attend the NASSTTPO Conference in May 2015. Mr. Burns seconded the motion which was approved unanimously. Mr. Brenner abstained from the vote.

8. **REVIEW OF FY 2016 SERC GRANT APPLICATIONS SUBMITTED BY LOCAL EMERGENCY PLANNING COMMITTEES (LEPCS) AND STATE AGENCIES**

Ms. Beauregard stated a spreadsheet was provided for the Committee noting the requested amount, items being requested, compliance issues, notes from staff and recommendation from the Planning and Training Subcommittee.

Washoe County LEPC – is in compliance. The LEPC is requesting \$24,977 for equipment and \$4,000 in operations, with \$2,000 for clerical.

The Planning and Training Subcommittee approved the items requested in relation to the LEPC's level of response as technician.

A discussion ensued with regards to what the DuoDote is used for with an explanation from Mr. Millette.

Mr. Burns made a motion to recommend approval of the Washoe County LEPC's grant request. Ms. Crowley seconded the motion.

A discussion ensued regarding how much each LEPC is allowed to request. Ms. Pabón stated the requested amount for equipment is not to exceed \$25,000 with \$4,000 for operations, for a total of \$29,000 for the entire grant request.

Mr. Brenner called for a vote which was approved unanimously.

Eureka County LEPC – is in compliance. The LEPC is requesting \$24,264 for equipment and \$4,000 in operations, with \$2,000 for clerical.

The Planning and Training Subcommittee approved the items requested in relation to the LEPC's level of response as awareness.

Mr. Brenner made a motion to recommend approval of the Eureka County LEPC's grant request. Ms. Crowley seconded the motion which was approved unanimously.

Douglas County LEPC – is not in compliance. The LEPC is requesting \$24,931 for equipment and \$4,000 in operations, with \$2,000 for clerical. The LEPC's non-compliance issues are: submission of exercise deficiencies (narrative of what was accomplished and corrective actions) and plan deficiencies (#4 on NRT-1A, updated Annex I and spill notification contact information) due by April 12, 2015.

The Planning and Training Subcommittee approved the items requested in relation to the LEPC's level of response as technician.

Discussion ensued with regards to how the door locks would be used for hazardous materials response. Mr. Fogerson provided an explanation.

Ms. Crowley made a motion to recommend approval of the Douglas County LEPC's grant request contingent on receipt of exercise and plan deficiencies by April 12, 2015. Mr. Helmreich seconded the motion which was approved unanimously.

Lyon County LEPC – is not in compliance. The LEPC is requesting \$24,998 for equipment and \$4,000 in operations. The LEPC's non-compliance issues are: submission of meeting minutes approving the grant application.

The Planning and Training Subcommittee approved the items requested in relation to the LEPC's level of response as operations and technician.

A discussion ensued with regards to the Simulator request being moved to training.

Ms. Crowley made a motion to recommend approval of the Lyon County LEPC's grant request contingent on receipt of meeting minutes, justification of the simulator in training and assurances noting all cost overages of items will be covered by the LEPC. Mr. Burns seconded the motion which was approved unanimously.

Carson City LEPC – is in compliance. The LEPC is requesting \$24,299 for equipment and \$4,000 in operations.

The Planning and Training Subcommittee approved the items requested in relation to the LEPC's level of response as technician.

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

Churchill County LEPC – is not in compliance. The LEPC is requesting \$24,576 for equipment and \$4,000 in operations. The LEPC's non-compliance issues are: submission of meeting minutes approving grant application.

The Planning and Training Subcommittee approved the items requested in relation to the LEPC's level of response as awareness and operations.

A discussion ensued with regards to the John Deere quote.

Mr. Burns made a motion to recommend approval of the Churchill County LEPC's grant request contingent on receiving meeting minutes approving the grant application. Ms. Crowley seconded the motion which was approved unanimously.

Clark County LEPC – is in compliance. The LEPC is requesting \$24,603 for equipment and \$4,000 in operations.

The Planning and Training Subcommittee approved the items requested in relation to the LEPC's level of response as technician.

A discussion ensued with regards to who will make the purchases noting the Narrative and Objectives are not consistent.

Mr. Helmreich made a motion to recommend approval of the Clark County LEPC's grant request contingent on clarification on who will make the purchases. Ms. Crowley seconded the motion.

Mr. Helmreich amended his motion to reduce the requested equipment amount by \$77 due to the ERK quote being less than requested, the total amount of equipment equaling \$24,526. Ms. Crowley seconded the amended motion which was approved unanimously.

Elko County LEPC – is not in compliance. The LEPC is requesting \$24,988 for equipment and \$4,000 in operations. The LEPC's non-compliance issues are: submission of plan updates; level of response questionnaire; exercise/incident report; and letter of promulgation due by April 12, 2015. Additional non-compliance issues are: first and second quarters of SERC grant financial reports; membership list; bylaws; and meeting minutes approving the grant application.

The Planning and Training Subcommittee approved the items requested in relation to the LEPC's level of response as operations, contingent on submission of plan updates, level of response questionnaire, exercise/incident report and letter of promulgation by April 12, 2015.

