

Minutes

Nevada State Emergency Response Commission (SERC)

Second Quarterly Meeting

April 12, 2018

1. **CALL TO ORDER-** Richard Brenner calls meeting to order with introducing Caleb cage also Co-Chair
2. **Quorum met / Attendance:**

Las Vegas: Karen Luna SERC Commissioner, Eric Santos SERC Commissioner, Resty Melicdem SERC Commissioner **Las Vegas Guests:** Jimmy Andrews Program Coordinator, NV OSHA

Phone call in: Susan Crowley, SERC Commissioner, Peter Boffelli Jr., SERC Commissioner, Kelly Thomas SERC Commissioner, Nathan Hastings DAG

Carson city: Caleb Cage Co-Chair, Christina Wilson SERC Coordinator, Wendi Wyatt SERC Administrator, Lance Chantler SERC Commissioner, Dennis Nolan SERC Commissioner. Jon Bakkedahl SERC Commissioner, Bart Chambers SERC Commissioner, Mike Heidemann Churchill County LEPC, Dennis Pinkerton State Fire Marshal Training Division, Joe Curtis Storey County.

Elko: Matt Greigo SERC Commissioner, Jack Snyder Elko LEPC
3. **PUBLIC COMMENT** – No comments at this time
4. **SERC ADMINISTRATOR UPDATE** – Richard Brenner started this discussion with stating that the new Administrator was Hired November of 2017 and is happy to have her on board and up to speed with the SERC. Richard asked Wendi to give a quick overview about her history. Wendi Wyatt stated started with State of Nevada approximately 25 years ago with most recent and coming from Department of Education, working there 16 years. Wendi continued that she worked with Grants as program officer along with a large variety of things. Stating she started with SERC November 13, 2017. Richard welcomed Wendi.
5. **COMMISSION MEMBERS UPDATES AND FILLING VACANCIES IN STANDING COMMITTEES-** Richard asked SERC staff for an update on new members and status from Governor's office. Christina Wilson spoke up with an update on Andrew Weintraub. Andrew completed he process to become a SERC Commission Member, the Governor's office mailed an Oath to Mr. Weintraub and it was not signed and received. After multiple attempts by SERC Staff and Governor's office as of February 28, 2018 Mr. Weintraub was removed as a Commissioner and Member. Caleb Cage asked what industry he was representing Private Industry of owner of Capital Grille in Las Vegas. Mr. Brenner continued with asking about an update on Robert Bavier.

Christina Wilson presented the updated Robert Bavier applied to become a representative from Union Pacific Railways. Upon receiving the application packet the Governor's office denied his application due to the fact Mr. Bavier is not a Nevada resident and resides in Southern California. There was no Background check able to be completed due to this.

Richard asked Christina if there was an update to receiving a representative from NV Energy. Christina deferred to Caleb Cage due to conversations that have been held previous. Caleb stated he reached out to NV Energy for guidance to put the opportunity out to people from that industry who would be interested. There will be follow up on this topic.

Christina gave an update that Chris Collins has given his resignation to the Commission; He is unable to obligate the time and effort to the Commission.

A new Commission Member we are Welcoming Augustine Farias he was approved just days before the meeting he was unable to make this meeting but looks forward to the future meetings.

6. APPROVAL OF NOVEMBER 8 2017 MEETING MINUTES (Discussion/For Possible Action) – The SERC will review and may approve, with or without amendments, or deny the November 8 2017 SERC Quarterly meeting minutes.

7. WASHOE COUNTY GRANT DOCUMENTS (Discussion) – Washoe County LEPC personnel had submitted documents in September of 2017. SERC staff notified the county office advised that they had been submitted well after the due date the close of the Grant period had been June 30, 2017. They requested that the paperwork was sent through a process that was advised to county it could take well over 6 months and still had the possibility for denial due to having to go several review and approval processes. Mr. Kenneston was willing to do this, as of March 2018. The counties request had been reviewed and was accepted as an exception by state controller and paid to county. This item has been completed and followed through with thanks from Aaron Kenneston from Washoe County.

8. LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) UPDATES (Non-Action Item) –

Carson City LEPC- Chief Slamon was unable to attend and did not send any update statement

Storey County LEPC- Joe Curtis October 6th 2018 we are scheduled to start planning the quarterly quad-county hazmat exercise which will be held at the aqua metals facility. Which is a place the does "green reclamation" of automobile batteries. Out at the Industrial complex we had a minor hazmat incident; which involved 100 gallons of Pittsburgh white Paint that was slopped out of a transport truck. The Industrial complex is growth is going nuts. We had out LEPC Meeting yesterday and some of the reports of what going to be built out there are not of grave concern but interests of what is going on. We have 2 biofuel types operations out there; first is biofuels the second is primarily bio deasil type stuff.

They are going to increase that to about 800,000 gallon storage capacity. We have another company that's coming in that has some pretty harsh chemicals they are manufacturing items for computer industry which have been looked at and approved through NDEP. We have a plant where they take all the oil and petroleum products and clean them and separate them then bring out to diesel and some other type of products. As well as other business like burger king and a few hotels. We had no real problems other than the one we are looking at exercises and updating our hazmat plan its

Washoe County- Dennis Nolan stated though Joe Cayman was going to be in attendance. Stating sent a Message to get an update and bring in an update towards end of county reports. Adding doing a lot of Hazmat triad training, a lot of specialty team training. Right now they are gearing up for wildland fire season. Further in to meeting this was touched back on. County is doing a rental car exercise with Hazmat component. September County is doing a joint hazmat exercise with river water rescue and hazmat spill.

Churchill County- Mike Heidemann provided an update, since last meeting we had a full scale exercise with Fallon NAS which involved an active shooter, full scale exercise which included a cyanide response. Did a practice for this February 1, 2018 with having the full scale on February 15, 2018 with southwest area command as the evaluators of this event which went very well. The other big thing we are working on is a grant with the Carson River Sub Conservatory to do a flow study of everything down below Lahontan so we can have pre mitigation strategies that works with NDEP and NDEM and all those agencies. Our LEPC Meeting is next Tuesday.

ITERC- Lance Chantler provided the update. He has been working with the tribal for SERC training; Duck Valley had completed theirs the previous week. There was so much community support they are doing another next month. Along with Reno-Sparks doing a training end of this month and Reno-Sparks is planning full scale fire drill, with Shelter management, evacuations of the communities for simulated Wildfire threatening the community which will be held June 2, 2018.

ELKO- Jack Snyder provided updated for LEPC. Gearing up for a bunch of exercises coming up to include two classes of MIRT training 21-22nd then 25-26th of April 2018, then Multi agency Hazmat drill with Great Basin Community College May 3 2018. Radiation tabletop on 23rd with Jon Bakkedahl, 21-22nd also has the WHIPP roadshow coming through town to show some demonstrations to town. Gearing up for wildland Fire Season working with Nevada Department of Forestry, and Bureau of Land Management to do a tabletop exercise with them to include the hazards that are located around us in this area.

CLARK County- Richard provided the update for Clark County. We came together as a community down here in south talked about what our needs are and during our LEPC meeting approving three grants to include a SERC OPTE, United We

Stand grant and a HMEP MidCycle for FireShowsWest. Sent them up to SERC Staff.

Esmeralda County- Patricia Brownfield was available on phone to provide an update. Stated she was phone waiting for notifications for grant approval.

