

# Minutes

## Nevada State Emergency Response Commission (SERC)

### Fourth Quarter Meeting

Wednesday, October 07, 2015 – 1:00pm

Reno-Sparks Convention Center

#### Members Present

Richard Brenner, Co-Chair  
Paul Enos  
Robert Fash  
Matthew Griego  
Clinton Hayes  
John Helmreich  
Karen Luna  
Resty Malicdem  
Peter Mulvihill, Co-Chair  
Jim Reagan  
Eric Santos

#### Members Absent

Tom Burns  
Susan Crowley  
Matt DeBurle  
Stacey Giomi

#### Staff

Stephanie Parker  
Tami Beauregard  
Katie Brady

#### Guests

Joe Curtis  
James Dibasilio  
Tom Dunkelman  
Crystal Harjo  
Bill Jones  
Kay Lawrence  
Rodney Lockett  
Jason Manley  
Cherie Nevin  
Amber Rose  
Bob Schreihans

#### 1. **CALL TO ORDER**

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

#### 4. **APPROVAL OF AUGUST 14, 2015 MEETING MINUTES**

Robert Fash made a motion to approve the August 14, 2015 SERC meeting minutes. Paul Enos seconded the motion which was approved unanimously.

## 5. LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) UPDATE

*Storey County LEPC* – Joe Curtis reported that there will be a Quad County hazardous materials exercise on October 17<sup>th</sup> to include the Ardagh facility at the Tahoe-Reno Industrial Complex and that there was a small spill and a tire fire within the county.

Mr. Curtis also added Storey County is trying to keep up with the changes throughout the Industrial Complex.

*Carson City LEPC* – Bob Schreihans reported that the LEPC is working on updating the hazardous materials plan and working with the Department of Emergency Management (DEM) with regards to water issues.

*Inter-Tribal Emergency Response Commission (ITERC)* – Crystal Harjo reported that the ITERC is in a transition period right now with the tribes working on their own projects to get ready for training and exercises. Ms. Harjo added the ITERC is interested in more information on training and exercises that they can be involved in (with SERC).

*Elko County LEPC* – Matt Griego reported that the LEPC is currently working on the HMEP grant paperwork.

*Washoe County LEPC* – Clint Hayes stated the LEPC has elected a new chairman, Darryl Cleveland and is working on updating their hazardous materials plan. Mr. Hayes added that Washoe County recently responded to a hazardous materials issue with pesticide and a citizen.

*Clark County LEPC* – Richard Brenner noted Clark County had a three day exercise with Bio-Watch and the Civil Support Team. Mr. Brenner added upcoming events include; an exercise with Kinder-Morgan and the Department of Energy (DOE). Mr. Brenner noted the LEPC is updating their hazardous materials plan. Mr. Brenner also mentioned there were minor events of chlorine leaks and that the new Hazmat Team from Henderson had conducted training with OLIN Chemical on the Chlorine Emergency Kits.

*Humboldt County LEPC* – Jason Manley stated there was nothing new to report.

## 6. NON STATE AGENCY UPDATE

### a. U.S. Environmental Protection Agency (EPA)

Bill Jones noted the first SERC/LEPC Newsletter has been sent out and feedback or suggested additions and/or changes would be appreciated.

Mr. Jones added there will be a Western States SERC meeting, tentatively, on February 3<sup>rd</sup> and 4<sup>th</sup> in San Diego. Mr. Jones noted the reason for this meeting is to have the entire West talk about their issues. Mr. Jones added the draft agenda has been sent out and feedback is also appreciated.

Mr. Jones mentioned the National Association of SARA Title III Program Officials (NASTTPO) will be heading up a LEPC workgroup. Mr. Jones added that on October 19<sup>th</sup> a survey will be on their website and that it is very important for the LEPCs to fill out; the survey will be used to give direction on what training and/or issues need to be addressed.

Mr. Jones stated there will be online Emergency Planning and Community Right-to-Know Act (EPCRA) training coming in the middle of October and that this will be a good resource for all those involved in EPCRA.

Mr. Brenner stated EPCRA is the Federal Law mandating SERCs, LEPCs and defines the requirements they must meet, including how the communication process is to work.

Kay Lawrence noted EPCRA is also the reason facilities are to report their hazardous chemicals to the SERC, if they are a Tier II facility.

Mr. Jones noted with regards to the Executive Order (EO) 13650 there will be a meeting on October 7<sup>th</sup> to discuss where the EPA is with regards to working better with other Federal agencies and where they are with implementation and training. Mr. Mulvihill stated it is acceptable for the Commissioners or anyone to stay for the presentation/workgroup discussion.

Tom Dunkelman stated the EPA has written primarily oil spill hazardous materials response plans for the majority of the water bodies in Nevada however; the EPA needs to write a response plan for the Humboldt River.

Ms. Lawrence added the Regional Response Team (RRT) will be meeting in the first week of November in Boulder City.

Mr. Jones noted that the Gold King Mine wastewater spill event will be a majority part of the RRT meeting. Ms. Lawrence added that the EPA is continuing to manage the spill.

**b. Federal Emergency Management Agency (FEMA)**

Tami Beauregard noted due to the California fires, John Woytak is not able to attend this meeting and no update was provided.

**7. STATE AGENCY UPDATE**

**a. Nevada Division of Emergency Management (NDEM)**

Mr. Mulvihill noted there is no NDEM update.

Mr. Brenner asked if there is a new NDEM Chief and if he is working on becoming a SERC Commissioner. Mr. Mulvihill stated Caleb Cage is the new NDEM Chief and he is working to become a Commissioner.

**b. Nevada State Fire Marshal Division (SFM)**

Mr. Mulvihill stated the Governor has declared this week as Fire Prevention Week.

Mr. Mulvihill added the SFM has provided training at FireShowsWest (FSW) and thanked Storey County Fire Department, East Fork Fire Protection District, Nevada Air National Guard Fire Department and Reno Fire Department for their assistance with the live fire training.

Mr. Mulvihill mentioned that the Nevada State Board of Fire Services will be meeting on October 8<sup>th</sup>.

Mr. Mulvihill announced that the Annual Nevada State Fire Fighter Memorial Service at Mills Park will be held on October 10<sup>th</sup>.

Mr. Mulvihill stated the SFM has provided training using the new car fire prop, SCBA maze and the West Wendover burn trailer at FSW. Mr. Mulvihill also noted the SFM has provided the National Fire Academy sixteen-hour course "Shaping the Future", which is now a prerequisite to enter the Executive Fire Officer Program.

Mr. Mulvihill noted the Online Hazmat Reporting System is now functioning with recent updates applied. Mr. Mulvihill added as of October 1<sup>st</sup> there are 5,959 active facilities with 661 facilities still yet to complete their report and 5,226 facilities have received their hazmat permit which is over budget by 226 facilities.

**c. Nevada Division of Environmental Protection (NDEP)**

Mr. Mulvihill noted there is no NDEP update.

**d. Nevada Division of Industrial Relations, OSHA Unit**

Resty Malicdem stated there was nothing new to report.

**8. STATE BUDGET AND RESOURCE PROCESS OVERVIEW**

Mr. Mulvihill introduced Jim Dibasilio as the Budget Analyst for the Department of Public Safety (DPS).

Mr. Dibasilio gave a synopsis of the worksheet provided, noting the budget process includes the agency request first, followed by the budget office request then the Governor's recommendation with the final step being the legislatively approved budget.

Mr. Dibasilio noted the worksheet appears to show about a \$300,000 decrease in SERC reserves; however this deduction in FY2015 was due to a work program to increase the amount of authority for SERC grants, which came from SERC reserves. Mr. Dibasilio also noted the budget office assumes what happens in FY2015 will also happen in FY2016 and FY2017.

Mr. Fash asked how much of the money received from the 5,000 permits goes to SERC reserves. Mr. Mulvihill stated that the SERC needs to receive \$315,000 from permits for the SERC grants and any extra will go into SERC reserves. Mr. Dibasilio added if more revenue is received then there will be more SERC reserves.

Mr. Fash also asked if there is a chance the SERC reserves could be swept. Mr. Dibasilio stated the last time the SERC reserves were swept was in 2010 when the state was facing a financial crisis and that there is no current talk about any need for a sweep of reserves.

Mr. Mulvihill stated the funds need to be spent or the SERC may be asked to lower the fees; it is important to grant out what is taken in.

A discussion ensued with how the numbers were reached for FY2016 and FY2017 and how the numbers will be reached for FY2018 and FY2019. Mr. Mulvihill noted the numbers are projections and a best educated guess.

Mr. Brenner asked if there are any limitations on how the SERC reserves can be spent. Mr. Dibasilio noted a work program will have to be submitted following all the procedures. Mr. Mulvihill added the amount of funds in the work programs are an aggregate amount throughout the fiscal year and at a certain amount, the agency will have to go to the Intern Finance Committee (IFC) to request approval.

## **9. SERC COMMITTEE REPORTS**

### **a. Legislative and Policy Committees**

#### **I. Review all SERC Policies (1.2 – 8.14) with regards to the title of the ‘Grant and Project Analyst Supervisor changing from Executive Director to Executive Administrator**

Stephanie Parker stated both the Policy and Legislative Committees recommended approval to change the title to Executive Administrator from Executive Director.

Jim Reagan made a motion to approve the title change from Executive Director to Executive Administrator, in all SERC policies. Karen Luna seconded the motion which was approved unanimously.

#### **II. Review request from the Planning and Training Subcommittee to add additional required items to the NRT-1A Checklist**

Mr. Mulvihill stated the Planning and Training Subcommittee requested additional requirements be added to the NRT-1A. Mr. Mulvihill noted the Committees felt the checklist is a good guide but decided to not make it a requirement.

Mr. Brenner asked if the checklist will be sent to the LEPCs to use. Mr. Mulvihill noted the checklist is on the back of the NRT-1A and if the LEPC downloads the report from the website the checklist will be available.

Mr. Reagan asked for feedback from the LEPCs. Cherie Nevin noted the Storey LEPC will use the checklist. Mr. Brenner noted the checklist is like the checklist used for the grant applications.

No action was taken.

### **III. Update on SERC Nevada Administrative Code (NAC) Changes**

Mr. Mulvihill noted that Erin Roohan with the Legislative Counsel Bureau is currently reviewing the SERC NAC's and is hoping to have a draft for the Commission to review at the meeting in January. Mr. Mulvihill added the language regarding appeals will need to be addressed.

#### **b. Funding Committee**

##### **I. Review SERC travel funds in both FY2016 and FY2017 for Commissioners and staff**

Mr. Brenner noted that prior to the time of financial hardship the SERC had four face-to-face meetings a year, then went to four videoconference meetings a year and is now having two face-to-face meetings a year. Mr. Brenner added that the Funding Committee made a recommendation to go back to four face-to-face meetings a year.

A discussion ensued with regards to the amount of funds legislatively approved and the ability to request more funds from SERC reserves.

Mr. Mulvihill noted regardless of how many face-to-face meetings there are, there will be a videoconference from the other two areas of the state or a teleconference set up for anyone to join the meeting.

Mr. Helmreich reiterated that four face-to-face meetings is better to interact with the LEPCs and public.

A discussion ensued with regards to the legislatively approved amount not being enough to cover two face-to-face meetings a year, how much it cost for each face-to-face meeting, how to move funds from SERC reserves and the work program rules.

No action was taken.

**II. Review of Hazardous Materials Emergency Preparedness (HMEP) grant applications submitted by Local Emergency Planning Committee (LEPCs) and State Agencies**

Ms. Parker referred to the worksheet provided and noted the total HMEP award for this year is \$225,723 of which \$180,578 is federal funds and \$45,145 is SERC funds. The following LEPCs submitted an HMEP grant application and the Funding Committee recommended approval:

**Carson City LEPC** – is requesting \$11,760 from Planning 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.

**Clark County LEPC** – is requesting \$30,000 from Training for the International Hazardous Materials Response Team Conference in Baltimore, MD.

**Elko County 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.

**Humboldt County LEPC** – is requesting \$21,586 from Training for a Hazmat Technician Refresher and a Highway Emergency Response Specialist Training.

**Mineral County LEPC** – is requesting \$30,000 from Planning for Spillman computer software to increase interoperability while responding to transportation related hazardous materials incidents.

**White Pine County LEPC** – is requesting \$5,000 from Planning to hire a consultant to set-up and implement an exercise to evaluate the hazardous materials response skills and plan for transportation related events.

Ms. Parker noted that some of the application requests will have to be approved by the US Department of Transportation (USDOT).

Mr. Brenner made a motion to approval all six grant application requests. Mr. Hayes seconded the motion.

Mr. Fash confirmed that the SERC has the funds to cover these grant requests. Ms. Parker noted the SERC does.

