

MINUTES

Nevada State Emergency Response Commission (SERC)

Funding Committee Meeting

Monday, September 21, 2015 – 1:00pm

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

NV Department of Transportation
600 South Grand Central Parkway
Suite 143, 1st Floor Conference Room
Las Vegas

Members Present

Richard Brenner, Chair*
Stacey Giomi
John Helmreich**

Members Absent

Tom Burns
Susan Crowley

Staff

Stephanie Parker
Tami Beauregard
Nathan Hastings

Guests

None

*videoconference

**teleconference

1. **CALL TO ORDER**

Richard Brenner called the meeting to order at 1:03pm

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 AUGUST 06, 2015 MEETING MINUTES**

John Helmreich made a motion to approve the minutes of the August 06, 2015 Funding Committee meeting. Stacey Giomi seconded the motion which was approved unanimously.

5. REVIEW THE TRAVEL FUNDS IN FY2016 AND FY2017 FOR BOTH COMMISSIONERS AND STAFF

Stephanie Parker noted a worksheet was provided noting what the needs for FY2016 and FY2017 travel. Ms. Parker requested that this Committee make a recommendation to the full SERC on how many more face-to-face meetings will be in FY2016, not including the October meeting, where they will be held and an allocation of funds for the meetings.

A discussion ensued with regards to the funds needed depending on where the face-to-face meeting is to be held and where the funds would come from.

Mr. Giomi made a motion to recommend to the full SERC to hold two face-to-face meetings in Reno and two face-to-face meetings in Las Vegas, annually. Mr. Brenner seconded the motion.

Ms. Parker added she is asking to move funds out of the Personnel category, because there is expected to be salary savings.

Mr. Helmreich asked for clarification on whether the funds are available or not. Mr. Giomi amended his motion to be for the remainder of this fiscal year, to use the salary savings to fund one face-to-face meeting in Reno and one face-to-face meeting in Las Vegas. Tami Beauregard asked if it is allowed to move funds from Category 01 into any other Category before the end of the year. Ms. Parker stated it is allowed.

Mr. Giomi amended his motion to use salary savings, augmented by SERC reserves if necessary, to hold one face-to-face meeting in Las Vegas and one face-to-face in Northern Nevada for the remainder of the current fiscal year. Mr. Brenner seconded the amended motion.

Mr. Helmreich stated there is value in face-to-face meetings with the ability for LEPCs to attend and going North and South allows for this.

A discussion ensued with regards to how many meetings the Legislative approved budget covers. Ms. Beauregard noted although the budget for Commission travel was increased, it is likely not enough to cover two face-to-face meetings.

Mr. Brenner reiterated the motion is to have two face-to-face meetings for the remainder of the fiscal year and allocate funds for those meetings. Mr. Brenner called for the vote which was approved unanimously.

Nathan Hastings asked for clarification on this agenda item. Mr. Giomi clarified that the agenda item is to cover all travel for Commissioners and staff in the two specific fiscal years.

Ms. Parker noted the second part of travel is for the Planning and Training Subcommittee meetings. Ms. Parker added the Policy Committee is likely to make a recommendation that the Planning and Training Subcommittee be available throughout the year to review plans and/or exercises of a LEPC, if the LEPC did not meet the first deadline. Ms. Parker also noted this change would allow the LEPC to come into compliance for SERC funds; however additional funds will be needed if there are additional face-to-face meetings needed to review and approve submissions outside of the existing annual deadline.

Mr. Giomi clarified that staff is asking to add \$1,462 to the budget if an additional Planning and Training Subcommittee meeting is needed.

A discussion ensued with regards to how much was budgeted for this Subcommittee meeting, the SERC budget approved from the last Legislative session and why an additional face-to-face meeting would be necessary.

Mr. Giomi asked if someone from the Policy Committee or the Planning and Training Subcommittee is asking for the funds for two face-to-face meetings. Ms. Parker stated there is not.

Mr. Giomi made a motion to recommend to the full SERC to allocate SERC funds for the Planning and Training Subcommittee to meet one time. Mr. Helmreich seconded the motion.

A discussion ensued with regards to what has been recommended for approval so far. Mr. Giomi suggested the full SERC should discuss the FY2017 travel funds. Mr. Helmreich agreed.

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

Ms. Parker stated the next item is travel for the monitoring of sub-grantees. Ms. Parker added staff is required to conduct eight in person monitoring visits a year, pursuant to existing SERC policy. Ms. Parker also added she is talking with Nevada Division of Emergency Management (NDEM) about working with them on the common sub-grantees, so that the sub-grantees only have to provide their information once.

A discussion ensued with regards to which sub-grantees SERC and NDEM would monitor together and the funds needed for SERC to monitor the others. Ms. Parker noted staff is requesting \$2,157 in funds for FY2016 to travel to LEPCs for monitoring.

Mr. Helmreich made a motion to recommend to the full SERC to allocate \$2,157 of SERC funds for staff to travel to review sub-grantees at various locations for the remainder of FY2016. Mr. Giomi seconded the motion.

Mr. Giomi asked why these items have come to the Funding Committee. A discussion ensued why staff is asking for these funds to come from SERC reserves instead of the funds being included in the budget. Ms. Beauregard stated she will supply the Committee with what was voted on in the past and suggested that the previous staff worded the requests differently. Ms. Beauregard also noted funds for staff to travel to the LEPCs for monitoring has not been discussed, because staff has not traveled to the LEPCs since the third person was lost.

