

Nevada State Emergency Response Commission (SERC)
Fourth Quarterly Meeting
Thursday, December 19, 2019
1:30 PM
107 Jacobsen Way
Carson City, NV 89701

1. Call to Order (Non-Action Item)

Chairman Nolan called the meeting of the Nevada State Emergency Response Commission to order on Thursday, December 19, 2019 at 1:35 PM.

2. Roll Call, Confirm Quorum, and Introductions (Non-Action Item)

Ms. Wilson, SERC Coordinator, conducted a roll call. **Quorum was established.**

Commission Members Present

Dennis Nolan, Co-Chair
Renee Tyler
Gus Farias
Susan Crowley
Eric Santos

Jess Lankford
Jon Bakkedahl
Karen Luna
Kelly Thomas
Lance Chantler
Ryan Sommers
Richard Brenner

Others Present

Christina Wilson, SERC Coordinator
Nathan Hastings, DAG, Attorney General's Office
Mike Dzyak, LT. (Acting) State Fire Marshal
Aaron Kenneston, Washoe County
Scott Lewis, Nye County
Elanie Calderwood, White Pine County
Patricia Brownfield, Esmerelda County
Cherie Nevin, Storey County
Karen Taylor, Clark County Fire
Aaron Kenneston, Washoe County

Annette Kerr, Elko County
Esther Gandolfo, Lander County
Mike Heidemann, Churchill County
Alyse Weidman, Nevada Division Environmental Protection (NDEP)
Michael Pickern, Legislative Police
Dave Fogerson, Douglas County
Lieutenant Marshal Chuck Allen, Nevada Supreme Court

Commission Members Absent

Clinton Hayes

3. Public Comment (Non-Action Item)

None.

4. Approval of May 9, 2019 SERC Meeting Minutes (Discussion/For Possible Action)

There were no corrections or changes in the Minutes.

Motion: Approve May 9 2019 Meeting Minutes

By: Lance Chantler
Second: Renee Tyler
Vote: Motion approved

5. Commission Members, Standing Committees, Subcommittee Chair Updates (Discussion/For Possible Action)

Ms. Wilson stated that SERC is looking to fill several different positions and vacancies from the different committees. These are:

By-Laws Committee: The Chair position is vacant. On board are Jess Lankford and Eric Santos.

Funding Committee: Matt Griego is the Chair and Susan Crowley is a member. They need to fill at least one to two more positions in that committee.

Legislative Committee: The Chair position is vacant. Susan Crowley and Dennis Nolan are members.

RAD Committee: This committee is full. Jon Bakkedahl is the Chair. Members are Gus Farias, Eric Santos, Felix Acevedo, Jeremy Hynes, Karl Rosette, Patrick Halligan, Sarah Hartson, Tiffany Gomero-Lantow, and Will Grass.

Planning and Training Committee: Carol Levering still is the Chair. Members are Aaron Kenneston, Cherie Nevin, Patty Polish, Kelly Thomas and Dennis Pinkerton from the State Fire Marshal's Office. Cherie Nevin is departing for a new adventure up in Washington State so they will look to try and fill that position to keep a good abundance of members in that group.

Policy Committee: The Chair is vacant on this one as well. Susan Crowley, Matt Griego, and Jon Bakkedahl are members of that committee.

Chairman Nolan said all the committees are critical, but the most critical in his estimation is the Funding Committee. They put together an interim Funding Committee for the purpose of having a meeting about two months ago in order to vote on some of the grant items that were sitting out there, but they need a permanent, robust committee. Were there any volunteers?

Commissioner Brenner said he would be "more than happy" to be involved in all those committees.

Mr. Hastings advised the group that especially for the Funding Committee, they should have a larger group if possible, so that two people wouldn't be making important decisions. He said he would recommend four, five, and six if possible so that quorum could be four so that you've got motions and recommendations for grants being made by more than two or three people.