Mr. Mulvihill also added the contingencies on the worksheet must be part of the approved motion.

A discussion ensued with regards to why the USDOT has to approve some of the applications, how long the approval will take, if the USDOT will approve the Marijuana Management Symposium and a synopsis of the process used with these chemicals and Marijuana.

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

Mr. Brenner stated that there is now around \$100,000 available to the LEPCs through the mid-cycle process. Ms. Parker stated that staff will provide notice to the LEPCs and State Agencies when the mid-cycle opens.

**III. Review of U.S. Department of Transportation, Hazardous Materials Emergency Preparedness (HMEP) allocation for SERC co-chair and staff to attend the spring 2016 National Association of SARA Title III Program Officials (NASTTPO) Training Conference**

Mr. Brenner gave a synopsis of the NASTTPO Training Conference. Ms. Parker noted that approval of \$6,000 will be needed.

Mr. Enos made a motion to approve up to \$6,000 for the SERC co-chair and staff to attend the NASTTPO Training Conference. Mr. Regan seconded the motion which was approved unanimously.

**c. Bylaws Committee**

Mr. Mulvihill noted there is no Bylaws Committee update.

**d. FireShowsWest Hazardous Materials Training Track Committee**

Mr. Brenner reported that the FSW Hazmat Track is going quite well; noting that this year the focus is on safety, crude oil and alternative energy.

A discussion ensued with regards to what information Tesla needs to supply with regards to the hazardous materials in their facility. Katie Brady, Commission Counsel advised the Commission that this topic is off agenda and should be agendized for a future meeting.

Mr. Mulvihill noted the class subject ideas come from the course evaluations completed by the first responders attending the Conference.

Mr. Brenner added this Committee is looking for ideas for next year's Conference with utility companies as a current suggestion. Mr. Enos suggested Liquefied Natural Gas (LNG).

Mr. Fash asked if there is a chance that this Conference will be held in the south. Mr. Mulvihill suggested speaking with the show organizer.

Mr. Brenner gave a synopsis of the FSW history.



Mr. Mulvihill stated that if anyone has any ideas to share them with Mr. Brenner or the FSW staff.

## 10. EXECUTIVE REPORT

Ms. Parker noted an Executive Administrator report was submitted with the handouts, of special importance is that staff is working with NDEM to combine compliance visits with LEPCs that both agencies work with and that there will be a grant training webinar in January to guide the LEPCs on how to specifically fill out the grant applications.

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

Ms. Parker reviewed the budget detail and LEPC grant funds worksheets that were provided in the handouts.

### b. **LEPC Compliance Report – Report on LEPC compliance issues occurring since the last SERC quarterly meeting and any future activities**

Ms. Parker also stated a LEPC contingency worksheet was provided in the handouts and explained the layout.

Mr. Mulvihill noted if a LEPC has yellow highlighting to see Ms. Parker.

Ms. Parker also noted these worksheets will be provided on a quarterly basis and to let her know if additional information is desired.

Ms. Brady noted with regards to the EPA meeting following this meeting, that if a quorum of SERC members is present, no action from or deliberation by the SERC members may take place, otherwise it constitutes a SERC meeting requiring notice. Mr. Mulvihill added that the EPA presentation is informational only and that if a majority of the SERC Commissioners stay, no policy decisions may be made and there can be no deliberations.

## 11. PUBLIC COMMENT

Mr. Mulvihill thanked the FSW staff for their hospitality and meeting facility. Mr. Mulvihill also noted the SERC has been invited to have their quarterly meeting at the FSW every October.

Eric Santos asked when Tesla will have to provide information on their hazardous materials. Mr. Curtis gave an overview of the process for the Tesla facility.

A discussion ensued with regards to what kinds of facilities will be going into the Tahoe-Reno Industrial Complex and the process for occupying a facility.

Ms. Parker advised that all Commissioners have name badges at the FSW registration desk if they would like to view the Exhibit Hall.

## 12. ADJOURNMENT

Mr. Enos made a motion to adjourn the meeting at 2:40pm. Mr. Reagan seconded the motion which was approved unanimously.

# STATE OF NEVADA

## STATE EMERGENCY RESPONSE COMMISSION

<b>ORIGINATED BY:</b> Karen J. Kennard	<b>ORIGINATED DATE:</b> 05/01/03	<b>APPROVED BY:</b>  SERC
<b>REVISED BY:</b> Karen J. Pabón	<b>REVISED DATE:</b> 01/12/12	
<b>DATE ISSUED:</b> 05/01/03	<b>DATE EFFECTIVE:</b> 05/01/03	<b>SUBJECT:</b> Hazardous Materials Response Plan and Exercise
<b>PROCESSED BY:</b>	<b>SPECIAL INSTRUCTIONS:</b>	<b>POLICY NO:</b> SERC 8.1

**Reference: NAC 459.99133**

### **PRINCIPLE:**

The State Emergency Response Commission (SERC) and the Local Emergency Planning Committees (LEPCs) are established by the federal Superfund Amendment Reauthorization Act, Title III (SARA Title III), and Emergency Planning and Community Right-to-Know Act (EPCRA). Pursuant to these laws, the SERC shall supervise and coordinate the activities of the LEPCs. The SERC reviews the local hazardous materials emergency response plans and makes recommendations for revisions to ensure compliance with the National Response Team Guidelines (NRT-1). LEPCs are required to exercise the hazardous materials emergency response plan annually.

The SERC provides grant funds to LEPCs who meet eligibility requirements. The SERC also provides grant ~~funds~~ allocations to state agencies who meet eligibility requirements. To be eligible for funds from the SERC other than United We Stand funds, state agencies must operate under a hazardous materials emergency response plan that must be implemented or exercised annually. All key elements of the NRT-1A must be addressed through implementation or exercise every 3 years. The SERC reviews the emergency response plans and makes recommendations for revisions. ~~To be eligible for funds from the SERC other than United We Stand funds, state agencies are required to participate in a hazardous materials plan exercise annually.~~

Among the SERC's working committees is a Planning and Training Subcommittee which has been designated to review the LEPC and state agency hazardous materials emergency response plans and the eExercise rReport fForms (Appendix A-2) and report to the SERC.

### **POLICY:**

- A. The State Emergency Response Commission has appointed a Funding Committee. The Funding Committee has appointed a Planning and

Training Subcommittee. This Planning and Training Subcommittee is charged with review of LEPC and state agency hazardous materials response plans and exercise report forms. The Planning and Training Subcommittee will verify the plan is appropriate and has been exercised.

1. Each LEPC/state agency must have a Hazardous Materials Response Plan in compliance with NRT-1 on file with the SERC office. The LEPCs/state agencies must annually review and update the plan. Written notice of plan review results and plan updates along with minutes of the LEPC meeting indicating review and acceptance of updates to the plan must be submitted to the SERC by January 31<sup>st</sup> of each year. Detailed meeting minutes may be submitted in lieu of written notice. Failure to submit meeting minutes and updates will designate the plan as non-compliant and subject to the procedures outlined herein. Non-compliance with these procedures will result in the LEPC being ineligible for any funding from the SERC other than grant funds from the operations category and/or the planning category until the Planning and Training Subcommittee reviews ~~plans in February of the next year~~required updates and ensures that all other forms of non-compliance or deficiencies with hazardous materials plans are met. Upon satisfactory completion LEPCs may apply for funding opportunities available. Operation funds may be awarded to LEPCs pursuant to Policy 8.2 provided the LEPC submits a compliance work plan demonstrating progress towards full compliance. Operation grant approval for LEPCs is subject to review and approval ~~of~~by the SERC Co-Chairs. Planning funds may be awarded to appropriately review, develop, revise and/or update the plan.
  - a. Annual updates to the hazardous materials response plan include, but are not limited to:
    - contact information—**REQUIRED**
    - equipment lists—**REQUIRED**
    - letter of promulgation—**REQUIRED**
    - training and exercise schedules identified by type and in which calendar quarter to be held.
  - b. In conjunction with the review and update of the hazardous materials response plan, the LEPC/state agency must submit an updated National Response Team form (NRT-1A). This form must indicate the page numbers where each of the nine required elements can be found in the plan.
  - c. In conjunction with review of the hazardous materials response plan, the LEPC/state agency must annually review its Level of Response Questionnaire. Updates or written

notice of no changes must be submitted to the SERC by January 31<sup>st</sup> of each year.

- ~~2. To be eligible for grant funds from the SERC other than United We Stand funds, state agencies must operate under a Hazardous Materials Emergency Response Plan and that plan must be on file with the SERC office. The state agency must annually review the plan and submit updates. Written notice of plan review results and plan updates must be submitted to the SERC by January 31<sup>st</sup> of each year. Failure to submit updates will designate the plan as non-compliant and subject to the procedures outlined herein. Non-compliance with these procedures will result in the state agency being ineligible for any funding from the SERC until the Planning and Training Subcommittee reviews plans in February of the next year.~~
- ~~a. Annual updates to the hazardous materials response plan include, but are not limited to:~~
- ~~b. In conjunction with review of the hazardous materials response plan and as applicable, the state agency must annually review its Level of Response Questionnaire. Updates or written notice of no changes must be submitted to the SERC by January 31<sup>st</sup> of each year.~~

~~State agencies must exercise the hazardous materials emergency response plan annually and submit a report form to the SERC to be eligible for grant funds from the SERC other than United We Stand funds. Notification of the scheduled exercise should be forwarded to the SERC at least 14 days prior to the exercise.~~

Each LEPC/~~and~~ state agency must report to the SERC on at least one real event and/or tabletop, functional or full scale exercise, or drill which utilizes and implements the hazardous materials response plan by January 31<sup>st</sup> of each year. ~~An~~[The exercising or implementation of all key elements of the plan as listed in the NRT-1A](#) is required at least once ~~every~~[within the past 3 consecutive years](#) ~~third year~~. The Planning and Training Subcommittee will review all exercise report forms submitted to verify the hazardous materials emergency response plan has been properly exercised. The SERC will notify the LEPC or state agency of any non-compliance. Non-compliance will result in suspension of the current unencumbered grant funds and being ineligible for future grant funds until the program is deemed compliant.

## **PROCEDURES:**

### **A. Hazardous Materials Response Plan**

1. During February of each year the Planning and Training Subcommittee will review plans/plan updates submitted by LEPCs/state agencies and approve the plan or identify deficiencies.

As applicable, staff will notify each LEPC Chair/Head of the state agency of any identified deficiencies.

2. Within 45 days of notification, the LEPC or state agency must respond to the notice of deficiencies. If an updated plan was submitted and found to be deficient, the LEPC or state agency must bring the plan into compliance and resubmit the corrected plan to the SERC for review by the assigned member(s) of the Planning and Training Subcommittee.
3. After 45 days, the Planning and Training Subcommittee will submit to the Funding Committee a list of LEPCs/state agencies that have complied with this policy. Only LEPCs/state agencies compliant with this policy will be eligible for funds ~~during the year~~ [as available](#).

**B. Exercise Report Form**

1. Each LEPC/state agency will report to the SERC on at least one real event and/or tabletop, functional or full scale exercise or drill which utilizes and implements the hazardous materials emergency response plan by January 31<sup>st</sup> of each year. An exercise is required at least once every third year. A proper report will include a narrative scenario of the incident or exercise, the one-page SERC exercise form, four-page FEMA form, or HSEEP (Homeland Security Exercise and Evaluation Program) report, and a narrative of any corrective actions necessary. Narratives may be achieved by attaching the actual incident report and evaluation of the hazardous materials plan.
2. During February of each year, the Planning and Training Subcommittee will review the exercise report to verify the LEPC/state agency has properly exercised the hazardous materials emergency response plan. Staff will notify each LEPC/state agency of any identified deficiencies.
3. Within 45 days of notification, the LEPC/state agency must respond to the notice of deficiencies. The SERC will notify the LEPC/state agency of any non-compliance. Non-compliance will result in suspension of the current unencumbered grant funds and the LEPC/state agency being ineligible for future grant funds until the program is deemed compliant.
4. After 45 days, the Planning and Training Subcommittee will submit to the Funding Committee a list of LEPCs/state agencies that have complied with this policy. Only LEPCs/state agencies compliant with this policy will be eligible for funds during the year.

