

**Nevada State Emergency Response Commission (SERC)  
Funding Committee Meeting Minutes  
Thursday August 23 2018**

**Tele-Conference**

**Phone-in # Carson City 775-687-0999**

**Las Vegas # 702-486-5260**

**Carson City**

**State Emergency Response Commission**

**107 Jacobsen Way, Room 51**

**Carson City, NV**

**Committee Members:** Richard Brenner - Chair, Susan Crowley, Stacey Giomi, Peter Boffelli, Matt Griego

**1. CALL TO ORDER**

Chair Brenner called the meeting to order.

**2. ROLL, CONFIRM QUORUM AND INTRODUCTIONS**

Members Present: Chair Brenner, Wendi Wyatt, Susan Crowley, Stacey Giomi

Others Present: Bart Chambers, State Fire Marshal  
Lieutenant Sean Wilkins, Humboldt County  
Sean Slamon, Fire Chief Carson City  
Patricia Brownfield, Secretary for LESPC, Esmerelda County  
Nathan Hastings, Attorney General's Office  
Christina Wilson, SERC Coordinator

Chair Brenner established that a quorum was present.

**3. PUBLIC COMMENT**

Chief Chambers stated that there were some discrepancies in the fiscal inventory. He asked if grants could be approved and put on hold until there was an accurate figure for each funding account? Chair Brenner stated it was not a problem. Chief Chambers assured the Committee that he would provide accurate numbers based upon the Fire Marshal's figures as well as DPS Headquarters within five days.

Ms. Crowley asked if the Committee needed to reduce some of the grants based on limited funds? A discussion about possible options included scheduling another funding meeting or leaving it to the Co-Chairs' discretion. Ms. Crowley said in the past, the Committee had been able to fund all the grants to some degree, by reducing all grants by a set percentage if necessary. She said if that was done now, the Co-Chairs could handle it without having to schedule another meeting. Chief Chambers said if the Committee was acceptable to that, he would gladly take that direction.

Mr. Giomi asked what amount of money were they talking about? Chief Chambers said based upon preliminary numbers, that amount was about \$20,000. He emphasized that he didn't want to stop the progress of the Funding Committee. He will take direction from the Funding Committee to ensure that the SERC Administrator inserts staff with his fiscal staff and DPS Headquarters to get accurate numbers.

**4. APPROVAL OF JUNE 18 2018 MEETING**

Ms. Crowley had some comments about the June meeting minutes. She stated there were many grammatical/editorial/spelling errors and the document was almost impossible to understand. She asked if Chief Chambers had any comments. Chief Chambers said his new staff was just getting grounded and he would have them utilize an outside contractor for summary meeting minutes. He said the direction his staff received was: get a contractor, have minutes done within 10 days of every meeting, run it by Committee for review and approval, and get it back to contractor for the final set of minutes.

Mr. Giomi added his comments about the minutes. He thinks that if Committee Members leave the meetings, that should be noted on the minutes. He also noted that when a motion was involved, the minutes included who made the motion and who made the second, but there was no indication of the result of the vote. This occurred in several instances in the June minutes.

Ms. Crowley asked if they should go through the minutes now, or schedule another meeting? She stated that the minutes were so poorly written, she would be embarrassed to have anyone see them. She said some other SERC minutes were equally bad and they have never been fixed.

Chief Chambers said the minutes for the June SERC meeting came in and were reviewed. Ms. Crowley said she was talking about previous minutes which needed fixing and were never approved. There was some discussion about what people remembered about previous minutes. Chief Chambers said if there are any future issues, please reference any points of concern ahead of time so meetings can move forward more smoothly. He said he would handle it with his staff as soon as possible.

Ms. Wilson added that the past minutes were actually returned verbatim, and not summarized as requested. She will follow up on delivery.

**A MOTION WAS MADE BY MR. GIOMI TO REQUEST THAT THE APPROVAL OF THE JUNE 18, 2018 MEETING MINUTES BE TABLED. THIS MOTION WAS SECONDED BY CHAIR BRENNER. THE MOTION PASSED UNANIMOUSLY.**

#### **5. REVIEW OF FY2019 HMEP FIRESHOWSWEST GRANT APPLICATIONS**

Before the Committee voted on the grant applications, Ms. Wilson reviewed the overall protocol and requirements for the HMEP Fireshow West Grant Applications, including a description of the two-part process her office undertakes reviewing the applications. She stated that each county must adhere to the GSA rate for travel and hotel. As long as a county is doing LEPC HAZMAT Track and their base rate for a room is under the GSA, they are okay. The base rates do not include taxes or resort fees. The registration fee is \$195. There were some inconsistencies in the applications and those were discussed as each application was reviewed.

