

Nevada State Emergency Response Commission (SERC) Planning and Training Subcommittee Meeting Meeting Minutes

Teleconference

Monday, June 24, 2019
9:00 am - 12:00 PM

1. Call to Order (Non-action Item)

SERC Coordinator Christina Wilson called the meeting of the Nevada State Emergency Response Commission (SERC) Planning and Training Subcommittee Meeting to order at 9:00 AM on Monday June 24th.

2. Introductions (Non-action Item)

Introductions were made. **Quorum was established.**

Members in attendance:

Carolyn Levering, Chair
Kelly Thomas, SERC Commissioner
Cherie Nevin, SERC Commissioner
Aaron Kenneston, SERC Commissioner

Others in attendance:

Christina Wilson, SERC Coordinator
Wendi Wyatt, SERC Administrator
Nathan Hastings, Attorney General's Office
Alex Lanza, NDEP, Chemical Accident and Prevention Program
Mark Olsen, CAPP
Patricia Brownfield, Esmeralda County

3. Public Comment (Non-action Item)

There were no comments from the public.

4. Approval of April 30, 2019 Meeting Minutes (Discussion/For Possible Action)

Motion: Approve April 30 2019 SERC Planning and Training Subcommittee Meeting Minutes

By: Cherie Nevin

Second: Aaron Kenneston

Vote: Passed unanimously

Chair Levering asked Ms. Wilson about the May 3, 2018 meeting minutes. They were listed on the last meeting agenda but were unavailable for review and could not be approved. They were not put on this Agenda for a review and approval. What was the status? Ms. Wilson said she overlooked those minutes and apologized. The Chair told her to make a note to get it agendaized for whatever meeting they have next.

5. SERC Administrator Report (Non-action Item)

Ms. Wyatt reported that staff has been going over all the submissions with a fine-tooth comb and they've been trying to get all the counties to submit their plans. As the NRT1-A questionnaires are submitted, they've been checking them against their planning books to make sure that they correspond.

6. Review of Exercise/Incident Reports Submitted by Local Emergency Planning Committees (LEPCS) and State Agencies (Discussion/For Possible Action)

After the initial review of the annual exercise reports there were still some counties who needed to provide information to the Subcommittee in order to meet the compliance criteria spelled in LEPC regulations.

Note: Nathan Hastings from the Attorney General's Office suggested that for both Agenda Items #6 and #7, if an item still had deficiencies, instead of making a motion to defer it for review in another meeting, it would be best to handle it as an administrative matter and request the administrators to place those counties on a future agenda item for their Exercise Report Reviews.

The county reviews were as follows:

Churchill County: needed to provide additional information on how specific elements in the Annex Q were utilized. Churchill did send in their Level Response Questionnaire and Letter of Promulgation. They also sent in the SARA Title III hazardous substance information that they're supposed to post. They also submitted their Exercise Reporting Form, which gave a narrative Use of Hazardous Materials Plans and Corrective Actions in regards to CEMP and MSB Communications. However, the exercise report still needs to be signed and The Promulgation Letter isn't signed as well.

Staff will contact Churchill County to get necessary signatures and place Exercise Report Review on future Meeting Agenda.

Esmerelda County: needed to provide further detail of how the Response Plan was utilized. They did so. This was an exercise dated September 2018. It included setting up the DECON light. Donning and doffing of SCBA and other PPE. This exercise in training was actually incorporated with an instructor through the State Fire Marshal's Training Division to ensure that many aspects of their Response Plan would be incorporated. The HAZMAT Plan was utilized as a training aid and guide throughout the course. They are Awareness Level Declaration.

Motion: Approve the Esmerelda County Hazardous Materials Exercise Report for 2018

By: Cherie Nevin

Second: Kelly Thomas

Vote: Passed unanimously

Eureka County: Their exercise took place on April 16th, 2018 and they submitted their report in November. So they did turn it in on time, but it just wasn't available for review at the meeting. Their exercise was an actual grease spill incident on Highway 50. Their NRT1-A Checklist matches what's in their planning book. Their plan elements are specific, with notifications, traffic and evacuation, and control/containment items.

Motion: Approve the Eureka County Hazardous Materials Exercise Report for 2018

By: Cherie Nevin

Second: Aaron Kenneston

Vote: Passed unanimously

6. Review of Exercise/Incident Reports Submitted by Local Emergency Planning Committees (LEPCS) and State Agencies (Discussion/For Possible Action) (continued)

Lander County: There is a 2018 tabletop narrative, which has been reviewed. They still haven't completed the official form.

Staff will contact Lander County to get necessary form and place Exercise Report Review on future Meeting Agenda.

Lyon County: Their Exercise Report was returned to them requesting for them to explain how their Hazmat Plan was used. Nothing was returned back to the Subcommittee.

Staff will contact Lyon County to get necessary information for Exercise Report and then place Exercise Report Review on future Meeting Agenda.

Storey County: Their materials weren't available to review in April, but they conducted a full-scale exercise 10/6/18, with a simulated a chemical spill with worker injury, evaluated response of the HAZMAT team, improved response to HAZMAT release procedures for Aqua Metals and for the team. Excellent documentation and reporting.

Motion: Approve the Storey County Hazardous Materials Exercise Report for 2018

By: Carolyn Levering

Second: Kelly Thomas

Vote: Passed unanimously

White Pine County: Did not have a signed Exercise Report. Sub-Committee requested that they include on their forms how they used their HAZMAT Plan and any capabilities gaps they identified. Nothing was returned back to the Subcommittee.