# STATE OF NEVADA

## STATE EMERGENCY RESPONSE COMMISSION

<b>ORIGINATED BY:</b> Mary Lynne Evans	<b>ORIGINATED DATE:</b> 04/20/00	<b>APPROVED BY:</b>  SERC
<b>REVISED BY:</b> Karen J. Pabón	<b>REVISED DATE:</b> 01/09/14	
<b>DATE ISSUED:</b> 04/20/00	<b>DATE EFFECTIVE:</b>	<b>SUBJECT:</b> Certified Assurances and Compliance Certification
<b>PROCESSED BY:</b>	<b>SPECIAL INSTRUCTIONS:</b>	<b>POLICY NO:</b> SERC 8.3

**Reference: NAC 459.99149 and 459.99171**

### **PRINCIPLE:**

The State Emergency Response Commission (SERC) will invoke all federal and state rules and regulations which are pertinent to establishing, supervising and coordinating the Local Emergency Planning Committees (LEPCs) and grant management. To enforce the laws, regulations and rules, the SERC must be able to demonstrate the LEPCs and grantees/sub grantees are aware of the rules and regulations.

### **POLICY:**

Certified Assurances state various requirements of the grantee in managing grants received from the SERC. Each grantee/sub-grantee is required to submit signed Certified Assurances prior to preparation of the grant award.

LEPC Compliance Certification states the various requirements of LEPCs to show accountability of federal and state laws and regulations. A LEPC Compliance Certification will be submitted with each grant application. In the event a LEPC does not submit a SERC grant application, the LEPC is required to submit a signed LEPC Compliance Certification by March 31<sup>st</sup> of each year.

A State Agency Compliance Certification states the various requirements of the agency to show accountability of federal and state laws and regulations. A State Agency Compliance Certification will be submitted with each application for funding allocation.

### **PROCEDURES:**

- A. The following requirements must be complied with prior to the start of a grant. The Funding Committee will be notified if an applicant is or is not in compliance of the following:

1. **CERTIFIED ASSURANCES:** The grantee/sub-grantee must sign and submit the Certified Assurances agreeing to abide by the rules and regulations governing grant funds awarded. This agreement requires the signatures of the Governmental Unit (County Commission, County Manager, head of State agency) and the chairman of the Local Emergency Planning Committee or the State agency project manager. A grant award will not be prepared until the Certified Assurances are properly signed and submitted. Reference the Program and Grant Management Handbook; policies 8.5 – Funding of Grants; 8.6 – Reporting; Policy 8.7 - Grant Change Request; and Policy 8.8 – Subrecipient Program Monitoring and Financial Audits.
  
2. **LEPC COMPLIANCE CERTIFICATION:** The LEPC Chair must sign the LEPC Compliance Certification indicating compliance with administrative requirements annually, by March 31<sup>st</sup>. Staff will verify each requirement. The following must be met by the LEPCs to comply with all applicable federal, local, and state regulations and reported timely to the SERC, even if not currently receiving grant funds:
  - a. Bylaws and the current membership list form identifying representation from the 13 EPCRA categories must be submitted by January 31<sup>st</sup>. (policy 8.9).
    - i. LEPC membership lists may include designated alternate members if alternate members are approved in the LEPC Bylaws. (Enabling statute: The SERC is created in NRS 459.738 to carry out the provisions of 42 U.S.C. § 11001 et seq. These codes require the SERC to appoint the LEPC and give the SERC authority to revise the appointments. The SERC finds these codes are the legal authority creating the LEPCs and therefore the SERC has the authority to allow designated alternate members. The SERC asserts this process complies with NRS 241.025.)
  
  - b. LEPC meetings must be held at least quarterly. All meetings must be conducted in compliance with the Nevada Open Meeting Law (OML), ref: [http://ethics.nv.gov/COE\\_website\\_files/coe\\_publications\\_and\\_media/OML%20Manual.pdf](http://ethics.nv.gov/COE_website_files/coe_publications_and_media/OML%20Manual.pdf). Agendas and minutes of all meetings, including special meetings, must be forwarded to the SERC.



- i. EPCRA requires LEPCs to hold “regularly scheduled meetings”. The SERC has defined regularly scheduled meetings as quarterly meetings.
  - ii. A meeting, to qualify as a quarterly meeting, must have a posted agenda, meeting held and minutes taken, whether or not there was a quorum present. (Refer to Nevada Open Meeting Law).
  - iii. The LEPC may apply to the SERC for a waiver of the quarterly meeting requirement due to extenuating circumstances. Upon cancellation of a timely noticed quarterly meeting for reasons beyond the control of the LEPC, the meeting may be rescheduled to the following quarter with approval of the SERC Co-chairs.
  - iv. The LEPC may apply to the SERC for an exemption of one meeting per fiscal year (July to June), if it is impossible to conduct four meetings for reasons beyond the control of the LEPC. Approval for an exemption of one meeting may be approved by the SERC Co-chairs.
- c. If a recipient of grant funds, all required reports which summarize the financial management of these grants must be ~~timely~~ submitted by the required due dates to the SERC (policies 8.5 and 8.6).
  - d. The County Hazardous Materials Emergency Plan (or hazmat portion of the jurisdiction’s “all hazards” plan) must be reviewed and updated annually. Plan updates must be submitted by January 31<sup>st</sup> each year (SERC policy 8.1).
  - e. Each LEPC must report on at least one real event and/or tabletop, functional or full scale exercise or drill which tests the hazardous materials response plan by January 31<sup>st</sup> of each year. An exercise is required at least once every third year (SERC policies 8.1, and 8.6).



- f. The Emergency Planning and Community Right-to-Know Act “information availability” must be published in the local newspaper annually (EPCRA Section 312). A copy of the standard Affidavit of Publication must be sent to the SERC. The notice must be published at least once annually to inform the public of the availability of the Material Safety Data Sheets (MSDS) reports, Tier II reports and hazardous material response plans and provide the location and hours for public view.
3. STATE AGENCY COMPLIANCE CERTIFICATION: The head of the State agency must sign the State Agency Compliance Certification indicating compliance with administrative requirements along with an application. The SERC will verify each requirement. The following must be met by the State agency to comply with all applicable federal and state regulations and reported timely to the SERC:
  - a. If a recipient of grant [fund allocations](#), all required reports which summarize the financial management of these grants [must be submitted by the required due dates](#) (SERC policies 8.5 and 8.6).
  - b. If recipient of funds from the SERC other than United We Stand funds, the agency must operate under a Hazardous Materials Emergency Plan and that plan must be reviewed and updated annually. Updates must be submitted by January 31<sup>st</sup> (SERC policy 8.1).
  - c. The agency must report on at least one real event and/or tabletop, functional or full scale exercise or drill which tests the hazardous materials response plan by January 31<sup>st</sup> of each year. An exercise is required at least once every third year (SERC policies 8.1, and 8.6).
4. Failure to accomplish all eligibility and compliance requirements could result in denial of a grant award by the SERC. Failure to maintain all eligibility and compliance requirements could result in the suspension or deobligation of the current grant awards by the SERC.

# STATE OF NEVADA

## STATE EMERGENCY RESPONSE COMMISSION

<b>ORIGINATED BY:</b> Karen J. Kennard	<b>ORIGINATED DATE:</b> 01/09/03	<b>APPROVED BY:</b>  SERC
<b>REVISED BY:</b> Karen J. Pabón	<b>REVISED DATE:</b> 07/12/12	
<b>DATE ISSUED:</b> 07/01/03	<b>DATE EFFECTIVE:</b>	<b>SUBJECT:</b> Funding of Grants
<b>PROCESSED BY:</b>	<b>SPECIAL INSTRUCTIONS:</b>	<b>POLICY NO:</b> SERC 8.5

**Reference: NAC 459.99151 through 459.99153 and 459.99172 through 459.99174, inclusive**

### **PRINCIPLE:**

The State Emergency Response Commission (SERC) distributes grant funds to the Local Emergency Planning Committees (LEPCs) within each of the seventeen counties and eligible State agencies. For proper grant management, the SERC will provide funds on a reimbursement basis.

### **POLICY:**

The SERC provides funding to grantees/sub-grantees on a reimbursement basis. Upon request by the grantees/sub-grantees, advanced funding for expenses over \$2,000 may be made.

### **PROCEDURES:**

- A. During open grant cycles, applications will be submitted by LEPCs/State agencies. Applications may be reviewed by the Planning & Training Subcommittee, Funding Committee and approved as appropriate by the SERC.
- B. Grant awards will be prepared, ~~signed by the Executive Director~~ and sent to the grantee/sub grantee. Signature of the LEPC Chair or head of the State agency on the grant award finalizes the agreement between the grantee/sub-grantee and the SERC for the grant funding amount and purpose.

- C. For the purpose of these procedures, the SERC designates quarters based on a fiscal year, July to June, as follows:

1 <sup>st</sup> quarter	July – September
2 <sup>nd</sup> quarter	October – December
3 <sup>rd</sup> quarter	January – March
4 <sup>th</sup> quarter	April – June

- D. The following procedures will be implemented to provide the funds to the grantee/sub-grantee:

1. Reimbursement:

- a. The grantee/sub-grantee will request reimbursement by completing and submitting a Financial Report form with the appropriate box(es) checked. The submission must include ~~a spreadsheet showing~~ the description of expenditures claimed, dated invoices and proof of payment.

If the report includes request for reimbursement for contractual training, class sign-in sheets must be submitted.

Reimbursement will not be made for training that was not attended.

Reimbursement will only be made for training that is related to hazardous materials or combating terrorism as appropriate to the grant award.

Supporting documentation in requesting reimbursement for LEPC clerical assistance includes time sheets, LEPC log showing the time spent on LEPC business and, mileage claims in compliance with travel procedures below ~~, and the appropriate agenda, minutes, grant application, annual report, etc.~~

Requests for reimbursement shall be submitted not later than 30 days after the last day of the quarter.

- b. If no expenditures have been made, a ~~financial report with explanation of why no expenditures have been made~~ statement to that effect and the plan for future expenditure is due no later than 30 days after the last day of the quarter.

- c. Within 5 working days of receipt, SERC staff will conduct a desk audit of the report and information submitted. Expenses are examined to ensure compliance with federal and/or SERC terms and conditions. Discrepancies or questions will be immediately addressed with the submitting agency. Upon approval of the request, staff will process the report for payment.
  - d. A final Financial Report is due 45 days after the end of the grant period. All remaining expenditures and supporting documentation must be submitted for reimbursement. After processing of the final Financial Report, all unexpended funds will be deobligated.
  - e. Failure to comply with these procedures may jeopardize future funding from the SERC.
2. Reimbursement of travel related expenses:
- a. Grantee/sub-grantees may be reimbursed for lodging, per diem, incidentals and mode of travel at amounts defined in the following procedures; in conjunction with the terms of a grant award received from the SERC; upon submission of a copy of a completed, signed and dated travel claim expense form, conference or course agenda; and upon proof of payment by the grantee/sub-grantee agency. A completed travel expense claim form must include the purpose of the travel; date of travel; time in and out of travel status; and mode of travel.
  - b. Per diem and lodging rates will be reimbursed in accordance with the amounts paid by the local entities, not to exceed the General Services Administration (GSA) rates found at [www.gsa.gov](http://www.gsa.gov); as adopted by the State of Nevada found in the State Administrative Manual, <http://budget.nv.gov/uploadedFiles/budgetnv.gov/content/Documents/State%20Administrative%20Manual.pdf> and further defined by the SERC as follows:
    - i. Receipts are required for all expenses except meals including, but not limited to, lodging (unless the standard continental United States (CONUS) rate as defined by GSA is approved by the SERC), transportation, parking, tolls, telephone/internet connection, etc. and are subject to appropriate written explanation and SERC approval.

- ii. Grant funds will not be used to reimburse employees for commuting to and from work. Grant funds may be used to reimburse for additional mileage when an employee leaves the normal commuting route less the mileage that would have been used to travel to the duty station. Work-related mileage will be reimbursed at the local rate, not to exceed the State approved rate per mile when a privately owned vehicle is used. When an agency vehicle is used, fuel charges may be reimbursed upon presentation of receipts or agency fuel logs.
- iii. For single or partial day travel, per diem will be paid at the rate of no more than 50% of the standard rate for the traveler's destination if the traveler is in travel status for at least 4 hours but less than 12 hours; 75% of the standard rate for the traveler's destination if the traveler is in travel status for 12 hours, but less than 14 hours; and 100% of the standard rate for the traveler's destination if the traveler is in travel status for 14 or more hours within a single day. For travel less than 12 hours, reimbursement will be made for the appropriate meals based on time of travel as described below, not to exceed the prevailing percentage. NOTE: The travel day is deemed to end at midnight. At no time will reimbursement be based on the traveler's duty station or be more than GSA standards. For single day travel status, the applicable per diem rate will be determined by the city/county where a majority of the work was performed.
- iv. The per diem calculation for multiple days of travel shall use the single day of travel calculation explained above for the first and last day of travel, using midnight as the stop time for the first day of travel and the start time for the last day of travel. All intervening days should be paid at 100% of the prevailing per diem rate, as defined by GSA.
- v. For intervening days, there will be no need to separate breakfast, lunch or dinner unless the travel is to a formal event (conference, seminar, training, etc.), which provides a specific meal. If this is the case, the traveler ~~will have to~~ must deduct the per diem allowed for that meal from their reimbursement.

