

MINUTES

Nevada State Emergency Response Commission (SERC)

Funding Committee Meeting

Thursday, June 04, 2015 – 2:00pm

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

Members Present

Richard Brenner*, Chair
Tom Burns*
Susan Crowley*
Stacey Giomi*
John Helmreich*

Members Absent

Staff

Tami Beauregard
Nathan Hastings

Guests

Cathy Ludwig*
Pete Mulvihill
Stephanie Parker
Eric Santos*

*teleconferenced

1. CALL TO ORDER

Richard Brenner called the meeting to order at 2:04pm.

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 MARCH 26, 2015 MEETING MINUTES

Susan Crowley asked if this Funding Committee has the authority to deobligate the mid-cycle grant noted in item number five of the minutes. Tami Beauregard stated the Funding Committee deobligated the funds then approved the same grant application request in the following item. Stacey Giomi stated if this Committee has the authority to obligate HMEP mid-cycle money it would make sense for this Committee to have the authority to deobligate HMEP mid-cycle money.

Ms. Crowley questioned the different compliances noted with Clark County in item number six of the minutes. Ms. Beauregard stated the compliance noted with each Clark County is for that specific grant application request, (i.e. a signed contract, submitted quotes, meeting minutes approving grant application, etc.....).

Ms. Crowley, noting the clarifications, made a motion to approve the minutes of the March 26, 2015 Funding Committee meeting. John Helmreich seconded the motion which was approved unanimously.

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

Ms. Beauregard noted a spreadsheet was provided to the Committee. Ms. Beauregard added White Pine is an additional county added to this agenda item with the grant application being received after the agenda was posted.

Ms. Beauregard also noted the spreadsheet includes each requested amount, any compliance issues and added \$69,463.25 will be available in HMEP money for FireShowsWest (FSW) if all submitted grant applications are approved.

A discussion ensued regarding requests to be approved by US Department of Transportation (USDOT) and transferring Training funds to Planning funds. Ms. Beauregard noted an answer from USDOT should come the following week regarding the three activity requests and the transferring of funds.

Ms. Crowley asked if this Committee is allowed to review the White Pine County LEPC grant application with White Pine not specifically listed on the agenda. Nathan Hastings noted the determining factor is; if the grant application is received prior to the posted agenda and not listed on the agenda then the application cannot be reviewed or if the grant application is received after the posted agenda then the application can be reviewed. Ms. Beauregard stated the agendas were posted on May 28th and the White Pine County LEPC grant application was received on June 1st.

Mr. Helmreich asked if it is normal for the actual money spent on FSW to be half of what is requested. Pete Mulvihill noted it varies from year to year and is not predictable. Mr. Brenner added the attendance level varies depending on what is going on with emergencies within the state.

Washoe County LEPC – is in compliance. The LEPC is requesting \$2,854 in Training funds to send the three attendees from the Reno-Tahoe Airport Authority (RTAA) to the Continuing Challenge Conference.

Cathy Ludwig gave a synopsis of what the Washoe County LEPC is requesting.

Mr. Giomi made a motion to approve Washoe County LEPC's mid-cycle grant application. Tom Burns seconded the motion which was approved unanimously.

Storey County LEPC – is not in compliance. The LEPC is requesting \$7,995 in Planning funds to hire a consultant to facilitate a Quad County Hazardous Materials Drill. The LEPC's non-compliance issues are: meeting minutes approving the grant application and USDOT approval.

A discussion ensued with regards to which grant applications need to be approved from USDOT and when. Ms. Beauregard noted Washoe County LEPC and White Pine County LEPC do not need approval from USDOT, since these already approved activities were included in the grant award from USDOT. Ms. Beauregard added the requested activity approvals to USDOT will be submitted after this Committee approves the grant applications.

Mr. Helmreich made a motion to approve Storey County LEPC's mid-cycle grant application contingent on meeting minutes approving the grant application. Ms. Crowley seconded the motion. Mr. Giomi noted an additional contingency of USDOT approval is needed. Mr. Helmreich amended his motion to include USDOT approval. Ms. Crowley seconded the amended motion which was approved unanimously.

White Pine County LEPC – is in compliance. The LEPC is requesting \$19,800 in Planning funds to hire a consultant to assist in writing and updating the hazmat plan.

A discussion ensued with regards to the HMEP paying for plan updates. It was noted other LEPC's have received HMEP monies to update plans.

Mr. Giomi made a motion to approve White Pine County LEPC's mid-cycle grant application. Tom Burns seconded the motion.