Staff will contact White Pine County to get necessary signature and other needed information for Exercise Report and then place Exercise Report Review on future Meeting Agenda.

7. Review of Level of Response Questionnaires and Updates to Hazardous Materials Emergency Response Plans Submitted By LEPCS and State Agencies (Discussion/For Possible Action)

Churchill County: Their Level of Response Questionnaire was returned to them requesting answers to Questions 2 and 3. Nothing was returned back to the Subcommittee.

Staff will contact Churchill County to get answers to Questions 2 and 3 and then place Level of Response Questionnaire Review on future Meeting Agenda.

Eureka County: Items number 2, 4, 5, and 7 needed to be verified on the NRT1-A and also needed to match what's in their Plan. Ms. Wilson verified they were compliant in all matters, as did Mark Olsen, the original reviewer.

Motion: Accept the Eureka County Level of Response Questionnaire for 2018 as Compliant

By: Carolyn Levering

Second: Cherie Nevin

Vote: Passed unanimously

7. Review of Level of Response Questionnaires and Updates to Hazardous Materials Emergency Response Plans Submitted By LEPCS and State Agencies (Discussion/For Possible Action) (cont.)

Humboldt County: Although Humboldt County sent a 140-page plan/report, they did not send in the official Level of Response Questionnaire Form.

Staff will contact Humboldt County to complete Level of Response Questionnaire Form and then assign a committee member to review and then place Level of Response Questionnaire Review on future Meeting Agenda.

Lander County: Lander County's Level of Response Questionnaire was returned to them requesting an NRT1-A, their Plan, and a Level of Response Questionnaire. They did update the Training and Exercise portion their Plan but their other requirements they have to update as well, which is their contacts list and their Tier 2 Facilities. Still no Response Questionnaire Form, or their NRT1-A.

Staff will contact Lander County to complete contacts list and their Tier 2 Facilities on Level of Response Questionnaire Form and also complete the Response Questionnaire Form, and their NRT1-A and then place Level of Response Questionnaire, Staff will assign to a committee member for Review before future Meeting Agenda.

Carson City: Staff needed to verify that NRT1-A's matched what was in their original Plan Book. Staff was asked to verify items 2, 4, 5, 6, 7, and 8. Ms. Wyatt reported that these were indeed verified.

Motion: Accept the Carson City Level of Response Questionnaire for 2018 as Compliant

By: Cherie Nevin

Second: Aaron Kenneston

Vote: Passed unanimously

Elko County: Elko County need to include a list of their Tier 2 Facilities. They did so.

Motion: Accept the Elko County Level of Response Questionnaire for 2018 as Compliant

By: Cherie Nevin

Second: Aaron Kenneston

Vote: Passed unanimously

Lincoln County: Lincoln County needs an updated NRT1-A Form. Subcommittee has already approved their Plans and Exercises, but not the Questionnaire.

Staff will contact Lincoln County to complete an updated NRT1-A Form and then place Level of Response Questionnaire Staff will assign to a committee member for Review before on future Meeting Agenda.

Mineral County: Item numbers 2, 3, 4, 5, 6, and 7 needed to be verified on the NRT1-A and also needed to match what's in their Plan. Ms. Wilson verified they were compliant in all matters.

Motion: Accept the Mineral County Level of Response Questionnaire for 2018 as Compliant

By: Carolyn Levering

Second: Aaron Kenneston

Vote: Passed unanimously

7. Review of Level of Response Questionnaires and Updates to Hazardous Materials Emergency Response Plans Submitted By LEPCS and State Agencies (Discussion/For Possible Action) (cont.)

Pershing County: Item numbers 2, 3, 4, 5, and 7 needed to be verified on the NRT1-A and also needed to match what's in their Plan. Ms. Wilson verified they were compliant in all matters.

Motion: Accept the Pershing County Level of Response Questionnaire for 2018 as Compliant

By: Carolyn Levering

Second: Aaron Kenneston

Vote: Passed unanimously

Storey County: Item numbers 2, 3, 4, 5, and 9 needed to be verified on the NRT1-A and also needed to match what's in their Plan. Ms. Wilson verified they were compliant in all matters.

Motion: Accept the Storey County Level of Response Questionnaire for 2018 as Compliant

By: Carolyn Levering

Second: Aaron Kenneston

Vote: Passed unanimously

White Pine: White Pine needed to redo their NRT1-A and fix their data and update their facility list. They did not do those things.

Staff will contact White Pine County to redo their NRT1-A and fix their data and update their facility list and then place Level of Response Questionnaire Review on future Meeting Agenda.

Members had a discussion about the "absolute" deadline they would give counties to submit their required documentation and paperwork and it was decided that July 1st would be that deadline. Since regulations require only a 45 day time period from the original deficient notification, this July 1 deadline is very lenient.

They then discussed possible meeting times when they could review submissions and do reviews for these final Hazardous Materials Exercise Reports and Level of Response Questionnaires. The "best" time ended up being the afternoon of July the 8th. The biggest concern was having quorum, but everyone seemed intent on making this work. Staff will stay in touch and on top of breaking updates.

8. Public Comment (Non-action Item)

None.

9. Adjournment (Discussion/For Possible Action)

Motion: Adjourn

By: Kelly Thomas

Second: Cherie Nevin

Vote: Passed unanimously