

**STATE EMERGENCY RESPONSE COMMISSION  
HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP)  
MID-CYCLE GRANT APPLICATION  
TITLE PAGE**

Applicant: **Washoe LEPC**  
Address: **5195 Spectrum Blvd**



**Local Emergency Planning Committee (LEPC) Chair:**

Name: **Brian Taylor** Title: **Chair**  
Address: **5195 Spectrum Blvd** City/Zip: **Reno/89512**  
Phone: Fax:  
E-mail:

**Fiscal Officer: (Address must match for the appropriate vendor code for the County)**

Name: **Francisco Ceballos** Title: **Secretary/Treasurer**  
Address: **5195 Spectrum Blvd** City/Zip: **Reno/89512**  
Phone: **775-224-4109** Fax:  
E-mail: **FCeballos@washoecounty.gov**

**Budget Summary:**

Planning	Training	Total*
\$	\$14,483.88	\$14,484

Round up total\* only to the nearest dollar


**LOCAL EMERGENCY PLANNING COMMITTEE APPROVAL:**

On behalf of the LEPC, I certify this body has reviewed this grant application and agrees to abide by the Federal and State procedures which are related to the acceptance of funds.

 01/27/2022  
Signature of LEPC Chair Date

**GOVERNING BODY APPROVAL: (i.e. County Commissioner, County Manager)**

The LEPC has the approval to apply for funding through this grant.

 01/27/2022  
Signature of Governing Body Date

Kelly Echeverria Emergency Manager- Washoe County  
Print Name and Title

## I. GOALS:

Tell the SERC what you want to accomplish with this grant. **Provide a separate discussion of each goal and justify its need towards the prevention, mitigation and/or response to hazardous materials incidents involving transportation.** The goals are general statements of desired results and identify intended outcomes and results the program has established to achieve with these funds.

*Click inside gray box to begin typing*

Use of HMEP funds to financially assist with staffing through overtime and backfill of TRIAD members necessary to participate in a Regional Full Scale HAZMAT Exercise.

The Full Scale Exercise will require the TRIAD to respond and mitigate a large-scale HAZMAT/Radiological incident within the City of Reno and Washoe County.

a) The TRIAD will work with regional agencies through the set up and implementation of ICS and Unified Command. Agencies include Police, Fire, EMS, CST, Clear Team, FEDs, Regional Hospitals, REOC etc...

b) TRIAD implementation of:

Site Access - Isolate and Deny entry. Efficiently control the scene and flow of people through contaminated areas (zones) and keep unaffected people out of contaminated areas (zones).

Entry - Monitor HAZMAT/Radiological levels and establish zones. Obtain RAD counts.

ID - Efficient and proper Identification of HAZMAT/Radiological sources.

DECON - Set up and perform Mass Decontamination for 100's of people. Move contaminated people through the process in a timely and effective manner.

c) Participate in the After Action Review of Full Scale Exercise upon completion.

## II. OBJECTIVES:

How do you plan to achieve the goals listed above? Include specific uses of this grant funding to prevent, mitigate and/or respond to hazardous materials incidents involving transportation. Objectives focus on the methods/activities to be used to achieve the goals they support.

Answer these questions in each objective:

- ✓ **WHAT** will be done with these funds?
- ✓ **WHO** is responsible for making arrangements and payments for the activities of this allocation?
- ✓ **WHEN** will the activity be implemented?

*Click inside gray box to begin typing*

**WHAT:** The funds from the HMEP Grant will be used to cover the overtime and backfill costs of TRIAD members needed to fill roles in the upcoming Regional Full Scale HAZMAT Exercise.

**WHO:** The City of Reno will be processing all applicable payroll hours associated with this training.

**WHEN:** March 22-24, 2022.

### III. BUDGETS:

#### Training:

All training requests must first be made through the State Fire Marshal's office (SFM) and the Department of Emergency Management (DEM). If the SFM or DEM declines the training, the request may be included in the grant application along with the letter of declination.

All expenses must be itemized. State per Diem rates (which generally follow the federal GSA rates; <http://www.gsa.gov>) will prevail unless local/negotiated rates are less. Hotel receipts are required for all lodging reimbursement requests, including in state lodging. Meals included in registration fees will not be reimbursed. Travel eligibility requirements and rates are further defined in SERC policy 8.5.

Requests for a consultant/contractor to provide training must be accompanied by at least two competitive bids. The bids must include an itemized quote and detailed scope of work from the consultant/contractor.

If a privately owned vehicle is used for agency convenience, mileage may be reimbursed at the State rate, currently .575 cents per mile. If a personal vehicle is used for personal convenience, the reimbursement allowed is .2875 cents per mile. If an agency vehicle is used, reimbursement may be made for fuel charges based on receipt or agency fuel logs. Airport parking and ground transportation expenses are reimbursable upon presentation of receipts. Rental cars must be pre-approved by the SERC. All travel expenses are based on GSA rates and guidelines as well as the Nevada State Administrative Manual and mileage is based on the maximum allowed with the State of Nevada during the grant period of potential awards.

