# Minutes

**Nevada State Emergency Response Commission (SERC)**

**Planning and Training Sub-Committee Meeting**

**Wednesday, March 13, 2024 at 10:00am**

# CALL TO ORDER

Kimberly Ferguson called the meeting to order at 10:00am.

1. **ROLL CALL, CONFIRM QUORUM, AND INTRODUCTIONS**

Role was taken of members and a quorum was present.

1. **PUBLIC COMMENT**

Ms. Ferguson called for public comment. There was none.

1. **APPROVAL OF APRIL 07, 2024 MEETING MINUTES**

Kelly Echeverria made a motion to approve the April 07, 2022 Planning and Training Subcommittee meeting minutes. Michael Mallner seconded the motion which was approved unanimously.

1. **Discuss which Local Emergency Planning Committee’s (LEPC’s) have submitted the needed documents to stay in compliance with SERC policies – Level of Response Questionnaire, Hazardous Materials Response Plan, and Exercise/Incident Report. Assign Subcommittee members the task of reviewing specific LEPC submissions using the Planning and Training Subcommittee Check-Off List form to verify compliance.**
	1. Identify which LEPC’s have submitted the proper documentation to stay in compliance with SERC policies and make assignments for the submissions to be reviewed by Subcommittee members.

Brandilyn Baxter shared the Folder which listed the LEPCs that had submitted the required documentation. Ms. Baxter noted all LEPC’s submitted all their Compliance Documents. Ms. Baxter showed a sample of what each Committee member will receive from each LEPC they are assigned to review.

* 1. Train Subcommittee members on the Check-Off List and process for evaluating LEPC’s submission of Hazardous Materials Response Plan, Exercise/Incident Report, and Level of Response Questionnaire.

Ms. Baxter reviewed the Check-Off List to be used by the subcommittee members while evaluating the submitted documentation by the LEPCs. Ms. Ferguson noted it can be an extensive search at times and to email SERC with questions who will then be in contact with the LEPC’s for any question a committee member may have regarding Compliance Documents.

Ms. Baxter detailed what is to happen at the next Planning and Training Subcommittee meeting and that an email will be sent out by SERC to set up a date for that meeting.

 The following assignments were made:

Kimberly Ferguson – Carson City, Churchill County

Kelly Echeverria – Clark County, Douglas County

 Richard Brenner – Esmeralda County, Elko County, Lyon County, Mineral County

 Michael Mallner – Humboldt County, Eureka County, Lander County, Lincoln County

 Steven Spencer; Richard Brenner – Nye County, Pershing County

 Mike Heidemann – White Pine County

 Patty Polish – Storey County, Washoe County

Committee Members, Mike Heidemann and Patty Polish were not present during the meeting and were assigned the above Counties in their absence.

Ms. Ferguson noted that if anyone on the Committee has questions regarding their duties in reviewing the Compliance Documents, to reach out to herself or Richard Brenner via email for assistance.

1. **PUBLIC COMMENT**

Ms. Ferguson called for public comment. Mr. Brenner asked Ms. Baxter if any OPTE grant applications have been received. Ms. Baxter stated that SERC has not received any applications, thus far.

Mr. Mallner noted that he has resigned from Tesla but, is still willing to help with the Planning and Training Committee. Ms. Ferguson thanked him for his willingness to remain a part of the Committee.

# ADJOURNMENT

Mr. Mallner made a motion to adjourn the meeting at 10:30am. Ms. Echeverria seconded the motion which was approved unanimously.