9. NON-STATE AGENCY UPDATES (Non-Action Item) – This item includes and addresses updated reports from the agencies listed below regarding activities occurring since the last SERC quarterly meeting and any future activities. Reports may include:

a. U.S. Environmental Protection Agency (EPA) - Bill Jones was out of office during this meeting. Richard stated that in March Clark County worked with Bill for an Ammonia Safety day and EPA was very helpful and there will be one up north in September. Kelly Thomas from NDEP is involved. Very informative. Kudos to EPA.

b. Federal Emergency Management Agency (FEMA) - John Woytak was out in field and would be sending an updated a promptly as possible.

c. U.S. Department of Homeland Security - (DHS) Marcie Stone has not set anything pertaining and update. Christina advised there would be a phone call to see if she is available. Question from Joe Curtis to Richard Brenner, Are these the same people that come out and do the inspections? Joe Curtis was asking for the new contact information for DHS contact since Rodney had left. Christina advised that she would send that information out to all that request it.

10. STATE AGENCY UPDATES (Non-Action Item) – This item includes and addresses updated reports from the agencies listed below regarding activities occurring since the last SERC quarterly meeting and any future activities.

a. Nevada Department of Transportation (DOT) – Bill Thompson wasn't available for an update, Richard provided a little update. We are working with Nevada Department of Transportation to do a commodity flow study for the whole state looking at all modes (air, flying, roads and rail Etc.) Richard Brenner stating he was a part of the group that reviewed the 2 companies that put in for this Purchase Requisition. Cambridge and CPCS and its unknown which company is going to receive the contract but it's going to be exciting because this is a lot of good information we can use for each of counties to see what is passing through their counties. This will also help with Department of Emergency Management with Homeland security grants; there is a lot of use for a Commodity Flow Study. The last time we did one was back in 1980's.

b. Nevada Division of Emergency Management (DEM) - Caleb Cage was present and provided the update. Couple items have a significant meaning for us. Beginning with recovery from 2017 was significant for emergency and disasters; with so many events we haven't had a year like it before with the number like that. We remain engaged mainly with those on the recovery for 4303 and 4307 which are Emergency Declarations from the Floods in Northern Nevada. We have about 300 Project

worksheets we are working on with Tribes and sub divisions throughout the state. As well as state agencies to make sure we can get the 75% reimbursement for FEMA from FHWA as appropriate. Also work on disaster Relief account for agencies as well. That's consuming a lot of bandwidth for our grants staff right now just because we're not nor do I believe any state is set up to have that kind of increase in workload. Grants process for EMPG/Homeland security is under way there are changes with the working group. That is adding significance to the workload as well. Planning and Training exercise have continued on really well Bill Elliott who is the lead planner is working on updating the State Comprehensive Emergency Plan we are adding an emergency support function for cyber security and doing a general update as well. Also working on a planning guide for resorts based on resort planning taskforce work. Jon Bakkedahl is our Training officer has put together a basic academy for Emergency Management and there has been excellent feedback from it with an exercise happening during this meeting, and appreciate the support from the State Fire Marshal as well as the other agencies for providing feedback that is needed. Conference in Pahrump which was the Nevada Preparedness Conference that was very good in February Jon spearheaded this for NDEM. In February 28, 2018 Chief John Steinbeck of Clark County Fire Department and me made final presentation to the Homeland Security Commission where we presented a directive, an executive order, a Budget and an initial Legislative proposal. The feedback was starting in December Til this time, was that this is time to change the way we do emergency Management. All 4 were approved. The directive gave us guidance from the Commission to begin a transition towards a resilience model which is something the Governor has been driving at for at least 2 years. The executive order requires the Chief of Emergency Management to build a resilient strategy to streamline boards and commission process. To reduce the homeland security working group from 45 down to 17 along with minor other changes associated. Some people have reached out to express concern for the streamlining of the boards and commission I appreciate the concerns we are working on those. Also to streamline the grants process we have a number of grants and each one has their own grants process and we would like to streamline that as much as we can so we can make sure we are minimizing the workload for our sub grantees as much as possible. We presented a 1.9 million dollar requested budget for the Division of Emergency Management which is about a 7 fold increase from our current general funded budget with the thought I was going to get my hand slapped; However the Commission of homeland security tripled that amount stating NDEM wasn't asking for enough. Legislative recommendations that are under development currently will come from resilient strategy and from interstate mutual aid committee which is working on public health components. Resort planning taskforce and Cybersecurity and Initial recommendations that came out of that meeting. The commission of Homeland Security gave a July 1 2018 to have a lot of this done. This is a very aggressive time line and well underway but problem is we don't have opportunity to do the outreach prior to that so we are A: Using any outlet to talk about this and inviting people to give feedback and B: once He and I get General approval from the commission we plan on doing a roadshow through counties and tribes throughout the state to sit-down one on one and talk about what we are doing and received feedback. The plan is to have Legislative recommendations, budget and plan to hand to next governor and say I think this is what needs to happen for homeland security and