5. Commission Members, Standing Committees, Subcommittee Chair Updates (Discussion/For Possible Action) (continued)

Chairman Nolan said that he, too, would volunteer for the Funding Committee. It would still be small, but at least it would be operational.

Mr. Hastings said to clarify, absolutely, it's better to function than not function. In terms of oversight and just perception and overall validity for the actions of that committee, the more people you have there and have quorums with the better. Mr. Hastings said they should move forward with three or four as opposed to not

functioning.

Commissioner Luna said she would also volunteer for the Funding Committee.

Commissioner Chantler said he would take a spot on the By-Laws Committee. There should be some by-laws coming in, and hopefully within 2020.

Chairman Nolan said he understands that everyone has obligations and busy jobs but they've just got this organization to function as well as it can, and they need help to do it. So after Members check their schedules, if something changes, please join a committee.

Ms. Wilson said if anyone wants more information in regard to the different committees, she will send it out. Just shoot her an email.

6. Local Emergency Planning Committee (LEPC) Updates (Non- Action Item)

Chair Nolan asked for LEPC updates and they were as follows:

- **Carson City:** no speakers either in person or on the phone.
- **Churchill County:** Mike Heidemann reported they held a full-scale exercise on 8/28. It was a fuel tanker rollover at the high school. They have a new office, a three-room facility dedicated just to Emergency Management at 507 Main Street, and they actually had their LEPC meeting there on Tuesday, December 17th. They put a mitigation grant in to redo their multi-jurisdictional HAZMAT plan. February 3rd through 7th they're going to be working with NAS Fallon in regards to the incidents at Pensacola and Pearl Harbor. They want to do a drill with all the local facilities and really address the dispatching piece of that. In March they will be doing a seismic half-day tabletop exercise working with Dr. DiPollo [phonetic].
- **Clark County:** Karen Taylor said they had their LEPC meeting last month. Clark County has applied for hazard mitigation money through the state to update their hazardous plan. On February 7th 2020 they will have a brand new emergency manager who is Jeff Buchanan. John Steinbeck will become the Fire Chief for Clark County Fire on that day. Commissioner Brenner added Clark County did approve their LEPC HAZMAT plan and will be submitting that and they also reviewed their exercise that they will be submitting also. And they're in the process of starting to plan for an Ammonia Safety Day in March.
- **Douglas County:** Dave Fogerson stated they had four LEPC meetings this year and improved their plan and all of their compliance issues. They were part of Silver Crucible exercise, using a CST and HAZMAT resources. They just updated their Hazard Mitigation Plan and got that approved by the county commissioners. They are working on a Quad County Family Assistance Center, Family Resiliency Center Plan. They are working to upgrade their Quad County HAZMAT team agreement to make it a little more current. They are working on a mutual threat zone, full-scale exercise. They've all attended the HAZMAT IQ training thanks to State Fire Marshal's Office and they are implementing the HAZMAT IQ for all of their first responders. That way they can handle hazardous materials incidents faster. They are working to see how they connect CAD systems together between the four counties. They are working on a tabletop exercise in Tahoe with the casinos. And finally they pushed out Stop the Bleed training and all public access and now have a Stop the Bleed kit.

6. Local Emergency Planning Committee (LEPC) Updates (Non- Action Item) (continued)

- **Elko County:** Annette Kerr, Elko County Emergency Manager and LEPC Chair, said they also had four meetings in 2019. They approved their By-Laws, their membership lists, their Hazardous Materials Plan; their Elko County Emergency Operations Plan (EOP) has just been completed. The multi-jurisdictional hazard mitigation plan has just been completed.

They created a training and exercises list for next year, which includes the annual Great Basin College and hospital exercise. They will be participating in the Humboldt River Geographic Response Plan Exercise Tabletop in June. They have had some discussion to be a part of the National Exercise for 2021. The biggest thing that they're working on is their regional HAZMAT team between White Pine, Elko, Lander, Eureka and Humboldt. Due to the recent accidents that they've been having on Interstate 80 with sulfuric acid and different things going on, plus a mass casualty situation in Eureka County which kind of flowed over into Elko County, they have talked with private organizations including the Gold Mines as well as the Sheriff's Department to address these issues.

