

**Nevada State Emergency Response Commission (SERC)
Plan and Training Subcommittee Meeting**

**Tuesday, February 23rd, 2021
9:30am**

A. COMMITTEE MEMBERS PRESENT

Richard Brenner
Patty Polish
Kelly Thomas
Alex Lanza
Billy Samuels
TJ Qualls
Kimberly Ferguson
Mike Heidemann
Kelly Echeverria
Christina Wilson, SERC Coordinator
Brandi Salisbury, SERC Administrator

OTHERS PRESENT

Nathan Hastings, Senior Deputy Attorney General

1. CALL TO ORDER (Non-action Item)

Christina Wilson called the meeting to order.

2. INTRODUCTIONS (Non-action Item)

Christina Wilson called roll and a quorum was confirmed.

3. PUBLIC COMMENT (NON-ACTION ITEM)

There were no public comments.

4. APPROVAL OF June 2, 2020 MEETING- (DISCUSSION/FOR POSSIBLE ACTION)

Kelly Thomas indicated that he was not able to access the minutes to review them.

Christina Wilson indicated that the minutes had been sent out but could resend them to Mr. Thomas. Ms. Wilson further indicated that the minutes could be accessed on the FTP site as well.

Kelly Echeverria made a motion to approve the minutes from the June 2, 2020 meeting. Kim Ferguson seconded the motion. The motion unanimously carried.

5-6. REVIEW OF EXERCISE/INCIDENT REPORTS SUBMITTED BY LOCAL EMERGENCY PLANNING COMMITTEES (LEPCS) AND STATE AGENCIES and REVIEW OF LEVEL OF RESPONSE QUESTIONNAIRES AND UPDATES TO HAZARDOUS MATERIALS EMERGENCY RESPONSE PLANS SUBMITTED BY LEPCS AND STATE AGENCIES (For Discussion/For Possible Action)

Carson City: Richard Brenner reported that Carson City has submitted their hazmat plan. Mr. Brenner further indicated that there was a questionnaire that needed to be filled out that indicated level of response: awareness; operations level; technician level; incident command level; specialists level. Mr. Brenner informed the Committee that all LEPCs are at an operations level, some are at technician level so that they can mitigate hazmat incidents; the awareness and the operation levels involve isolating, denying entry, and calling for assistance; the specialist level includes those who are trained in working with specific, onsite chemicals; and the incident/command level includes those who have been trained to deal with a hazmat incident. Mr. Brenner informed the Committee that each year a hazmat exercise takes place in which use of response plan, LEPC response plan, and the need for changes are evaluated.

Christina Wilson interjected that her explanation to new LEPC personnel is that the exercise is a chance to implement an incident where the plan is used with the goal of using all of the sections to see what works, what doesn't work, what needs to be updated, and what tweaking might need to be done to the plan.

Richard Brenner informed the group that this information is published in the newspaper.

Christina Wilson indicated that the dates on the paperwork are the publish dates.

Richard Brenner indicated that for LEPC membership, there is a one-page form that includes 13 categories that EPA requires of LEPC. Mr. Brenner informed the group that the Committee would not be looking at that in today's meeting as there is a special bylaws subcommittee that would review that. Mr. Brenner next informed the group that the next item required for submission is the bylaws, of which each LEPC has their own. In addition, each LEPC needs to submit an NRT-1 form, which is a checklist that identifies nine different items required by the EPA for an emergency plan. Mr. Brenner identified each of the nine items on the checklist: identify facilities subject to Tier I reporting requirements; describe the emergency response procedures to be followed on and offsite; designation of a community coordinator and facility coordinator to implement the plan; outline emergency notification procedures; describe methods for determining probable affected areas and population by release; describe emergency equipment in the community and that facility and the persons responsible for them; evacuation plans; provide a training program for emergency responders; provide methods and schedule for exercising emergency response plan.

Richard Brenner indicated that Carson's City's plan did not change in entirety, rather sections needed to be removed and updated. Mr. Brenner indicated that Carson City indicated training to a technician level so that all staff can respond as at a technician level, meaning that they can stop leaks, and that this is designated in their response plan. Mr. Brenner indicated that this is important for the funding committee's approval of equipment as technician-level equipment should only be approved for technician-level responses. Mr. Brenner indicated that in response to question 2, Carson City has 90 people trained at awareness level, 40 trained at operation level, 18 trained at technician level, 16 incident commanders, and 14 specialists. Mr. Brenner indicated that Carson City did not list any special training. Mr. Brenner further indicated that in NRT-1(a), Carson City identifies the

Tier II facilities in Section 1-1, 1 through 7. Mr. Brenner indicated that the goal is to go through the plan and verify that the information corresponds with the listed pages. Mr. Brenner confirmed that Carson City indicated in their package a new cover sheet, new title page, and different sections where information was added. Mr. Brenner further confirmed that Carson City used the hazmat database to generate their report. Carson City's report also included drill and schedule information. Mr. Brenner indicated the importance of looking through the after-action review to confirm that the exercise focused on hazmat.

Christina Wilson explained that throughout the year, all LEPCs send in their meeting minutes and agendas, and the meeting minutes included in this packet show all of the updates for the compliance items that have been adopted, updated, and approved by LEPC.

Richard Brenner concluded the review of Carson City by indicating that the county did a good job in getting all of the information together.

Christina Wilson explained that SARA Title II is the affidavit of publication, the notice that is supposed to be published in the newspaper.

Richard Brenner summarized that under agenda items 5 and 6, the Committee intended to review the exercise and incident report and the level-of-response questionnaire. Mr. Brenner indicated that Carson City has met the SERC requirements for the most part.