<b>Total Contract Training:</b>		<b>\$0.00</b>

Course / Conference Costs				
Course / Conference Title:				
Registration	Cost per Attendee	# of Attendees		\$0.00
Hotel	Cost per Night	# of Nights	# of Rooms	\$0.00
Per Diem	Cost per Day	# of Days	# of Attendees	\$0.00
Transportation	# of Miles (Round Trip)	Agency Vehicle	# of Vehicles	\$0.00
		0.575		
	# of Miles (Round Trip)	Personal Vehicle	# of Vehicles	\$0.00
		0.2875		
	Public Transportation	Total \$ Amount		\$0.00
	Cost of Airline Ticket	# of Tickets		\$0.00
Parking	Cost per Day	# of Days	# of Vehicles	\$0.00
<b>Total Course / Conference Costs:</b>				<b>\$0.00</b>
<b>Total Training Costs:</b>				<b>\$0.00</b>

Double click on any box to open an embedded Excel Spreadsheet to enter your data, when finish click anywhere outside the box to re-embed the data into the Word document and then SAVE your work!!!

#### **IV. BUDGET NARRATIVE**

*This is an explanation of the line items identified in each category. The budget narratives must explain the use of the requested grant funds. Budget narratives must be included for each category for which there is a request for items/services. Justify the relationship between the items listed within each category and the goals and objectives of this grant request. The budget narratives must tie each item requested to the goals and objectives of this project.*

##### **Planning Services -**

*Explain the basis for selection of each consultant or conference attendance and describe how the activity to be provided is essential to achieving established goals.*

*Click inside box to begin typing*

**Not Applicable**

##### **Training -**

*Explain the purpose of the training and/or the consultant/contractor and how it relates to achieving established goals. Provide location of training, duration, itemized transportation and per diem expenses. Attach a copy of the letter of declination from SFM and DEM.*

*Click inside gray box to begin typing*

**This exercise/training provides that the region's hazmat response team members are adequately trained to respond and mitigate a large-scale HAZMAT/Radiological incident within the City of Reno and Washoe County.**

**All costs related to this exercise will be for personnel overtime and backfill time directly related to the training.**

# OVERTIME AND BACKFILL FUNDS

## Overtime and Backfill Policy for HMEP Training and Exercises

### ▪ **Scope:**

This policy applies to sub-recipients and sub sub-recipients of Department of Transportation (DOT) Pipeline & Hazardous Materials Safety Administration (PHMSA) Hazardous Materials Emergency Preparedness (HMEP) Planning and Training grant funds.

### ▪ **Policy:**

As outlined in the HMEP Notice of Funding Opportunity (NOFO), overtime/backfill and volunteer stipend expenses are permitted under this grant in order to perform allowable HMEP training activities including training exercises. To be eligible for any personnel time reimbursements, an individual's employing department must have experienced an actual cost beyond normal operational personnel expenses. Qualified expenses may include overtime, backfill or loss of salary/compensation by the individual attending a grant eligible **activity approved by PHMSA.**

### A. **Restrictions:**

1. Overtime related to planning activities will not be approved.
2. Overtime to attend training conferences or symposiums will not be covered.
3. PHMSA **must not be billed** for overtime and/or backfill related to the same individual/training course. This means that an individual attending training that results in overtime would not require someone backfilling that time.
4. PHMSA will allow recipients up to 30 percent of its award for backfill, overtime and stipend costs.
5. Course instructors and administrative staff are **not** eligible to be reimbursed under this guidance.
6. Expenses are limited to the actual costs that result from an individual who performs the duties of another individual while they are attending an HMEP approved training activity.
7. If the backfill employee is a regular employee who is called in on his/her day off (weekend or other off day), there may be an extra cost to the applicant. Regular and overtime costs may be eligible.
8. If the backfill employee is called in from scheduled leave, there should be no extra cost as the leave can be rescheduled. Only the overtime is eligible.
9. For hybrid fire departments (volunteer and career), the value of volunteer's backfilling for a career employee can be credited toward the non-Federal cost share or the volunteer may receive a stipend but not both.

### B. **Record Keeping Requirements:**

1. Grant recipients **must** provide SERC and retain a list of all individuals involved in these costs and their salary (individual trained and individual backfilling).

2. Grant recipients must provide SERC with and retain an internal management plan/policy to ensure adequate oversight for these costs prior to the activity occurring.
3. Grant recipients must provide SERC with and retain a training record and actual payroll records which must be maintained for all responders who receive overtime, backfill or stipends by name, County LEPC or State Agency, training date(s) and the total amount paid to each individual volunteer for each training event.

**C. Documentation:**

1. Grant applicants must submit the following information: estimated number of employees are to be trained while on overtime/backfill/stipend pay; average hourly rate of firefighter/emergency responders in jurisdiction; estimated total overtime hours or stipend pay; total costs for overtime and/or stipends due to HMEP training; name and date of training course(s).
2. The SERC will conduct spot check/desk review/audits and will make sure the following information is being retained: names of individuals trained; individual hourly rates for individuals trained; total overtime hours or stipend pay per individual (pay stub, payroll printout); total actual costs for overtime or stipend pay due to HMEP training; name and date of training course(s).