**A MOTION WAS MADE BY MR. GIOMI TO REQUEST THAT EACH OF THE APPROVED 2019 HMEP FIRESHOWS WEST GRANT APPLICATIONS BE REDUCED BY THE APPROPRIATE PERCENTAGE, SHOULD THE NEED ARISE, AFTER A FISCAL ACCOUNTING OF AVAILABLE FUNDS AND THAT THAT REDUCTION PERCENTAGE WOULD BE EQUAL ACROSS ALL APPLICATIONS. THE MOTION WAS SECONDED BY MS. CROWLEY. THE MOTION PASSED UNANIMOUSLY.**

The Committee then reviewed each application and results are as follows:

**Carson City:**

**MS. CROWLY MADE A MOTION TO APPROVE THE CARSON CITY HMEP GRANT APPLICATION. THE MOTION WAS SECONDED BY CHAIR BRENNER. THE MOTION PASSED UNANIMOUSLY.**

**Clark County:**

**MR. GIOMI MADE A MOTION TO APPROVE THE CLARK COUNTY HMEP GRANT APPLICATION WITH THE CHANGE THAT WILL ALLOW UP TO \$114 FOR THE HOTEL ROOM. THE MOTION WAS SECONDED BY MS. CROWLEY. THE MOTION PASSED UNANIMOUSLY.**

**Douglas County:**

**MR. GIOMI MADE A MOTION TO APPROVE THE DOUGLAS COUNTY HMEP GRANT APPLICATION WITH THE CHANGE THAT WILL ALLOW UP TO \$114 FOR THE HOTEL ROOM. THE MOTION WAS SECONDED BY CHAIR BRENNER. THE MOTION PASSED UNANIMOUSLY.**

**Esmerelda County:**

**CHAIR BRENNER MADE A MOTION TO APPROVE THE ESMERELDA**

COUNTY HMEP GRANT APPLICATION WITH THE CHANGE THAT WILL ALLOW UP TO \$114 FOR THE HOTEL ROOM. THE MOTION WAS SECONDED BY MR. GIOMI. THE MOTION PASSED UNANIMOUSLY.

**Humboldt County:** MR. GIOMI MADE A MOTION TO APPROVE THE HUMBOLDT COUNTY HMEP GRANT APPLICATION WITH THE CHANGE THAT WILL ALLOW UP TO \$114 FOR THE HOTEL ROOM. THE MOTION WAS SECONDED BY MS. CROWLEY. THE MOTION PASSED UNANIMOUSLY.

**Mineral County:** MS. CROWLEY MADE A MOTION TO APPROVE THE MINERAL COUNTY HMEP GRANT APPLICATION WITH THE CHANGE THAT WILL ALLOW UP TO \$114 FOR THE HOTEL ROOM. THE MOTION WAS SECONDED BY MR. GIOMI. THE MOTION PASSED UNANIMOUSLY.

**Nye County:** MS. CROWLEY MADE A MOTION TO APPROVE THE NYE COUNTY HMEP GRANT APPLICATION WITH THE CHANGE THAT WILL ALLOW UP TO \$114 FOR THE HOTEL ROOM. THE MOTION WAS SECONDED BY MR. GIOMI. THE MOTION PASSED UNANIMOUSLY.

**Pershing County:** MR. GIOMI MADE A MOTION TO APPROVE THE PERSHING COUNTY HMEP GRANT APPLICATION WITH THE CHANGE THAT WILL ALLOW UP TO \$114 FOR THE HOTEL ROOM. THE MOTION WAS SECONDED BY MS. CROWLEY. THE MOTION PASSED UNANIMOUSLY.

**Washoe County:** CHAIR BRENNER MADE A MOTION TO APPROVE THE WASHOE COUNTY HMEP GRANT APPLICATION. THE MOTION WAS SECONDED BY MR. GIOMI. THE MOTION PASSED UNANIMOUSLY.

**White Pine County:** MR. GIOMI MADE A MOTION TO APPROVE THE WHITE PINE COUNTY HMEP GRANT APPLICATION WITH THE CHANGE THAT WILL ALLOW UP TO \$114 FOR THE HOTEL ROOM. THE MOTION WAS SECONDED BY MS. CROWLEY. THE MOTION PASSED UNANIMOUSLY.

## **6. REVIEW OF FY2019 SERC OPTE GRANT APPLICATION FOR HUMBOLDT COUNTY**

Ms. Wyatt explained that there had been a mix-up in the submission dates and signatures with the Humboldt Grant Application and it was just coming forth to be reviewed by the Committee. Mr. Giomi stated that he had reviewed the application and found it straightforward. Chair Brenner noted there was only one quote and wondered if a second quote was required. Sean Wilkins clarified that since their request was under the \$25,000 limit set by the state, their application falls under the “informal solicitation” category and requires only one quote. Mr. Giomi said this was consistent with their policies.

**CHAIR BRENNER MADE A MOTION TO APPROVE THE HUMBOLDT COUNTY HMEP GRANT APPLICATION. THE MOTION WAS SECONDED BY MR. GIOMI. THE MOTION PASSED UNANIMOUSLY.**

## **7. PUBLIC COMMENT**

There was no public comment.

## **8. ADJOURNMENT**

**MR. GIOMI MADE A MOTION TO ADJOURN. THE MOTION WAS SECONDED BY MS. CROWLEY. THE MOTION PASSED UNANIMOUSLY.**