- **Esmerelda County:** Patricia Brownfield reported they have completed most of their year-end stuff including the HAZMAT report updates and year-end reports. They are having a meeting in January to do the final approval on the exercise reports and the final year-end reports. They did conduct the four meetings during the year. They were able to purchase the equipment on the grant award for FY20 SERC that was finally issued and they are going to be in the process of getting that reimbursed. They have plans to apply for more ballistics equipment for Silver Peak when the United We Stand grant comes out.
- **Eureka County:** Joyce Jeppesen sent Ms. Wilson an email apologizing for being unable to participate in person due to schedule conflicts. She reported that they have not responded to any HAZMAT incidences where they needed to request additional resources. The items that they requested, the utility off-road vehicle and the trailer from a previous grant, have been ordered and should be ready for pickup after the first of the year. They greatly appreciate the SERC OPTE grant award.
- **Humboldt County:** no speakers either in person or on the phone.
- **Lander County:** An Esther Gandolfo said they held a tabletop exercise on November 12th. And then on December 10th they reviewed and approved their By-Laws. They reviewed the tabletop exercise and developed some action plans based on that review. They also developed their exercise schedule which includes a tabletop exercise in March followed by a full-scale drill of that tabletop in April and as well as some participation in some of the local events. In January they plan to finalize their remaining compliance items to be submitted by the end of the month and they will also be electing new officers.
- **Lincoln County:** no speakers either in person or on the phone.
- **Lyon County:** Jeff Page was unable to attend due to scheduling conflicts. He had no updates.
- **Mineral County:** no speakers either in person or on the phone.
- **Nye County:** Scott Lewis reported they had their four meetings for the year. They spent an inordinate amount of time planning and discussing Area 51. They completed tabletops with Desert View Hospital and Core Civic [phonetic], a Federal detention center. They are currently awaiting their earthquake study. Most of the other LEPC requirements have been met. They discussed the action items with regard to the HAZMAT Plan Review Subcommittee and also the By-Laws review. That's all been cleared without incident and they are looking forward to this next calendar year.
- **Pershing County:** Charles Spark was not available to attend the meeting. He said everything was "proceeding as normal" in Pershing County and he will send an update soon.

6. Local Emergency Planning Committee (LEPC) Updates (Non- Action Item) (continued)

- **Storey County:** Cherie Nevin reported they held all four of their quarterly LEPC meetings. Their focus this year has really been on completing their Hazard Mitigation Plan. That plan should be completed after the first of the year. They did play in the Silver Crucible exercise, and their fire department has been busy with several HAZMAT fire related incidents out in an industrial park.

- **Washoe County:** Aaron Kenneston said they have reviewed and approved the LEPC plan, redid the NRT1A, the membership list, equipment promulgation, and level of response. So, they have their documentation. They participated in Silver Crucible. It was definitely a big event and had some hazardous materials nexus as well. Mr. Kenneston said his intent is to retire at the end of 2020. He will bring Kelly Echeverria to the next Planning Subcommittee Meeting as they review plans this year so Mr. Kenneston can step into a SERC position ready to go.
- **White Pine County:** Elanie Calderwood reported they hired a new emergency management director who started in mid-October, Mr. Cameron Kirkham. He is just getting started and trying to get out and meet people. There are no official updates.

Chairman Nolan said SERC needs their LEPCs to participate fully. At the minimum, they need to provide a report that includes three or four bullet items that are most important. Maybe there is nothing to report from the LEPC or the hazardous materials events or anything like that, but they do need the counties' participation, so he'll take that up maybe with the By-Laws Committee.

Commissioner Chantler reported that Nevada Tribal Emergency Coordinating Council (NTECC) is still hiring and getting operational. NTECC is a state agency now, and they are wondering will they be grant eligible through SERC to distribute that money out to the tribes?

