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

**Planning and Training Subcommittee Meeting Minutes**

**Wednesday, April 3, 2024 – 9:00am**

**Zoom Meeting**

**Go to ZOOM.com select join meeting**

**Meeting ID: 880 832 1251 / Password: hazmat**

**Dial in: 1-669-900-6833**

**Meeting ID: 880 832 1251 / Passcode for phone: 706628**

Subcommittee Members: Kelly Echeverria, Kimberly Ferguson (Chair),

 Michael Mallner, Patty Polish, Richard Brenner

 Steven Spencer

The Subcommittee may take action on items marked “Discussion / For Possible Action”. Items may be taken out of the order presented on the agenda at the discretion of the chairperson. Items may be combined for consideration by the Subcommittee at the discretion of the chairperson. Items may be pulled or removed from the agenda at any time.

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1. **CALL TO ORDER (Non-action Item)**
* The meeting was called to order at 9:02AM

1. **ROLL CALL, CONFIRM QUORUM, AND INTRODUCTIONS (Non-action Item)**
* Roll was taken of members and a quorum was present.
1. **PUBLIC COMMENT (Non-Action Item)** – No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. Public comments are limited to three minutes unless the Subcommittee elects to extend the comments for purposes of further discussion. Comments will not be restricted based on viewpoint.
* Ms. Ferguson called for public comment. There was none.
1. **APPROVAL OF MARCH 13, 2024, MINUTES (Discussion/For Possible Action)** The Subcommittee will review and may approve, with or without amendments, or deny the March 13, 2024, Subcommittee meeting minutes.
* Richard Brenner made a motion to approve the March 13, 2024, Planning and Training meeting minutes. Michael Mallner seconded the motion which was approved unanimously.
1. **REVIEW DOCUMENTS SUBMITTED BY THE LOCAL EMERGENCY PLANNING COMMITTEES (LEPCs) AND STATE AGENCIES TO STAY IN COMPLIANCE WITH SERC POLICIES – HAZARDOUS MATERIALS RESPONSE PLAN, LEVEL OF RESPONSE QUESTIONNAIRE, AND EXERCISE/INCIDENT REPORT. SUBCOMMITTEE MEMBERS WERE ASSIGNED THE TASK OF REVIEWING THE SUBMISSIONS OF SPECIFIC LEPCs AND/OR STATE AGENCIES USING THE PLANNING AND TRAINING CHECK-OFF LIST FORM TO VERIFY COMPLIANCE (Discussion/For Possible Action)** – The Subcommittee may approve LEPC submissions, or identify deficiencies which can be reviewed within 45 days for compliance regarding the compliance the hazardous materials response plan, level of response questionnaire and/or exercise/incident reports received by the LEPCs or State Agencies. LEPC and State Agencies submissions to be reviewed include, but are not limited to: Carson County LEPC, Churchill County LEPC, Clark County LEPC, Douglas County LEPC, Elko County LEPC, Esmeralda County LEPC, Eureka County LEPC, Humboldt County LEPC, Lander County LEPC, Lincoln County LEPC, Lyon County LEPC, Mineral County LEPC, Nye County LEPC, Pershing County LEPC, Storey County LEPC, Washoe County LEPC, White Pine County LEPC and Fire Marshal State Agency.
* The LEPC’s Compliance Documents were named by Ms. Ferguson, by County, for review. The Committee member who was assigned to that County noted what they found in reviewing the County’s documents and stated if there were compliant or deficient.
* A 45-day period was set for the deficient LEPC’s to have all missing Compliance Items turned into SERC to be compliant. The due date for the LEPC’s to have turned in all requested items is June 5, 2024, by the end of the business day.
* Mike Heidemann was absent for the meeting. Therefore, White Pine County was unable to be reviewed. Mr. Brenner requested that the Compliance Documents for White Pine County are to be sent to him for review and a 15-minute meeting is to be scheduled with the Committee to review White Pine County’s Compliance Documents.
* The following LEPC’s were deficient and were notified that they need to submit.
1. Carson City
2. Clark County
3. Douglas County
4. Lander County
5. Lincoln County
6. Storey County
7. Washoe County
8. White Pine County
* The following LEPC’s that were in compliance and were recommended for approval:
1. Churchill
2. Elko
3. Esmeralda
4. Eureka
5. Humboldt
6. Lyon
7. Mineral
8. Nye
9. Pershing
10. **REVIEW FY2024 SERC/OPERATIONS PLANNING TRAINING EQUIPMENT (OPTE) GRANT APPLICATIONS SUBMITTED BY LOCAL EMERGENCY PLANNING COMMITTEES (LEPCs) AND STATE AGENCIES (Discussion/For Possible Action)** – The Subcommittee will make recommendations to the Funding Committee after review and discussion of the submitted SERC/OPTE grant applications to ensure equipment requests are appropriate to the declared level of response. LEPC and/or State Agencies submissions to be reviewed include, but are not limited to: Carson City LEPC, Churchill County LEPC, Clark County LEPC, Douglas County LEPC, Elko County LEPC, Esmeralda County LEPC, Eureka County LEPC, Humboldt County LEPC, Lander County LEPC, Lincoln County LEPC, Mineral County LEPC, Nye County LEPC, Pershing County LEPC, Storey County LEPC, Washoe County LEPC, White Pine County LEPC, and State Fire Marshal.
* Brandilyn Baxter shared an Excel Sheet for the OPTE Grant Applications. The Level of Response and Equipment List for each County that applied for the OPTE Grant were reviewed. Mr. Brenner stated all applicants were within rights of what they are requesting for their equipment.
1. **PUBLIC COMMENT (Non-action Item)** – No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken. Public comments are limited to three minutes unless the Subcommittee elects to extend the comments for purposes of further discussion. Comments will not be restricted based on viewpoint.
* Ms. Ferguson called for public comment. There was none.
1. **ADJOURNMENT (Discussion/For Possible Action)**
* The meeting was adjourned at 10:00AM.

*This is a public meeting. In conformance with the Nevada Public Meeting Law, I, Brandilyn Baxter on behalf of SERC posted or caused the posting of this agenda on or before April 17, 2024, 1:00pm, at the following locations:*

***State Emergency Response Commission*** *– 107 Jacobsen Way – Carson City*

***Nevada State Library & Archives*** *– 100 North Stewart Street – Carson City*

***Grant Sawyer Building*** *– 555 E. Washington Street – Las Vegas*

***Department of Transportation*** *– 123 East Washington Avenue – Las Vegas*

***Department of Transportation*** *– 1263 Stewart Street – Carson City*

***Department of Transportation*** *– 1951 Idaho Street – Elko*

***Department of Transportation*** *– 1401 East Aultman Street - Ely*

***Nevada Legislative Counsel Bureau*** *– 401 South Carson Street – Carson City*

***SERC web site*** *–* <http://serc.nv.gov>

***Nevada Public Notice Website*** *–* [*https://notice.nv.gov*](https://notice.nv.gov/)

*Pursuant to NRS 241.020(2) (c), a copy of supporting materials for the meeting may be obtained by contacting Brandilyn Baxter, Administrator, State Emergency Response Commission at (775) 684-7516, 107 Jacobsen Way, Carson City, NV 89711 or* *serc@dps.state.nv.us*

*We are pleased to make reasonable accommodations for members of the public who are disabled. If special arrangements are necessary, please notify the State Emergency Response Commission at (775) 684-7511.*

*Twenty-four (24) hour advance notice is requested.*