NOTE: A continental breakfast is not considered a meal.

- vi. Personnel must be at least 50 miles from their duty station or home, whichever is closer to the destination (or airport as applicable), to receive per diem for meals and lodging. Per diem will be reimbursed based on the total hours in travel status and miles traveled, less the time and mileage that would have been used to travel to the duty station (i.e. normal work day commute).

If the above percentage schedule does not apply, meals are allowable if travel status:

	<u>Starts at or before</u>	<u>Ends at or after</u>
Breakfast	6:30 a.m.	6:30 a.m.
Lunch	11:30 a.m.	1:00 p.m.
Dinner	6:30 p.m.	6:30 p.m.

Lodging will be reimbursed as designated by GSA at the area specific rate plus taxes, fees and surcharges.

3. Advanced Funding:

- a. The grantee/sub-grantee may make a request for advanced funding for purchases totaling more than \$2,000. The Financial Report with the appropriate box checked must be submitted with a copy of the purchase order showing the processing date and costs of purchase.
- b. Within 5 working days of receipt, staff will verify the purchase is appropriate to the grant award and process the request for payment through the state Integrated Financial System.
- c. The grantee/sub-grantee will report on expenditure of advanced funds by completing and submitting a Financial Report form with the appropriate box checked. The submission must include invoices and proof of payment. Funding will not be allowed for training which was not attended. Report of expenditure of advanced funds must be filed within 30 days of the date of the check.
- d. If the purchase is not ~~timely~~ completed by the expiration of the quote or the advanced amount was more than the actual purchase price, the unspent funds must be returned to the SERC within 45 days of the date of the ~~check~~receipt of the

| [advanced funds.](#)

- e. Failure to comply with these procedures will result in no further advance funding until the grantee/sub-grantee is in compliance with reimbursement procedures for one year.
- f. Failure to comply with these procedures may jeopardize all future funding from the SERC.

# STATE OF NEVADA

## STATE EMERGENCY RESPONSE COMMISSION

<b>ORIGINATED BY:</b> Mary Lynne Evans	<b>ORIGINATED DATE:</b> 02/22/00	<b>APPROVED BY:</b>  SERC
<b>REVISED BY:</b> Karen J. Kennard	<b>REVISED DATE:</b> 04/12/07	
<b>DATE ISSUED:</b> 03/01/00	<b>DATE EFFECTIVE:</b> 03/01/00	<b>SUBJECT:</b> Sub-recipient Program Monitoring & Financial Audits
<b>PROCESSED BY:</b>	<b>SPECIAL INSTRUCTIONS:</b>	<b>POLICY NO:</b> SERC 8.8

**Reference: NAC 459.99151 to 459.99155 inclusive; and 459.99172 to 459.99176 inclusive**

### **PRINCIPLE:**

The State Emergency Response Commission awards grants with funds from the Federal Government, fees collected from facilities and other sources of revenue within the State of Nevada. It is the responsibility of the SERC staff to verify funds are being utilized correctly by monitoring and auditing expenditures.

### **POLICY:**

With the dissemination of [monies/funds](#) obtained from fees and federal funding to the Local Emergency Planning Committees or State agencies, the SERC will invoke all federal and state rules and regulations which are pertinent to grants management. The grantee/subgrantee is monitored both fiscally and programmatically.

The SERC provides grants based on the state fiscal year. Quarters are as follows:

- 1<sup>st</sup> quarter July – September
- 2<sup>nd</sup> quarter October – December
- 3<sup>rd</sup> quarter January – March
- 4<sup>th</sup> quarter April – June

### **PROCEDURES:**

- A. Financial Reports are required from all grantees/subgrantees to be submitted not later than 30 days after the last day of the quarter. The report consists of an accounting of grant expenditures, invoices and proof of payment. If no expenditures have been made, a financial report indicating this is due the end of the month following the end of the quarter. Reference SERC Policy 8.5.
- B. Staff will perform a desk audit on the documentation submitted to substantiate the expenditures of the project.
  - 1. The expenditures will be compared to the amounts approved in the grant award documents.



2. The mathematics of the claim are verified and noted by initialing and dating the report form.
  3. Expenditures are tracked on the LEPC Grant Awards spreadsheet on the computer at K:\groups\SERC\Shared\Grants\FY\*\* County Grant Awards.
  4. The Financial Report is filed in the appropriate grant file.
- C. Any discrepancies in the claim will be handled using the following procedures:
1. Staff will contact the grantee/subgrantee to obtain clarification and resolve the issue. If the issue is not resolved:
    - a. The Executive Administrator will contact the grantee/subgrantee and/or the County Manager, head of the State agency or a designee to resolve the issue.
    - b. If the discrepancy ~~is blatant~~ remains unresolved, the Executive Administrator will notify the Funding Committee Chair and SERC Co-Chairs and the proper course of action will be determined.
- D. Delinquent financial reports will be handled as follows:
1. 30 days past due – the grantee/subgrantee will be notified in writing.
  2. 45 days past due – the County Manager, head of the State agency or a designee will be contacted.
  3. 60 days past due – if the financial report remains delinquent the Executive Administrator will notify the Funding Committee Chair and SERC Co-Chairs and the proper course of action will be determined. ~~make every attempt to resolve or take appropriate action. The SERC will be notified and the grant will be in jeopardy.~~
- E. Staff will audit and monitor ~~a minimum of 8~~ all grantee/subgrantees ~~per~~ each year; this shall include a combination of remote and /or site visits consisting of program and fiscal components. This shall include:
1. Program Monitoring:
    - a. An on-site review of the program will be performed. The goals and objectives of the grantee/subgrantee shall be reviewed to determine if the grantee/subgrantee is working within the scope of the project.
    - b. Staff will attend a grantee/subgrantee meeting to observe and provide technical assistance if needed.

- c. A written report of the monitoring trip will be completed, reviewed and approved by the Executive Administrator, and disseminated as follows:
  - i. One copy in the project file
  - ii. One copy to the grantee/subgrantee
  - ii. Verbal summary provided to the Funding Committee

2. Financial Audit:

- a. An on-site audit of the financial record and accounting practices will be performed by the SERC staff. This will include:
  - i. A visit to the financial office responsible for the public ~~monies~~funds which are in that county or state agency.
  - ii. Review of the separation of funds.
  - iii. Review how the grantee/subgrantee determines costs applicable to the SERC grant.
- b. A written report of the audit trip will be completed, reviewed and approved by the Executive Administrator, and disseminated as follows:
  - i. One copy in the project file
  - ii. One copy to the grantee/subgrantee
  - iii. Verbal summary provided to the Funding Committee

F. If necessary, a follow-up documented discussion will be held within 60 days or as otherwise scheduled to ensure compliance and/or implementation of pertinent laws, regulations, rules and recommendations. If compliance and/or implementation have not occurred, the issues will be agendized at the next SERC meeting for further corrective action.

G. Subgrantees receiving federal funds from the SERC are required to submit a copy of the independent Single Audit report to the granting agency. To save duplication, to ensure proper amounts reflected and to determine the effect, if any, findings may have on the administration of grants through this office. Findings, recommendations or concerns will be addressed appropriately with the grantee/sub-grantee. A memo will be placed in the grantee/sub-grantees file reflecting the review of the audit report and any subsequent action.

H. The SERC ~~has~~recommends that ~~adopted performance measures prescribing~~ each SERC member should attend a minimum of one LEPC meeting per year. When attending the meeting(s), the Commission member ~~is instructed to~~may participate in discussions relative to the SERC and its operation and help facilitate assistance for the LEPCs.

~~provide technical assistance and assess any needs which can be provided to the LEPC.~~ Any ~~findings~~potential needs for additional technical assistance will be submitted to ~~the SERC staff~~ to determine resources available and a plan/notation will be placed~~be filed~~ in the appropriate LEPC file. Staff will follow up on the recommendations of the Commission member and notify the SERC as appropriate.

# STATE OF NEVADA

## STATE EMERGENCY RESPONSE COMMISSION

<b>ORIGINATED BY:</b> Mary Lynne Evans	<b>ORIGINATED DATE:</b> 02/22/00  <b>REVISED DATE:</b> 01/27/15	<b>APPROVED BY:</b>  SERC
<b>REVISED BY:</b> Karen J. Kennard	<b>DATE ISSUED:</b> 03/01/00	<b>DATE EFFECTIVE:</b> 03/01/00
<b>DATE ISSUED:</b> 03/01/00	<b>DATE EFFECTIVE:</b> 03/01/00	<b>SUBJECT:</b> Federal Grant Administration
<b>PROCESSED BY:</b>	<b>SPECIAL INSTRUCTIONS:</b>	<b>POLICY NO:</b> SERC 8.10

**No NAC applicable to this policy**

### **PRINCIPLE:**

The State Emergency Response Commission is both a primary recipient and subrecipient of Federal Grant funds. These funds are pursued to assist ~~the counties,~~ through the Local Emergency Planning Committees, in conducting planning and training activities, and identifying equipment needs for first responders.

The State Emergency Response Commission must ensure adequate controls are in place to satisfy the needs of the federal, state and department rules and regulations.

### **POLICY:**

SERC policies regarding grants management, including reporting, monitoring and auditing, will be followed in the administration of federal grants. Reference SERC Policies 8.1 through 8.9.

### **PROCEDURES--SERC AS PRIMARY RECIPIENT:**

- A. The SERC receives or locates available funding sources through an application or research. The application is prepared by staff.
- B. Approval of the application for submission to the granting agency will be placed on a SERC agenda prior to the due date of the application. Members of the SERC will be provided the opportunity to review and approve the application for submission.
- C. Staff will submit the SERC approved application to the appropriate granting agency. In accordance with NRS 353.245, ~~and~~ the State Administrative Manual (SAM) 3008.0, and SERC Internal Controls staff will submit the grant application to the Budget and Planning Division, LCB and the State Grants Office of the Department of Administration.

- D. In accordance with NRS 353.245 and SAM 3008.0, within five working days of receiving a Grant Award from the awarding Federal Agency, staff will notify the Budget and Planning Division, LCB, and the State Grants Office and the State Controller's Office of the award.
- E. If applicable, a state work program request will be prepared to accept the funds. Reference SERC Policy 4.12.
- F. Awarding and payment of subgrants will be made pursuant to SERC Policy 8.2 and 8.5, respectively.
- G. Staff will prepare and submit the federal request for reimbursement form to the awarding agency at least quarterly, as applicable. Funds will be requested when expenditures from the grant have been made within the quarter.
- H. The deposit from the federal agency is processed in the Integrated Financial System (IFS) and placed on hold until the funds are received. Notification of the expected funds will be sent to the State Treasurer's Office. The Treasurer's Office will release the hold when the funds are received.
- I. Staff will record the request for reimbursement in the Budget Tracking spreadsheets on the computer at K:\Shared\Groups\SERC\fiscal\FY\*\*budget tracking.
- J. Documents are filed in the "pending" folder.
- K. Upon record of receipt on the Budget Status Report, documentation is dated and removed from the pending folder and filed in the revenue budget notebook ~~under the appropriate category and~~ by fiscal year.

**PROCEDURES--SERC AS A SUB-RECIPIENT:**

- A. SERC may receive subgrants of federal money through other state agencies to carry out hazardous materials projects. The application process is determined by the appropriate state agency.
- B. The grant award is processed through the appropriate state agency. Upon subgrant award, staff will prepare a state work program request, to accept the funds, if applicable. Reference SERC Policy 4.12.
- C. Funds will be transferred from the appropriate state agency to the SERC after approval of the grant award and, if applicable, the state work program request.

- D. Awarding and payment of subgrants to local agencies will be made pursuant to SERC Policy 8.2 and 8.5, respectively.

**FEDERAL AUDITS:**

- A. All federal grants are subject to audits by the federal agencies. Staff and SERC members will cooperate with auditors by answering questions and providing requested documentation in a timely manner.
- B. Staff will answer the final audit reports and provide corrective action plans within the time lines provided.
- C. Staff will appropriately implement the corrective action plan within the designated time frame.