emergency management. Would love to have further discussion about any component with any one if they would like to.

Richard thanks Caleb about the process fully support stating that when Stephanie Parker came on as SERC Administrator we had a little group that asked how we could improve our process and Joe and Cherie from Story County were a part of it. Talking about consolidation Richard stated we need to do a better job at it, we have less people and a lot of process we need to have someone look at it and address how to help each other without countering, times don't correspond and start missing meetings, it's difficult so I fully support your efforts and let me know what we can do to help.

- c. Nevada State Fire Marshal Division (SFM) – Bart Chambers State Fire Marshal for record. doing some dynamic moves especially on training 2 weeks ago we met with California Fire State Fire Marshal and they're training staff some questions we posed to them were very direct. We are seeing a lot of California fire service person coming to state of Nevada, We have a lot of instructors coming in from California to Nevada, or people who have retired in California come to Nevada and start teaching classes. We embrace that however we need to ensure we have dialog and that we are looking reciprocity on these classes. Hearing local fire departments going after some of these aggressive training we support than plan but as an example currently we do not have it but as an example auto extrication class that the state fire marshal can provide a certificate so we are looking at making things a little more robust. Hoping to meet up with Caleb and Jon is to recognize the emergency Management class to provide a State Fire Marshal training certificate like other states do. If it under nwcg like I see ICS 300 and 400, Then why can't we put that associations with it cause you may have fire personnel or people who may transition from EMS, to the fire department to have that training to make our people more marketable and to recognize those that are in this state that have been in Fire and EMS as instructors who have put on courses. Nothing against other geographical locations west of Nevada but why aren't we recognizing our folks and why aren't we recognizing that curriculum that was from California or implemented from the Feds here in this great state. That's one element the other we are looking at we are looking to increase training staff so that.(59.26) This is to support the fire department so we don't take away from the fire department's by any means. The fire departments in the EMS as well as Emergency Management for the state whenever touches is State Fire Marshal division Staff have been instructed and emphasized that you are our customers We're out there to support you. My domain and Kingdom If you want to call it that is within the statute to support you that's what it says. So that's where we're heading in that aspect so great things are afoot. New training officer Rich McKnight was brought on board February of 2018 who retired from Naval Air Station Fallon brings a lot of training experience and support having him as a contractor to help do some heavy lifting due to time sensitive items. The other one is for going after a fourth positions it will be dedicated towards hazardous materials