**D. Reimbursement Limitations Include:**

1. Only personnel time directly related to the grant activity is allowed. Travel time to and from the event is not eligible. However, requested reimbursement for travel/per diem costs is eligible.  
Note: that if overtime or backfill is charged against any cost categories and the individual(s) is in travel to the approved training, the completion of a "Travel Request" form as outlined in SERC Policy 8.5 is required for reimbursement for travel/per diem cost.
2. Normal salaried time of team members is not eligible for reimbursement due to supplanting issues.
3. Salaried employees participating outside their normal work hours are not eligible for reimbursement.
4. Reimbursement cannot exceed 1.5 times a sponsoring department employee's hourly wage. Benefits, longevity pay, and other salary enhancements are not eligible for reimbursement. For volunteer stipends cannot exceed 20 percent of what the fire department would otherwise pay a full-time firefighter to perform response services. HMEP recipients should develop and submit to the SERC a policy for the standardized stipend amount to be provided for participation in HMEP training and training-related exercises. Prior approval must be received before issuing stipends. All costs must be related to a HMEP training activity.

**Please review SERC Policy 8.16 for additional information regarding requirements for overtime/backfill and stipend.**



## PERSONNEL CALCULATION SHEET

State of Nevada						
State Emergency Response Commission						
HMEP - Approved Training Overtime/Backfill Summary Sheet						
Enter attendees name, date of class, class hours and payroll rate						
The spreadsheet should automatically calculate the totals						
<b>LEPC Name:</b>						
<b>Training Name/Date(s):</b>						
Attendee Name	Date	Hours	Employment Status	Overtime or Backfill?	Regular Payroll Rate	Total Payroll
Goins, Nathan	03/22/22	12	Full Time	BackFill	\$ 33.57	\$ 604.26
Ingram, Chris	03/22/22	12	Full Time	BackFill	\$ 33.57	\$ 604.26
ghisletta, Thomas	03/22/22	12	Full Time	BackFill	\$ 29.76	\$ 535.68
Munoz, Leonard	03/22/22	12	Full Time	BackFill	\$ 27.02	\$ 486.36
Grady, Shawn	03/22/22	12	Full Time	BackFill	\$ 33.57	\$ 604.26
Melcher, Tucker	03/22/22	12	Full Time	BackFill	\$ 19.92	\$ 358.56
Taoipu, Veldrick	03/22/22	12	Full Time	BackFill	\$ 27.02	\$ 486.36
Lieberman, Eric	03/22/22	12	Full Time	BackFill	\$ 33.57	\$ 604.26
Smith, Lawrence	03/22/22	12	Full Time	BackFill	\$ 29.76	\$ 535.68
Mestre, Anna	03/22/22	12	Full Time	BackFill	\$ 27.02	\$ 486.36
Romanowitz, Christoph	03/22/22	12	Full Time	BackFill	\$ 24.67	\$ 444.06
Patocka, Paul	03/22/22	12	Full Time	Overtime	\$ 33.57	\$ 604.26
Williams, Seth	03/22/22	12	Full Time	BackFill	\$ 41.54	\$ 747.72
Patocka, Paul	03/24/22	12	Full Time	BackFill	\$ 33.57	\$ 604.26
Del Col, David	03/24/22	12	Full Time	BackFill	\$ 29.76	\$ 535.68
Belton, Jason	03/24/22	12	Full Time	BackFill	\$ 27.02	\$ 486.36
Lujetic, Matthew	03/24/22	12	Full Time	BackFill	\$ 27.02	\$ 486.36
Joell, Kevin	03/24/22	12	Full Time	BackFill	\$ 33.57	\$ 604.26
Jurado, Gabe	03/24/22	12	Full Time	BackFill	\$ 29.76	\$ 535.68
Cargile, thomas	03/24/22	12	Full Time	BackFill	\$ 27.02	\$ 486.36
Larsen, Peter	03/24/22	12	Full Time	BackFill	\$ 27.02	\$ 486.36
Ross, David	03/24/22	12	Full Time	BackFill	\$ 33.57	\$ 604.26
Lennon, Ronald	03/24/22	12	Full Time	BackFill	\$ 47.00	\$ 846.00
Hammond, Mark	03/24/22	12	Full Time	BackFill	\$ 29.76	\$ 535.68
Robertson, John	03/24/22	12	Full Time	BackFill	\$ 27.02	\$ 486.36
Drum, Brad	03/24/22	12	Full Time	BackFill	\$ 38.01	\$ 684.18
					\$ -	\$ -
<b>Total:</b>						<b>14,483.88</b>

*Double click on any box to open an embedded Excel Spreadsheet to enter your data when finish click anywhere outside the box to re-embed the data into the Word document and then SAVE your work!!!*



## CERTIFIED ASSURANCES For LEPCs

### Grant Title: HMEP Mid-Cycle Grant 2022

Upon acceptance of funding from the State of Nevada Emergency Response Commission (SERC), the applicant and the lead governmental unit hereby agree to the following Certified Assurances governing the awarding of funds:

- A) The applicant assures compliance with the Nevada Administrative Code (NAC) 459.9912 et seq. and SERC policies found at <http://serc.nv.gov>.
- B) **FINANCIAL REPORTS** – The recipient is required to submit, at a minimum, quarterly financial reports to the SERC. Reporting must be made in accordance with all applicable federal, state, and local laws and regulations, and SERC Policies 8.5 and 8.6.