# STATE OF NEVADA

## STATE EMERGENCY RESPONSE COMMISSION

<b>ORIGINATED BY:</b> Karen J. Pabón	<b>ORIGINATED DATE:</b> 04/01/09	<b>APPROVED BY:</b>  SERC
<b>REVISED BY:</b> Karen J. Pabón	<b>REVISED DATE:</b> 10/09/14	
<b>DATE ISSUED:</b> 04/01/09	<b>DATE EFFECTIVE:</b> 04/01/09	<b>SUBJECT:</b> SERC & LEPC Release of EPCRA Information
<b>PROCESSED BY:</b> Karen J. Pabón	<b>SPECIAL INSTRUCTIONS:</b>	<b>POLICY NO:</b> SERC 8.14

**No NAC applicable to this policy**

### **PRINCIPLE:**

The State Emergency Response Commission (SERC) recognizes the successful operation of the Local Emergency Planning Committees (LEPCs) it coordinates depends, to an extent, upon the support of citizens of the State and their understanding of its activities and responsibilities. Such support and understanding is largely dependent on the SERC's and LEPCs' response to requests for information and efforts to keep the public informed.

Companies which operate facilities in the State of Nevada and store or manufacture extremely hazardous materials are required to submit a chemical inventory pursuant to the provisions under 42 U.S.C. 116, the Emergency Planning and Community Right-to-Know Act (EPCRA). These provisions, known as Tier II reporting, help increase the public's knowledge and access to information on chemicals at individual facilities, their uses, and releases into the environment. States and communities, working with facilities, can use the information to improve chemical safety and protect public health and the environment.

### **POLICY:**

Pursuant to EPCRA, any person may submit a request to the SERC or a LEPC for Tier II information relating to the preceding calendar year with respect to a facility. Any such request shall ~~be in writing and shall be with respect to a specific facility~~ be requested in accordance with NRS Chapter 239 and 239C.

### **PROCEDURES:**

Hazardous materials facilities submit chemical information and obtain a hazardous materials permit through the Nevada Online Hazardous Materials Reporting System. This information is available to the SERC, LEPCs and first responders throughout the State as a repository for planning and response purposes. This information is also available to the public under the Community Right-to-Know requirement in EPCRA.

All Requests for EPCRA information ~~may~~ must be made in writing ([Example: ~~SERC-Hazmat Repository Information Nevada Public Records~~ Request form ([Appendix M-1](#)) attached]) or may be verbal. ~~It is acceptable to ask for identification.~~ If the SERC or LEPC suspects the person making the request plans an illegal act, the appropriate course of action is to contact law enforcement.

Pursuant to guidance from the Nevada Attorney General's Office, a balancing test must be conducted to determine if specific information is subject to disclosure. Relevant considerations on a case-by-case basis include the balancing of 1) the document's content and function; 2) the interest and justification of either the agency or the public in general in maintaining the confidentiality of the document; and 3) the extent of the interest or need of the public in reviewing the document. Also to be considered is how dissemination of information could impact the public policy contained in various Nevada Homeland Security related statutes.

In accordance with NRS Chapter 239 and Nevada Supreme Court decisions, the balancing test must favor the requestor unless specific, known issues meeting specific confidentiality criteria specified in statute are documented.

After the balancing test and pursuant to NRS 239.0107, within five days of receipt of the written request, the agency must provide the requestor with the information if available or, as applicable, a denial of the request. If the information is not immediately available, the agency must provide the requestor with a date in which to expect the information. Pursuant to EPCRA, requested information must be provided within 45 days of receipt of the request. The information will be provided in a format available through the online reporting system. Caution should be used when providing information from the online system to ensure the security of the system and to maintain confidentiality of information so designated.



**SERC Budget Balances  
FY 2016 / for the month ending December 2015**

**Revenue**

<u>Category</u>	<u>Description</u>	<u>Legislative Authority</u>	<u>Transfers In/Out</u>	<u>Revised Authority</u>	<u>YTD Revenue</u>	<u>Projected Revenue</u>
<b>4728 / United We Stand</b>						
00	2511 - Forward Balance	99,260.00		99,260.00	99,260.00	-
00	4326 - Interest	500.00		500.00	101.26	398.74
00	3893 - License Plate Revenue	375,000.00		375,000.00	98,260.00	276,740.00
		<b>474,760.00</b>	<b>-</b>	<b>474,760.00</b>	<b>197,621.26</b>	<b>277,138.74</b>
<b>4729 / Hazardous Materials</b>						
00	2507 - Highway Fund	264,039.00		264,039.00	264,039.00	-
00	2511 - Forward Balance	1,172,134.00		1,474,497.00	1,474,497.00	-
	4203 - Prior Year Deposit				83.95	(83.95)
00	3580 - USDOT (HMEP)	317,709.00	-	317,709.00	137,722.02	179,986.98
00	3610 - SFM (Contingency)	273,240.00		273,240.00	21,480.00	251,760.00
00	3722 - Hazmat Fees	544,070.00		544,070.00	119,900.00	424,170.00
00	4326 - Interest	3,786.00		3,786.00	1,705.47	2,080.53
		<b>2,574,978.00</b>	<b>-</b>	<b>2,877,341.00</b>	<b>2,019,427.44</b>	<b>857,997.51</b>

**Expenses**

<u>Category</u>	<u>Description</u>	<u>Legislative Authority</u>	<u>Transfers In/Out</u>	<u>Revised Authority</u>	<u>Projected Expenses</u>	<u>YTD Expenses</u>	<u>Balance</u>
<b>4728 / United We Stand</b>							
19	8500 - Grant Payments	474,760.00		474,760.00			474,760.00
		<b>474,760.00</b>	<b>-</b>	<b>474,760.00</b>	<b>-</b>	<b>-</b>	<b>474,760.00</b>
<b>4729 / Hazardous Materials</b>							
01	Personnel	146,018.00		146,018.00	61,496.00	56,400.79	28,121.21
02	Staff Out-of State Travel	1,562.00		1,562.00		969.37	592.63
03	Staff In-State Travel	1,715.00		1,715.00	36.80	73.34	1,604.86
04	Operating Expenses	22,332.00		22,332.00	9,715.06	12,408.56	208.38
10	Commission Travel	5,000.00		5,000.00	810.00	1,285.57	2,904.43
16	SERC Grant Payments	658,626.00	-	658,626.00	341,532.36	238,777.56	78,316.08
17	HMEP Grant Payments	397,137.00	-	397,137.00	104,586.00	172,152.53	120,398.47
18	Transfer to SFM	328,277.00		328,277.00			328,277.00
26	Information Services	37,442.00		37,442.00	30,997.62	7,307.75	(863.37)
81	DPS General Services Costs	4,548.00		4,548.00	2,274.00	2,274.00	-
82	Intra-Agency Costs	17,553.00		17,553.00	8,776.54	8,776.54	(0.08)
86	SERC Reserve	1,229,262.00	-	1,229,262.00			1,229,262.00
87	Purchasing Assessment	87.00		87.00	43.50	43.50	-
88	Statewide Costs	4,233.00		4,233.00	3,174.75	1,058.25	-
89	AG Costs	23,549.00		23,549.00	11,774.50	11,774.50	-
		<b>2,877,341.00</b>	<b>-</b>	<b>2,877,341.00</b>	<b>575,217.13</b>	<b>500,469.51</b>	<b>74,747.62</b>

**FY2015 Reserve Balances**

SFM Balance \$ 470,895.73  
SERC Balance \$ 1,003,600.29

**FY2016 Projected Reserve Balances**

SFM Balance \$ 470,895.73  
SERC Balance\* \$ 802,551.29

\*SERC Balance @ \$1,003,600.29 - \$302,363 + \$101,314 = \$802,551.29  
SERC Transfer In Balance @ \$302,363 - \$155,904 for SERC Grants - \$45,145 for 20% HMEP Match = \$101,314

**SERC LEPC Grant Balances**  
**FY 2016 / for the month ending December 2015**

**Carson City**

	<u>Planning</u>	<u>Training</u>	<u>Equipment</u>	<u>Operations</u>	<u>Supplies</u>	<u>Grant Award</u>	<u>Reimbursed</u>	<u>De-Obligated</u>	<u>Balance</u>
16-SERC-01-01			24,299.00	4,000.00		28,299.00	17,423.20		10,875.80
16-UWS-01-01						-			-
15-HMEP-01-01 NorthWest Hazmat, Inc.		9,500.00				9,500.00	9,500.00		-
15-HMEP-01-02 FireShowsWest Conference & Expo		585.00				585.00	585.00		-
16-HMEP-01-01						-			-

**Churchill County**

	<u>Planning</u>	<u>Training</u>	<u>Equipment</u>	<u>Operations</u>	<u>Supplies</u>	<u>Grant Award</u>	<u>Reimbursed</u>	<u>De-Obligated</u>	<u>Balance</u>
16-SERC-02-01			24,576.00	4,000.00		28,576.00	15,493.28		13,082.72
16-UWS-02-01						-			-
16-HMEP-02-01						-			-

**Clark County**

	<u>Planning</u>	<u>Training</u>	<u>Equipment</u>	<u>Operations</u>	<u>Supplies</u>	<u>Grant Award</u>	<u>Reimbursed</u>	<u>De-Obligated</u>	<u>Balance</u>
16-SERC-03-01			24,526.00	4,000.00		28,526.00			28,526.00
16-UWS-03-01						-			-
15-HMEP-03-01 Tabletop Exercise / IAFC Int'l Hazmat Conference	5,500.00	23,705.00				29,205.00	22,486.83	6,718.17	-
15-HMEP-03-04 Continuing Challenge Conference		15,220.00				15,220.00	11,108.10	4,111.90	-
15-HMEP-03-06 Hazmat Equipment		7,114.75				7,114.75	7,003.85	110.90	(0.00)
15-HMEP-03-07 FireShowsWest Conference & Expo		27,148.00				27,148.00	14,564.37	12,583.63	-
16-HMEP-03-01		30,000.00				30,000.00			30,000.00

**SERC LEPC Grant Balances  
FY 2016 / for the month ending December 2015**

**Douglas County**

	<u>Planning</u>	<u>Training</u>	<u>Equipment</u>	<u>Operations</u>	<u>Supplies</u>	<u>Grant Award</u>	<u>Reimbursed</u>	<u>De-Obligated</u>	<u>Balance</u>
16-SERC-04-01			24,931.00	4,000.00		28,931.00	19,032.85		9,898.15
16-UWS-04-01						-			-
15-HMEP-04-01 Oblique Arial Photography	30,000.00					30,000.00	30,000.00		-
15-HMEP-04-02 Continuing Challenge Conference		5,584.00				5,584.00	2,582.32		3,001.68
15-HMEP-04-03 FireShowsWest Conference & Expo		13,500.00				13,500.00	4,181.35		9,318.65
16-HMEP-04-01						-			-

**Elko County**

	<u>Planning</u>	<u>Training</u>	<u>Equipment</u>	<u>Operations</u>	<u>Supplies</u>	<u>Grant Award</u>	<u>Reimbursed</u>	<u>De-Obligated</u>	<u>Balance</u>
15-SERC-05-01			11,070.00	3,891.71		14,961.71	11,076.67	3,885.04	-
16-SERC-05-01			24,988.00	4,000.00		28,988.00	25,844.03		3,143.97
15-UWS-05-01			465.00		1,329.15	1,794.15	-	1,794.15	-
16-UWS-05-01						-			-
15-HMEP-05-01 FireShowsWest Conference & Expo		15,539.00				15,539.00	2,003.05	13,535.95	-
16-HMEP-05-01		12,000.00				12,000.00			12,000.00

**Esmeralda County**

	<u>Planning</u>	<u>Training</u>	<u>Equipment</u>	<u>Operations</u>	<u>Supplies</u>	<u>Grant Award</u>	<u>Reimbursed</u>	<u>De-Obligated</u>	<u>Balance</u>
15-SERC-06-01				4,000.00		4,000.00		4,000.00	-
16-SERC-06-01						-			-
16-UWS-06-01						-			-
16-HMEP-06-01						-			-

**SERC LEPC Grant Balances**  
**FY 2016 / for the month ending December 2015**

**Eureka County**

	<u>Planning</u>	<u>Training</u>	<u>Equipment</u>	<u>Operations</u>	<u>Supplies</u>	<u>Grant Award</u>	<u>Reimbursed</u>	<u>De-Obligated</u>	<u>Balance</u>
16-SERC-07-01			24,264.00	4,000.00		28,264.00	24,857.88		3,406.12
16-UWS-07-01						-			-
15-HMEP-07-01 FireShowsWest Conference & Expo		1,555.00				1,555.00	-	1,555.00	-
16-HMEP-07-01						-			-

**Humboldt County**

	<u>Planning</u>	<u>Training</u>	<u>Equipment</u>	<u>Operations</u>	<u>Supplies</u>	<u>Grant Award</u>	<u>Reimbursed</u>	<u>De-Obligated</u>	<u>Balance</u>
16-SERC-08-01			24,960.00	4,000.00		28,960.00			28,960.00
16-UWS-08-01						-			-
16-HMEP-08-01		21,586.00				21,586.00			21,586.00