Mr. Helmreich reiterated that about \$5,000 is being asked to increase travel funds for the remainder of FY2016, regardless of where the funds come from. Ms. Parker agreed.

Ms. Parker added she wanted to specifically discuss staff travel to the LEPCs, noting the workload put on staff. Mr. Giomi added the SERC will be on board to help with getting the third person back on staff, if they can.

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

Mr. Giomi made a motion to direct staff to agendaize travel funds for Commissioners and staff for FY2017 to the full SERC at the next quarterly meeting. Mr. Brenner seconded the motion which was approved unanimously.

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

Ms. Parker stated the funds being requested is for one Co-Chair and two staff members to attend the conference and funds would come from the HMEP grant.

Mr. Giomi made a motion to recommend approval to the SERC of an HMEP grant allocation to not exceed \$10,000 for the SERC Co-Chair and two staff members to attend NASTTPO. Mr. Helmreich seconded the motion which was approved unanimously.

7. HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) GRANT APPLICATIONS

Ms. Parker gave an overview of the HMEP grant award from US Department of Transportation (USDOT) noting the total award is for \$225,723 of which \$180,578 is federal funds and \$45,145 is SERC funds. Mr. Brenner added \$10,000 should be subtracted from the total due to the previous agenda item's motion and vote.

Carson City LEPC – is in compliance. The LEPC is requesting \$11,760 from Training for a Marijuana Management Symposium hosted by Denver, CO to learn about preparing to respond to incidents involving the transportation of Liquid Carbon Dioxide and N-Butane. The contingency items are: USDOT approval and Interim Finance Committee (IFC) grant acceptance.

Mr. Helmreich asked what the difference is between the Planning and Training. Ms. Parker noted Training typically contains some type of curriculum and/or receive credits and a symposium is usually a discussion and sharing of ideals with the intent of possible changes to response plans.

Mr. Giomi made a motion to recommend approval to the SERC for the Carson City LEPC grant application from Planning and contingent on noted contingency items. Mr. Brenner seconded the motion which was approved unanimously.

Clark County LEPC – is in compliance. The LEPC is requesting \$30,000 from Training for the International Hazardous Materials Response Team Conference in Baltimore, MD. The contingency items are: IFC grant acceptance.

Mr. Giomi made a motion to recommend approval to the SERC for the Clark County LEPC grant application from Training and contingent on noted contingency items. Mr. Helmreich seconded the motion.

Mr. Helmreich questioned the LEPC increasing the registration amount to get as close to the \$30,000 as possible and if this has been done in the past. Mr. Giomi stated it has and regardless of the registration amount, no more than the grant awarded amount will be reimbursed to the LEPC.

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

Elko County LEPC – is not in compliance. The LEPC is requesting \$29,571.58 from Training for a Hazardous Materials Safety Officer course presented by SIGNET North America and a HazCat/WMD Technician course presented by HazTech Systems. The contingency items are: submission of denial letter from the SFM, per policy an additional quote, final financial report for the SERC grant, final financial report for the UWS grant, USDOT approval and IFC grant acceptance.

Mr. Giomi made a motion to recommend approval to the SERC for the Elko County LEPC grant application from Training and contingent on noted contingency items. Mr. Brenner seconded the motion.

A discussion ensued with regards to how many quotes are needed for training courses and how many quotes were submitted by the LEPC. Mr. Giomi amended his motion to withdraw his contingency for additional quotes.

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

Humboldt County LEPC – is in compliance. The LEPC is requesting \$21,586 from Training for a Hazmat Technician Refresher and a Highway Emergency Response Specialist Training. The contingency items are: USDOT approval and IFC grant acceptance.

Mr. Giomi made a motion to recommend approval to the SERC for the Humboldt County LEPC grant application from Training and contingent on noted contingency items. Mr. Brenner seconded the motion.

Mr. Brenner noted these classes can be paid for with Homeland Security funds and he would be happy to show anyone how to access the classes through the Homeland Security's website.

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

Mineral County LEPC – is not in compliance. The LEPC is requesting \$30,000 from Planning for Spillman computer software to increase interoperability while responding the transportation related hazardous materials incidents. The contingency items are: the final financial report for the SERC grant, USDOT approval and IFC grant acceptance.

A discussion ensued with regards to what Spillman is used for, if USDOT would approve and how long it takes USDOT to approve.

Mr. Giomi made a motion to recommend approval to the SERC for the Mineral County LEPC grant application from Planning and contingent on noted on contingency items. Mr. Brenner seconded the motion which was approved unanimously.

White Pine County LEPC – is not in compliance. The LEPC is requesting \$5,000 from Training to hire a consultant to set-up and implement an exercise to evaluate the hazardous materials response skills and plan for transportation related events. The contingency items are: submission of a second quote or documentation of efforts to obtain quotes and IFC grant acceptance.

Mr. Giomi made a motion to recommend approval to the SERC for the White Pine County LEPC grant application from Planning and contingent on noted contingency items. Mr. Helmreich seconded the motion which was approved unanimously.

8. PUBLIC COMMENT

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

9. ADJOURNMENT

Mr. Giomi made a motion to adjourn the meeting. Mr. Brenner seconded the motion. The meeting was adjourned at 2:03pm.