Mr. Hastings said that is not something that's ever been discussed in terms of getting legal advice on that before.

Ms. Wilson said in previous years, ITERC (which is the Indian Tribal Emergency Committee, like LEPC's version for the Indian tribes) did have grant funding through SERC but only for the HMEP. She said HMEP does allow to grant out HMEP funds to ITERC or NTECC. She will research that and report out.

The Deputy Attorney General and the Nevada Attorney General's Office, he is not permitted to act as counsel or give legal advice to entities that are not his clients.

Chairman Nolan asked the NTECC, have they been formally, just with the formation of the agency, have they been included in LEPCs membership formally?

Commissioner Brenner asked didn't the Paiute Tribe ask for radios in the United We Stand grant process? Ms. Wilson along with Ms. Taylor responded with yes the tribe had requested radios.

6. Local Emergency Planning Committee (LEPC) Updates (Non- Action Item) (continued)

Commissioner Bakkedahl said SB 67 is where NTECC was created this year in the last Legislative cycle. The Division of Emergency Management is who oversees that body. Two NTECC staff were hired, two tribal workers that work for him and they go out to the tribes and coordinate all their emergency response capabilities, planning, training exercise, all operations. So, they are created by SB 67 and they fall under some jurisdictional authority at DEM.

Chairman Nolan said he just wanted to make sure that whatever regulatory language that they might need they make sure it's included. He asked Ms. Wilson to please include them as an entity to report on future agendas.

7. Non-State Agency Updates (Non-Action Item)

- **U.S. Environmental Protection Agency (EPA):** There was no report.
- **Federal Emergency Management Agency (FEMA):** John Woytak sent an email stating FEMA's main focus is preparing for the exercises next year, including the National level exercise for 2020 focusing on cyber security.
- **U.S. Department of Homeland Security (DHS):** Marcie Stone gave this report. Their agency has been renamed. Under the Department of Homeland Security, their agency used to be called NPPD. Now it's called CSSA, Cyber Security and Infrastructure Security Agency. So, it's a more relevant title so everybody knows what their big focuses are. They get the word out during Cyber Security Month and Infrastructure Security Resilience Month. They also focus on election infrastructure security and work closely with protective security advisors that are poised in stations all along the west coast. Ms. Stone is in charge of implementing the CFAHTS program, Chemical Facility and High Terrorism Standards program. They regulate high-risk chemical facilities and perform inspections once every year and a half to two years to make sure that the high-risk chemical facilities are in compliance. These facilities need to perform exercises and training at least once a year, and as part of best practices should be letting those local emergency managers, fire, police professionals know about the exercises.

8. State Agency Updates (Non-Action Item)

- **Nevada Department of Transportation (DOT):** Bill Thompson contacted Ms. Wilson to let her know he had a scheduling conflict. Commissioner Brenner said that DOT finished their Commodity Flow Study. There's a final document that is available. He and Dennis have done classes for the Traffic Incident Management Coalition, using information from that study. It's also a petroleum flow study, too.
- **Nevada State Fire Marshal Division (SFM):** Lieutenant Dzyak said the hiring process for the GPA Series didn't elicit a lot of qualified candidates, so they elected to move it to the MA, the management analyst. When they did that, DHRM found that there was a person missing that was there when the GPA3 was enacted that is no longer there. So, they downgraded it. They attempted to keep it in the GPA Series down to a GPA2 which is a lower paygrade. They successfully made the argument that it should go into the MA, so they at least got it as an MA2. They're working on the Human Resources aspect of it now. They would welcome the SERC Co-Chairs input in the hiring process.