to support that program we're also going to divide up the training area where we have some of the training folks specialize in coordinating certain classes: Rescue, Technical Rescue, and Fire Investigation. We put in for AFG Grant of \$374,000 for a fire investigation trailer with 3 burn cells and a control module that we can transport throughout the region and throughout the state. Hopefully will be successful on that we're enhancing fire investigation courses within the state that the statutory responsibilities that we have as well. So moving forward and rapidly with some of these things hopefully I have not killed off any of my staff I still see them in the morning in the training section. The other item that we are looking at is trying to go after a couple more officers to support the agency's Statewide with fire deaths near 21 last year Clark County ring the bell with The last fatality of 2017 and bring it again with the first of 2018 . Kind of hard to avoid when you have one of the largest cities down making that impact; but regardless of all of our fire desk in the state have been reduced due to The successful education in support of not only fire departments have had but everybody in this room and in other locations. We touched that need to reduce the impact. The two additional officers we are going after to support fire investigations, suspicious fires, fire fatalities. Not to trying to get in the Wheelhouse of other agencies; but we are here for you as the State Fire Investigators when you have complex investigations dealing with death or suspicious in nature. FireShowsWest we have identified a couple of items; I have directed staff instead of going after SERC OPTE Grant like we did last year and with some of the question that I've had. It is to leave those monies for the LEPCs seeing as there was a cap with \$29,000 Dollars And last year it was approved for \$42,000 by the commission. And I realize the commission Has the ability to make that change But why don't we go after HMEP like everybody else does And do a mid-cycle Grant application just like everybody else does to keep things simple and to keep fiscal personnel from going crazy. Oversight and what we are doing to see fire marshal position most significant is the update to the international fire code going to 2018 adoptions with that are a couple items that we are going to be bringing into Amendments. Chapter 11 only a portion of it there are key items which result into existing structures Not to bring all of those buildings into compliance but certain aspects of them. Carbon monoxide detectors yes that's in Chapter 11 Making sure that some of our older facilities have these in place And address markings In certain areas And changing some of the areas of the international fire code to go to building markings on five sides that are visible at certain distances so how that plays in to the fire code, with NFPA 3000 coming out Hopefully next month if not June addresses active shooter and all of our facilities especially schools so we are reaching out dealing with that and have dialogue with Department of Education letting them know what I am doing with the code and how we're enhancing it Late fiscal impact to 70s facilities looking at once the So does adoption 18-month adoption process Get these places up to speed with marking so we can have this accountability of not only wear our resources are but we're law enforcement EMS or fire but also or to identify where Our children our employees are We have a release of

hazardous materials at certain location if drones or rotor wings are being utilized So it's all encompassing to work with the resilience plan that Caleb is putting in to place. Caleb posed a question Have you gotten any feedback from the resort Community. Some of the changes to the fire code that you were discussing. Cheap Chambers responded with as of this moment no meeting with some of them actually tomorrow I have been in dialogue with cheap Castle As well as Sheriff Lombardo In regards to what we need what is some of the lessons learned as an administrator the one thing that drives me crazy is not knowing what ground troops will need They're the ones that are experiencing we are the ones that have to answer for their Actions or lack thereof So when reaching out to share Lombardo and Cheese Castle what is the tangible item that we can help our First Responders to the first arriving officers to start the litigation of the incident regardless of the type\..So they have been responding back with positive information, On what we are looking at. Prime example the majority of the schools if not all of them in Clark County have the Pull Station fire alarms. You have sprinkler systems there are other mean other variances that you can apply to the same. Some of the things we are looking at are putting this station in chemistry lab and also at the front office. A lot of the push was just the office from these schools with heard from both students and parents who called the fire marshal's office stating you need to remove those. I mention the chemistry lab due to chemicals can produce poisonous gas, and don't always cause fires, they won't trigger heat detector or smoke detector won't identify the issue. We want to support the schools we want to support the agencies, Fire Department and importantly making sure we hit code. Richard Brenner Ask the question if there was any Hazmat Technician classes that were scheduled. Dennis Pinkerton responded we are working on one for Pahrump I believe that is going to be in September or October time frame we're just finished one in Carson City This past November 2017 we had 27 people attend. Which all passed the proficiency exam.

d. Nevada Division of Environmental Protection (NDEP) – Kelly Thomas with a quick update. The chemical Accident prevention program 3 sites that we regulated were capped, 12 sights that we inspections are complete for this year. Re inspections scheduled for remaining facilities. We did have a joint inspection with EPA in Henderson and it went very well. We were involved with ammonia Safety Day; we really appreciate the time that is being put forward for it. We didn't have a meeting last quarter so I wanted to give an update for 2017 we had 52 facilities we visited and came out with 411 corrective actions with those facilities; so far we have 135 of those corrective actions completed. Which brings me to my next topic the division has developed an enforcement brand for CAPP. Being led by bob whithed they are taking on any corrective actions that are not being addressed. If anyone has any questions regarding that you may reach out to be separately.