**Lander County**

	<u>Planning</u>	<u>Training</u>	<u>Equipment</u>	<u>Operations</u>	<u>Supplies</u>	<u>Grant Award</u>	<u>Reimbursed</u>	<u>De-Obligated</u>	<u>Balance</u>
16-SERC-09-01			25,000.00	4,000.00		29,000.00			29,000.00
16-UWS-09-01						-			-
16-HMEP-09-01						-			-

**Lincoln County**

	<u>Planning</u>	<u>Training</u>	<u>Equipment</u>	<u>Operations</u>	<u>Supplies</u>	<u>Grant Award</u>	<u>Reimbursed</u>	<u>De-Obligated</u>	<u>Balance</u>
16-SERC-10-01			24,993.00	4,000.00		28,993.00	21,389.30		7,603.70
16-UWS-10-01						-			-
16-HMEP-10-01						-			-

**Lyon County**

	<u>Planning</u>	<u>Training</u>	<u>Equipment</u>	<u>Operations</u>	<u>Supplies</u>	<u>Grant Award</u>	<u>Reimbursed</u>	<u>De-Obligated</u>	<u>Balance</u>
16-SERC-11-01		7,196.00	17,802.00	4,000.00		28,998.00	2,249.00		26,749.00
16-UWS-11-01						-			-
16-HMEP-11-01						-			-

**SERC LEPC Grant Balances**  
**FY 2016 / for the month ending December 2015**

**Mineral County**

	<u>Planning</u>	<u>Training</u>	<u>Equipment</u>	<u>Operations</u>	<u>Supplies</u>	<u>Grant Award</u>	<u>Reimbursed</u>	<u>De-Obligated</u>	<u>Balance</u>
15-SERC-12-01			10,685.55	3,935.00		14,620.55	10,627.54	3,993.01	-
16-SERC-12-01			23,970.00	4,000.00		27,970.00	-		27,970.00
16-UWS-12-01						-			-
SERC 15-HMEP-12-01		11,877.00				11,877.00	-	11,877.00	-
\$3,334.52 FireShowsWest Conference & Expo									
16-HMEP-12-01	30,000.00					30,000.00			30,000.00

**Nye County**

	<u>Planning</u>	<u>Training</u>	<u>Equipment</u>	<u>Operations</u>	<u>Supplies</u>	<u>Grant Award</u>	<u>Reimbursed</u>	<u>De-Obligated</u>	<u>Balance</u>
16-SERC-13-01			24,970.00	4,000.00		28,970.00	18,816.91		10,153.09
16-UWS-13-01						-			-
15-HMEP-13-01		5,993.00				5,993.00	5,567.26	425.74	-
Gas Trainer Package / Projector Equipment									
SERC 15-HMEP-13-02		20,294.00				20,294.00		20,294.00	-
\$18,816.91 FireShowsWest Conference & Expo									
16-HMEP-13-01						-			-

**Pershing County**

	<u>Planning</u>	<u>Training</u>	<u>Equipment</u>	<u>Operations</u>	<u>Supplies</u>	<u>Grant Award</u>	<u>Reimbursed</u>	<u>De-Obligated</u>	<u>Balance</u>
16-SERC-14-01			24,971.00	4,000.00		28,971.00	24,975.73		3,995.27
16-UWS-14-01						-			-
15-HMEP-14-01		7,453.00				7,453.00	1,471.35	5,981.65	-
FireShowsWest Conference & Expo									
16-HMEP-14-01						-			-

**SERC LEPC Grant Balances**  
**FY 2016 / for the month ending December 2015**

**Storey County**

	<u>Planning</u>	<u>Training</u>	<u>Equipment</u>	<u>Operations</u>	<u>Supplies</u>	<u>Grant Award</u>	<u>Reimbursed</u>	<u>De-Obligated</u>	<u>Balance</u>
16-SERC-15-01	45,000.00					45,000.00	36,835.96		8,164.04
16-SERC-15-02		440.80	24,559.20	4,000.00		29,000.00	21,918.24		7,081.76
16-UWS-15-01						-			-
15-HMEP-15-02	7,995.00					7,995.00	7,995.00		-
Quad County Hazmat Drill									
SERC \$1,950.00						3,900.00	1,950.00	1,950.00	-
15-HMEP-15-03		3,900.00							-
FireShowsWest Conference & Expo									
16-HMEP-15-01						-			-

**Washoe County**

	<u>Planning</u>	<u>Training</u>	<u>Equipment</u>	<u>Operations</u>	<u>Supplies</u>	<u>Grant Award</u>	<u>Reimbursed</u>	<u>De-Obligated</u>	<u>Balance</u>
16-SERC-16-01			24,977.00	4,000.00		28,977.00	12,885.99		16,091.01
16-UWS-16-01						-			-
15-HMEP-16-01		18,047.00				18,047.00	9,969.61	8,077.39	-
Continuing Challenge Conference									
15-HMEP-16-02		2,966.00				2,966.00	2,390.99	575.01	-
Continuing Challenge Conference									
15-HMEP-16-03		2,854.00				2,854.00	2,571.12	282.88	-
Continuing Challenge Conference									
15-HMEP-16-04		8,580.00				8,580.00	4,875.00	3,705.00	-
FireShowsWest Conference & Expo									
16-HMEP-16-01						-			-

**White Pine County**

	<u>Planning</u>	<u>Training</u>	<u>Equipment</u>	<u>Operations</u>	<u>Supplies</u>	<u>Grant Award</u>	<u>Reimbursed</u>	<u>De-Obligated</u>	<u>Balance</u>
16-SERC-17-01			24,703.00	4,000.00		28,703.00	19.94		28,683.06
16-UWS-17-01						-			-
15-HMEP-17-01	19,800.00					19,800.00	19,800.00		-
Contractor to write Hazmat Plan									
15-HMEP-17-02		21,454.00				21,454.00	10,285.19	11,168.81	-
FireShowsWest Conference & Expo									
16-HMEP-17-01	5,000.00					5,000.00			5,000.00

**SERC LEPC Grant Balances  
FY 2016 / for the month ending December 2015**

**U.N.L.V.**

	<u>Planning</u>	<u>Training</u>	<u>Equipment</u>	<u>Operations</u>	<u>Supplies</u>	<u>Grant Award</u>	<u>Reimbursed</u>	<u>De-Obligated</u>	<u>Balance</u>
16-SERC-20-01						-	-		-
16-UWS-20-01						-			-
SERC \$2,828.28						5,826.00		5,826.00	-
15-HMEP-20-01 FireShowsWest Conference & Expo		5,826.00							-
16-HMEP-20-01						-			-

**SERC**

	<u>Planning</u>	<u>Training</u>	<u>Equipment</u>	<u>Operations</u>	<u>Supplies</u>	<u>Grant Award</u>	<u>Reimbursed</u>	<u>De-Obligated</u>	<u>Balance</u>
16-SERC-00-01 IDSi Online Pymnt Conversion				3,000.00		3,000.00			3,000.00
16-SERC-00-02 FSW Conference Support	40,000.00					40,000.00	24,979.71		15,020.29
16-SERC-00-03 IDSi County Support				25,500.00		25,500.00			25,500.00
16-SERC-00-04 FSW Attendee Support		85,000.00				85,000.00	-	85,000.00	-
16-UWS-00-01						-			-
16-HMEP-00-01	6,000.00					6,000.00			6,000.00

Indicates FSW FY16 Paid by SERC due to exceeding HMEP allocation  
Was pre-approved by SERC

**SERC LEPC Contingency Items  
FY 2016 / for the month ending December 2015**

<b>Carson City</b>								
<u>Exercise</u>	<u>Hazmat Plan</u>	<u>Level of Response</u>	<u>Publication</u>	<u>Membership List</u>	<u>Bylaws</u>	<u>NRT-1A</u>	<u>Promulgation</u>	<u>Meeting Minutes</u>
<u>Meeting Minutes 1st</u> 9/2/2015	<u>Meeting Minutes 2nd</u> 1/6/2016	<u>Meeting Minutes 3rd</u>	<u>Meeting Minutes 4th</u>		<u>15-SERC-01-01 Final</u> 8/3/2015	<u>16-SERC-01-01 1st</u> 11/10/2015	<u>16-SERC-01-01 2nd</u>	<u>16-SERC-01-01 3rd</u>
<u>15-UWS-01-01 Final</u> N/A	<u>16-UWS-01-01 1st</u> N/A	<u>16-UWS-01-01 2nd</u> N/A	<u>16-UWS-01-01 3rd</u> N/A		<u>15-HMEP-01-01 Final</u> 11/2/2015	<u>15-HMEP-01-02 Final</u> 11/10/2015	<u>16-HMEP-01-01 1st</u>	<u>16-HMEP-01-01 2nd</u> <u>16-HMEP-01-01 3rd</u>

<b>Churchill County</b>								
<u>Exercise</u>	<u>Hazmat Plan</u>	<u>Level of Response</u>	<u>Publication</u>	<u>Membership List</u>	<u>Bylaws</u>	<u>NRT-1A</u>	<u>Promulgation</u>	<u>Meeting Minutes</u>
<u>Meeting Minutes 1st</u>	<u>Meeting Minutes 2nd</u>	<u>Meeting Minutes 3rd</u>	<u>Meeting Minutes 4th</u>		<u>15-SERC-02-01 Final</u> N/A	<u>16-SERC-02-01 1st</u> 10/27/2015	<u>16-SERC-02-01 2nd</u>	<u>16-SERC-02-01 3rd</u>
<u>15-UWS-02-01 Final</u> 4/27/2015	<u>16-UWS-02-01 1st</u> N/A	<u>16-UWS-02-01 2nd</u> N/A	<u>16-UWS-02-01 3rd</u> N/A			<u>16-HMEP-02-01 1st</u>	<u>16-HMEP-02-01 2nd</u>	<u>16-HMEP-02-01 3rd</u>

<b>Clark County</b>								
<u>Exercise</u>	<u>Hazmat Plan</u>	<u>Level of Response</u>	<u>Publication</u>	<u>Membership List</u>	<u>Bylaws</u>	<u>NRT-1A</u>	<u>Promulgation</u>	<u>Meeting Minutes</u>
<u>Meeting Minutes 1st</u> 8/27/2015	<u>Meeting Minutes 2nd</u>	<u>Meeting Minutes 3rd</u>	<u>Meeting Minutes 4th</u>		<u>15-SERC-03-01 Final</u> 8/3/2015	<u>16-SERC-03-01 1st</u>	<u>16-SERC-03-01 2nd</u>	<u>16-SERC-03-01 3rd</u>
<u>15-UWS-03-01 Final</u> N/A	<u>16-UWS-03-01 1st</u> N/A	<u>16-UWS-03-01 2nd</u> N/A	<u>16-UWS-03-01 3rd</u> N/A		<u>15-HMEP-03-01 Final</u> 7/17/2015	<u>15-HMEP-03-04 Final</u> 10/23/2015	<u>15-HMEP-03-06 Final</u> 9/23/2015	<u>15-HMEP-03-07 Final</u> 11/24/2015
						<u>16-HMEP-03-01 1st</u>	<u>16-HMEP-03-01 2nd</u>	<u>16-HMEP-03-01 3rd</u>

<b>Douglas County</b>								
<u>Exercise</u>	<u>Hazmat Plan</u>	<u>Level of Response</u>	<u>Publication</u>	<u>Membership List</u>	<u>Bylaws</u>	<u>NRT-1A</u>	<u>Promulgation</u>	<u>Meeting Minutes</u>
<u>Meeting Minutes 1st</u>	<u>Meeting Minutes 2nd</u>	<u>Meeting Minutes 3rd</u>	<u>Meeting Minutes 4th</u>		<u>15-SERC-04-01 Final</u> 5/26/2015	<u>16-SERC-04-01 1st</u> 10/27/2015	<u>16-SERC-04-01 2nd</u>	<u>16-SERC-04-01 3rd</u>
<u>15-UWS-04-01 Final</u> 10/28/2014	<u>16-UWS-04-01 1st</u> N/A	<u>16-UWS-04-01 2nd</u> N/A	<u>16-UWS-04-01 3rd</u> N/A		<u>15-HMEP-04-01 Final</u> 7/30/2015	<u>15-HMEP-04-02 Final</u> 10/23/2015	<u>15-HMEP-04-03 Final</u> 11/2/2015	<u>16-HMEP-04-01 1st</u> <u>16-HMEP-04-01 2nd</u> <u>16-HMEP-04-01 3rd</u>