On the Fire Marshal's side, with the Interim Finance Committee they had two work programs. One was for continuing of the plans of the contractors to do plan reviews. The other was about a fire investigation trailer. They received the grant for over \$400,000. They got the authority to accept that and to add in their portion of the grant. The intent is to have a trailer that can be transported around the state to train fire investigators. They are trying to get the MFA, basic fire investigation course curriculum certified through the Division. They recognize that the waiting list is over a year to get anybody into the two-week fire investigation class, so they're going to do their best to help alleviate that situation. They are waiting on DHRM for a training officer for risk management. They added one Las Vegas fire investigator/inspector. They closed the Elko office when Officer John Boykin retired. The Lieutenant is trying to have an MPD19 in to get that to be a sergeant position so that the officers have a means to go and promote while staying with the State Fire Marshal.

8. State Agency Updates (Non-Action Item) (continued)

- **Nevada Division of Environmental Protection (DEP):** Kelly Thomas reported there were no updates.
- **Nevada Division of Industrial Relations, OSHA Unit:** Jess Lankford said the Agency is starting to recap the local emergency response entities inside Clark County just to create a line of communication so they can discuss what OSHA expectations are for the way they do their work, and the Agency can find out what they expect from them if they're ever onsite. Depending on the success of the program, they're going to reach out to other counties and try to work out a little bit of an information tour across the state so that county emergency response entities can get a little more understanding on how and what the Agency does and what to anticipate if they are involved in an event of some kind.
- **Nevada Radiation Control Program:** Jon Bakkedahl reported they have a new chief, Justin Luna. They have two NTEC (Nevada Tribal Emergency Coordinating Council) staff. One staff member takes care of the rural health clinics on the tribal land and one does the basic preparedness and training exercises.

They are planning for the binary blackout. That is this year's full-scale exercise scheduled for May 11th through the 14th. It's cyber induced. There are actually three exercises in one. This will be Phase 2B where the cyber is taken off the power grid in the southwest United States for a number of months and they have a lot of consequence management to deal with. It's based out of Clark County, the biggest player, but they have several counties that will be able to play in this as they are going to be impacted by people trying to leave or resources trying to get there. They've completed the mid-planning meeting to this point with FEMA, and now they are doing a rapid planning series in the State of Nevada.

They needed to meet some EMT requirements through FEMA to get money released to them so they can push it out to the locals. They've looked at their training plan. They wanted to make sure they were incorporating their seven FEMA lifelines into all of the exercises, so they responded back to them with all that information and the DEPW results.

They are supporting several jurisdictions this coming year with exercises, including the Secretary of State's Office with an election exercise and NDEP with the Humboldt regional plan. They are hosting a training at DEM. It's free. It's March 9th through the 13th. NDEP and USEPA are the big hosts, but they're going to be training several staff to be their instructors so that they can host this series whenever they would like in the State of Nevada. It's going to be the Train the Trainer signoff so that they can push this on moving forward out of both DEM and NDEP.

Commissioner Bakkedahl asked for the LEPC schedule for 2020. He will try to ensure that they get someone to the meetings.

8. State Agency Updates (Non-Action Item) (continued)

- **Nevada Radiation Control Program:** Jon Bakkedahl said they have the new CISA Director in northern Nevada. Mike Matthews is their PSA out of northern Nevada, and he is available to SERC any time they need assistance.

California's Public Safety Power Shut-off Program had effects on Nevada. They shut down the fuel pipeline going into Reno a number of times. They now have a task force in place, and an 18-month plan in process. It's going to be modified, put into the SCEMP, the State Comprehensive Emergency Management Plan, and then they are going to exercise it at the end. They've been exercising it for the last several months while

they continue to shut off the power.

- **Nevada Division of Emergency Management (DEM):** There were no updates.

9. SERC Committees Report (Discussion Only)

- **Legislative Committee:** Chairman Nolan said that Mr. Bakkedahl actually gave some updates on some Legislative issues.

Ms. Tyler with NVEnergy said NV has been working on a hazard mitigation preparedness plan per SB 329 and they need to reach out to all of the emergency managers of every county in the state of Nevada. Currently Ms. Tyler doesn't have a contact. Is there a way to maybe get that information from this group?