No expenditures or obligations will be eligible for reimbursement if occurring prior to or after the award period. All funds need to be obligated by the end of the grant period and expended by the final report date as stated in the grant award cover letter. Failure to submit proper reports pursuant to current policies may jeopardize future funding from the SERC.

- 1) **Request for advance:** May be requested only if expenses total over \$2,000.00 and is accompanied by a dated purchase order or quote. Complete and submit a financial report form with the appropriate “request for advance” box checked.
- 2) **Report on expenditure of advance:** Show the actual expenditure of the advanced funds. Complete and submit a financial report form with the appropriate “report on expenditure of advance” box checked. This report is due **within 30 days** of the date of the advanced check and must include copies of dated invoices and proof of payment. If the amount advanced is more than the amount spent or the advanced amount is not spent within the 30 days, the unexpended funds are to be returned to the SERC within 45 days of the date of the check.
- 3) **Request for reimbursement:** Complete and submit a financial report form, at a minimum quarterly, for all expenditures funded by the grant. Include a summary breakdown of expenses, copies of dated invoices, proof of payment and any other documents required by SERC policies. Any other form of documentation for expenditures must be approved by the SERC staff. If additional funds are used toward the project, report those expenditures as a **match** in the appropriate line on the report form.

- 4) **Quarterly report required:** If there are no expenditures within the quarter, a report with an explanation of why and the plan for future expenditures is due by the end of the month following the end of the quarter. Due dates for quarterly reports are as follows:

**October 31** - for reporting period July 1 to September 30;  
**January 31** - for reporting period October 1 to December 31;  
**April 30** - for reporting period January 1 to March 31; and  
**July 31** - for reporting period April 1 to June 30.

- 5) **Final report:** There will be no further expenditures, the grant is closed and no further reports are necessary. This report is due within **30 days** after the end of the award period, or any time prior to the end of the award period if no further funds will be spent.

- C) **EXERCISE REPORTS** – To be eligible for grant funding, the LEPC must report to the SERC by January 31<sup>st</sup> of each year on at least one real event and/or tabletop, functional, or full-scale exercise or drill which utilizes and implements the hazardous materials emergency response plan. An exercise is required at least once every third year.
- D) **GRANT CHANGE REQUEST** – Grant expenditures are authorized for the purposes set forth in this application, as approved in the grant award, and in accordance with all applicable laws, regulations, and policies and procedures of the State of Nevada and the applicable federal granting agency. Request for a change in the project must be submitted to the SERC and approved in writing prior to its implementation. Approval may be required by the Funding Committee if the change is significant (SERC Policy 8.7).
- E) The applicant assures compliance with *2 CFR 1200, Non-procurement Suspension and Debarment*. The applicant assures, through the submission of the grant application for funding, neither the lead agency, county government nor any of its participating agencies are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the transaction by any federal department or agency.
- F) The applicant assures the fiscal accountability of the funds received from the SERC will be managed and accounted for by the lead agency's chief comptroller. Internal control and authority to ensure compliance with the SERC's documentation, record keeping, accounting, and reporting guidelines will reside with that individual.
- G) The SERC will reimburse the recipient reasonable, allowable, allocable cost of performance, in accordance with current federal requirements, Nevada Revised Statute, Nevada Administrative Code, State Administrative Manual, SERC policies and any other applicable fiscal rules, not to exceed the amount specified at the total award amount.

- H) The applicant assures it shall maintain data and information to provide accurate financial reports to the SERC. Said reports shall be provided in form, by due dates and containing data and information as the SERC reasonably requires to administer the program.
- I) The applicant assures financial reports shall be submitted within 30 calendar days of the end of each calendar quarter and within **30 days** of the end of the grant period and shall be current and actual.
- J) The applicant assures funds made available under this grant will not be used to supplant state or local funds.
- K) The applicant assures compliance with *2 CFR 200.212 and 180, Non-procurement Suspension and Debarment*. The applicant assures, through the submission of the grant application for funding, neither the lead agency, county government, any of its participating agencies, are potential vendors, contractors or providers debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the transaction by any federal department or agency.
- L) The applicant assures that it will comply with Administrative Requirements *2 CFR part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments* appropriate to the award as follows:
1. 49 CFR 110, *Hazardous Materials Public Sector Training and Planning Grants*
  2. 49 CFR 18, *Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Tribal Governments*
  3. 2 CFR 225, *Cost Principles for State, Local and Indian Tribal Governments*
  4. OMB Circular A-133, *Audits of States, Local Governments and Nonprofit Organizations* (now contained in 2 CFR 200)
  5. 49 CFR 20, *New Restrictions on Lobbying*
  6. 49 CFR 32, *Government wide Requirements for Drug-Free Workplace*
- M) The applicant assures compliance with *Title VI of the Civil Rights Act of 1964*, which prohibits discrimination on the basis of race, color and national origin in programs and activities receiving federal financial assistance. The applicant assures compliance with 49 CFR 21, *Nondiscrimination in Federally Assisted Programs of the Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964*.
- N) Any publication (written, visual, or audio) issued by the sub-grantee describing programs funded whole or in part with federal funds, shall contain the following statement:

"This program was supported by Grant # \_\_\_\_\_, awarded by the Nevada State Emergency Response Commission (and, if an HMEP grant, the U.S. Department of Transportation). Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position of policies of the State Emergency Response Commission (and, if an HMEP grant, U.S. Department of Transportation)"

- O) The applicant fully understands the SERC has the right to suspend, terminate or de-obligate grant funds to any grantee/sub-grantee that fails to conform to the requirements or the terms and conditions of its grant award and/or non-compliance.
- P) **LOBBYING** - No grant funds appropriated will be paid, by or on behalf of the grantee/sub-grantee, to any person for influencing or attempting to influence an officer, employee, or a member of Congress, or an officer, employee, or any member of the Nevada State Legislature.
- Q) Project related income, (i.e., registration fees, royalties, sales of real and personal property) must be used for the purpose of furthering the goals and objectives of the project or program from which the income was generated. Interest earned must be returned to the SERC.
- R) All activities and purchases utilizing any SERC administered sources of funding must comply with all local, state, and federal laws and regulations as well as grant specific requirements. It is the responsibility of sub-grantees to be familiar with any such laws, regulations and requirements.
- S) Applicant understands that an updated addendum to the grant may be required based on the federal guidelines between now and the time of the award documents based on requirements for State of Nevada or the federal sponsoring agency.

The applicant acknowledges receipt of these Certified Assurances and hereby assures adherence to all the above conditions of a grant award from the SERC.

**GOVERNMENTAL UNIT (I.E., COUNTY COMMISSION, COUNTY MANAGER)**

Name (print): Kelly Echeverria Title: Emergency Manager Washoe County

Signature:  Date: 01/27/2022

**LOCAL EMERGENCY PLANNING COMMITTEE CHAIRMAN**

Name (print): Brian Taylor Title: Chairman

Signature:  Date: 01/27/2022

**RETURN THIS SIGNED FORM WITH GRANT APPLICATION**

# LEPC COMPLIANCE CERTIFICATION

The following requirements must be met by the LEPCs for compliance with federal, State and SERC laws, regulations and policies and procedures. This checklist must be completed, signed and returned annually by March 31, even if the LEPC is not a recipient of grant funds.

**A check mark in the squares on the left will indicate a YES response.**

Have changes in the LEPC Bylaws and Membership list been submitted to SERC?

Bylaws reviewed/updated - Date: **12/16/21** Submitted: **12/21/21**  
Membership list reviewed/updated - Date: **12/16/21** Submitted: **12/21/21**

Have LEPC meetings been held, at a minimum quarterly, and have agendas and minutes of all meetings, including special meetings, been forwarded to the SERC?

Has the LEPC submitted all required reports which summarize the financial management of the active grants (*i.e., copies of invoices and verification of expenditures*)?

Has the LEPC reviewed and updated its hazardous materials emergency plan (or hazmat portion of the jurisdiction's "all hazards" plan), NRT-1, Level of Response Questionnaire and Letter of Promulgation within the last year? Have the review results and updates been submitted to the SERC in writing along with a copy of the LEPC meeting minutes documenting review of the Plan by January 31<sup>st</sup>?

Plan update - Date: **12/16/21** Submitted: **12/21/21**  
NRT - 1 update - Date: **12/16/21** Submitted: **12/21/21**  
Level of Response Questionnaire update - Date: **12/16/21** Submitted: **12/21/21**  
Letter of Promulgation update - Date: **12/16/21** Submitted: **12/21/21**

Has the LEPC reported on at least one incident or exercise (exercise required at least every third year) of its hazardous materials emergency response plan by January 31<sup>st</sup>?

Indicate the date of the most recent exercise: **08/20/21** Submitted: **12/21/21**  
Indicate the date of an incident report used  
in lieu of an exercise: Submitted:

Has the LEPC met the annual requirement of publishing the Emergency Planning and Community Right-to-Know Act "information availability" in the local newspaper? Has the standard Affidavit of Publication been sent to the SERC?