e. Nevada Division of Industrial Relations, OSHA Unit – Resty Malicdem provided an announcement that administration and enforcement office are

moving to Sahara and Bellevue in mid may. Phone and email staying the same.

f. Nevada Radiation Control Program – Jon Bakkedahl working with radiation control program we had 2 events over the last quarter. One was suspicious delivery of uranium powder down in Gardnerville area that was handled by the CST and homeland security coordinated through the division of emergency management with radiation control. Also had a stolen gauge Moisture density gauge down in Clark County while I was down there for the EPWG meeting working with armor and radiation control program which the gauge was found in a stolen vehicle about 2 days later. We have completed documents. The statement plan is most important part of this group so it doesn't collapse. Looking for a drop box asset through serc to share the files. The dispersing of document and educating people to understand there are people to assist with items. Richard asked Peter Boffelli to get a person from metro to join this committee.

g. **SERC COMMITTEE REPORTS (Discussion/For Possible Action only as noted below)** – This item includes and addresses updated reports from the Committees listed below regarding activities occurring since the last SERC quarterly meeting and any future activities.

A. **Legislative Committee & Policy Committee** Richard stated these have been joined together due to a couple issues we've been dealing with.

B. **Recommendation of the Draft Policy for utilization of the Contingency account for Hazardous Materials costs.** - We were scheduled to have a meeting March 2nd but due to a snow day the government offices were shut down in state of Nevada. We need to reschedule this meeting. We'll be working with Caleb and committee members to get this scheduled.

1. **Review Application for Contingency Account Funds from Douglas County for Hazardous Materials costs incurred by East Fork Fire Protection and their Quad County cooperators.** -- We are trying to put a policy together so that we have that. Richard Brenner asked Chief Chambers if he had any further information on this. Chief Chambers replied with as of August of 2017 the property owner sold his property for \$541,000.00. Some of the things I've been digging in to be my understanding is that the District Attorney's office did not want to push for cost recovery if you will on this matter, thus it came to us. Majority of the cost is coming from Carson City's response; however it is East fork / Douglas County that is the putting in for this. I believe there was a total of 5 agencies that responded to this incident. As I was digging through this initial report and some of the recommendations understanding this is discussion only but when we look at NRS there is one that that was not done, and I'd like to recite 1 item from NRS 459.750 it states ultimately that "Any person who

possessed or had in his or her care any hazardous material involved in a spill, accident or motor vehicle crash requiring the cleaning and decontamination of the affected area is responsible for that cleaning and decontamination". chambers continues with the next section of that is NRS 459.755 states "Use of the Contingency Account", which we are all aware they have that ability to do that; but one question that I do pose back to not only to the commission but to Douglas county. I'm surprised that NRS 477 was not utilized because under the International Fire code that we currently have in place in chapter 50 states "Responsible for cleanup is the person, firm or corporation responsible for unauthorized discharge shall institute and complete all actions required to remedy the effects of such unauthorized discharge". Chambers continued stating it goes on for a few others where it identifies the user and property owner. The reason why I make mention of this is that if NRS 477 was utilized in a non cap" county and within the interlocal we at state fire marshal office could help with the investigations to recoup those monies that were spent by those agencies. In turn my recommendation or suggestion would be when we head down that road look at everything in totality, on how we could recoup the money to supply it back to the contingency fund if this continues to go down the road for action by this committee and/or to support the State Fire Marshal Division on any further incidents like this to assist the local agencies with the investigation under the international fire code being that they meld to one another. We have options to go after those individuals who have caused the hazardous release. Richard Brenner thanked Chief Chambers for the feedback stated those are good items a lot of times they want to just hand stuff off to us because there is money available. Richard Brenner added that when we build the policy those are all things we need to look at because the fire code... its states it that it's their responsibility and we need to go after the responsible party.