Ms. Wilson said absolutely, she will provide her the LEPC Chair contacts. Commissioner Brenner said he would forward a document that Division of Emergency Management put together where they have all the contacts for the emergency managers in all the jurisdictions, and with the tribal contacts too.

- **Policy Committee:** Ms. Wilson said that the policies really need to be updated. That Policy Committee needs to be a full meeting to review each of the policies with SERC. Those have not been reviewed or updated since 2016. There are several items that need to be updated and corrected per verbiage wise and to update it with what's currently being used or should be used.

Chairman Nolan asked Ms. Wilson to do a poll with the members of that committee, Susan, Jon, Matt and Richard and see when they can put a meeting together. Ms. Wilson said she would take care of that right away.

- **By-Laws Committee:** Ms. Wilson said the By-Laws haven't been reviewed since 2016, but there's nothing that needs immediate attention. Chairman Nolan asked Ms. Wilson to do another poll so the By-Laws Committee can meet and take care of that.

9. SERC Committees Report (Discussion Only) (continued)

- **Planning and Training Committee:** Chairman Nolan said they already had some training updates between the LEPCs and Jon's update, Mike's from DEEM, and from the Fire Marshal's.

Commissioner Brenner asked if Ms. Wilson could please get a hold of Carolyn Levering to see when she wants to schedule a meeting. It will probably be in March so they can review the plans and all the submittals from the LEPCs. And then they'll have the SERC OPTE grants too then, so it will all kind of come together in March.

- **Radiation Committee:** Ms. Wilson reported that she and Mr. Bakkedahl are working together to create an agenda for the next meeting. That meeting still needs to be scheduled.
- **Funding Committee:** Commissioner Griego said their last meeting was basically just going over the Fire Shows West grants for everyone.

Ms. Wilson said the meeting before that was in March and that's when they did the SERC OPTE. The June meeting was for the Fire Shows West and the United We Stand.

Commissioner Crowley said she thinks they had a meeting in September for the Fire Shows West. Was that right?

Ms. Wilson confirmed they had that meeting to finalize the awards going out. That was only for the Mid-Cycles for Fire Shows West.

Commissioner Crowley said both the Mid-Cycle grants and the Funding Committee were authorized to grant those out directly. They didn't have to come before the SERC, so those got distributed totally. It was HMEP only.

10. Review FY2019 United We Stand Grant Applications (Discussion/For Possible Action)

Ms. Wilson said back in June the Funding Committee actually went through and reviewed the United We Stand grant applications. The Funding Committee had recommendations for approvals for all of them. With that, they are bringing them in front of the SERC Commission for final approval. These awards have been put on hold because they needed the final approval from the SERC Commission.

Chairman Nolan suggested for the sake of time, that Ms. Wilson just condense the information down to the entity and the money amount. Exact details were provided in the meeting packets and on the website, listing equipment and specifics. All applications were approved before this meeting.

10. Review FY2019 United We Stand Grant Applications (Discussion/For Possible Action) (continued)

Ms. Wilson provided a summary:

Carson City: \$29,835

Churchill County: \$24,807

Clark County: \$30,000

Douglas County: \$29,834

Elko County: \$30,117. \$30,000 was approved. \$117 over the cap is going to be covered by the county

Esmeralda County: did not submit a United We Stand grant application

Eureka County: did not submit a grant application for the United We Stand for FY20

Humboldt County: \$27,820

Lander County: \$4,311.

Lincoln County: \$29,973

Mineral County: \$27,867

Nye County: \$29,676

Pershing County: \$23,779

Storey County: \$30,000 total

Washoe County: \$30,000

White Pine: withdrew their application

Nevada Supreme Court: \$17,500

Legislative Police: \$30,000

Ms. Wilson said several applications were increased last minute because they did have the increase in the United We Stand cap from the March 2019 SERC Commission meeting. The adjustment in the cap for United

We Stand was increased, so everybody was kind of last minute throwing their change requests and updates into the office before the meeting happened to approve the United We Stand. As soon as the master spreadsheet is updated, Ms. Wilson will send it out to everybody and upload it to the FTP site as well.