Date of publication: **11/28/21** Affidavit Submitted: **12/21/21**

As chairman **Washoe** Local Emergency Planning Committee, I attest  
of

County Name

all information provided on this Compliance Certification is accurate



LEPC Chair Signature

01/27/2022

Date

**RETURN THIS SIGNED FORM WITH GRANT APPLICATION**

**STATE EMERGENCY RESPONSE COMMISSION  
HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP)  
ACTIVITY REQUEST FORM**

**REQUIRED: Complete a separate form for each separate  
activities on grant**

**Section A – Requesting Organization**

Organization: **Washoe LEPC**  
Street Address: **1595 Spectrum Blvd**  
City / Zip Code: **Reno/89512**

**Section B – Point of Contact**

First Name: **Francisco**  
Last Name: **Ceballos**  
Phone: **775-224-4109**  
E-Mail: **FCeballos@washoecounty.gov**  
Position: **LEPC Secretary/Treasurer**

**Section C – Grant Activity Request Information**

Amount: **\$14,483.88**  
Activity: **Training**  
(Planning or Training)

**Section D – Activity Description**

**Number of Participates:**  
(Enter "0" if funding is requested for planning activities without an associated number of participants such as plan updates and commodity flow studies).

**Activity Description and Justification:**  
*What do you want to accomplish with this grant. Provide a separate discussion of each goal and justify its need towards the prevention, mitigation and/or response to hazardous materials incidents involving transportation. The goals are general statements of desired results and identify intended outcomes and results the program has established to achieve with these funds.*

**This grant is to cover overtime and backfill for Reno Fire Department, a member of Washoe LEPC, to participate in a regional CBRNE full-scale exercise March 22-24, 2022. This will help accomplish the goal of the LEPCs annual exercise.**



How does this further your organization's program mission?

*Include specific uses of this grant funding to prevent, mitigate and/or respond to hazardous materials incidents involving transportation. Objectives focus on the methods/activities to be used to achieve the goals they support.*

**This grant supports furthering RFD and TRIAD's mission of responding to HAZMAT Transportation incidents. This exercise will include both Hazmat and Transportation (aviation) aspects of response.**

Does this activity replace an item included in the approved application? If yes, what activity is being replaced and why?

**No**

**LEPC Grants and Finance  
Meeting Minutes**

**January 27, 2022, at 11am**

**NOTE:**

**Washoe County LEPC did bring the application to the General Membership Meeting on February 17, 2022 for approval. Waiting for minutes but recording is available upon request.**



# Washoe County Local Emergency Planning Committee (LEPC)

General Membership Meeting Agenda

February 17, 2021, 10:00 A.M.

TEAMS

Regional Emergency Operations Center  
5195 Spectrum Boulevard, Reno, Nevada

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CERC

**Chairperson:** Brian Taylor

**Secretary / Treasurer:** Kelly Echeverria

**Legal:** Wade Carner

**NOTE:** Items on the agenda may be taken out of order; combined with other items; removed from the agenda; moved to the agenda of another meeting; moved to or from the Consent section; or may be voted on in a block. Items with a specific time designation will not be heard prior to the stated time, but may be heard later.

Any member of the public wanting to attend, participate or provide public comment in-person at meetings should review the agenda posted online. This meeting will be held in person attendance.

**Accessibility.** The Regional Emergency Operations Center is accessible to the disabled. If you require special arrangements for the meeting, call the Office of Emergency Management, (775) 337-5859, 24 hours prior to the meeting.

**Following the agenda.** All number or lettered items on this agenda are hereby designated for possible action as if the words for possible action were written next to each, except for items marked with an asterisk (\*). Items on this agenda may be taken out of order, combined with other items, discussed or voted on as a block, removed from the agenda, moved to another agenda of another later meeting at the discretion of the Chairman.

**Public comment and time limits.** Public comments are welcomed during the Public Comment period for all matters, whether listed on the agenda or not, and are limited to three minutes per person. Additionally, public comment of three minutes per person will be heard during individually numbered items designated as "for possible action" on the agenda. Public comment on action items must pertain to the action item being considered. Persons are invited to submit comments in writing on the agenda items and/or attend and make comment on that item at the Committee Meeting. Persons may not allocate unused time to other speakers.

**Forum restrictions and orderly conduct of business.** The Washoe County LEPC is a community-based organization that assists in preparing for emergencies related to hazardous materials. The presiding officer may order the removal of any person whose statement to other conduct disrupts the orderly, efficient or safe conduct of the meeting. Warnings against disruptive conduct may or may not be given prior to removal. The viewpoint of a speaker will not be restricted, but reasonable restrictions may be imposed upon the time, place and manner of speech. Irrelevant and unduly repetitious statements and personal attacks which antagonize or incite others are examples of speech that may be reasonably limited.