Mr. Burns made a motion to recommend approval of the Elko County LEPC's grant request contingent on submission of plan updates, level of response questionnaire, exercise/incident report and letter of promulgation by April 12, 2015. Additional contingencies are submission of first and second quarters of SERC grant financial reports, membership list, bylaws and meeting minutes approving the grant application. Mr. Brenner seconded the motion.

A discussion ensued regarding the purpose of the Letter of Promulgation. Ms. Pabón explained it is the declaration of the use of the hazardous materials plan document for public interest.

Mr. Brenner called for the vote which was approved unanimously.

Esmeralda County LEPC – is not in compliance. The LEPC did not submit an application.

Ms. Pabón noted the \$4,000 for operations has been obligated in case the LEPC comes into compliance and eligible for it.

Humboldt County LEPC – is not in compliance. The LEPC is requesting \$24,960 for equipment and \$4,000 in operations. The LEPC's non-compliance issues are: submission of corrected membership list and meeting minutes approving the grant application.

The Planning and Training Subcommittee approved the items requested in relation to the LEPC's level of response as technician.

Mr. Burns made a motion to recommend approval of the Humboldt County LEPC's grant request contingent on submission of corrected membership list, meeting minutes approving the grant application and corrected title page noting \$4,000 for operations. Ms. Crowley seconded the motion which was approved unanimously.

Lander County LEPC – is not in compliance. The LEPC is requesting \$25,000 for equipment and \$4,000 in operations, with \$2,000 in clerical. The LEPC's non-compliance issues are: exercise deficiencies (how plan was used, result of plan used and exercise report form); updated facilities list; and letter of promulgation due by April 12, 2015. Additional non-compliance issues are: first and second quarters of the SERC and UWS grant financial reports; affidavit of publication; bylaws; and meeting minutes approving the grant application.

The Planning and Training Subcommittee recommended to not approve the Blu-Med XP Medical Response Package as it is not justified in compliance with the LEPC's declared awareness level of response.

A discussion ensued with regards to the item being requested and what the LEPC could do to better justify the item with regards to their level of response.

Mr. Burns made a motion to recommend approval of the operations grant request contingent on submission of exercise deficiencies, updated facilities list and letter of promulgation due by April 12, 2015. Additional contingencies are submission of the first and second quarters of the SERC and UWS grant financial reports, affidavit of publication, bylaws and meeting minutes approving the grant application.

Mr. Burns amended his motion to recommend to not approve the Lander County LEPC's equipment grant request. Ms. Crowley seconded the motion which was approved unanimously.

A discussion ensued with regards to what constitutes the operations money. Ms. Pabón noted not more than fifty percent of the operations request can be used for clerical.

Mr. Burns amended his motion to recommend approval of the operations grant request in the amount of \$3,920 unless the \$80 can be justified.

Ms. Pabón stated this was not a proper motion due to the \$4,000 being an automatic award and staff needs to know if \$1,920 or \$2,000 goes on the grant award.

Mr. Burns withdrew his previous amended motion.

Mr. Brenner called for a vote which was approved unanimously.

Lincoln County LEPC – is not in compliance. The LEPC is requesting \$24,993 for equipment and \$4,000 in operations, with \$1,800 for clerical. The LEPC's non-compliance issues are: submission of exercise deficiencies (how plan was used and corrective actions) due April 12, 2015.

The Planning and Training Subcommittee approved the items requested in relation to the LEPC's level of response as operations.

Mr. Helmreich made a motion to recommend approval of the Lincoln County LEPC's grant request contingent on submission of exercise deficiencies by April 12, 2015 and assurances noting all cost overages of items will be covered by the LEPC. Mr. Burns seconded the motion.

A discussion ensued with regards to the quotes not matching the grant request amounts, thus total items are more than \$25,000.

Mr. Brenner called for the vote which was approved unanimously.

Mineral County LEPC – is not in compliance. The LEPC is requesting \$23,970 for equipment and \$4,000 in operations, with \$1,000 for clerical. The LEPC's non-compliance issues are: submission of plan updates; level of response questionnaire; exercise/incident report; and letter of promulgation due by April 12, 2015. Additional non-compliance issues are: minutes from December 18, 2014 and January 27, 2015 LEPC meetings; membership list; bylaws; affidavit of publication; compliance certification; and meeting minutes approving the grant application.

The Planning and Training Subcommittee approved the items requested in relation to the LEPC's level of response as operations, contingent on submission of plan updates, level of response questionnaire, exercise/incident report and letter of promulgation by April 12, 2015.

Mr. Helmreich made a motion to recommend approval of the Mineral County LEPC's grant request contingent on submission of plan updates, level of response questionnaire, exercise/incident report and letter of promulgation due by April 12, 2015. Additional contingencies are submission of minutes for December 18, 2014 and January 27, 2015 LEPC meetings, membership list, bylaws, affidavit of publication, compliance certification and meeting minutes approving the grant application. Ms. Crowley seconded the motion which was approved unanimously.

Nye County LEPC – is not in compliance. The LEPC is requesting \$24,970 for equipment and \$4,000 in operations, with \$2,000 for clerical. The LEPC's non-compliance issues are: submission of exercise deficiencies (narrative of how plan was used, corrective actions and after action review) due by April 12, 2015 and affidavit of publication.