Chairman Nolan said unless there is anybody that sees anything otherwise, then he would take a motion on approving the United We Stand grant applications as they were approved by the Funding Committee and as they were again verbally articulated. Everybody will get a copy of the updated spreadsheet, with line by line specifics.

Motion: Approve the FT2019 United We Stand Grant Applications
By: Richard Brenner
Second: Susan Crowley
Vote: Motion approved

Ms. Taylor from Clark County Fire asked because of the late award for the United We Stand, is the performance period the same? Will it just run until June 30 like always?

Ms. Wilson said yes, they are sticking with the state deadline because the state agencies and the State Controller's Office have to close their accounts and budgets by a certain date. So, the end of the performance period will be June 30th of 2020.

11. Review FY2020 SERC OPTE Grant Applications for Douglas County (Discussion/For Possible Action)

Ms. Wilson said the reason why they are reviewing this today is back when the SERC OPTE applications were assembled, this one was not included in the packet. An unidentified speaker from Douglas County said the equipment requests met the requirements of the SERC OPTE grant. Their paperwork was lost by the prior SERC administrator. It was not approved when the rest of the county grants were all approved.

Chairman Nolan said under ordinary circumstances, they would never rush through an application like this. Even though he trusted Chief Fogerson's view that that this stuff meets all the requirements, he wanted to make sure something like this doesn't happen again. He asked Ms. Wilson if they had funds to cover this application, and she said they did.

Motion: Approve Douglas County's SERC OPTE Grant Application for \$20,916
By: Richard Brenner
Second: Susan Crowley
Vote: Motion approved

Chairman Nolan asked Ms. Wilson to include the Douglas County information on the updated spreadsheet and she said she would.

12. Compliance and Application by SERC Staff (Discussion Only)

Ms. Wilson reminded everyone that compliance items for all of the LEPCs are due the end of January, just like always. These are items that need to be turned in after they're been approved by each individual LEPC. If they are not deemed compliant with their county, they do not qualify to receive grants. The deadline is January 31st. If packets are more than 20 pages, mail them. If they are under 20 pages, they can be emailed and Ms. Wilson will print them out.

Ms. Wilson said she will send out deadline reminders via email and telephone.

13. Executive Report (Discussion Only)

Grant Change Requests: Ms. Wilson said they've had a few grant changes coming in. Going with policy, none of them have been the over 10 percent where it needed to be presented to the SERC Commission for approval, but she has been in contact with Dennis about them. A lot of them have just been changing the years from one model to a different year, but it's the same price, but they still need to have that grant change, so it wasn't an audit finding. Another grant change was actually a decrease in cost even though they were changing one or two items, it was a decrease for them, so they did a grant change just to cover their bases so if there is ever an audit. It wasn't a ding on them or anybody else. Everything was kind of covered.

Budget Update: Ms. Wilson said there are several new hires in the State Fire Marshal's Office. They are actually working on learning the budget right now. When they are trained, there will be consistent, accurate numbers to count on.

Update and information on the SERC Administrator position: Chairman Nolan said they were good on this.

14. Review and Scheduling of SERC Meetings for 2020 (Discussion/For Possible Action)

The group discussed calendars, activities, deadlines, and schedules. The tentative dates for meetings was: February 13th, May 14th, August 13th and November 12th. The November 12th meeting is traditionally held during Fire Shows West, and since there's no date yet for Fire Shows West, that date is subject to change. The NEFA Conference is February 11th and 12, so Members thought that should be changed to February 19th. There are training classes on August 13th, so Members thought that should be changed to August 20th.

The final dates ended up being: February 19th, May 14th, August 20th, and a date to be determined during Fire Shows West (October 22nd to 30th)

Mr. Heidemann, one of the directors of Fire Shows West, said there is no date signed with the hotel yet. The dates given to them by the Grand Sierra are October 27th through 30th. So, that's probably when Fire Shows West will be.