Chief Chambers wanted to add one more thing there is a template that he will give to SERC Staff that we are going to review to provide to the committee for a process for lack of better term cost recovery as a potential option to adopt to make life easier for when this comes to fruition. We have obtained this from other agencies (plural) that utilize the same process that is very effective in recovering monies. We won't reinvent the wheel; we'll just enhance it for the betterment of this State and Committee.

2. **UPDATE OF NAC 459 CHANGES.** Caleb Cage and Bart Chambers went to the Interim Finance Committee in Carson City, and Richard representing in Clark County on February 27 2018 and by the request of Chief Bart Chambers extension on the regulation was approved. This is a policy and legislative committee has been working on with that meeting coming. We'll have an update next quarterly. Dennis Nolan spoke up that he was participating on this the last Legislative committee and still interested in

participating in this when it comes around. Chief Caleb Cage spoke up stating he was chair of that policy and legislative committee and we had not had any meetings and wanted it on the record it was “on him”. But will be kicking this off again soon now that a great effort by Chief Chambers with spearheading this request for extension to give us a little breathing room.

C. **FUNDING COMMITTEE-** Chair of the committee will give update of Funding Committee since last commission meeting.

1. **REVIEW FY2019 HMEP GRANT APPLICATIONS-** Wendi Wyatt provided the update on these LEPCs the funding committee approved to fund. Clark County who is asking for some training in the amount of \$29,000 on March 12 2018 for “leadership class for hazmat incident leaders. Douglas County who request fund for training in the amount of \$26,999.00 which was also approved. Mineral \$14,316.00 funding to obtain proper housing for hazmat equipment and training classes themselves. Washoe County as for training triad hazmat swift water training. Jon Bakkedahl asked a question about HMEP Funds in general, could this application be utilized for the Radiological training that would be coming through the corridor. Mr. Brenner explained it would be a great fit; there would be times to apply as a mid-cycle. Dennis Nolan Added a comment that these classes that are being approved are available for Continuing Education Credits through Clark county EMS office or the State EMS office. Continuing it’s a very simple process to get those CEU’s with submitting a course outline. Richard Brenner asked if Individuals could submit themselves. Dennis Nolan stated no the course has to be approved that course is assigned a capsie number and when the individual goes in to recertify they can punch in those numbers and get those points. Bart Chambers asked Denis to provide that information to him they can incorporate that and if it ok with the committee to add that information to the website so when LEPCs are applying for grants they are informed to submit that information accordingly if it can be recognized. Caleb cage motioned to approve the recommendations from Funding committee. Susan Crowley Seconded the motion to accept recommendation from funding committee. All in favor; Motion carried unanimously.

13. **2018 NASTTPO CONFERENCE OKLAHOMA CITY, OK APRIL 16-19 2018 (Discussion for Possible Action)** – Richard gave an overview of the structure of this conference stating that there will be 2 SERC Staff and 1 Commissioner attending this conference. There will be an update in July from Nasttpo. Susan Crowley Motions to approve the 2 Staff and 1 Commissioner to attend using HMEP funds. Denis Nolan seconded the motion. All in favor; Motion carried unanimously.

14. **EXECUTIVE REPORT (Discussion Only)** – The following items may be addressed under this report:

1. SERC AUDIT – Wendi Wyatt provided an update that as of the date of meeting Christina and herself had completed 6 on sight Grant Monitoring

visits with more to have completed by end of Fiscal. We have completed Carson City, Churchill, Douglas, Pershing, Elko, and Storey County. At the time of the meeting the only finding had been that Douglas county issue hazmat suits to their personnel. They did make one available for SERC staff to inspect it so this finding has been resolved. Wendi continued that Christina and herself will be visiting Clark, Lincoln and Nye second week of May along with Mineral county and Esmeralda county in June. Wendi continued that LEPC have commented that there have not been any grant monitoring visits done so they were happy to get to meet us face to face. They have been very cordial with making the visits with in the fiscal time frame.

