

Minutes
Nevada State Emergency Response Commission (SERC)

Planning and Training Sub-Committee Meeting

Friday, February 03, 2023 at 10:00am

1. CALL TO ORDER

Kimberly Ferguson called the meeting to order at 10:05am.

2. ROLL CALL, CONFIRM QUORUM, AND INTRODUCTIONS

Role was taken of members and a quorum was present.

3. PUBLIC COMMENT

Ms. Ferguson called for public comment. Ms. Ferguson welcomed Andria Webster to the subcommittee and asked her to give a brief introduction of herself. Ms. Webster advised she is the Multi-Agency Coordinating Center (MACC) Specialist for Clark County Emergency Management and stepped into this role after Carlito Rayos promoted to a different position.

4. APPROVAL OF APRIL 07, 2022 MEETING MINUTES

Mike Heidemann made a motion to approve the April 07, 2022 Planning and Training Subcommittee meeting minutes. Michael Mallner seconded the motion which was approved unanimously.

5. Discuss which Local Emergency Planning Committee's (LEPC's) have submitted the needed documents to stay in compliance with SERC policies – Level of Response Questionnaire, Hazardous Materials Response Plan, and Exercise/Incident Report. Assign Subcommittee members the task of reviewing specific LEPC submissions using the Planning and Training Subcommittee Check-Off List form to verify compliance.

- a. Identify which LEPC's have submitted the proper documentation to stay in compliance with SERC policies and make assignments for the submissions to be reviewed by Subcommittee members.

Tami Beauregard reviewed her spreadsheet which listed the LEPCs and state agency that had submitted the required documentation. Ms. Beauregard noted Mineral County was the only LEPC who did not submit anything. Ms. Beauregard showed a sample of what each Committee member will receive from each LEPC they are assigned to review.

- b. Train Subcommittee members on the Check-Off List and process for evaluating LEPC's submission of Hazardous Materials Response Plan, Exercise/Incident Report, and Level of Response Questionnaire.

Ms. Beauregard reviewed the Check-Off List to be used by the subcommittee members while evaluating the submitted documentation by the LEPCs and state agency. Ms. Beauregard advised the document can be typed in for any notes. Ms. Ferguson noted the notes are very important when presenting the information at the next meeting because other subcommittee members may have questions.

Ms. Beauregard detailed what is to happen at the next two Planning and Training Subcommittee meetings and work performed by staff during the meetings. The next two meetings were decided among the subcommittee members present.

The following assignments were made:

Kimberly Ferguson – Carson City, Churchill County, Elko County, White Pine County

Richard Brenner – Clark County, Douglas County, Lyon County, Storey County

Mike Heidemann – Esmeralda County, Lincoln County, Mineral County, Pershing County

Andria Webster – Eureka County, Washoe County, State Fire Marshal

Michael Mallner – Humboldt County, Lander County, Nye County

Mr. Heidemann advised he will reach out to the Mineral County LEPC with regards to no documentation being submitted.

6. PUBLIC COMMENT

Ms. Ferguson called for public comment. Ms. Ferguson thanked all for their participation and the work is greatly appreciated and to reach out if any questions come up.

7. ADJOURNMENT

Mr. Brenner made a motion to adjourn the meeting at 10:45am. Mr. Mallner seconded the motion which was approved unanimously.