<b>Elko County</b>								
<u>Exercise</u>	<u>Hazmat Plan</u>	<u>Level of Response</u>	<u>Publication</u>	<u>Membership List</u>	<u>Bylaws</u>	<u>NRT-1A</u>	<u>Promulgation</u>	<u>Meeting Minutes</u>
<u>Meeting Minutes 1st</u> 8/28/2015	<u>Meeting Minutes 2nd</u> 10/13/2015	<u>Meeting Minutes 3rd</u>	<u>Meeting Minutes 4th</u>		<u>15-SERC-05-01 Final</u> 9/21/2015	<u>16-SERC-05-01 1st</u> 12/9/2015	<u>16-SERC-05-01 2nd</u>	<u>16-SERC-05-01 3rd</u>
<u>15-UWS-05-01 Final</u> 9/21/2015	<u>16-UWS-05-01 1st</u> N/A	<u>16-UWS-05-01 2nd</u> N/A	<u>16-UWS-05-01 3rd</u> N/A		<u>15-HMEP-05-01 Final</u> 12/7/2015	<u>16-HMEP-05-01 1st</u>	<u>16-HMEP-05-01 2nd</u>	<u>16-HMEP-05-01 3rd</u>



**SERC LEPC Contingency Items  
FY 2016 / for the month ending December 2015**

<b>Esmeralda County</b>								
<u>Exercise</u>	<u>Hazmat Plan</u>	<u>Level of Response</u>	<u>Publication</u>	<u>Membership List</u>	<u>Bylaws</u>	<u>NRT-1A</u>	<u>Promulgation</u>	<u>Meeting Minutes</u>
							1/1/2016	
<u>Meeting Minutes 1st</u> 11/10/2015	<u>Meeting Minutes 2nd</u> 11/17/2015	<u>Meeting Minutes 3rd</u>	<u>Meeting Minutes 4th</u>		15-SERC-06-01 Final 12/7/2015	16-SERC-06-01 1st N/A	16-SERC-06-01 2nd N/A	16-SERC-06-01 3rd N/A
15-UWS-06-01 Final N/A	16-UWS-06-01 1st N/A	16-UWS-06-01 2nd N/A	16-UWS-06-01 3rd N/A			16-HMEP-06-01 1st	16-HMEP-06-01 2nd	16-HMEP-06-01 3rd

<b>Eureka County</b>								
<u>Exercise</u>	<u>Hazmat Plan</u>	<u>Level of Response</u>	<u>Publication</u>	<u>Membership List</u>	<u>Bylaws</u>	<u>NRT-1A</u>	<u>Promulgation</u>	<u>Meeting Minutes</u>
<u>Meeting Minutes 1st</u> 7/6/2015	<u>Meeting Minutes 2nd</u> 12/30/2015	<u>Meeting Minutes 3rd</u>	<u>Meeting Minutes 4th</u>		15-SERC-07-01 Final 6/24/2015	16-SERC-07-01 1st 11/18/2015	16-SERC-07-01 2nd	16-SERC-07-01 3rd
15-UWS-07-01 Final N/A	16-UWS-07-01 1st N/A	16-UWS-07-01 2nd N/A	16-UWS-07-01 3rd N/A		15-HMEP-07-01 Final	16-HMEP-07-01 1st	16-HMEP-07-01 2nd	16-HMEP-07-01 3rd

<b>Humboldt County</b>								
<u>Exercise</u>	<u>Hazmat Plan</u>	<u>Level of Response</u>	<u>Publication</u>	<u>Membership List</u>	<u>Bylaws</u>	<u>NRT-1A</u>	<u>Promulgation</u>	<u>Meeting Minutes</u>
<u>Meeting Minutes 1st</u> 7/10/2015	<u>Meeting Minutes 2nd</u>	<u>Meeting Minutes 3rd</u>	<u>Meeting Minutes 4th</u>		15-SERC-08-01 Final 8/12/2015	16-SERC-08-01 1st	16-SERC-08-01 2nd	16-SERC-08-01 3rd
15-UWS-08-01 Final 1/20/2015	16-UWS-08-01 1st N/A	16-UWS-08-01 2nd N/A	16-UWS-08-01 3rd N/A			16-HMEP-08-01 1st	16-HMEP-08-01 2nd	16-HMEP-08-01 3rd

<b>Lander County</b>								
<u>Exercise</u>	<u>Hazmat Plan</u>	<u>Level of Response</u>	<u>Publication</u>	<u>Membership List</u>	<u>Bylaws</u>	<u>NRT-1A</u>	<u>Promulgation</u>	<u>Meeting Minutes</u>
<u>Meeting Minutes 1st</u>	<u>Meeting Minutes 2nd</u>	<u>Meeting Minutes 3rd</u>	<u>Meeting Minutes 4th</u>		15-SERC-09-01 Final 8/4/2015	16-SERC-09-01 1st	16-SERC-09-01 2nd	16-SERC-09-01 3rd
15-UWS-09-01 Final 7/27/2015	16-UWS-09-01 1st N/A	16-UWS-09-01 2nd N/A	16-UWS-09-01 3rd N/A			16-HMEP-09-01 1st	16-HMEP-09-01 2nd	16-HMEP-09-01 3rd

<b>Lincoln County</b>								
<u>Exercise</u>	<u>Hazmat Plan</u>	<u>Level of Response</u>	<u>Publication</u>	<u>Membership List</u>	<u>Bylaws</u>	<u>NRT-1A</u>	<u>Promulgation</u>	<u>Meeting Minutes</u>
<u>Meeting Minutes 1st</u> 7/30/2015	<u>Meeting Minutes 2nd</u> 11/13/2015	<u>Meeting Minutes 3rd</u>	<u>Meeting Minutes 4th</u>		15-SERC-10-01 Final 8/6/2015	16-SERC-10-01 1st 10/23/2015	16-SERC-10-01 2nd	16-SERC-10-01 3rd
15-UWS-10-01 Final 3/19/2015	16-UWS-10-01 1st N/A	16-UWS-10-01 2nd N/A	16-UWS-10-01 3rd N/A			16-HMEP-10-01 1st	16-HMEP-10-01 2nd	16-HMEP-10-01 3rd

<b>Lyon County</b>								
<u>Exercise</u>	<u>Hazmat Plan</u>	<u>Level of Response</u>	<u>Publication</u>	<u>Membership List</u>	<u>Bylaws</u>	<u>NRT-1A</u>	<u>Promulgation</u>	<u>Meeting Minutes</u>
<u>Meeting Minutes 1st</u>	<u>Meeting Minutes 2nd</u>	<u>Meeting Minutes 3rd</u>	<u>Meeting Minutes 4th</u>		15-SERC-11-01 Final 7/24/2015	16-SERC-11-01 1st 11/2/2015	16-SERC-11-01 2nd	16-SERC-11-01 3rd
15-UWS-11-01 Final 4/10/2015	16-UWS-11-01 1st N/A	16-UWS-11-01 2nd N/A	16-UWS-11-01 3rd N/A			16-HMEP-11-01 1st	16-HMEP-11-01 2nd	16-HMEP-11-01 3rd

**SERC LEPC Contingency Items  
FY 2016 / for the month ending December 2015**

<b>Mineral County</b>								
<u>Exercise</u>	<u>Hazmat Plan</u>	<u>Level of Response</u>	<u>Publication</u>	<u>Membership List</u>	<u>Bylaws</u>	<u>NRT-1A</u>	<u>Promulgation</u>	<u>Meeting Minutes</u>
<u>Meeting Minutes 1st</u> 8/5/2015	<u>Meeting Minutes 2nd</u> 12/15/2015	<u>Meeting Minutes 3rd</u>	<u>Meeting Minutes 4th</u>		<u>15-SERC-12-01 Final</u> 9/11/2015	<u>16-SERC-12-01 1st</u> 12/14/2015	<u>16-SERC-12-01 2nd</u>	<u>16-SERC-12-01 3rd</u>
<u>15-UWS-12-01 Final</u> 2/6/2015	<u>16-UWS-12-01 1st</u> N/A	<u>16-UWS-12-01 2nd</u> N/A	<u>16-UWS-12-01 3rd</u> N/A		<u>15-HMEP-12-01 Final</u>			
						<u>16-HMEP-12-01 1st</u>	<u>16-HMEP-12-01 2nd</u>	<u>16-HMEP-12-01 3rd</u>

<b>Nye County</b>								
<u>Exercise</u>	<u>Hazmat Plan</u>	<u>Level of Response</u>	<u>Publication</u>	<u>Membership List</u>	<u>Bylaws</u>	<u>NRT-1A</u>	<u>Promulgation</u>	<u>Meeting Minutes</u>
<u>12/31/2015</u>	<u>12/31/2015</u>	<u>12/31/2015</u>	<u>7/30/2015</u>	<u>12/31/2015</u>	<u>12/31/2015</u>	<u>12/31/2015</u>	<u>1/6/2016</u>	<u>12/31/2015</u>
<u>Meeting Minutes 1st</u> 7/13/2015	<u>Meeting Minutes 2nd</u> 1/6/2016	<u>Meeting Minutes 3rd</u>	<u>Meeting Minutes 4th</u>		<u>15-SERC-13-01 Final</u> 1/20/2015	<u>16-SERC-13-01 1st</u> 12/17/2015	<u>16-SERC-13-01 2nd</u>	<u>16-SERC-13-01 3rd</u>
<u>15-UWS-13-01 Final</u> 4/16/2015	<u>16-UWS-13-01 1st</u> N/A	<u>16-UWS-13-01 2nd</u> N/A	<u>16-UWS-13-01 3rd</u> N/A		<u>15-HMEP-13-01 Final</u> 11/23/2015	<u>15-HMEP-13-02 Final</u> 12/16/2015		
						<u>16-HMEP-13-01 1st</u>	<u>16-HMEP-13-01 2nd</u>	<u>16-HMEP-13-01 3rd</u>

<b>Pershing County</b>								
<u>Exercise</u>	<u>Hazmat Plan</u>	<u>Level of Response</u>	<u>Publication</u>	<u>Membership List</u>	<u>Bylaws</u>	<u>NRT-1A</u>	<u>Promulgation</u>	<u>Meeting Minutes</u>
<u>Meeting Minutes 1st</u> 8/26/2015	<u>Meeting Minutes 2nd</u> 12/31/2015	<u>Meeting Minutes 3rd</u>	<u>Meeting Minutes 4th</u>		<u>15-SERC-14-01 Final</u> 8/5/2015	<u>16-SERC-14-01 1st</u> 9/28/2015	<u>16-SERC-14-01 2nd</u>	<u>16-SERC-14-01 3rd</u>
<u>15-UWS-14-01 Final</u> 8/3/2015	<u>16-UWS-14-01 1st</u> N/A	<u>16-UWS-14-01 2nd</u> N/A	<u>16-UWS-14-01 3rd</u> N/A		<u>15-HMEP-14-01 Final</u>			
						<u>16-HMEP-14-01 1st</u>	<u>16-HMEP-14-01 2nd</u>	<u>16-HMEP-14-01 3rd</u>

<b>Storey County</b>								
<u>Exercise</u>	<u>Hazmat Plan</u>	<u>Level of Response</u>	<u>Publication</u>	<u>Membership List</u>	<u>Bylaws</u>	<u>NRT-1A</u>	<u>Promulgation</u>	<u>Meeting Minutes</u>
			<u>7/23/2015</u>					
<u>Meeting Minutes 1st</u> 12/16/1901	<u>Meeting Minutes 2nd</u>	<u>Meeting Minutes 3rd</u>	<u>Meeting Minutes 4th</u>		<u>15-SERC-15-01 Final</u> 6/30/2015	<u>16-SERC-15-01 1st</u> 11/18/2015	<u>16-SERC-15-01 2nd</u>	<u>16-SERC-15-01 3rd</u>
<u>15-UWS-15-01 Final</u> 2/11/2015	<u>16-UWS-15-01 1st</u> N/A	<u>16-UWS-15-01 2nd</u> N/A	<u>16-UWS-15-01 3rd</u> N/A		<u>15-HMEP-15-02 Final</u> 11/2/2015	<u>15-HMEP-15-03 Final</u> 10/19/2015		
						<u>16-HMEP-15-01 1st</u>	<u>16-HMEP-15-01 2nd</u>	<u>16-HMEP-15-01 3rd</u>