**Responses to public comments.** The Washoe County LEPC can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. During the public comment period, speakers may address matters listed or not listed on the published agenda. The Open Meeting Law does not expressly prohibit responses to public comments by the Committee. However, responses from Washoe County LEPC members to unlisted public comment topics could become deliberation on a matter without notice to the public. On the advice of legal counsel and to ensure the public has notice of all matters the Washoe County LEPC will consider, Washoe County LEPC members may choose not to respond to public comments, except to correct factual inaccuracies, ask for County staff clarification, or ask that a matter be addressed on a future meeting or district forum. Washoe County LEPC members may do this either during the public comment item or during the following item: "LEPC CHAIRMAN/BOARD MEMBER ANNOUNCEMENTS/ITEMS AND SELECTION OF TOPICS FOR FUTURE MEETINGS"

**Posting locations.** Pursuant to NRS 241.020, this Agenda has been posted at the Washoe County Administration Building (1001 E. Ninth Street, Bldg. A); Washoe County Emergency Management (5195 Spectrum Boulevard), Reno City Hall (One East First St.), Sparks City Hall (431 Prater Way), and online at notice.nv.gov and <https://www.washoecounty.us/lepc/>

**Support documentation.** Support documentation for the items on the agenda is available to members of the public at the Washoe County Emergency Management Office (5195 Spectrum Boulevard, Reno, Nevada), Megan Sullivan, LEPC Secretary/Treasurer (775) 337-5855.

# AGENDA

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1. **Call to Order/ Determination of Quorum**
2. **Public Comment** – Comment heard under this item will be limited to three minutes per person and may pertain to matters both on and off the agenda. The Committee will also hear public comment during individual action items, with comment limited to three minutes per person. Comments are to be made to the Committee as a whole.
3. **Approval of December 16, 2021 General Membership Minutes – FOR POSSIBLE ACTION** – Brian Taylor, LEPC Chair
4. **Secretary/Treasurers Report – FOR POSSIBLE ACTION** – Information on existing FY 22 Operations, Planning, Training, and Equipment (OPTE), FY 22 United We Stand (UWS), and FY 21 Hazardous Materials Emergency Preparedness (HMEP) Mid-Cycle Grants. Information and upcoming LEPC grants, member information, and trainings. – Kelly Echeverria, LEPC Secretary/Treasurer
5. **Approval of New Secretary/Treasurer – Placeholder** – Brian Taylor, LEPC Chair – Appointment of Francisco Ceballos as the Secretary/Treasurer of LEPC
6. **Approval of HMEP Application – FOR POSSIBLE ACTION** – Kelly Echeverria, LEPC Staff – Presentation and approval of the Reno Fire HMEP application
7. **Presentation from TRIAD on Grant Allocated Items** – Andy Ancho, LEPC Vice Chair
8. **Update on Regional Emergency Management Events** - A briefing of regional meetings, events, trainings and exercises. – Kelly Echeverria, Washoe County Emergency Manager
9. **Update on the Radiological Task Force** - A briefing on current radiological issues within the region - Scott Alquist, Truckee Meadows Community College (TMCC)
10. **Update of Washoe County Citizen Corps** - A briefing on events and activities supported by the Washoe County Citizen Corps including, but not limited to, Community Emergency Response Teams (CERT) – Joe Oleciregui, Washoe County Sheriff's Office (WCSO) or Designee
11. **Update on State Emergency Response Commission** – A briefing on grants status and State Emergency Response Commission (SERC) happenings – Tami Beauregard or designee
12. **Training Review** – Briefing on trainings that have occurred in the past 2 months and requests for future trainings. Upcoming Trainings. – Brian Taylor, LEPC Chair
13. **LEPC chairman/board member announcements/items and selection of topics for future meetings** - No discussion among committee members will take place on this item. The next regular meeting is scheduled at April 21, 2022 at 10:00 a.m.
14. **Public Comment** – Comment heard under this item will be limited to three minutes per person and may pertain to matters both on and off the agenda. The Committee will also hear public comment during individual action items, with comment limited to three minutes per person. Comments are to be addressed to the Committee as a whole.
15. **ADJOURNMENT**



# Washoe County Local Emergency Planning Committee (LEPC)

Grants and Finance Committee

DRAFT of Minutes

January 27, 2022, 11:00 A.M.

Regional Emergency Operations Center  
5195 Spectrum Boulevard, Reno, Nevada

## 1. CALL TO ORDER/ DETERMINATION OF QUORUM (Non-action item)

Chair Brian Taylor called the meeting to order at 11:03 a.m. A quorum was established:

**PRESENT:** Marc Bello – WCSO; Roy Anderson - WCSO; Andy Ancho – RFD; Elizabeth Kunz – RPD; Kelly Echeverria – WCEM; Brian Taylor – REMSA; Eric Millette – SFD; Dale Carnes - RTAA; Nick Klaich - TMFPD; Ryan Rizzuto - TMFPD; and Shyanne Schull – WCRAS

**ABSENT:** Tracy Moore – WCSO; Jon McNamara – RFD; Ian Dasmann – TMWA; Jim Nelligan – NLTFPD; and Jason Woodard - SPD

Also present: Michael Large

## 2. PUBLIC COMMENT –

There was no public comment.

## 3. APPROVAL OF NOVEMBER 18, 2021 GRANTS & FINANCE COMMITTEE MEETING MINUTES [FOR POSSIBLE ACTION] – Brian Taylor

*It was moved by Eric Millette, seconded by Elizabeth Kuntz to approve the minutes as written.*

There was no public comment.

