

## Minutes

### Nevada State Emergency Response Commission (SERC)

#### Planning and Training Subcommittee Meeting

Tuesday, February 21, 2023 – 1:00pm

**1. CALL TO ORDER**

Kimberly Ferguson called the meeting to order at 1:02pm.

**2. ROLL CALL, CONFIRM QUORUM, AND INTRODUCTIONS**

Roll call was taken of the members and a quorum was present.

**3. PUBLIC COMMENT**

Ms. Ferguson called for public comment. There was none.

**4. APPROVAL OF FEBRUARY 03, 2023 MINUTES**

Mike Heidemann made a motion to approve the February 03, 2023 Planning and Training Subcommittee meeting minutes. Michael Mallner seconded the motion which was approved unanimously.

**5. REVIEW DOCUMENTS SUBMITTED BY THE LOCAL EMERGENCY PLANNING COMMITTEES (LEPCs) AND STATE AGENCIES TO STAY IN COMPLIANCE WITH SERC POLICIES – HAZARDOUS MATERIALS RESPONSE PLAN, LEVEL OF RESPONSE QUESTIONNAIRE, AND EXERCISE/INCIDENT REPORT. SUBCOMMITTEE MEMBERS WERE ASSIGNED THE TASK OF REVIEWING THE SUBMISSIONS OF SPECIFIC LEPCs AND/OR STATE AGENCIES USING THE PLANNING AND TRAINING CHECK-OFF LIST FORM TO VERIFY COMPLIANCE**

Ms. Ferguson questioned if any voting would happen at today's meeting. Tami Beauregard advised the voting takes place during the third meeting.

Carson City LEPC assigned to Ms. Ferguson:

Level of Response Questionnaire – no concerns

Hazmat Plan – no concerns and everything was included as requested

Exercise Report Form – no concerns

LEPC in compliance – yes

Churchill County LEPC assigned to Ms. Ferguson:

- Level of Response Questionnaire – no questions or concerns
- Hazmat Plan – everything was submitted accordingly
- Exercise Report Form – no questions or concerns
- LEPC in compliance – yes

Clark County LEPC assigned to Richard Brenner:

- Level of Response Questionnaire – filled out properly
- Hazmat Plan – nine elements were identified, Tier II facilities were missing but were provided this morning, and minutes to approve the plan
- Exercise Report Form – report was well done with a good report
- LEPC in compliance – no, meeting minutes approving submitted documents needed

Douglas County LEPC assigned to Mr. Brenner:

- Level of Response Questionnaire – filled out properly with good information
- Hazmat Plan – very good with updated sections
- Exercise Report Form – report was well done but no corrective actions
- LEPC in compliance – no, corrective actions needed

Elko County LEPC assigned to Ms. Ferguson:

- Level of Response Questionnaire – filled out completely
- Hazmat Plan – looked great, easy to identify elements and very comprehensive
- Exercise Report Form – completed
- LEPC in compliance – yes

Esmeralda County LEPC assigned to Mr. Heidemann:

- Level of Response Questionnaire – filled out pretty well however the SERC form was not used and not signed
- Hazmat Plan – very good plan except the training schedule only has dates with no type and meeting minutes do not approve the plan
- Exercise Report Form – fine
- LEPC in compliance – no, SERC Level of Response form, training schedule to identify type of exercise and meeting minutes approving submitted documents needed

A discussion ensued with regards to the LEPCs training at higher levels than what is noted in their Level of Response Questionnaire. Mr. Brenner advised is the reviewer believes the LEPC is training above their level of response further information is needed from the LEPC.

Eureka County LEPC assigned to Andria Webster:

Level of Response Questionnaire – received

Hazmat Plan – looked great but no meeting minutes approving the plan

Exercise Report Form – received

LEPC in compliance – no, meeting minutes approving submitted documents needed

Humboldt County LEPC assigned to Mr. Mallner:

Level of Response Questionnaire – received

Hazmat Plan – received

Exercise Report Form - information was substantially complete but no mention of how and what parts of the Hazmat Plan were used in the exercise and objectives left blank

LEPC in compliance – no, how/what part of the plan used, and objectives needed

Lander County LEPC assigned to Mr. Mallner:

Level of Response Questionnaire – received

Hazmat Plan – not complete and was unable to go through as there was a lot missing

Exercise Report Form – not completely filled out and no narratives

LEPC in compliance – no, corrections on exercise form and more detail with regards to page numbers on the Plan being referred to on the NRT-1A

Lincoln County LEPC assigned to Mr. Heidemann:

Level of Response Questionnaire – filled out property

Hazmat Plan – a good plan, but the Letter of Promulgation was not signed or dated, no training schedule and no minutes approving the plan

Exercise Report Form – report is good but not signed or dated

LEPC in compliance – no, signed and dated Letter of Promulgation; exercise training schedule; meeting minutes approving submitted documents and signed exercise form are needed

Lyon County LEPC assigned to Mr. Brenner:

Level of Response Questionnaire – submitted

Hazmat Plan – updates to sections and did a pretty good job but training exercise schedule is from 2022 and needs to be 2023, minutes approving the plan

Exercise Report Form – discussion need between the LEPC and Mr. Brenner as there is not much discussion on the form and information was very limited and no corrective action identified

LEPC in compliance – no, exercise training schedule and exercise report form needs to be redone after discussion with Mr. Brenner

Mineral County LEPC assigned to Mr. Heidemann:

Level of Response Questionnaire – completed correctly

Hazmat Plan – good but no level of response noted in the plan itself and no meeting minutes approving the plan

Exercise Report Form – no report attached

LEPC in compliance – no, identify level of response in plan, meeting minutes approving submitted documents and exercise report form are needed

Nye County LEPC assigned to Mr. Mallner:

Level of Response Questionnaire – substantially complete

Hazmat Plan – no meeting minutes approving the plan

Exercise Reporting Form – how and what parts of the plan used missing

LEPC in compliance – no, meeting minutes approving the plan and correction on the exercise report form are needed

Pershing County LEPC assigned to Mr. Heidemann

Level of Response Questionnaire – filled out property

Hazmat Plan – complete and a good plan

Exercise Report Form – filled out and signed, but trained outside of their level of response

LEPC in compliance – no, additional information needed about training

A discussion ensued with regards of how to address the training level of the exercise and their level of response. Mr. Brenner stated further information is needed by the LEPC. A further discussion ensued with regards to what the role of this Subcommittee and the situation training above the LEPC level of response. Mr. Brenner noted it is the job of the Subcommittee to advise the LEPC if they are training at a higher level than their Level of Response.

Storey County LEPC assigned to Mr. Brenner:

Level of Response Questionnaire – good job

Hazmat Plan – updated sections and minutes

Exercise Report Form – real good job on narrative and corrective action

LEPC in compliance – yes

Washoe County LEPC assigned to Ms. Webster

Level of Response Questionnaire – received

Hazmat Plan – missing equipment list

Exercise Report Form – received

LEPC in compliance – no, plan equipment list needed

White Pine County LEPC assigned to Ms. Ferguson:

Level of Response Questionnaire – received

Hazmat plan – need clarification on letter of promulgation and training schedule is vague

Exercise Report Form – thorough with no concerns

LEPC in compliance – no, updated letter of promulgation and training schedule needed

State Fire Marshal State Agency assigned to Ms. Webster:

Level of Response Questionnaire – filled out

Hazmat Plan – limited document

Exercise Report Form – filled out but very vague and not signed

State Agency in compliance – no, corrections to level of response questionnaire and a signature on exercise report form are needed. It was decided Mr. Brenner would review the documentation for full compliance.

Ms. Ferguson thanked everyone for taking the time to review their assigned documents.

## **6. PUBLIC COMMENT**

Ms. Ferguson called for public comment.

Ms. Beauregard mentioned the next Subcommittee meeting is April 7<sup>th</sup> to review any deficiencies received and vote if LEPC is in compliance, which will be forwarded to the Funding Committee for review. Ms. Beauregard also noted the Subcommittee, as a team, will review the equipment being requested by each LEPC on the Operations, Planning, Training and Equipment (OPTE) grant application, which will become a recommendation to the Funding Committee to recommend approval or not of the application to the full SERC.

## **7. ADJOURNMENT**

Mr. Brenner made a motion to adjourn the meeting at 1:46pm. Ms. Webster seconded the motion which was approved unanimously.