2. LEPC Compliance Report – As of the date of the meeting all counties have been very good and cooperative and timely with getting that information in to our office. Christina has been great at keeping that information on a spreadsheet for readily accessible. Bart Chambers to fill in the rest of the report due to Wendi being at first Quarterly Meeting. Chief Chambers started with finding from the SERC Audit which was performed April - June 2017 per Richard Brenner request. DPS Headquarters did an internal audit on many of the grants and processes that SERC had been doing for many of years. An outline was received travel claim finding and all documents were audit from Fiscal Year 16. 4 out of 5 travel documents had audit findings. Travel documents and payment voucher were missing travel pre authorization was not complete or signed. Packets did not have the correct backup documentation with it or was from the wrong dates or years. Some has no documents or date Unfound, Commission travel for a total of 5 documents were audited of those 3 had audit findings, no pre authorizations. Recommendations were given to have State Fire Marshal Division Fiscal to help SERC with some of these items. As well have having internal controls, State Administrative policy, Internal SERC policies as well as DPS policy to be followed on travel. Revenue and Receivable documents of the 7 Documents reviewed 4 had findings, receipt and check logs did deposit on different dates once the amount exceeds \$10,000 need to be completed. Expenditure and findings: in Category 4 Operating expenses 20% of Documents were randomly selected from FY16 for review there were 11 with findings, FedEx mail cost, Verizon. This area is now full oversight by fiscal staff in State Fire Marshal office. From Category 16 SERC OPTe Grants, 1 document was review from each county out of those 6 with audit findings of those 6 no back up indicating why things were done. Billing claim coded incorrectly. All equipment was listed under LEPC operations. Backup missing and it only accounted for a quarter of the amount from what was paid, Grant folder missing for one. Backup is missing for some. Category 17 Travel Pre authorization missing, backup documentation missing. Not going to go through all but is where we sit. Staff has been here to help you not hinder you. A letter to director was sent to ensure accountability.

15. PUBLIC COMMENT (Non-Action Item) – Joe Curtis NDOT spoke about a grant they received to do commodity study, I'm just wondering what happened with this Richard referred Joe to item 10.

16. ADJOURNMENT (Discussion/For Possible Action) Bart chambers motions to adjourn the meeting. Jon Bakkedahl seconded the motions. All in favor motion carried

This is a public meeting. In conformance with the Nevada Public Meeting Law, I, Christina Wilson, posted or caused the posting of this agenda on or before April 9, 2018 9:00am., at the following locations:

Pursuant to NRS 241.020(2) (c), a copy of supporting materials for the meeting may be obtained by contacting Ms. Christina Wilson, Commission Coordinator, and State Emergency Response Commission at (775) 684-7511, 107 Jacobsen Way, Carson City, NV 89711 or cswilson@dps.state.nv.us.

*State Emergency Response Commission – 107 Jacobsen Way – Carson City
Carson City Library – 900 N. Roop Street – Carson City
Clark County Library – 833 Las Vegas Boulevard – Las Vegas
Grant Sawyer Building- 555 E. Washington Street – Las Vegas
Department of Transportation – 123 East Washington Avenue – Las Vegas
Department of Transportation – 1263 Stewart ST, Carson City
Department of Transportation – 1951 Idaho Street Elko
Great Basin College – 1029 Chilton Circle – Elko
Nevada Legislative Counsel Bureau – 401 South Carson St – Carson City
Nevada Legislative Counsel Bureau – 555 E. Washington Ave, Las Vegas
SERC web site – <http://serc.nv.gov>
Nevada Public Notice Website – <https://notice.nv.gov>*

We are pleased to make reasonable accommodations for members of the public who are disabled. If special arrangements are necessary, please notify the Commission at (775) 684-7511. Twenty-four (24) hour advance notice is requested.