*The motion passed unanimously.*

**4. GRANT APPLICATION REVIEW AND APPROVAL [FOR POSSIBLE ACTION] – Prioritization and approval by the LEPC Grants and Finance Subcommittee on Hazardous Materials Emergency Preparedness (HMEP) grant application submissions from LEPC disciplines. Approved applications will be submitted to SERC. – Kelly Echeverria, WCEM Staff as LEPC Secretary\Treasurer**



Kelly Echeverria said they have received one application for the HMEP grant from Reno Fire for overtime and backfill related to the CBRNE exercise. This was for \$14,483.88. The application is within the guidelines of SERC but needs to be approved by the LEPC Grants and Finance Committee before being sent to SERC and seeking approval from General Membership.

*It was moved by Eric Millette, seconded by Roy Anderson to approve the Reno Fire application for the HMEP grant.*

Eric Millette added the intention to add to the HMEP grant for Continuing Challenge for LEPC members. His hope is for about 30 members to attend. This will be for approval at a future meeting. Brian Taylor explained that the grant is currently open so there will be ongoing discussion of applications.

*The motion passed unanimously.*

#### **5. PLAN FOR 2022 GRANT APPLICATIONS – Review timeline laid out by SERC – Kelly Echeverria, WCEM Staff as LEPC Secretary\Treasurer**

Kelly explained that SERC does not yet have dates available for grant applications. She suggested having applications due before the next Grants and Finance meeting so they can be discussed and approved as soon as possible. Kelly said that this would be by March 11th. Brian Taylor and Kelly explained that the grants will include OPTE and UWS.

Eric Millette added that OPTE is for hazardous materials training and equipment grants and is relatively open. The UWS grant however needs to have a terrorism nexus for approval. Kelly explained that the applications for LEPC are available currently on the website.

#### **6. REVIEW OF CURRENT LEPC GRANTS AND FINANCES – Status of active grants and acceptance of awards – Kelly Echeverria, LEPC Secretary\Treasurer**

Kelly Echeverria said that 2021 grants are closed. UWS was a \$32,000 grant and so far \$1,773.94 has been spent. OPTE was a \$29,000 grant and so far they have spent \$10,714. Homeland Security grants have a program assistant position that works on the FY20. This is a \$92,000 grant and \$54,202.76 is remaining. The FY21 program assistant grant will not be expended until FY20 is complete. COOP was \$188,473.79; \$117,167.41 has been spent. LEPC is working with TMCC and CSN on those plans. They have accepted an FY21 COOP grant and will be building out an RFP for that grant. They are working with the Las Vegas Paiute Tribe Health and Human Services as well as the CARES Campus in Reno.

Brain Taylor asked for the final date to receive materials for those that have already been ordered. Kelly explained that the deadline goes through June 30, 2022. If funds are not likely to be used by then, an extension application will need to be submitted.

**7. COMMITTEE MEMBER AND STAFF ANNOUNCEMENTS, REQUESTS FOR INFORMATION AND SELECTION OF TOPICS FOR FUTURE AGENDAS. No discussion among Committee members will take place on this item.**

Eric Millette asked that the HMEP grant for Continuing Challenge be put out from the committee for anyone who would like to attend. He asked that attendance numbers be given to Brian Taylor. He added that the conference is Sept. 6-9th. Eric said he can assist in writing the grant.

Brian shared that Andy Ancho will be presenting on TRIAD in the next GM meeting and encouraged other members who have received grants to consider presenting as well in future meetings.

**8. PUBLIC COMMENT –**

There was no public comment.

**9. Brian Taylor adjourned meeting at 11:23am.**

## Tami Beauregard

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**From:** Ceballos, Francisco <FCeballos@washoecounty.gov>  
**Sent:** Wednesday, March 9, 2022 10:24 AM  
**To:** SERC  
**Cc:** Tami Beauregard; Echeverria, Kelly  
**Subject:** 2022 SERC HMEP Washoe County LEPC Application  
**Attachments:** 2022 Mid-Cycle Application - HMEP LEPC.pdf

**WARNING** - This email originated from outside the State of Nevada. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good morning,  
Please see the attached application for Washoe County LEPC. If you have any questions, please let me know.

Thank you,



**Francisco Ceballos**  
Program Coordinator  
Office of the County Manager | Emergency Management  
Work Cell: 775.224.4109  
5195 Spectrum Blvd, Reno, NV 89512  
[www.readywashoe.com](http://www.readywashoe.com)  
24/7 Staff Duty # 775-379-5995



# GRANT APPLICATION CHECK SHEET

## A COMPLETE APPLICATION MUST INCLUDE THE FOLLOWING

- Title Page
- Goals of this grant
- Objectives of this grant
- Line Item Budget
- Budget Narrative
- Certified Assurances
- LEPC Compliance Certification (signed by Chair)
- Electronic version e-mailed to [serc@dps.state.nv.us](mailto:serc@dps.state.nv.us)

### **To be submitted prior to preparation of the grant award:**

- Copy of the LEPC meeting minutes approving submittal of grant application (minutes are submitted separately through normal minutes' submission process)

**RETURN THIS FORM WITH GRANT APPLICATION**