The Planning and Training Subcommittee approved the items requested in relation to the LEPC's level of response as technician.

A discussion ensued regarding the inconsistency of the amount on the Title Page and the budget pages.

Mr. Burns made a motion to recommend approval of the Nye County LEPC's grant request contingent on submission of exercise deficiencies by April 12, 2015, affidavit of publication and corrected title page noting \$24,970 for equipment. Mr. Helmreich seconded the motion which was approved unanimously.

Pershing County LEPC – is not in compliance. The LEPC is requesting \$24,971 for equipment and \$4,000 in operations, with \$2,000 for clerical. The LEPC's non-compliance issues are: submission of affidavit of publication; meeting minutes approving grant application; and the 'when' and 'who' is responsible for Objective #5.

The Planning and Training Subcommittee approved the items requested in relation to the LEPC's level of response as awareness.

A discussion ensued with regards to replacement items. Ms. Pabón noted equipment dollars cannot be used for maintenance replacement parts on an item originally purchased with SERC monies. Ms. Pabón stated the LEPCs may use operations money for equipment maintenance.

Mr. Burns made a motion to recommend approval of the Pershing County LEPC's grant request contingent on submission of affidavit of publication, meeting minutes approving the grant application, updated Objectives and a justification for the replacement items not being maintenance of equipment purchased previously with SERC monies. Mr. Brenner seconded the motion.

Mr. Brenner called for the vote which was approved unanimously.

Storey County LEPC – is not in compliance. The LEPC is requesting \$25,000 for equipment and \$4,000 in operations. The LEPC's non-compliance issues are: submission of meeting minutes approving the grant application.

The Planning and Training Subcommittee approved the items requested in relation to the LEPC's level of response as operations and technician.

Mr. Burns made a motion to recommend approval of the Storey County LEPC's grant request contingent on submission of meeting minutes approving the grant application. Mr. Brenner seconded the motion.

Mr. Burns amended his motion to move the training suits to training requiring training justification for the suits. Mr. Brenner seconded the amended motion.

Mr. Brenner called for the vote which was approved unanimously.

White Pine County LEPC – is not in compliance. The LEPC is requesting \$24,763 for equipment and \$4,000 in operations. The LEPC's non-compliance issues are: submission of a quote for pagers.

The Planning Training Subcommittee approved the items requested in relation to the LEPC's level of response as operations.

Mr. Helmreich made a motion to recommend approval of the White Pine County LEPC's grant request in the amount of \$24,703 for equipment contingent on submission of a quote for pagers. Mr. Burns seconded the motion which was approved unanimously.

Ms. Beauregard added there is \$740,351 available in SERC funds and \$665,653 in total requests and already obligated monies.

Ms. Pabón noted there is no travel money in the total of requested and obligated monies. Ms. Pabón added the amount is in this year's budget request and depending on the legislatively approved budget, the SERC may not have to allocate any money to travel.

9. REVIEW COST FROM IDSI INTERNATIONAL, INC. AND AMEND CONTRACT TO CHANGE THE ONLINE PAYMENT COMPANY FROM PAYPONT TO WELLS FARGO IN THE ONLINE HAZARDOUS MATERIALS DATABASE

Ms. Pabón explained the Nevada Treasurer's Office changed the e-check vendor from FirstData, PayPoint to Wells Fargo. Ms. Pabón noted the Treasurer's Office provided specifications to IDSi so the Online Hazmat Reporting System could connect with Wells Fargo when a customer is paying by e-check. Ms. Pabón stated the quote from IDSi is \$6,000 to update the Online Hazmat Reporting System to accomplish the change.

Patrick Bowers from the State Fire Marshal's Division stated he has been in contact with the Treasurer's Office with regards to them paying for part of this change. Mr. Bowers noted, to date, he has not had any clarification from the Treasurer's Office and believes they do not have any money to give.

Mr. Bowers gave a synopsis of what IDSi will need to do to make this change.

Ms. Pabón noted the SERC paid for the development of the entire program. Ms. Pabón added the highway funds cover the maintenance of the system and the SERC funds cover the cost for the counties to access the system.

Mr. Burns made a motion to recommend approval to the SERC to amend the IDSi contract and to approve an amount not to exceed \$6,000 in SERC allocation funding for IDSi to make the changes. Ms. Crowley seconded the motion which was approved unanimously.

10. REPORT ON GRANT CHANGE REQUESTS ALREADY APPROVED

Ms. Beauregard listed the grant change requests: Lincoln County purchased additional boots and gloves with the cost savings from their UWS grant; Washoe County purchased Medic ID placards with savings on the ballistic vests from their UWS grant; and the Legislative Counsel Bureau (LCB) Police used their UWS awarded monies for cameras in Las Vegas instead of in Carson City.

11. PUBLIC COMMENT

Mr. Brenner called for public comment. There were none.

12. ADJOURNMENT

Mr. Burns made a motion to adjourn the meeting. Mr. Brenner seconded the motion. The meeting was adjourned at 4:15pm.