15. Legal Interpretation and Definition of SERC Quorum (Discussion Only)

Mr. Hastings explained in 459, NR 459.738 it addresses the creation of the Commission and states, "The Commission consists of not more than 25 members appointed by the Governor and it says if practical, the Governor shall appoint persons of technical experience in responding to emergencies." So, generally, if a creating statute for a public body states that it has to have a specific number of people, where possible, the advice is and what's preferred is that a **quorum be half plus one of that specific number of people.**

Because SERC's creation statute does not set a set number of people that have to be on SERC, nor does it establish set specific titled individuals that need to be on SERC, Mr. Hastings would advise that half plus one of the appointed members of SERC constitutes a quorum with however many the Governor will have

appointed at a particular time.

What they want to avoid is the situation where a public body has less than significant portion of active members that have been appointed compared to what the statute says is supposed to be there, and then trying to function with a quorum that is in effect half plus one of the reduced number. What you end up having in situations like that is a public body trying to function in a way that's not what the Legislature wanted when it created that public body.

16. Public Comment (Non-Action Item)

Ms. Taylor from Clark County Fire said she wanted to put on the record that Clark County is still waiting for reimbursement of their SERC United We Stand grant for last year. It was sent in July 29th. The request was for \$17,014.24. Apparently there's some glitch in the system with the state. Clark County has not received this reimbursement.

Ms. Wilson said the last she heard, the request was at the Executive Budget Office. Two requests were stale claims from a previous year that were not sent in due to another county's personnel changeover.

Chairman Nolan asked Ms. Wilson if she could keep him and Commissioner Brenner informed about this; six months is not acceptable.

16. Public Comment (Non-Action Item) (continued)

Ms. Calderwood from White Pine County said they have a similar situation. They sent in a Fire Shows West reimbursement January of last year and they have not gotten reimbursement.

Ms. Wilson said that one was entered as a stale claim payment and so the minimum time for stale claim payments is around six months because it has to go through so many levels of approvals and review. It is in the process. That one was not processed right away. It was overlooked by a previous staff member. Ms. Wilson said she would get an update and get back to Ms. Calderwood ASAP.

Commissioner Brenner had a question about the location of SERC meetings. Before videoconferencing, they used to do two in the north and two in the south. Could they do that again?

Chairman Nolan said he thought it was important to have the Co-Chairs present at the meetings when possible. He said he didn't mind moving the meetings from north to south.

Lieutenant Dzyak said they do have videoconference capabilities. And since they're projecting out meeting dates, he'll have Ms. Wilson get with Danny and book those rooms straight up. He will have them look into what the travel budget is and at the very least they can look at getting the Co-Chairs together. The Lieutenant said he would prefer to do videoconferencing where they can see everything and it's a little more interactive if they can't do full meetings and pay for everyone to fly back and forth.

Ms. Taylor from Clark County Fire said she would like SERC to circulate a schedule or calendar for grants – when the grant applications are available and when everything is due. And is there a way that they could also find out is there any available HMEP Mid-Cycle funding available on a more regular basis somewhere?

Ms. Wilson said as soon as the staff finalizes dates for closing of the grant applications, that schedule will go out to the LEPCs, so everybody knows when they open and when they close. As far as HMEP Mid-Cycle information, there were more Mid-Cycle applications than anticipated, so they ended up being over

obligated last February. She and the staff will be going over those figures so they know when and where and how much they've spent already and how much they can award out going forward. They do have the HMEP award that they received October 1st. Those initial FY20 HMEP awards have been sent out. So yes, there will be opportunities, and Ms. Wilson will send that information out as soon as they get that established and finalized with the ASO and their accounting assistant.

17. Adjournment (For Possible Action)

Chairman Nolan thanked everyone for their participation and said he would accept a motion to adjourn.

Motion: Adjourn December 19, 2019 SERC Meeting

By: Susan Crowley

Second: Lance Chantler

Vote: Motion approved

DRAFT