Richard Brenner made a motion that Carson City's exercise report, level-of-response questionnaire, and information in the updated plan be approved. Kelly Thomas seconded the motion. The motion was unanimously carried.

Churchill County: Richard Brenner indicated that although it states not received for Churchill County, there are documents in the FTP folder.

Michael Heidemann explained that the challenge in Churchill County as a half-time office with a half-time person is the inability to regularly reach quorum. The December meeting did not reach quorum. The January meeting did reach quorum, but Mr. Heidemann has been working remotely with some internet challenges in addition to the fact that he is limited to 19 hours per week, with the majority of his time dedicated to vaccination and testing drive-throughs, which are currently taking place sometimes five days a week. Mr. Heidemann indicated that it was important to him to be part of this meeting as he wanted to learn the process as well as to ask the Committee for an extension.

Richard Brenner indicated that this would not be a problem as other counties would likely have the same issue, and explained that SERC would work with the county given the circumstances brought about by the pandemic.

Michael Heidemann explained that the packet was ready to submit on January 29 following the LEPC meeting, but for the minutes as the secretary was not available. Mr. Heidemann explained that he would be doing the minutes, as well, and would submit them with the rest of the packet. Mr. Heidemann further indicated that having

seen the process with Carson City would help him to complete the packet per SERC's requirements.

Richard Brenner indicated that given COVID, these issues can be addressed at the next full SERC meeting and SERC will work with counties regarding the deadlines.

Michael Heidemann suggested putting Churchill County on contingent as the entire packet had not yet been completed and submitted.

Richard Brenner suggested working through what had been submitted thus far in order to help new committee members identify the requirements as well as give feedback to Churchill County on what still remained to be done.

Christina Wilson explained what SERC is looking for in the submission of the packet: the SARA Title III affidavit; the date of publishing to the newspapers; the most recent agenda and meeting minutes to confirm that all items have been agendized for the minutes and approvals of the hazardous response plan.

Richard Brenner informed the newer members of the Committee that EOP stands for Emergency Operation Plan. Mr. Brenner further explained that some counties include a section for their hazmat emergency response plan within the EOP, and other counties do not and rather have a hazmat emergency response plan separate from their EOP.

Christina Wilson explained that when she goes through the membership list, the first thing she looks for is a line indicating that positions with no one listed have tried to be filled per federal FCRA requirement for the LEPCs. Ms. Wilson indicated that SERC must have the LEPC membership lists on the provided forms specifically to fulfill FCRA requirements. Ms. Wilson reiterated that the bylaws committee will review the membership list along with the bylaws specifically because of the requirements. Ms. Wilson further indicated that SERC requires the membership list to be signed. Ms. Wilson informed the Committee that on the letter of promulgation, she looks for the date on which it was creation. Ms. Wilson explained the importance of having an updated letter of promulgation as this is essentially the mission statement to the county. Ms. Wilson indicated that she did not see anything requiring signatures on the promulgation letters but also informed the Committee that they have always come signed.

Richard Brenner indicated that SERC does want the promulgation letters signed.

Christina Wilson explained that the next item for which SERC looks is the level of response with a current date. Ms. Wilson also explained that she looks for numbers of responders and special training. Ms. Wilson informed the Committee that she also looks for Tier II, which is the toxic release inventory. Ms. Wilson explained that the printout is available from HAZConnect (phonetic), SERC's online hazmat database that can be reached through the fire marshals or through SERC's website. LEPCs can pull their reports through HAZConnect. Ms. Wilson further explained that she looks at the date on the bottom as this gives the exact date and time of printing.

Brandi Salisbury asked what an acceptable date of submission is for this.

Christina Wilson explained that July 1 is the due date for the EPA to have the information updated within their system. As such, Ms. Wilson looks for dates of no earlier than October 20 for current compliance.

Richard Brenner made a motion that Churchill County not be approved because not all necessary items have been submitted and that they work with SERC staff to meet the identified deficiencies in their plan. Kelly Thomas seconded the motion. The motion was unanimously carried.

Richard Brenner indicated that as multiple members needed to leave the meeting for other commitments, thus affecting quorum, another meeting would need to be scheduled to finish agenda items 6 and 7 from this meeting.

7. PUBLIC COMMENT (Non-Action Item)

There was no public comment due to loss of quorum.

8. ADJOURNMENT (Discussion/For Possible Action)

No motion was made to adjourn due to loss of quorum.

Pursuant to NRS 241.020(2) (c), a copy of supporting materials for the meeting may be obtained by contacting the State Emergency Response Commission at (775) 684-7511, 107 Jacobsen Way, Carson City, NV 89711 or serc@dps.state.nv.us.

This is a public meeting. In conformance with the Nevada Public Meeting Law, I, Christina Wilson, posted or caused the posting of this agenda on or before Friday September 18, 2020 by 9:00am at the following locations

DRAFT

State Emergency Response Commission – 107 Jacobsen Way – Carson City
Nevada Department of Transportation- 1263 Stewart Street- Carson City
Clark County Public Library – 833 Las Vegas Boulevard – Las Vegas
Grant Sawyer Building – 555 East Washington Street – Las Vegas
Nevada Department of Transportation – 1401 E. Aultman Street- Ely
Great Basin College-729 Chilton Circle- Elko
SERC web site – <http://serc.nv.gov>
Nevada Public Notice Website – <https://notice.nv.gov>

We are pleased to make reasonable accommodations for members of the public who are disabled. If special arrangements are necessary, please notify the Commission at (775) 684-7511. Twenty-four (24) hour advance notice is requested.

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