Mr. Helmreich questioned if enough information was provided on the quotes submitted. Mr. Giomi stated it is difficult to receive quotes to update plans and does not have an issue with the quotes received. Mr. Brenner stated he does not have an issue either.

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

Nye County LEPC – is not in compliance. The LEPC is requesting \$5,993 in Training funds to purchase a Hazmat Gas Trainer package and a projector system. The LEPC's non-compliance issues are: only one quote submitted for equipment and USDOT approval.

A discussion ensued regarding the Budget Narrative not relating the equipment to transportation, the number of quotes submitted and approval by USDOT.

Mr. Giomi began to make a motion to approve Nye County LEPC's mid-cycle grant application.

During Mr. Giomi's motion the phone disconnected at the 107 Jacobsen Way location, connection was re-established.

Mr. Giomi made a motion to approve Nye County LEPC's mid-cycle grant application contingent on administrative compliance, USDOT approval and re-submission of the Budget Narrative relating the requested items to transportation. Ms. Crowley seconded the motion.

Ms. Crowley asked who will make the decision to determine if the re-submitted Budget Narrative is acceptable. Mr. Giomi amended his motion to include one of the SERC Co-Chairs to approve the re-submitted Budget Narrative. Ms. Crowley seconded the amended motion.

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

Clark County LEPC – is not in compliance. The LEPC is requesting \$7,114.75 in Training funds to purchase technical training equipment. The LEPC's non-compliance issues are: meeting minutes approving the grant application and USDOT approval.

Mr. Giomi made a motion to approve Clark County LEPC's mid-cycle grant application contingent on administrative compliance and USDOT approval. Mr. Helmreich seconded the motion which was approved unanimously.

6. REPORT ON GRANT CHANGE REQUESTS ALREADY APPROVED

Ms. Beauregard listed the grant change requests: Carson City extended the ending date of their HMEP grant to August 31, 2015; Douglas County purchased an SCBA Charging Module with savings on the SCBA's from their SERC grant; Humboldt County purchased calibration testing gas with savings on the gas monitors and test systems from their SERC grant; and Lincoln County purchased additional portable lights with the remaining equipment balance from their SERC grant.

7. PUBLIC COMMENT

Mr. Brenner called for public comment.

Ms. Crowley noted the grant application review spreadsheet was very helpful.

Stephanie Parker noted with regards to the Nye County LEPC bids submitted with the grant application; if an agency has a purchasing policy noting how many bids are needed, the agency should be expected to follow that policy. Mr. Giomi stated the SERC policies and procedures list the requirements for how many quotes are needed for equipment.

Ms. Beauregard also noted the Clark County LEPC grant application has only one quote for equipment.

A discussion ensued with regards to how many quotes are needed for equipment and what Mr. Giomi's original motion included when the phones were disconnected.

Mr. Giomi amended his Nye County motion to include submitting the correct number of quotes per SERC policy. Ms. Crowley seconded the amended motion which was approved unanimously.

Mr. Giomi stated he did not make the same requirement on the Clark County LEPC grant application, due to the quote being specific about where the equipment was being purchased. Mr. Brenner agreed.

Pete Mulvihill stated the Nevada State Treasurer's Office has agreed to provide \$3,000 for IDSi to change the online payment vendor, from PayPoint to Wells Fargo, in the Online Hazmat Report System, therefore only \$3,000 of the \$6,000 SERC approved grant will be needed.

Ms. Beauregard noted the HMEP Mid-Cycle FSW grant application kit will go out on June 08, 2015 with a six week time line. Ms. Beauregard added the next Funding Committee meeting will need to be at the end of July or the beginning of August to review the FSW grant applications.

8. ADJOURNMENT

Mr. Helmreich made a motion to adjourn the meeting. Ms. Crowley seconded the motion. The meeting was adjourned at 2:46pm.

**After meeting notes:

With regards to the number of quotes needed for equipment; SERC procedure below:

"Equipment will be considered based on the state contract prices, as applicable. Please consult the State Purchasing Division's website at http://purchasing.state.nv.us/services_index.htm to determine contract prices. If requesting an item from a state contract, please include a copy of the webpage with your application. Equipment requests other than those on the state's contract or higher priced than those on this list must be accompanied by a quote from the vendor and justification. Communications equipment is subject to the completion of the attached Communications Interoperability Questionnaire."

Therefore the Nye County LEPC will not be required to supply additional quotes for the items requested.

With regards to the Storey County LEPC's request; this activity was included in the HMEP grant application to USDOT and is already approved. Therefore the Storey County LEPC's request will not be submitted to USDOT for approval.