<b>Washoe County</b>								
<u>Exercise</u>	<u>Hazmat Plan</u>	<u>Level of Response</u>	<u>Publication</u>	<u>Membership List</u>	<u>Bylaws</u>	<u>NRT-1A</u>	<u>Promulgation</u>	<u>Meeting Minutes</u>
<u>12/21/2015</u>	<u>12/21/2015</u>	<u>12/21/2015</u>	<u>7/8/2015</u>	<u>12/21/2015</u>	<u>12/21/2015</u>	<u>12/21/2015</u>	<u>12/21/2015</u>	<u>12/21/2015</u>
<u>Meeting Minutes 1st</u> 8/27/2015	<u>Meeting Minutes 2nd</u> 12/17/2015	<u>Meeting Minutes 3rd</u>	<u>Meeting Minutes 4th</u>		<u>15-SERC-16-01 Final</u> 7/6/2015	<u>16-SERC-16-01 1st</u>	<u>16-SERC-16-01 2nd</u>	<u>16-SERC-16-01 3rd</u>
<u>15-UWS-16-01 Final</u> 7/2/2015	<u>16-UWS-16-01 1st</u> N/A	<u>16-UWS-16-01 2nd</u> N/A	<u>16-UWS-16-01 3rd</u> N/A		<u>15-HMEP-16-01 Final</u> 10/20/2015	<u>15-HMEP-16-02 Final</u> 10/20/2015	<u>15-HMEP-16-03 Final</u> 10/20/2015	<u>15-HMEP-16-04 Final</u> 10/20/2015
						<u>16-HMEP-16-01 1st</u>	<u>16-HMEP-16-01 2nd</u>	<u>16-HMEP-16-01 3rd</u>

**SERC LEPC Contingency Items  
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<b>White Pine County</b>								
<u>Exercise</u>	<u>Hazmat Plan</u>	<u>Level of Response</u>	<u>Publication</u>	<u>Membership List</u>	<u>Bylaws</u>	<u>NRT-1A</u>	<u>Promulgation</u>	<u>Meeting Minutes</u>
	12/16/2015		12/31/2015	7/23/2015			12/31/2015	
<u>Meeting Minutes 1st</u>	<u>Meeting Minutes 2nd</u>	<u>Meeting Minutes 3rd</u>	<u>Meeting Minutes 4th</u>		<u>15-SERC-17-01 Final</u>	<u>16-SERC-17-01 1st</u>	<u>16-SERC-17-01 2nd</u>	<u>16-SERC-17-01 3rd</u>
7/31/2015					8/6/2015	10/23/2015		
<u>15-UWS-17-01 Final</u>	<u>16-UWS-17-01 1st</u>	<u>16-UWS-17-01 2nd</u>	<u>16-UWS-17-01 3rd</u>		<u>15-HMEP-17-01 Final</u>	<u>15-HMEP-17-02 Final</u>		
2/17/2015	N/A	N/A	N/A		12/9/2015	12/9/2015		
						<u>16-HMEP-17-01 1st</u>	<u>16-HMEP-17-01 2nd</u>	<u>16-HMEP-17-01 3rd</u>

<b>U.N.L.V.</b>								
<u>Exercise</u>	<u>Hazmat Plan</u>	<u>Level of Response</u>	<u>Publication</u>	<u>Membership List</u>	<u>Bylaws</u>	<u>NRT-1A</u>	<u>Promulgation</u>	<u>Meeting Minutes</u>
			N/A	N/A	N/A		N/A	N/A
<u>Meeting Minutes 1st</u>	<u>Meeting Minutes 2nd</u>	<u>Meeting Minutes 3rd</u>	<u>Meeting Minutes 4th</u>		<u>15-SERC-20-01 Final</u>	<u>16-SERC-20-01 1st</u>	<u>16-SERC-20-01 2nd</u>	<u>16-SERC-20-01 3rd</u>
N/A	N/A	N/A	N/A		1/29/2015			
<u>15-UWS-20-01 Final</u>	<u>16-UWS-20-01 1st</u>	<u>16-UWS-20-01 2nd</u>	<u>16-UWS-20-01 3rd</u>		<u>15-HMEP-20-01 Final</u>			
N/A	N/A	N/A	N/A		12/14/2015			
						<u>16-HMEP-20-01 1st</u>	<u>16-HMEP-20-01 2nd</u>	<u>16-HMEP-20-01 3rd</u>

<b>Legislative Police</b>								
<u>Exercise</u>	<u>Hazmat Plan</u>	<u>Level of Response</u>	<u>Publication</u>	<u>Membership List</u>	<u>Bylaws</u>	<u>NRT-1A</u>	<u>Promulgation</u>	<u>Meeting Minutes</u>
			N/A	N/A	N/A		N/A	N/A
<u>Meeting Minutes 1st</u>	<u>Meeting Minutes 2nd</u>	<u>Meeting Minutes 3rd</u>	<u>Meeting Minutes 4th</u>		<u>15-SERC-40-01 Final</u>	<u>16-SERC-40-01 1st</u>	<u>16-SERC-40-01 2nd</u>	<u>16-SERC-40-01 3rd</u>
N/A	N/A	N/A	N/A		N/A			
<u>15-UWS-40-01 Final</u>	<u>16-UWS-40-01 1st</u>	<u>16-UWS-40-01 2nd</u>	<u>16-UWS-40-01 3rd</u>			<u>16-HMEP-40-01 1st</u>	<u>16-HMEP-40-01 2nd</u>	<u>16-HMEP-40-01 3rd</u>
6/19/2015	N/A	N/A	N/A					

<b>Supreme Court</b>								
<u>Exercise</u>	<u>Hazmat Plan</u>	<u>Level of Response</u>	<u>Publication</u>	<u>Membership List</u>	<u>Bylaws</u>	<u>NRT-1A</u>	<u>Promulgation</u>	<u>Meeting Minutes</u>
			N/A	N/A	N/A		N/A	N/A
<u>Meeting Minutes 1st</u>	<u>Meeting Minutes 2nd</u>	<u>Meeting Minutes 3rd</u>	<u>Meeting Minutes 4th</u>		<u>15-SERC-50-01 Final</u>	<u>16-SERC-50-01 1st</u>	<u>16-SERC-50-01 2nd</u>	<u>16-SERC-50-01 3rd</u>
N/A	N/A	N/A	N/A		N/A			
<u>15-UWS-50-01 Final</u>	<u>16-UWS-50-01 1st</u>	<u>16-UWS-50-01 2nd</u>	<u>16-UWS-50-01 3rd</u>			<u>16-HMEP-50-01 1st</u>	<u>16-HMEP-50-01 2nd</u>	<u>16-HMEP-50-01 3rd</u>
6/8/2015	N/A	N/A	N/A					

The Interim Finance Committee approved the carry-forward of funding from FFY15/SFY16 HMEP in October as noted in October report.

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#### HMEP Funding

Allocations			
	Planning	Training	Total
Federal Share	\$ 65,236.00	\$ 115,342.00	\$ 180,578.00
State Share	\$16,309.00	\$ 28,836.00	\$ 45,145.00
Total	\$ 81,545.00	\$ 144,178.00	<b>\$ 225,723.00</b>
75%	\$ 61,158.75	\$ 108,133.50	

Five HMEP sub-grants were approved for funded totaling \$127,917.58 of the current federal award of \$225,723.00 and subsequently some of the funding was de-obligated as it was not eligible (\$ 17,571.58 for Elko and \$11,760 for Carson City). Currently there is \$109,565.42 remaining (\$51,545 Planning and \$69,592 for Training). If the Commission approves the EA attendance at the HMEP Western States Conference at approximately \$800 there will be \$ 108,765.42 for the HMEP Mid-Cycle Application Period. The Funding Committee will be meeting February 8, 2016 to review the application submissions.

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In researching Tier II and Toxic Release Inventory non-compliance throughout the country, it is primarily attributed to a lack of knowledge about where to report and in each state it is different. Nevada is a bit complicated as there are multiple places new businesses must register for different licenses and permits SOS (Silverflume), NDEP, local government at county and/or city levels. The EA met with the Secretary of State in November and worked together to successfully add a link in SilverFlume™ to businesses registrations and renewals checklist which provides a link to the SERC Tier II HazMat Database.

In addition, SERC staff is working with NDEP staff to move the SERC HazMat information for businesses to a more visual level on their website.

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SERC Policy & Legislative Committee met to review The Section 8 SERC Policies and Procedures. See Handouts for Committee recommendations. Several policies such as 8.2 and 8.2a require further research prior to the Policy Committee making a recommendation. Staff is working with legal counsel and will report back to the Policy and Legislative Committees as issues are related to NRS and NAC.

\*\*\*

SERC Staff continues to collaborate with NDEM related to monitoring common sub-grantees in an effort to minimize the impact on the sub-grantees as discussed in the October meeting. Staff has discussed with the funding committee that there is a need to increase staffing by 1FTE to adequately meet the minimum requirements of compliance for the state and federal funding we are administering to include monitoring and providing technical assistance/guidance in fulfilling the purpose of SERC. LEPCs, State agencies as intended through EPCRA requirements as well. Currently, SERC is also

using staff from the SFM to administer/maintain the HazMat database. The budgeting process for the state will begin in early in calendar year 2016 for the 2018-2019 Biennium Budget and staff requests support of the Commission for the staff increase. Staff did submit an initial Budget Justification request and is appreciative of the continued support of the Commission.

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USDOT contacted staff in December to advise they were conducting a desk audit/spot check on our invoicing and the back-up documentation supporting the sub-grants and the reimbursements. Staff anticipates the USDOT compliance and monitoring process will continue to grow to ensure we are in compliance of the certifications and assurances we and sub-grantees have attested in the grant awards. As of 1/5/16, staff has not received a physical report resulting from the US DOT Monitoring.

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The EA has submitted the required final HMEP (PHMSA/U.S. DOT) report for funding awards ending 10/31/15. PHMSA said that we may submit a request for an extension in June if we feel we need it for FSW as in the past. The written report is due by the end of January. US DOT gave an extension which will allow for Clark County to confirm qualitative information from their Quarterly Accomplishment Reports. As of 1/5/16 staff has not obtained confirmation.

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PHMSA/U.S. DOT is going to 3-year continuation grants beginning next year (the application we submit in 2016) therefore extensions will not be allowed or needed. This new process for States will require more detailed initial applications, especially for year-1 and then each year a detailed continuation plan will have to be submitted. Staff has reached out to the LEPCs and asked for a wish list of items to include in the application. The new plans will not force a specific allocation between planning and training although those will still be the only categories allowed.

\*\*\*

SERC is planning a Grant Management Training January 19, 2016 for LEPCs to cover sub-grant applications, reporting and eligibility. Information will be posted on the SERC Website.

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US DOT/PHMSA will be hosting an HMEP Grant Application Webinar on Wednesday, January 20 from 1:30pm-3:30pm PST.

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SERC NAC 459 Workshop to be held January 21, 2016 beginning at 2:00pm, the invite went out 1/16 with the registration information. If you have not received it, please contact the SERC office and we will e-mail you the invitation.

Staff has created a template that LEPCs may use to promote the United We Stand License plates. The template can be localized for any LEPC member or state agency to help build the funding. The revenue generated is used for sub-grants to LEPCs and State agencies for allowable activities. To learn more, visit the SERC website.

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Western States SERC meeting is scheduled for February 3-4, 2016 in San Diego, CA. There is a section on the US DOT HMEP Grants to include Improving LEPC Info Sharing Through Detailed Reporting, HMEP Grants, and Oil by Rail Regulations. The draft agenda also includes a SERC Roundtable to discuss structure and Priorities, Tier II, LEPC and Tribal Engagement, Resources and Training needs.

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SERC is working with NDEM to scheduled joint sub-grantee monitoring visits to be conducted for the following Counties: Churchill County LEPC the week of January 26, 2016, Clark County the week of February 22, Nye County the week of March 1 and Storey County the week of April 4.

\*\*\*

SERC and SFM staff have coordinated a tailored Boards & Commissions Training for not only SERC Commissioners that were unable to attend due to location or scheduling conflicts but also for LEPCs who must comply with Open Meeting Law requirements such as agenda content, posting, minutes, etc.. It will be held in multiple locations throughout the State (Carson City, Elko, Ely, and Tonopah) on Thursday, February 25, 2016 from 8am-Noon.

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SERC staff has been working with Nevada ITCN/ITERC to identify ways to engage the Nevada ITCN/ITERC with SERC activities. There are approximately 27 tribes in Nevada and ITERC has expressed a desire and need for HazMat training and planning. Resources we have been looking at include FEMA and US DOT funding specifically for tribal entities or support opportunities that are inclusive.

\*\*\*

SERC staff will send a survey to Planners and Administrators in LEPCS with access to the HazMat database to garner information on how the database is working, what they would like to see changed and to see how they are using it. One LEPC reported they were having trouble pulling the MSDS sheets in the database and that has been fixed.

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SERC staff is working with FEMA to help sponsor FireShowsWest training opportunities this year. More details forthcoming at the April 2016 SERC meeting.

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If there are items that the Commissioners would like included in the EA report in the future, please let me know.